



EXAMINATION DEPARTMENT

Ref.No. AJU/Exam. /2023/556

Date: 07<sup>th</sup> January, 2023

**NOTIFICATION**

**Sub: Backlog Examination Form Fill up Process for 3<sup>rd</sup> Semester of following programmes  
MBA, B.TECH, DIPLOMA, B.PHARMA.**

This is to inform all the concerned students, who has backlog in the **3<sup>rd</sup> Semester**.

The **IMPORTANT INFORMATION [A] & GUIDELINES FOR EXAMINATION FORM FILL UP PROCESS [B]** ARE MENTIONED BELOW for the adherence of all concerned.

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

1. Examination Fee applicable for the different courses are as follows:-

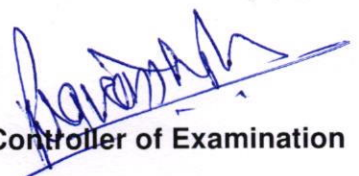
Backlog Examination fee	
Course Name	Applicable Examination Fee (in Rs).
B. Pharma / B.Tech / Diploma	Rs 1000 /-
MBA	Rs 750 /-

2. Examination Form fill up date will be from **09<sup>th</sup> January, 2023, to 20<sup>th</sup> January, 2023 (without late fine)**
3. Examination Form fill up date will be from **21<sup>th</sup> January, 2023, to 25<sup>th</sup> January, 2023 (with late fine of 500/-)**
4. Eligible students list (Backlog) will be uploaded on the website by **07<sup>th</sup> January, 2023**.
5. If, any student(s) names is NOT listed in the Eligible students list; then she/he needs to contact Examination Department or E-mail to [examhelp@arkajainuniversity.ac.in](mailto:examhelp@arkajainuniversity.ac.in) for further guidance on or before **10<sup>th</sup> January, 2023**.
- 5 **Admit Card will be downloaded from ERP Login / User ID by eligible students themselves from January 27<sup>th</sup>, 2023 onwards tentatively.**
- 6 It is compulsory for all concerned students to **FILL UP THE EXAMINATION FORM** within due date only.
- 7 Tentative date for commencement of Examinations is from **January 30<sup>th</sup>, 2023 onwards**.
- 8 The Examination will be conducted through Offline mode [i.e. Pen and paper].

**B. GUIDELINES FOR EXAMINATION FORM FILLUP PROCESS:**

1. Go to the "Examination (e-Notice) [on 07<sup>th</sup> January, 2023]" 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 offline examination fee as applicable.
3. Offline Examination fee can be paid at City office [10.00 AM to 5.00 PM] and in the University campus from [9.00 AM to 4.30 PM].

This is issued by order of the Vice Chancellor.

  
Controller of Examination