



EXAMINATION DEPARTMENT

Ref. No. AJU/Exam./2024/ 675

Date: 14th December, 2024

NOTIFICATION

Sub- Backlog Examination Form Fill-up Process for End Semester Examination 1st 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 **16th December, 2024 to 24th December, 2024 (without late fine)**
3. **Admit Card will be downloaded from ERP Login by eligible students themselves.**
4. 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.

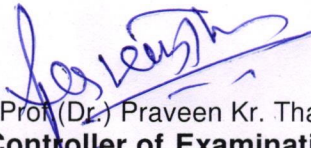
[Note: - Students must verify their subjects before proceeding with the examination registration, in case of query, they need to contact their respective ERP coordinators mention below]

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

This is issued by the order of competent authority.


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

CONTROLLER OF EXAMINATION
ARKA JAIN University, Jharkhand