



## EXAMINATION DEPARTMENT

Ref. No. AJU/Exam./2024/ 677

Date: 19<sup>th</sup> December, 2024

### NOTIFICATION

**Sub- Extension of Regular/Ex-Regular Examination Form Fill-up Process for End Semester Examination 1<sup>st</sup> semester [all programs], January, 2025.**

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 will be applicable as defined.
2. No-Dues Clearance and Examination Registration date will be from **21<sup>st</sup> December, 2024 to 23<sup>rd</sup> December, 2024 (without late fine)**
3. No-Dues Clearance and Examination Registration date will be from **24<sup>th</sup> December, 2024 to 05<sup>th</sup> January, 2025 (with late fine of Rs.1000/-)**
4. No-Dues clearance and Examination Registration date will be from **06<sup>th</sup> January, 2025 to 09<sup>th</sup> January, 2025 (with LATE FINE of Rs. 5000/- in exceptional cases)** with the APPROVAL of CONTROLLER OF EXAMINATIONS. The examination Registration will be closed after **09<sup>th</sup> January, 2025.**
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 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

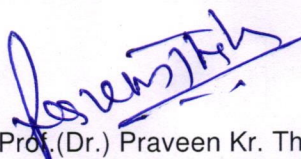
**Spl. Note –**

**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.

  
Prof. (Dr.) Praveen Kr. Thakur  
**Controller of Examinations**

**CONTROLLER OF EXAMINATION**  
**ARKA JAIN University, Jharkhand**