



**EXAMINATION DEPARTMENT**

Ref.No.AJU/Exam./2023/ 581

Dt: 05.06.2023

**NOTIFICATION**

**Sub: Examination Form Fill up Process for Ph. D Course Work Examination [Regular / Backlog],  
June / 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: -

S. No	Program(s)/ Branch(es)	Examination Fee (in Rs).
1.	Ph.D Course Work Examination	Rs 750 /-

2. Examination Form fill up date will be from June 7, 2023 to June 24, 2023.
3. Guidelines for Examination Form Fill up Process (B) is mentioned in the next page
4. Eligible students need to do Examination registration from their ERP login / User ID & password by themselves.
5. 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.
6. Admit Card will be downloaded from ERP Login / User ID by eligible students themselves From June 26th, 2023 onwards.
7. It is compulsory for all concerned students to FILL UP THE EXAMINATION FORM within due date .



**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: -

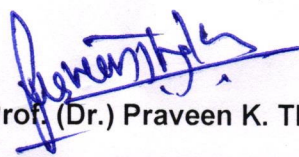
**ERP Coordinators**

School Name	ERP coordinator Name	Contact No	E – mail ID	Block & Room No
School of Research [Ph.D]	Ms Vandana	82924 23445	vandana.s@ arkajainuniversity.ac.in	A- I & 135

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 Examination.**

This is issued by order of the competent authority.

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

CONTROLLER OF EXAMINATION  
ARKA JAIN University, Jharkhand