

**EXAMINATION DEPARTMENT**

Ref.No.AJU/Exam. /2022/ 354

Dt: 29.01.2022

**NOTIFICATION**

**Sub: Examination Form Fill up Process for Regular / Ex-Regular of 1<sup>st</sup> Semester [Batch 2021]**

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** will be applicable as under for the different courses: -

Sl. No	Course Name	Examination Fee (in Rs).
1.	B. Pharma / D. Pharma / B.Tech / Polytechnic / MCA / B. Optometry / B.Sc – Biotechnology	Rs 1000 /-
2.	MBA / BBA/ BBA LLB / B. Com (H) / BA (H) / BCA	Rs 750 /-

2. Examination Form fill up date will be from **February 01, 2022 to February 11, 2022 without late fee.**
3. Examination Form fill up date will be from **February 12, 2022 to February 20, 2022 with late fine Rs 500/- in addition to Examination fee.**
4. **Guidelines for Examination Form Fill up Process (B) is mentioned in the next page**
5. **Eligible students need to do Examination registration from their ERP login / User ID & password by themselves.**
6. 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.
7. **Admit Card will be downloaded from ERP Login / User ID by eligible students themselves from February 26, 2022 onwards.**
8. It is compulsory for all concerned students to **FILL UP THE EXAMINATION FORM** within due date only.
9. Tentative date for commencement of Examinations is from **March 1st, 2022 onwards.**
10. Examination mode [**Online or Offline**] will be decided in view of UGC & State Government guidelines. Therefore, Students are suggested to start preparing keeping in mind that, Examination may be conducted in Online or Offline; any mode.

## 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	E – mail ID	Block & Room No
1	School of Commerce & Management	Nazish Shahid	7411485210	nazish.s@arkajainuniversity.ac.in	B - I & 305
2	School of Law	Prajna Routray	7209078001	<a href="mailto:prajna.r@arkajainuniversity.ac.in">prajna.r@arkajainuniversity.ac.in</a>	B -II & 103
3	School of Humanities	Sanjay Thakur	7209078001	sanjay.t@arkajainuniversity.ac.in	B - II & 103
4	School of Health & Allied Science	Smita Gandhi	9523565176	Smita.g@Arkajainuniversity.ac.in	B - II & 103
5	School of Engg & IT – (BCA/MCA)	Ekta Tripathi	7209078001	ekta.t@arkajainuniversity.ac.in	B- II & 103
6	School of Engg & IT – (Poly/B. Tech)	Ashish Jha	7978656593	ashish.j@arkajainuniversity.ac.in	B – III & 104

3. After Examination Registration; student need to Pay Examination fee as applicable through ONLINE or OFFLINE mode.
4. After Paying the Examination fee; student need to download their Examination Form and get it counter signed [ Hard Copy] from 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 the 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 pandemic, Students are instructed to follow the Covid 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