



**EXAMINATION DEPARTMENT**

Ref.No.AJU/Exam. /2023/ 582

Dt: 05.06.2023

**NOTIFICATION**

**Sub: Examination Form Fill up Process for End Semester Examination [Backlog] of the below mentioned programs / semesters:-**

S.No.	Program(s)/ Branch(es)	Semester(s)	S.No.	Program(s)/ Branch(es)	Semester(s)	Tentative Examination Date
1	B.TECH - (ALL Branches)	2 / 4	2	Polytechnic - (ALL Branches)	2 / 4	1st July, 2023
3	BCA	2	4	MCA	2	
5	BBA	2	6	B.COM (H)	2	
7	BBA LLB	2	8	B. Sc - Biotechnology		
9	BA(Hon.) - (ENGLISH/ JMC/ FD)	2	10	B. Optometry	2/4	
11	B. Pharma	2 / 4	12	D. Pharmacy	1 <sup>st</sup> YEAR	17th July, 2023

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: -

S. No	Program(s)/ Branch(es)	Examination Fee (in Rs).
1.	B. Pharma / D. Pharma / B.Tech / Polytechnic / MCA / B.Sc – Biotechnology / B.Optomety	Rs 1000 /-
2.	B. Com (H) / BBA / BBA LLB / BA (H) / BCA	Rs 750 /-

2. Examination Form fill up date will be from June 07, 2023 to June 24, 2023 without late fee.
3. Examination Form fill up date will be from June 25, 2023 to June 30, 2023 with late fine Rs 500/ in addition to Examination fee. **After June 30<sup>th</sup>, late fine will be Rs 1500/-.**
4. Guidelines for Examination Form Fill up Process (B) is mentioned in the next page
5. Students need to do Backlog 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 or they may Contact Examination Department [examhelp@arkajainuniversity.ac.in or 8235030485]
7. Admit Card will be downloaded from ERP Login / User ID by eligible students themselves From June 30th, 2023 onwards.



**B. GUIDELINES FOR EXAMINATION FORM FILL UP PROCESS: -**

1. Student need to check their backlog in their ERP student login & 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: -

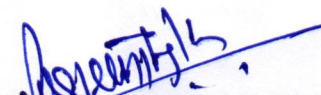
**ERP Coordinators**

S.N.	School Name	ERP coordinator Name	Contact No	E – mail ID	Block & Room No
1	School of Commerce& Management [BBA / B.Com (H) ]	Nazish Shahid	7411485210	nazish.s@arkajainuniversity.ac.in	A- I &116
2	School of Law [BBA LLB]	Amna Bibi	7411485210	amna.b@arkajainuniversity.ac.in	A- I &116
3	School of Humanities [BA – H – ALL]	Sanjay Thakur	7209078001	sanjay.t@arkajainuniversity.ac.in	B – II &204
4	School of Health & Allied Science [B.Pharm/ D.Pharm/B.Sc-Biotech / B.Optomety]	Prajna Routray	7209078001	prajna.r@arkajainuniversity.ac.in	B -II & 204
5	School of Engg & IT (BCA/MCA)	Ekta Tripathi	06572312017	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  
ARKA JAIN University, Jharkhand