



**EXAMINATION DEPARTMENT**

Ref. No. AJU/Exam./2024/626

Date: 10 April, 2024

**NOTIFICATION**

**Sub: Backlog Examination Form Fill-up Process for [End Semester Examination] of following programs and Semesters as mentioned below:**

No.	Program/ branch	Semester	No.	Program/ branch	Semester	Tentative exam schedule
1	B Tech - (ME / EEE/ CSE/ CL)	8 <sup>TH</sup> /6 <sup>TH</sup>	8	BBA	6 <sup>TH</sup> /4 <sup>TH</sup>	Fourth week of April, 2024 onwards.
2	Polytechnic - (ME/ EEE/ CSE/ CL)	6 <sup>TH</sup>	9	B.Com Hons.	6 <sup>TH</sup> /4 <sup>TH</sup>	
3	BCA	6 <sup>TH</sup> /4 <sup>TH</sup>	10	MBA	4 <sup>TH</sup> / 2 <sup>ND</sup>	
4	MCA	4 <sup>TH</sup>	11	BBA LLB Hons.	8 <sup>TH</sup> /6 <sup>TH</sup> /4 <sup>TH</sup>	
5	B A (Hons.) -(ENGLISH/ JMC/ FD)	6 <sup>TH</sup> /4 <sup>TH</sup>				
6	B. Optometry	8 <sup>TH</sup> /6 <sup>TH</sup> /4 <sup>TH</sup>				
7	B. Biotechnology	6 <sup>TH</sup> /4 <sup>TH</sup>				

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

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

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

Backlog Examinations Fees	
Program Name	Applicable Examination Fee (in Rs).
B. Tech. / Polytechnic / MCA / B. Optometry / B. Sc – Biotechnology	Rs 1000 /-
MBA / BBA / B. Com (H) / BA Hons. (All) / BCA/ BBA-LLB Hons.	Rs 750 /-

2. No-Dues Clearance and Examination Registration date will be from **13<sup>th</sup> April, 2024 to 20<sup>th</sup> April, 2024 (without late fine)**
3. No-Dues Clearance and Examination Registration date will be from **21<sup>st</sup> April, 2024 to 23<sup>rd</sup> April, 2024 (with late fine of Rs. 1000/-)**
4. Examination Registration will be freezed after **23<sup>rd</sup> April, 2024.**
5. Admit Card will be downloaded from ERP Login by eligible students themselves.
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 **fourth week of April, 2024 onwards.**

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

1. Students should download their no-dues forms from their ERP login.
2. Students should complete filling the no-dues form, obtain the signatures from various authorities (as mentioned in the No-dues Form). Once all the signs have been obtained, students needs to visit the any Accounts office at the University campus where the account official would verify the fee-submission status. Once verified, the accounts officer would keep the No-dues form with him/ her.
3. Following the submission of the No-dues form, students are required to complete the examination registration process through their ERP login.

**[Note: - Students must verify their subjects before proceeding with the examination registration, in case of query, they need to contact their respective ERP Coordinator mentioned below]**

4. After completion of the Examination registration process, student needs to pay their Examination fee as applicable.

**ERP Coordinators**

S.No	School Name	ERP-Coordinator Name	Contact No	E - mail ID
1.	School of Commerce & Management	Nazish Shahid	7411485210	nazish.s@arkajainuniversity.ac.in
2.	School of Law	Sweta Dasgupta	7294174708	sweta.d@arkajainuniversity.ac.in
3.	School of Engg. & IT - (BCA/MCA)	Ekta Tripathi	7209078001	ekta.t@arkajainuniversity.ac.in
4.	School of Health & Allied Science [JMC Hons / FD Hons. & B.Optomety]	Prajna Routray	7209078001	prajna.r@arkajainuniversity.ac.in
5.	School of Engg. & IT - (Poly/B. Tech)	Ashish Jha	7978656593	ashish.j@arkajainuniversity.ac.in
6.	School of Humanities [BA English Hons. & B.Sc.Technology]	Sanjay Thakur	7209078001	Sanjay.t@arkajainuniversity.ac.in

**Spl. Note -**

1] Students are instructed to submit all academic testimonials along with their Migration / TC, if not submitted the same till date, in the Record Cell.

2] Students are instructed to submit their ABC Id to their respective Academic Section.

Any student who has to submit the above-mentioned document/s but fails to submit the same will NOT be allowed to fill-up the Examination form & further would not be allowed to appear in the End-semester Examination.

This is issued by the order of competent authority.

  
**Controller of Examinations**  
CONTROLLER OF EXAMINATION  
ARKA JAIN University, Jharkhand