

**NOTIFICATION**

**Sub: Special Backlog Examination Form Fill up Process for the students who are passing out in the Year 2022.**

This is to inform concerned passing out students [Who so ever passing out in the Year - 2022] that Examination Department has planned Special Backlog Examination Form Fill up Process ONLY for THOSE students who appeared and failed in Diploma/ UG / PG Final semester ESE conducted in the Year 2022 and had backlog in their previous semester [Odd / Even ] .

This is ONE TIME OPPORTUNITY for all such students to clear their backlogs, if any.

In view of the above some **IMPORTANT INFORMATION [A] & GUIDELINES FOR EXAMINATION FORM FILL UP PROCESS [B]** are given hereunder for the adherence of all concerned.

**A. IMPORTANT INFORMATION** for the Students: -

1. Examination Form fill up date will be from **September 2, 2022 to September 10, 2022 without fine.**
2. Examination Form fill up date will be from **September 11, 2022 to 12, 2022 with fine Rs 500/-.**
3. **Students list [backlog]** will be uploaded on the website on **September 01, 2022.** [Note: If any student has any backlog in their previous semester and his name is not listed in the list then he / she is instructed to inform Examination Department in writing via E – mail to – [examhelp@arkajainuniversity.ac.in](mailto:examhelp@arkajainuniversity.ac.in) by **05/09/2022**]
4. **Applicable Examination Fee is mentioned in the list for each semester** will be paid by the students.
5. It is compulsory for all concerned students to **FILL UP THE EXAMINATION FORM** within due date only.
6. Tentative date for commencement of Examinations is from **September 15, 2022 onwards.**

**B. GUIDELINES FOR EXAMINATION FORM FILL UP PROCESS: -**

1. Go to the “Examination (e-Notice) [uploaded on September 01, 2022]” section under the heading “Academics” in the main menu of AJU official Web site ([www.arkajainuniversity.ac.in](http://www.arkajainuniversity.ac.in)) and check your name in the given list.
2. All students whose name is in the list published, are advised to pay Exam fee Offline at University Campus [8.30 AM to 4.30 PM] during working days.

This is issued by order of the Vice Chancellor.

CONTROLLER OF EXAMINATIONS



ARKA JAIN University, Jharkhand