



EXAMINATION DEPARTMENT

Ref. No. AJU/Exam./2025/ 725

Date: 05th May, 2025

NOTIFICATION

Sub: Examination Form Fill Up For Regular/Backlog End Semester Examination of below Program and Semester as mentioned below:

Sl. No.	Program Name	Semester	Tentative exam schedule
1	MBA	2 nd	Fourth week of May, 2025 onwards.

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 program are as follows: -

Regular / Backlog Examinations Fees	
Program Name	Applicable Examination Fee (in Rs).
MBA	Rs 750 /-

2. No-Dues Clearance and Examination Registration date will be from **06th May, 2025 to 12th May, 2025 (without late fine)**
3. No-Dues Clearance and Examination Registration date will be from **13th May, 2025 to 16th May, 2025 (with late fine of Rs. 1000/-)**
4. No-Dues Clearance and Examination Registration date will be from **17th May, 2025 to 20th May, 2025 (with late fine of Rs. 5000/- in exceptional cases) with the approval of Controller of Examinations and the Examination Registration will be closed after 20th May, 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.
7. **Tentative date for commencement of Examinations is fourth week of May, 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 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 Coordinator mentioned below]

4. After completion of the Examination registration process, student needs to pay their Examination fee as applicable.

ERP Coordinators

S.No	School Name	ERP-Coordinator Name	Contact No	E – mail ID
1.	School of Commerce & Management- MBA	Ms. Rana Iffat Perween	7004270635	rana.perween@arkajainu niversity.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 Kumar Thakur
Controller of Examinations

