



EXAMINATION DEPARTMENT

Ref. No. AJU/Exam./2024/ 830

Date: 25 April, 2024

NOTIFICATION

Sub: Regular/Ex-Regular Examination Form Fill-up Process for End Semester Examination of following Programs and Semesters as mentioned below:

Sr. No.	Program/ Branch	Semester	Sr. No.	Program	Semester	Tentative exam schedule
1	B. Tech - (ME / EEE/ CSE)	2 nd /4 th	8	BBA	2 nd	Tentatively from 11 June, 2024 onwards.
2	Polytechnic – (ME/ EEE/ CSE)	2 nd /4 th	9	B.Com (Hons.)	2 nd	
3	BCA	2 nd	10	BBA LLB (Hons.)	2 nd	
4	MCA	2 nd	11	B.PHARM	2 nd /4 th /6 th /8 th	
5	B A (Hons.) – (ENGLISH/ JMC/ FD)	2 nd	12	D.PHARM	1 st / 2 nd Year	
6	B. Optometry	2 nd				
7	B.Sc. Biotechnology	2 nd				

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

- No-Dues Clearance and Examination Registration date will be from **29th April, 2024 to 16th May, 2024 (without late fine)**
- No-Dues Clearance and Examination Registration date will be from **17th May, 2024 to 24th May, 2024 (with late fine of Rs. 1000/-)**
- No-Dues Clearance and Examination Registration date will be from **25th May, 2024 to 30th May, 2024 (with late fine of Rs. 5000/- in exceptional cases) with the approval of Controller of Examinations. The Examination Registration will be freezed after 31st May, 2024.**
- 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.

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 in serial no. 1, part A.

ERP Coordinators

S.No	School/Department Name	ERP-Coordinator Name	Contact No	E – mail ID
1.	School of Commerce & Management	Mr. Nazish Shahid	7411485210	nazish.s@arkajainuniversity.ac.in
2.	School of Law	Ms. Sweta Dasgupta	7294174708	sweta.d@arkajainuniversity.ac.in
3.	School of Engg. & IT – (BCA/MCA)	Ms. Ekta Tripathi	7209078001	ekta.t@arkajainuniversity.ac.in
4.	Dept. of – Pharmacy/Optomety/FD/JMC	Ms. Prajna Routray	7209078001	prajna.r@arkajainuniversity.ac.in
5.	School of Engg. & IT – (Poly/B. Tech)	Mr. Ashish Jha	7978656593	ashish.j@arkajainuniversity.ac.in
6.	Dept. of - English/Biotechnology	Mr. Sanjay Thakur	7209078001	Sanjay.t@arkajainuniversity.ac.in

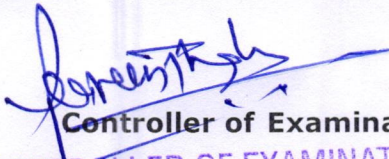
Spl. Note –

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