EXAMINATION DEPARTMENT

Ref. No. AJU/Exam. /2025/_780_   Date: 26ᵗʰ September, 2025

NOTIFICATION

Sub: Examination Form Fill Up for Regular/Ex-Regular/Backlog End Semester Examination of following Programs and Semesters as mentioned below:

No.	Program/ Branch	Semester	No.	Program/ Branch	Semester	Tentative Exam schedule
1	B.Tech – (All)	3ʳᵈ /5ᵗʰ /7ᵗʰ	7	B. Pharma	3ʳᵈ /5ᵗʰ /7ᵗʰ	Third week of November, 2025 onwards.
2	Polytechnic - (All)	3ʳᵈ /5ᵗʰ	8	BBA	3ʳᵈ /5ᵗʰ	
3	BCA	3ʳᵈ /5ᵗʰ	9	B.Com (Hons.)	3ʳᵈ /5ᵗʰ	
4	MCA	3ʳᵈ	10	BBA LLB (Hons.)	3ʳᵈ /5ᵗʰ /7ᵗʰ /9ᵗʰ	
5	B A (Hons.) – (ENGLISH/ JMC/ FD)	3ʳᵈ /5ᵗʰ	11	MBA	3ʳᵈ	
6	B. Optometry	3ʳᵈ /5ᵗʰ /7ᵗʰ	12	B.Sc. Biotechnology	3ʳᵈ /5ᵗʰ	

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	Rs 1000 /-
MBA / BBA / B. Com (H) / BA Hons. (All) / BCA/ BBA-LLB Hons.	Rs 750 /-

2. No-Dues Clearance and Examination Registration date will be from **6ᵗʰ October, 2025 to 23ʳᵈ October, 2025 (without late fine)**
3. No-Dues Clearance and Examination Registration date will be from **24ᵗʰ October, 2025 to 31ˢᵗ October, 2025 (with late fine of Rs. 1000/-)**
4. No-Dues Clearance and Examination Registration date will be from **01ˢᵗ November, 2025 to 06ᵗʰ November, 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 06ᵗʰ November.
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 **Third week of November, 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.
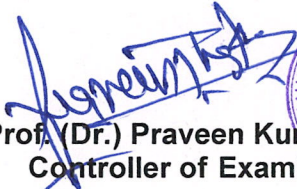
ERP Coordinators

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 Singh	7877374753	bhaskar@arkajainuniversity.ac.in
7.	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