EXAMINATION DEPARTMENT

Ref. No. AJU/Exam. /2024/__666__   Date: 09th November, 2024

NOTIFICATION

Sub: Extension of Examination Form Fill-up Process for Regular/Ex-Regular/Backlog 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	
2	Polytechnic – (ME/ EEE/ CSE/ CL)	3/5	9	BBA	3/5	
3	BCA	3/5	10	B.Com Hons.	3/5	3rd /4th week of November, 2024
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/Ex-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 /-

Extended dates are as under:-

2. No-Dues Clearance and Examination Registration date will be from **11th November, 2024 to 16th November, 2024 (without late fine)**

3. No-Dues Clearance and Examination Registration date will be from **17th November, 2024 to 20th November, 2024 (with late fine of Rs.1000/-)**

4. No-Dues clearance and Examination Registration date will be from **21st November, 2024 to 22rd November, 2024 (with LATE FINE of Rs. 5000/- in exceptional cases)** with the APPROVAL of CONTROLLER OF EXAMINATIONS.

5. The examination Registration will be freezed after 22rd November, 2024 and form may not be accepted after due date and no claim on any ground will be entertained here in after.

CONTROLLER OF EXAMINATION
ARKA JAIN University, Jharkhand

6. **Admit Card will be downloaded from ERP Login by eligible students themselves.**

7. 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