
EXAMINATION DEPARTMENT

Ref.No.AJU/Exam. /2021/237

Dt: 23.11.2021

NOTIFICATION

Sub: Examination Form Fill up Process for Regular/ Ex-Regular of the following semesters & courses:

(A) 3rd Semester ALL courses (Regular / Ex- regular / Lateral).

(B) 5th & 7th Semester of ALL Courses [Regular/ Ex Regular].

This is informed that **IMPORTANT INFORMATION [A] & GUIDELINES FOR EXAMINATION FORM FILL UP PROCESS [B] (next page)** are given hereunder for the adherence of all concerned.

A. IMPORTANT INFORMATION for the Students:

- 1. Examination Fee Rs 500/-** will be paid by the students for the Examination.
- Examination Form fill up date will be from **November 25, 2021 to December 04, 2021 without late fee.**
- Examination Form fill up date will be from **December 05, 2021 to December 8, 2021 with late fine Rs 500/-.**
- Guidelines for Examination Form Fill up Process (B) is mentioned in the next page**
- Eligible students need to do Examination registration from their ERP login / User ID & password by themselves.**
- If any student(s) Name / Examination form is NOT visible in their ERP login / User ID, then she / he needs to contact their respective departmental ERP coordinator as mentioned in the next page.
- Admit Card will be downloaded from ERP Login / User ID by students themselves** from December 10, 2021.
- It is compulsory for all concerned students to **FILL UP THE EXAMINATION FORM** within due date only.
- Tentative date for commencement of Examinations is from **December 14, 2021 onwards.**
- Examination mode** will be **OFFLINE through Pen & Paper for 3hrs.**

B. GUIDELINES FOR EXAMINATION FORM FILL UP PROCESS: -

1. Student need to do Examination registration from their ERP login / User ID & Password.
2. Student need to verify their subjects before Examination registration, in case of query, they need to contact their departmental ERP Coordinator named as follows: -

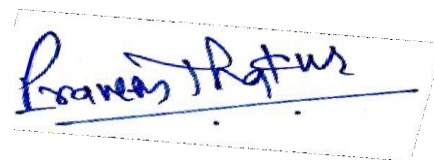
ERP Coordinators

S.No	School Name	ERP coordinator Name	Contact No	Block	Room No
1	School of Commerce & Management	Nazish Shahid	7411485210	I	305
2	School of Law	Dipshreya Das	9101653726	I	405
3	School of Humanities	Sanjay Thakur	7209078001	II	103
4	School of Health & Allied Science	Prajna Routray	7209078001	II	103
5	School of Engg & IT -BCA/MCA	Ekta Tripathi	7209078001	II	103
6	School of Engg & IT -Poly/B. Tech	Ashish Jha	7978656593	III	104

3. After Examination Registration; student need to Pay Examination fee Rs 500/- through ONLINE or OFFLINE mode.
4. After Paying the Examination fee; student need to download their Examination Form and get it counter signed [the hard copy] from their respective Dean / Programme Coordinator.
5. NO DUES form needs to be downloaded after Examination registration / downloading.
6. Student need to submit their following documents to **EXAMINATION FORM SUBMISSION COUNTER** of their respective Blocks (I , II, III):-
 - i. Examination Form duly signed by Dean / Programme Coordinator
 - ii. Self-Signed NO DUES Form
 - iii. Examination Fee receipt.

Further, it informed that, in this COVID – 19 pandemic, Students are instructed to follow the Covid – 19 protocols; Please make sure, you need to wear face mask, maintaining the social distancing and temperature check while entering the campus. You will not be allowed in the campus without these necessary protocols. You are instructed to co – operate with the security authorities in this regard.

This is issued by order of the Hon'ble Vice Chancellor.



Controller of Examinations