ARKA JAIN University
Jharkhand

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NAAC GRADE A
ACCREDITED UNIVERSITY

EXAMINATION DEPARTMENT

Ref. No. AJU/Exam/2025/794   Date: 20th Nov, 2025

NOTIFICATION

Sub: Regular/ Ex-Regular/Backlog Examination Form Fill-up Process for [End Semester Examination] of following programs and Semester as mentioned below:

S.No.	Program/Branch	Semester
1	M.Tech (ME)	3rd
2	M.Tech (CSE)	3rd
3	M.Tech (EVT)	3rd

The **IMPORTANT [A] & GUIDELINES FOR EXAMIINATION 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 M.Tech program is Rs. 1000/-.
2. No-Dues clearance and Examination Registration Date will be from **21st Nov 2025 to 29th Nov 2025.**
3. Admit Card will be downloaded from ERP login by eligible students themselves.
4. 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. Student should downloaded their no-dues forms from their ERP login.
2. Student should complete filling the no dues form, obtain the signatures from various authorities (as mentioned in the No-dues Form). Once all the sign have been obtained, student needs to visit the account office at the University campus where the account official would verify the fee-submission status. Once verified, the account officer would keep the No-dues form with him/her.
3. Following the submission of No-dues form, students are required to complete the examination registration process through 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]
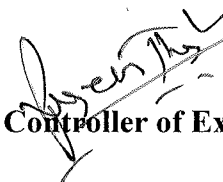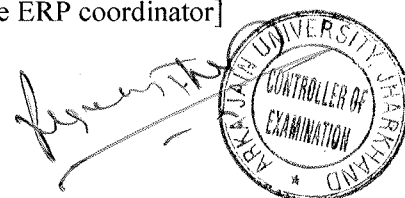
4. After completion of the Examination registration process, student needs to pay their examination fee as applicable in serial no. 1, part A.

Spl. Note-

1. **Students are instructed to submit all academic testimonial along with their Migration/TC. If not submitted 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 documents but fails to submit the same will NOT be allowed to fill-up the Examination from & further would not be allowed to appear in End-Sem Examination.

This is issued by the order of competent authority.

Controller of Examination