



EXAMINATION DEPARTMENT

Ref. No. AJU/Exam./2026/903

Date: 18th September, 2026

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)	3 rd /5 th /7 th	9	B. Pharma	3 rd /5 th /7 th	Third week of November, 2026 onwards.
2	Polytechnic (All)	5 th	10	BBA (All)	3 rd /5 th	
3	BCA (All)	3 rd /5 th	11	B.Com (Hons.) (All)	3 rd /5 th	
4	MCA	3 rd	12	BBA LLB (Hons.)	3 rd /5 th /7 th /9 th	
5	B A (Hons.) – (All)	3 rd /5 th	13	LLB (Hons.)	3 rd	
6	B. Optometry	3 rd /5 th /7 th	14	B.Sc. Biotechnology	3 rd /5 th	
7	MBA	3 rd	15	M. Pharma (Pharmaceutics)	3 rd	Second week of December, 2026 onwards
8	M. Tech	3 rd	16	B. Sc MLT/ A & OTT/ CVT	3 rd /5 th	

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 per semester	
Program Name	Applicable Examination Fee per semester (in Rs)
Ph.D/ MBA / BBA (All) / B. Com (All) / BA Hons. (All) / BCA (All)/ BBA-LLB Hons. /LLB Hons. /MA (All)/LLM	Rs 1250 /-
B. Tech. (All) / Polytechnic (All) / MCA / B. Optometry / B. Sc – Biotechnology / B. Pharma / M. Pharma/ B. Sc Nursing / B. Sc MLT / B. Sc A & OTT / B. Sc CVT / D. Pharma/ M.Tech (All)	Rs 1500 /-

2. No-Dues Clearance and Examination Registration date will be from **21st September, 2026 to 30th September, 2026 (without late fine)**
3. No-Dues Clearance and Examination Registration date will be from **01st October, 2026 to 09th October, 2026 (with late fine of Rs. 1000/-)**
4. No-Dues Clearance and Examination Registration date will be from **10th October, 2026 to 15th October, 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 15th October, 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.

[Signature]

ARKA JAIN UNIVERSITY, JHARKHAND
CONTROLLER OF EXAMINATION

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

1. Students are required to log in to the ERP portal using the following link: <https://aju.mastersofterp.in>
2. To apply for an online No-Dues certificate, students need to follow the path within the ERP portal: go to the Academic section, select Student Related, and then click on Apply for No-Dues.
Academic → Student Related → Apply for No-Dues
3. Students need to select the appropriate check box provided on the No-Dues application page to confirm that all required details are correct and that they are ready to proceed with the request. After selecting the check box, they must click on the Submit button to initiate the No-Dues generation process.
4. Students can click on the "Check Approval Status" option available in the No-Dues section of the ERP portal to track the progress of their application & view the current status of approvals from different departments such as library, accounts, hostel, and others.
5. Once the No-Dues application has been successfully approved by all concerned departments, students become eligible to proceed with the examination registration process through the ERP portal. It is important to complete both the registration and examination fee payment within the stipulated deadline to ensure eligibility for appearing in the examinations.

ERP CO-ORDINATORS

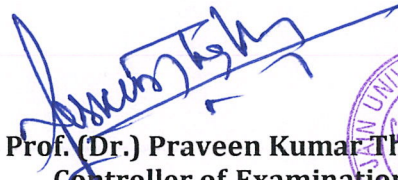
SLN o	School Name	ERP-Coordinator Name	Contact No	E - mail ID
1.	School of Commerce & Management (UG)	Mr. Nazish Shahid	7411485210	nazish.s@arkajainuniversity.ac.in
2.	School of Commerce & Management (PG)	Ms. Surya Gowra	9031423523	scompg.aju@arkajainuniversity.ac.in
3.	School of Law	Mr. Saheb Chakraborty	9142177704	Sol2.aju@arkajainuniversity.ac.in
4.	School of Engg. & IT - (BCA/MCA)	Ms. Shubha Verma	9572682213	shubha.v@arkajainuniversity.ac.in
5.	School of Health & Allied Science	Ms. Nahid Akthar	6207986242	Nahid.a@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

