



EXAMINATION DEPARTMENT

Ref.No.AJU/Exam. /2023/573

Dt: 13.04.2023

NOTIFICATION

Sub: Backlog Examination Form Fill up Process for End Semester Examination of the below mentioned programs:-

No.	Programe/ Branch	Semester	No.	Programe/ Branch	Semester	Tentative Examination Date
1	B.TECH – (ME / EEE/ CSE/ CL)	6 / 8	2	Polytechnic – (ME/ EEE/ CSE/ CL)	6	1st May , 2023
3	BCA	4 / 6	4	MCA	4	
5	B. Optometry	6 / 8	6	B.Sc - Biotechnology	6	
7	BBA	4 / 6	8	B.COM (H)	4 / 6	
9	BA(Hon.) - (ENGLISH/ JMC/ FD)	4 / 6	10	BBA LLB	4 / 6 / 8	
11	B. Pharma	6 / 8	12	D. Pharmacy	2 ND YEAR	22 nd May , 2023
13	MBA	4				

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	Programe/ Branch	Examination Fee (in Rs).
1.	B. Pharma / D. 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 /-

- Examination Form fill up date will be from April 15, 2023 to April 20, 2023 without late fee.
- Examination Form fill up date will be from April 21, 2023 to April 26, 2023 with late fine Rs 500/ in addition to Examination fee.
- Guidelines for Examination Form Fill up Process (B) is mentioned in the next page
- Eligible students need to do Examination registration from their ERP login / User ID & password by themselves.
- 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.
- Admit Card will be downloaded from ERP Login / User ID by eligible students themselves From April 27, 2023 onwards.
- It is compulsory for all concerned students to FILL UP THE EXAMINATION FORM within due date.



[Signature]

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

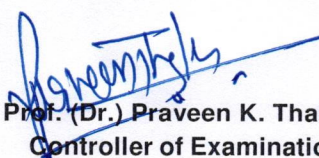
S.No	School Name	ERP coordinator Name	Contact No	E – mail ID	Block & Room No
1	School of Commerce & Management	Nazish Shahid	7411485210	nazish.s@arkajainuniversity.ac.in	A- I & 116
2	School of Law	Amna Bibi	7411485210	amna.b@arkajainuniversity.ac.in	A- I & 116
3	School of Humanities	Sanjay Thakur	7209078001	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 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