



EXAMINATION DEPARTMENT

Ref. No. AJU/Exam. /2025/..799

Date: 04th December, 2025

NOTIFICATION

Sub: Examination Form Fill Up for Regular End Semester Examination of following Program and Semester as mentioned below:

No.	Program/ Branch	Semester	Tentative Exam schedule
1	LLB Hons.	1 st	2 nd week of January, 2026 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 different programs are as follows: -

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

2. No-Dues Clearance and Examination Registration date will be from **5th December, 2025 to 15th December, 2025 (without late fine)**
3. No-Dues Clearance and Examination Registration date will be from **16th December, 2025 to 22nd December, 2025 (with late fine of Rs. 1000/-)**
4. No-Dues Clearance and Examination Registration date will be from **23rd December, 2025 to 05th January, 2026 (with late fine of Rs. 5000/- in exceptional cases) with the approval of Controller of Examinations and the Examination Registration will be closed after 05th January, 2026.**
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 2nd week of January, 2026 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 Coordinator

SLNo	School Name	ERP-Coordinator Name	Contact No	E – mail ID
1.	School of Law	Ms. Sweta Dasgupta	7294174708	sweta.d@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

