



EXAMINATION DEPARTMENT

Ref. No. AJU/Exam./2024/ 660

Date: 03rd October, 2024

NOTIFICATION

Sub: Regular/Ex-Regular/Backlog 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)	3/5/7	8	B. Pharmacy	3/5/7	3 rd week of November, 2024
2	Polytechnic – (ME/ EEE/ CSE/ CL)	3/5	9	BBA	3/5	
3	BCA	3/5	10	B.Com Hons.	3/5	
4	MCA	3	11	MBA	3	
5	B A (Hons.) – (ENGLISH/ JMC/ FD)	3/5	12	BBA LLB Hons.	3/5/7/9	
6	B. Optometry	3/5/7				
7	B. Biotechnology	3/5				

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/ B. Pharmacy	Rs. 1000 /-
MBA / BBA / B. Com (H) / BA Hons. (All) / BCA/ BBA-LLB Hons.	Rs. 750 /-

- No-Dues Clearance and Examination Registration date will be from **14th October, 2024 to 26th October, 2024 (without late fine)**
- No-Dues Clearance and Examination Registration date will be from **27th October, 2024 to 12th November, 2024 (with late fine of Rs.1000/-)**
- No-Dues clearance and Examination Registration date will be from 13th November, 2024 to 18th November, 2024 (**with LATE FINE of Rs. 5000/- in exceptional cases**) with the APPROVAL of CONTROLLER OF EXAMINATIONS. The examination Registration will be freezed after 18th November, 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 coordinators mention 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 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.	School of Health & Allied Science	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.	School of Humanities	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