**ARKA JAIN University** Jharkhand | **NAAC GRADE A** ACCREDITED UNIVERSITY

## EXAMINATION DEPARTMENT

Ref. No. AJU/Exam. /2024/ 639

Date: 18 June, 2024

### NOTIFICATION

### Sub: Examination Form Fill Up For Regular End Semester Examination B. Sc. Nursing:

| Sr. No. | Program/ Branch | Semester | Tentative exam schedule |
|---|---|---|---|
| 1 | B.Sc. Nursing | 1st | July 2nd week, 2024 onwards. |

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 Examinations Fees | |
|---|---|
| **Program Name** | **Applicable Examination Fee (in Rs).** |
| B.Sc. Nursing | Rs 1000 /- |

2. No-Dues Clearance and Examination Registration date will be from **20th June, 2024 to 29th June, 2024 (without late fine)**

3. No-Dues Clearance and Examination Registration date will be from **01st July, 2024 to 05th July, 2024 (with late fine of Rs. 1000/-)**

4. No-Dues Clearance and Examination Registration date will be from **06th July, 2024 to 08th July, 2024 (with late fine of Rs. 5000/- in exceptional cases) with the approval of Controller of Examinations. The Examination Registration will be freezed after 08th July, 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.

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

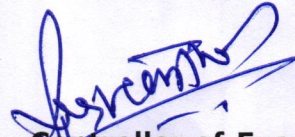| S.No | School/Department Name | ERP-Coordinator Name | Contact No | E – mail ID |
|------|------------------------|----------------------|------------|-------------|
| 1. | School of Nursing | Ms. Sushmita Ghosh | 6204574472 | Sushmita.g@arkajainuniversity.ac.in |

**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