



SCHOOL OF HUMANITIES
DEPARTMENT OF ENGLISH

Ref: AJU/BAENG/31/2022

NOTICE

Date: 16-4-2022

This is to notify all the students of SEM IV and SEM VI of B. A. English (H) vide no. Ref. No. AJU/Exam./2022/416, Dt: 13.04.2022 of Exam Cell regarding End Sem Exam form fill-up that:

A.

1. Examination Fee for the B. A.-English (H) will be Rs. 750/-.
2. Examination Form fill up date will be from April 16, 2022 to April 26, 2022 without late fee.
3. Examination Form fill up date will be from April 27, 2022 to May 03, 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 May 7 th , 2022 onwards. Except Polytechnic & B. Tech 4th Semester.
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 May 10th, 2022 onwards.
10. Examination mode will be OFFLINE through Pen & Paper for 3 hrs.

B.

1. Students need to do Examination registration from their ERP login / User ID & Password.
2. Students need to verify their subjects before Examination registration, in case of query; they need to contact their departmental ERP Coordinator, Mr. Sanjay Kumar Thakur. (7209078001 email: sanjay.t@arkajainuniversity.ac.in)
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.
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 is informed that, in this COVID pandemic, Students are instructed to follow the Covid protocols.

By the order of Hon'ble Vice-Chancellor

Ms. Rajkumari Ghosh
Programme Coordinator
Department of English

Copy for information & necessary action please:-

1. PS to the Vice-Chancellor
2. PS to the Director
3. PS to the Registrar
4. Academic Coordinator
5. In charge Web services for Website
6. Notice Board
7. Faculty Members
8. Concerned semesters