EXAMINATION DEPARTMENT

Ref.No. AJU/Exam. /2022/452   Date: 24th April, 2022.

NOTIFICATION

Sub: Examination Form Fill up Process for 4th & 6th Semester [Backlog]

This is to inform all the concerned students, who had backlog in the 4th & 6th Semester for Batch 2017/2018/2019.

The **IMPORTANT INFORMATION [A]** & **GUIDELINES FOR EXAMINATION FORM FILL UP PROCESS [B] ARE MENTIONED BELOW** for the adherence of all concerned.

A. IMPORTANT INFORMATION for the Students: -

1. Examination Fee applicable for the different courses are as follows :-

Backlog Examination fee details	
Course Name	Applicable Examination Fee (in Rs).
B. Pharma / B.Tech / Polytechnic / MCA / B. Optometry / B.Sc – Biotechnology	Rs 1000 /-
MBA / BBA/ BBA LLB / B. Com (H) / BA (H) / BCA	Rs 750 /-

2. Examination Form fill up date will be from 26th April, 2022, to 07th May, 2022 without late fee.

3. Eligible students list (Backlog) along with their Exam form no. will be uploaded on the website by 26th April, 2022.

4. If, any student(s) names were NOT listed in the Eligible students list or if any discrepancies in the list; then she/he needs to contact Examination deptt. Or E-mail to examhelp@arkajainuniversity.ac.in for further guidance before 07th May, 2022.

5. Students are instructed to write/fill their alphanumeric e - Form no. mandatorily while paying examination fee.

6. Examination fee paid without Examination form no. will not be considered for examination.

7. Admit Card [of Backlog] will be provide to the student's w.e.f 09th May, 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 10th May, 2022 onwards.

10. The Examination will be conducted through Offline mode [i.e. Pen and paper] of 3hrs.

B. GUIDELINES FOR EXAMINATION FORM FILLUP PROCESS: -

1. Go to the "Examination (e-Notice) [on 26th April, 2022]" section under the heading "Academics" in the main menu of AJU official Web site (www.arkajainuniversity.ac.in) and check your name and e-form no. in the given list.

2. All students whose name is in the list published, are advised to pay offline examination fee as applicable.

3. Offline Examination fee can be paid at City office [10.00 AM to 5.00 PM] and in the University campus from [9.00 AM to 3.30 PM]

Further, it is informed that, in this COVID 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 Vice Chancellor.

CONTROLLER OF EXAMINATIONS

ARKA JAIN University, Jharkhand