



## EXAMINATION DEPARTMENT

Ref. No. AJU/Exam/2026/810

Date: 8<sup>th</sup> Jan, 2026

### 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)	1 <sup>st</sup>
2	M.Tech (CSE)	1 <sup>st</sup>
3	M.Tech (EVT)	1 <sup>st</sup>

The **IMPORTANT [A] & GUIDELINES FOR EXAMINATION FORM FILL-UP PROCESS [B]** are mentioned below for the adherence by all concerned.

#### **A. IMPORTANT INFIRMATION** 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 **9<sup>th</sup> Jan 2026 to 16<sup>th</sup> Jan 2026 (without late fine)**.
3. No-Dues clearance and Examination Registration Date will be from **17<sup>th</sup> Jan 2026 to 20<sup>th</sup> Jan 2026 (with late fine of Rs. 1000/-)**.
4. No-Dues clearance and Examination Registration Date will be from **21<sup>st</sup> Jan to 22<sup>nd</sup> Jan 2026 (with late fine of Rs. 5000/- in exceptional cases)** with the APPROVAL OF CONTROLLER OF EXAMINATIONS. The examination Registration will be freeze after 23<sup>rd</sup> Jan 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.

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

1. Student should download 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 form & further would not be allowed to appear in End-Sem Examination.

This is issued by the order of competent authority.

  
**Controller of Examination**  
