EXAMINATION DEPARTMENT

Ref. No. AJU/Exam. /2025/728

Date: 14/05/2025

NOTIFICATION

Sub: Examination Form Fill Up For Regular/Ex-Regular/Backlog Second Semester/Year Examination of following Programs as mentioned below:

No.	Program/ branch	Semester	No.	Program/ branch	Semester/Year	Tentative exam schedule
1	B Tech – (ME / EEE/ CSE/AIDL/AIDS)	2nd / 4th	8	D.Pharma	1st / 2nd Year	Third week of June, 2025 onwards.
2	Polytechnic - (ME/ EEE/ CSE/Mechatronics)	2nd / 4th	9	B. Anesthesia & Operation Theater Technology (Hons.)	2nd	
3	BCA [Regular/CS/AI & DL-IBM]	2nd	10	B. Medical Laboratory Technology (Hons.)	2nd	
4	MCA	2nd	11	BBA (Regular/CM/DM)	2nd	
5	B A (Hons.) – (ENGLISH/ JMC/ FD)	2nd	12	B.Com (Hons.) (Regular/CM)	2nd	
6	B. Optometry	2nd	13	BBA LLB (Hons.)	2nd	
7	B. Biotechnology	2nd	14	B.Pharma	2nd	

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 different programs are as follows: -

Regular / Ex- Regular & Backlog Examinations Fees	
Program Name	**Applicable Examination Fee (in Rs).**
B. Tech. / Polytechnic / MCA / B. Optometry / B. Sc – Biotechnology / B. Pharma / D. Pharma /B. Anesthesia & Operation Theater Technology (Hons.) / B. Medical Laboratory Technology (Hons.)	Rs 1000 /-
BBA / B. Com (H) / BA Hons. (All) / BCA/ BBA-LLB Hons.	Rs 750 /-

2. No-Dues Clearance and Examination Registration date will be from **15th May, 2025 to 27th May, 2025 (without late fine)**

3. No-Dues Clearance and Examination Registration date will be from **28th May, 2025 to 03rd June, 2025 (with late fine of Rs. 1000/-)**

4. No-Dues Clearance and Examination Registration date will be from **04th June, 2025 to 07th June, 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 07th June, 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 Coordinator mentioned below]
4. After completion of the Examination registration process, student needs to pay their Examination fee as applicable.

ERP Coordinators

SL No	School Name	ERP-Coordinator Name	Contact No	E – mail ID
1.	School of Commerce & Management (UG)	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)	Mr. Tarun Nayak	9771420056	tarun.n@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 [BA – English/FD/JMC Hons.]	Mr. Sanjay Thakur	7209078001	sanjay.t@arkajainuniversity.ac.in

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.
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