



SCHOOL OF HUMANITIES
DEPARTMENT OF ENGLISH

Ref: AJU/BAENG/39/2022

NOTICE

Date: 08-6-2022

This is to notify all the students of SEM II B. A. English (H), batch 2021 regarding ESE form-fill up details vide Notice of the CoE, Ref. No.AJU/Exam. /2022/ 471 dated 01.06.2022. Given below is the form-fill up details for your reference:

A. General Information

1. An amount of **Rs. 750/- as Examination Fee** has to be deposited.
2. Examination **Form fill up date will be from June 08, 2022 to June 18, 2022 without late fee.**
3. Examination Form fill up date will be **from June 19, 2022 to June 30, 2022 with late fine Rs 500/-** in addition to Examination fee.
4. 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 July 6th, 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 July Second week onwards.
10. Examination will be conducted in Offline mode [through Pen & Paper].

B. Guidelines for Examination Form Fill Up Process: -

1. Student needs 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 Mr. Sanjay Thakur, Ph.: 7209078001, 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 NO DUES form. The examination form needs to be counter signed [Hard Copy] from respective Dean / Programme Coordinator.

5. Student needs 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

Special NOTE: In addition to above documents, students need to verify their Migration / TC from the Original one at the form submission counter.

Further, 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.

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