



EXAMINATION DEPARTMENT

Ref.No.: - AJU/Exam. /2022/S/L.C Exam

Date: - October 13, 2022.

NOTIFICATION

Sub: Special / Last Chance Examination Form Fill up Process for the students who enrolled in the year – 2017 (Diploma/UG) & 2018 (PG).

This is to inform concerned students [Who so ever enrolled in the Year – 2017 (Diploma/UG) & 2018 (PG)] that Examination Department has planned Special/Last Chance Examination Form Fill up Process ONLY for THOSE students who enrolled in the year 2017 (Diploma/UG) & 2018 (PG) and had backlog in their previous semester [Odd / Even].

This is **LAST 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 **October 14, 2022 to October 22, 2022 without fine.**
2. **Students list [backlog]** will be uploaded on the website on **October 14, 2022.** [Note: If any student has any backlog in their previous semester and his/her 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 by 17/10/2022]
3. **Applicable Examination Fee is mentioned in the list for each semester** will be paid by the students.
4. It is compulsory for all concerned students to **FILL UP THE EXAMINATION FORM** within due date only.
5. Tentative date for commencement of Examinations is from **November 1st Week, 2022 onwards.**

B. GUIDELINES FOR EXAMINATION FORM FILL UP PROCESS: -

1. **Go to the “Examination (e-Notice) [uploaded on October 14, 2022]”** section under the heading “Academics” in the main menu of AJU official Web site (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 EXAMINATION

ARKA JAIN University, Jharkhand