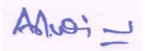# Circular

Ref. No. AJU/AD/ENGG/154/2024-25   **Date: 17.01.2025**

It is for the information of all students of **M.Tech 1st semester** that the No dues process will start from 25th January-2025. Guidelines for the NO_DUES Process: -

1. It is mandatory for the student to clear their no dues process and Submit No-Dues Form to Dean's Office by **01st February, 2025** to be eligible for the examination.
2. No dues process will start from 25th January-2025.
3. Student must have downloaded admit card through ERP.
4. Admit card must be carried at the time of Examination.
5. **The students must upload the Answer Booklet to ERP after completion of Examination. We will provide 15 minutes more for scanning & uploading to ERP.**

Dr. Ashwini Kumar
Assistant Dean
School of Engineering & IT
Arka Jain University, Jharkhand

Copy for information & necessary action please: -

1. PS to The Vice-Chancellor
2. PS to The Director
3. PS to DSW/Director Campus
4. Controller of Examination for information
5. PS to The Registrar
6. In charge Web services for Website
7. Notice Board
8. Guard File