EXAMINATION DEPARTMENT

Ref. No. AJU/Exam. /2024/623

Date: 01 April, 2024

NOTIFICATION

Sub: Regular/Ex-Regular 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)	$8^{TH}/6^{TH}$	8	BBA	$6^{TH}/4^{TH}$	
2	Polytechnic - (ME/ EEE/ CSE/ CL)	6TH	9	B.Com Hons.	$6^{TH}/4^{TH}$	
3	BCA	$6^{TH}/4^{TH}$	10	MBA	$4^{TH}/2^{ND}$	Fourth week of April, 2024 onwards.
4	MCA	4TH	11	BBA LLB Hons.	$10^{TH}/8^{TH}/6^{TH}/4^{TH}$	
5	B A (Hons.) -(ENGLISH/ JMC/ FD)	$6^{TH}/4^{TH}$				
6	B. Optometry	$8^{TH}/6^{TH}/4^{TH}$				
7	B. Biotechnology	$6^{TH}/4^{TH}$				

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: -

Regular + 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 **06th April, 2024 to 15th April, 2024 (without late fine)**

3. No-Dues Clearance and Examination Registration date will be from **16th April, 2024 to 20th April, 2024 (with late fine of Rs. 1000/-)**

4. No-Dues Clearance and Examination Registration date will be from **21st April, 2024 to 23rd April, 2024 (with late fine of Rs. 5000/- in exceptional cases)** with the approval of Controller of Examinations and the Examination Registration will be freezed after 23rd April, 2024.

5. **Admit Card will be downloaded from ERP Login by eligible students themselves.**

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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.Optometry]	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 EXAMINATIONS
ARKA JAIN University, Jharkhand