JGi

ARKA JAIN
University
Jharkhand (Jamshedpur)

EXAMINATION DEPARTMENT

Ref.No.AJU/Exam. /2023/ ..553..   Dt: 07.01.2023

NOTIFICATION

Sub: Examination Form Fill up Process for Regular / Ex-Regular:-

1. All Programmes – 1st Semester

This is informed that **IMPORTANT INFORMATION [A] & GUIDELINES FOR EXAMINATION FORM FILL UP PROCESS [B] (next page)** are given hereunder for the adherence of all concerned.

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

1. **Examination Fee** will be applicable as under for the different courses: -

Sl. No	Course Name	Examination Fee (in Rs).
1.	B. Pharma / B.Tech / Polytechnic / MCA / B. Optometry / B.Sc – Biotechnology	Rs 1000 /-
2.	MBA / BBA/ BBA LLB / B. Com (H) / BA (H) / BCA	Rs 750 /-

2. Examination Form fill up date will be from **January 09th, 2023 to January 25th, 2023 without late fee.**

3. Examination Form fill up date will be from **January 27th, 2023 to February 01st, 2023 with late fine of 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 **February 04th, 2023** onwards tentatively.

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 **February 2nd week onwards.**

10. Examination will be conducted in Offline mode [through Pen & Paper]

B. GUIDELINES FOR EXAMINATION FORM FILL UP PROCESS: -

1. Student need 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 named as follows: -

ERP Coordinators

S.No	School Name	ERP coordinator	Contact No	E – mail ID	Block & Room No
1	School of Commerce & Management	Nazish Shahid	7411485210	nazish.s@arkajainuniversity.ac.in	A- I & 116
2	School of Law	Amna Bibi	7411485210	amna.b@arkajainuniversity.ac.in	A- I & 116
3	School of Humanities	Sanjay Thakur	7209078001	sanjay.t@arkajainuniversity.ac.in	B – II & 204
4	School of Health & Allied Science	Prajna Routray	7209078001	prajna.r@arkajainuniversity.ac.in	B -II & 204
5	School of Engg & IT (BCA/MCA)	Ekta Tripathi	7209078001	ekta.t@arkajainuniversity.ac.in	E - V & 506
6	School of Engg & IT (Poly/B. Tech)	Ashish Jha	7978656593	ashish.j@arkajainuniversity.ac.in	C – III & 304

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 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

Spl. Note – Students are instructed to ensure that their Migration / TC must be submitted to record cell.

This is issued by order of the Hon'ble Vice Chancellor.

Sd/- (Dr. Praveen K. Thakur)
Controller of Examinations