



EXAMINATION DEPARTMENT

Ref. No. AJU/Exam./2024/ 651

Date: 07th August, 2024

NOTIFICATION

Sub: Special Backlog Examination Form Fill-up Process of Passing Out Students of the Year 2024.

This is to inform concerned students who so ever passing out in the year 2024 and had BACKLOG in their previous semester's if any.

This is LAST OPPORTUNITY for all such students to clear their backlogs, We are going to conduct a Special Backlog Examination for all such students (Passing Year2024) to clear their Backlogs.

In view of the above Some IMPORTANT INFORMATION [A] & GUIDELINES FOR EXAMINATION FORM FILL UP PROCESS [B] are given hereunder for the adherence of all concerned.

A. IMPORTANT INFORMATION for the Students: -

1. **Special Backlog Examination Registration date will be from 08th August, 2024 to 14th August, 2024 (without late fine).**
2. **Special Backlog Examination Registration date will be from 16th August, 2024 to 19th August, 2024 (with late fine of Rs. 1000/-).**
3. **The Backlog Examination Registration will be freezed after 19th August, 2024. In no Case, Special Backlog Examination Registration will be done after 19th August, 2024.**
4. **Admit Card will be downloaded from ERP Login by eligible students themselves.**
5. It is compulsory for all concerned students to **FILL-UP THE EXAMINATION FORM** within due date only.
6. Applicable Examination Fee for each semester will be paid by the students.
7. Tentative date for commencement of Special Backlog Examination is from August last Week, 2024 onwards.


CONTROLLER OF EXAMINATION
ARKA JAIN University, Jharkhand

B. GUIDELINES FOR EXAMINATION FORM FILL UP PROCESS:

1. Students are required to complete the Special Backlog Examination registration process through their ERP login in **Special Session 2023-24**.

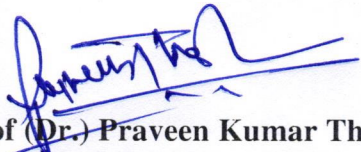
[Note: - Students must verify their subjects before proceeding with the Special Backlog Examination registration, in case of query, they need to contact their respective ERP Coordinator mentioned below]

2. After completion of the Special Backlog Examination registration process, student needs to pay their requisite Special Backlog Examination fee and submit the Special Backlog Examination Form to their respective ERP Co-Ordinator.

ERP Co-ordinators

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

This is issued by order of the competent authority


Prof (Dr.) Praveen Kumar Thakur
Controller of Examinations
CONTROLLER OF EXAMINATION
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