



EXAMINATION DEPARTMENT

Ref.No.AJU/Exam./2024/634

27<sup>th</sup> May 2024

**NOTIFICATION**

**Sub: Examination Form Fill up Process for Ph. D Course Work Examination**

**[Regular / Backlog], June - 2024.**

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	Examination Fee (in Rs).
1.	Ph.D Course Work Examination	Rs 750 /-

2. Examination Form fill up date will be from June 1st, 2024 to June 17th, 2024 without late fee.
3. Examination Form fill up date will be from June 18th, 2024 to June 22nd, 2024 along with late fee of Rs 1000/-
4. The Examination registration will be freezed after June 23<sup>rd</sup>, 2024.
5. Guidelines for Examination Form Fill up Process (B) is mentioned in the next page
6. Eligible students need to do Examination registration from their ERP login / User ID & password by themselves.
7. If any student(s) Name / Examination form is NOT visible in their ERP login / User ID, then s/he needs to contact the departmental ERP coordinator as mentioned in the next page.
8. Admit Card will be downloaded from ERP Login / User ID by eligible students themselves from June 24th, 2024 onwards.
9. Tentative examination schedule/date will be from June 26<sup>th</sup>, 2024 onwards.
10. 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 the departmental ERP Coordinator named as follows: -

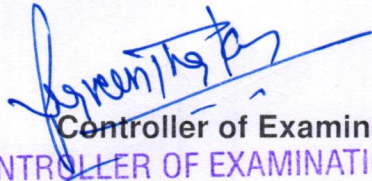
**ERP Coordinator**

<b>ERP Coordinator Name</b>	<b>Contact No</b>	<b>E — mail ID</b>	<b>Block &amp; Room No</b>
Ms Vandana	8292423445	vandana.s@ arkajainuniversity.ac.in	A & 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 Coordinator :-
  - 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.

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