EXAMINATION DEPARTMENT

Ref.No.AJU/Exam. /2023/ 574   Dt: 24.04.2023

NOTIFICATION

Sub: MBA 2nd Semester ESE – Regular & Backlog End Semester Examination Form fill up Process

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: -

SI. No	Programe / Branch	Examination Fee (in Rs).
1.	MBA	Rs 750 /-

2. Examination Form fill up date will be from April 26, 2023 to May 06, 2023 without late fee.
3. Examination Form fill up date will be from May 07, 2023 to May 13, 2023 with late fine 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 s/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 May 19, 2023 onwards.
8. It is compulsory for all concerned students to FILL UP THE EXAMINATION FORM within due date.
9. Tentative Date for commencement of Examination is from May 22, 2023 onwards.

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: -
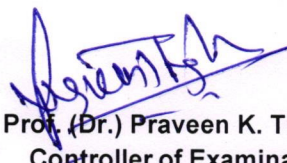
ERP Coordinators

S.No	School Name	ERP coordinator Name	Contact No	E – mail ID	Block & Room No
1	School of Commerce & Management [MBA]	Nazish Shahid	7411485210	nazish.s@ arkajainuniversity.ac.in	A- I &116
2		Amna Bibi	7411485210	amna.b@ark ajainuniversity.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 need to submit their following documents to the ERP Coordinators 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 submit all academic testimonials along with their Migration / TC, if not submitted the same to record cell. Failure to submission of the same will NOT be allowed to fill up the Examination form & further not to be allowed to appear in the End Semester Examination.

This is issued by order of the competent authority.

Prof. (Dr.) Praveen K. Thakur
Controller of Examinations