EXAMINATION DEPARTMENT

Ref.No.AJU/Exam. /2022/ ESE   Dt: 17.12.2022

NOTIFICATION

Sub: Examination Form Fill up Process of Regular / Ex-Regular for **MBA, B.Tech, Polytechnic, B.Pharma – 3rd Semester**

This is informed that **IMPORTANT INFORMATION [A] & GUIDELINES FOR EXAMINATION FORM FILL UP PROCESS [B] (next page)** are given hereunder for the adherence of all concerned.

A. **IMPORTANT INFORMATION** for the Students:

1. **Examination Fee** will be applicable as under for the different courses: -

Sl. No	Course Name	Examination Fee (in Rs).
1.	B. Pharma / B.Tech / Polytechnic	Rs 1000 /-
2.	MBA	Rs 750 /-

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2. Examination Form fill up date will be from **December 20, 2022** to **January 06, 2023 without late fee.**

3. Examination Form fill up date will be from **January 07, 2023** to **January 16, 2023 with late fine Rs500/-in addition to Examination fee.**

4. **Guidelines for Examination Form Fill up Process (B) is mentioned in the next page**

5. **Eligible students need to do Examination registration from their ERP login / User ID & password by themselves.**

6. If any student(s) Name / Examination form is NOT visible in their ERP login / User ID, then she / he needs to contact their respective departmental ERP coordinator as mentioned in the next page.

7. **Admit Card to be downloaded from ERP Login / User ID by eligible students themselves** one week prior to the examination.

8. It is compulsory for all concerned students to **FILL UP THE EXAMINATION FORM** within due date only.

9. Tentative date for commencement of Examinations is from **January last week / February first week onwards.**

10. Examination will be conducted in Offline mode [through Pen & Paper].

B. GUIDELINES FOR EXAMINATION FORM FILL UP PROCESS: -

1. **Student need to do Examination registration from their ERP login / User ID & Password.**
2. **Student need to verify their subjects before Examination registration, in case of query, they need to contact their departmental ERP Coordinator named as follows: -**

ERP Coordinators

S.No	School Name	ERP coordinator Name	Contact No	E – mail ID	Block & Room No
1	School of Commerce & Management	Nazish Shahid	7411485210	nazish.s@ arkajainuniversity.ac.in	A- I &116
2	School of Health & Allied Science	Prajna Routray	7209078001	prajna.r@ arkajainuniversity.ac.in	B -II & 204
3	School of Engg & IT – (Poly/B. Tech)	Ashish Jha	7978656593	ashish.j@ arkajainuniversity.ac.in	C – III & 304

3. **After Examination Registration, student need to Pay Examination fee as applicable through ONLINE or OFFLINE mode.**
4. **After Paying the Examination fee, student need to download their Examination Form and NO DUES form. The examination form needs to be counter signed [Hard Copy] from respective Dean / Program Coordinator.**
5. **Student need to submit their following documents to the EXAMINATION FORM SUBMISSION COUNTER of their respective Blocks [I, II, III]:-**

    i. **Examination Form duly signed by Dean / Program Coordinator**
    ii. **Self-Signed NO DUES Form**
    iii. **Examination Fee receipt**

Spl. Note – Students are instructed to ensure that their Migration / TC must be submitted to record cell.

This is issued by order of the Hon'ble Vice Chancellor.

Sd/- (Dr. Praveen K. Thakur)
Controller of Examinations