

PARUL UNIVERSITY, GOA

Office of Controller of Examinations

Date: December 02, 2025

CoE/Circular/01/2025-26

CIRCULAR

Sub: Regarding ensuring Gunning/Submission of Examination forms in time on PUMIS.

Ref: i) Order of the Vice Chancellor

Guidelines for Institutes

- (1) Principals must ensure to arrange to give this information to all the respective students in the institute and their parents in advance during the Academic semester/term/year to avoid emergency exam form submission and hall tickets related issues.
- (2) Student has to pay all pending Fees like Tuition Fees, Examination Fees, Fine, if any, Breakage charges etc. to get University Exam Form in the current Academic Term/Year/Semester University Exams.
- (3) If a student has any pending fees, his/her examination form will not be released, and the student will not be eligible to appear in the University examinations.
- (4) The Principal shall verify the examination forms from PUMIS and distribute them to the respective students for verification and submission.
- (5) After receiving the filled-in examination forms from the students, the forms must be gunned in MIS using the barcode reader within the scheduled timeframe.
- (6) Students who do not clear their dues by the deadline (one week before the End Semester/End Year Examination or before admit card generation) will be barred from appearing in the End Semester/End Year Examination. However, they may appear in the upcoming supplementary examination, provided all outstanding dues are cleared before the supplementary examination. No emergency admit cards will be issued during the ES/EY Examination.
- (7) In case of late submission of examination forms, students must pay the applicable late fee at the Student Section.
- (8) The late fee receipt must be verified by the Principal, the Student Section, and the Accounts Section— Central Administration. After verification, the Principal shall ensure that the exam form submission is updated in MIS.
- (9) Submit “Late Exam form submission report” duly signed by the Principal and Accounts personnel, Central Adm, PU to exam section within two days after completion of Exam.
In MIS: Exam → Eligibility Steps → Exam form Submission Report → Select Submitted - Late Fee
- (10) There is no need to send the hard copy of examination forms to the University Exam Section. Keep a hard copy of exam forms until the declaration of results.

(11) Kindly verify the Exam Forms with your enrolled students in PUMIS before submission to ensure accuracy and to avoid discrepancies during Gunning and further examination processes.

Date for downloading the Exam Forms for Institute	Duration for submission of the Exam Forms for students	Duration for Gunning the Exam Forms for institute	Penalty for Late submission of Exam Form for students
02/12/2025	02/12/2025 to 13/12/2025	02/12/2025 to 15/12/2025	₹ 200 per week, from 13/12/2025

Guidelines for Students

- (1) Student has to report to their parent Institute only.
- (2) Those students who have their fees due will not get the exam form from institute. Pay the pending fees, if any in BANK and produce the paid fee detail to the students' section. Upon payment of due fees, you will get your exam form from your parent Institute.



- **Controller of Examinations**

Name of Exams: (Season: Winter Examination 2025 – 26)

- (1) B.Tech Regular Semester – 1 FET – Winter Examination 2025–26
- (2) B.Sc. Regular Semester – 1 FAS – Winter Examination 2025–26
- (3) B.Sc. (Hons) Regular Semester – 1 FAS – Winter Examination 2025–26
- (4) BCA Regular Semester – 1 FITCS – Winter Examination 2025–26
- (5) BCA (Hons) Regular Semester – 1 FITCS – Winter Examination 2025–26
- (6) MCA Regular Semester – 1 FITCS – Winter Examination 2025–26
- (7) BBA Regular Semester – 1 FMS – Winter Examination 2025–26
- (8) BBA (Hons.) Regular Semester – 1 FMS – Winter Examination 2025–26
- (9) MBA Regular Semester – 1 FMS – Winter Examination 2025–26
- (10) B.Pharm Regular Semester – 1 FOP – Winter Examination 2025–26
- (11) B.Sc. Nursing Regular Semester – 1 FON – Winter Examination 2025–26

To i) The Deans/Principals of the Faculties

Copy to: i) The Students' Section ii) The Account Section

Copy submitted to,

- 1) The Directors, Parul Education Foundations
- 2) The Provost
- 3) The Registrar