

No.Adm./11297

04 March 2020

To,

All Students, Deans, HODs, Faculty Members & Rest of Employees

NOTICE: CONDUCT OF EXAMINATION AND FILLING OF REGULAR / RE-APPEAR EXAMINATION FORMS – ALL SEMESTERS

1. All students are hereby informed that the Regular / Re-Appear Examination of all Semesters-Odd & Even Semesters will commence from 16th March 2020 onwards. The detailed/ exact date sheet/ scheduled will be notified very soon by the Controller of Examination.

2. The detailed procedure of filling and submitting the End Semester Examination form is as under:-

(a) The student will get the "No Dues/Clearance" from the Accounts Branch before filling the Examination forms and Examination forms are available with Stores.

(b) The Last date of submitting the Examination Forms (Regular & Re-Appear) complete in all respects, without late fee, is 11th March 2020. The regular examination forms will be submitted to the respective HODs and the re-appear examination forms will be accepted by the Examination Branch.

(c) The HODs will ensure that the students get 'No Dues/ Clearance certificate' and are eligible for examinations, before accepting the examination forms. The examination forms will be compiled semester & roll number wise and the same will be submitted. The HODs will also submit the details of attendance of the students and also send a soft copy by the email.

(d) The HODs will get the examination forms verified from the concerned Deans and submit the same to the Examination Branch by 08th March 2020. The roll numbers will issued on the same day.

3. All Deans, HODs are directed to complete the examinations related process immediately. This has the approval of the Vice-Chancellor.

CC:-

- Vice-Chancellor and CEO : for information please
- Controller of Examination: for information and immediate execution
- Supdt Accounts: for information please
- OIC-ERP: please post this on the University web site immediately
- Store Incharge: for information and necessary action
- All Notice Boards


Registrar
Arni University
Kathgarh, Indora (H P)