EXAMINATION DEPARTMENT

Ref. No. AJU/Exam. /2025/_711_   Date: 08ᵗʰ April, 2025

NOTIFICATION

Sub: Examination Form Fill up process for Ph.D Course work examination Regular / Backlog, April 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 applicable for the programs is: -

Regular / Backlog Examinations Fees	
Program Name	**Applicable Examination Fee (in Rs).**
Ph.D Course Work	Rs 750 /-

2. No-Dues Clearance and Examination Registration date will be from **11ᵗʰ April, 2025 to 19ᵗʰ April, 2025 (without late fine)**
3. No-Dues Clearance and Examination Registration date will be from **21ˢᵗ April, 2025 to 25ᵗʰ April, 2025 (with late fine of Rs. 1000/-)**
4. **Admit Card will be downloaded from ERP Login by eligible students themselves.**
5. It is compulsory for all concerned students to **fill-up the examination form** within due date only.
6. **Tentative** date for commencement of Examinations is **last week of April, 2025 onwards.**

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 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 Coordinator mentioned below]
4. After completion of the Examination registration process, student needs to pay their Examination fee as applicable.
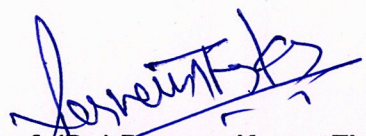
ERP Coordinators

SL No	ERP-Coordinator Name	Contact No	E – mail ID	Block & Room No.
1.	Ms. Vandana	8292423445	vandana.s@arkajainuniversity.ac.in	A & 135

Special 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.

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 Kumar Thakur
Controller of Examinations