EXAMINATION DEPARTMENT

Ref.No.AJU/Exam. /2024/ **664**   28thOct 2024

NOTIFICATION

Sub: Examination Form Fill up Process of Following Regular Program:

A) M.Tech in Manufacturing Engineering – 3rd Semester

B) M.Tech in Computer Science & Engineering – 3rd Semester

This is informed that **IMPORTANT INFORMATION & GUIDELINES FOR EXAMINATION FORM FILL UP PROCESS** are given hereunder for the adherence of all concerned.

A. **IMPORTANT INFORMATION** for the Students:

1. **Examination Fee** will be applicable as under for the different Programs: -

Sl. No	Program Name	Examination Fee (in Rs).
1.	M.Tech in Manufacturing Engineering	Rs 1000 /-
2.	M.Tech in Computer Science & Engineering	

2. Examination Form fill up date will be from **29thOct, 2024 to 18th Nov, 2024.**

3. It is compulsory for all concerned students to **FILL UP THE EXAMINATION FORM** within due date only.

4. Tentative date for commencement of Examinations is from **4th Week of Nov,2024 onwards.**

5. Admit Card will be downloaded from ERP login by eligible students themselves

B. **GUIDELINES FOR EXAMINATION FORM FILL-UP PROCESS:-**

1. Student should downloaded their no-dues forms from their ERP login.

2. Student should complete filling the no dues form, obtain the signatures from various authorities (as mentioned in the No-dues Form). Once all the sign have been obtained, student needs to visit the account office at the University campus where the account official would verify the fee-submission status. Once verified, the account officer would keep the No-dues form with him/her.

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3. Following the submission of No-dues form, students are required to complete the examination registration process through 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]

4. After completion of the Examination registration process, student needs to pay their examination fee as applicable in serial no. 1, part A.
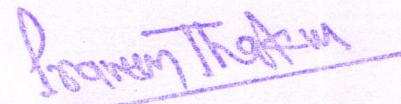
ERP Coordinator

S.No	School/Department Name	ERP-Coordinator Name	Contact No	E – mail ID
1.	School of Engg. & IT – (M.Tech)	Mr. Ashish Jha	7978656593	ashish.j@arkajainuniversity.ac.in

Spl. Note – Students are instructed to ensure that their Migration / TC must be submitted to record cell.

1. Students are instructed to submit their ABC id to their respective Academic Section.

2. Any student who has to submit the above mentioned documents but fails to submit the same will NOT be allowed to fill-up the Examination from & further would not be allowed to appear in End-Sem Examination.

This is issued by order of the Competent Authority.

Prof (Dr). Praveen K. Thakur
CONTROLLER OF EXAMINATION
Controller of Examinations
ARKA JAIN University, Jharkhand