



**EXAMINATION DEPARTMENT**

Ref.No.AJU/Exam./2025/ **764**

08<sup>th</sup> AUGUST 2025

**NOTIFICATION**

**Sub:- Special Backlog Examination Form Fill-up Process of Passing Out Students of the Year 2025.**

This is to inform all concerned students, who so ever passing out in the year 2025 and had BACKLOG in their previous semester's, if any.

This is LAST OPPORTUNITY for all such students to clear their backlogs, a Special Backlog Examination is being schedule to be conducted for all such students (Passing Year 2025) to clear their Backlogs.

In view of the above Some IMPORTANT INFORMATION [A] & GUIDELINES FOR EXAMINATION FORM FILL UP PROCESS [B] are given hereunder for the adherence of all concerned.

**A. IMPORTANT INFORMATION for the Students: -**

1. Special Backlog Examination Registration date will be from 11th August, 2025 to 20th August, 2025 (Without late fine).
2. Special Backlog Examination Registration date will be from 21th August, 2025 to 25th August, 2025 (With late fine of Rs. 1000/-).
3. The Backlog Examination Registration will be freezed after 25th August, 2025. In no Case, Special Backlog Examination Registration will be done after 25th August, 2025.
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. Applicable Examination Fee for each semester will be paid by the students.
7. Tentative date for commencement of Special Backlog Examination is from August last Week, 2025 Onwards.

**B. GUIDELINES FOR EXAMINATION FORM FILL UP PROCESS:**

1. Students are required to complete the Special Backlog Examination registration process through their ERP login in **Special Session 2024-25**.

**[Note: -Students must verify their subjects before proceeding with the Special Backlog Examination registration, in case of query, they need to contact their respective ERP Coordinator mentioned below]**

2. After completion of the Special Backlog Examination registration process, student needs to pay their requisite Special Backlog Examination fee and submit the Special Backlog Examination Form to their respective ERP Co-Ordinator.






**EXAMINATION DEPARTMENT**

**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 Commerce & Management (PG)	Ms. Rana Iffat Perween	7004270635	rana.perween@arkajainuniversity.ac.in
3.	School of Law	Ms. Sweta Dasgupta	7294174708	sweta.d@arkajainuniversity.ac.in
4.	School of Engg. & IT – (BCA/MCA)	Mr. Tarun Nayak	9771420056	tarun.n@arkajainuniversity.ac.in
5.	School of Health & Allied Science	Ms. Prajna Routray	7209078001	prajna.r@arkajainuniversity.ac.in
6.	School of Engg. & IT – (Poly/B.Tech)	Mr. Bhaskar	7877374753	bhaskar@arkajainuniversity.ac.in
7.	School of Humanities [BA – English/FD/JMC Hons.]	Mr. Sanjay Thakur	7209078001	sanjay.t@arkajainuniversity.ac.in

This is issued by order of the Competent Authority.

  
**Prof (Dr). Praveen K. Thakur**  
**Controller of Examinations**

