

PARUL UNIVERSTIY, GOA

Office of Controller of Examinations

CoE/Circular/02/2025-26

Date: December 02, 2025

CIRCULAR

Sub: Regarding recommendation of Conveners (Question Paper Setters), Examiners, fetch Attendance and Lock internal marks for Regular Exams, Winter Examination 2025-26.

Ref: i) Proposal Submitted by Controller of Examiners

ii) Order of Vice-Chancellor

Sir/Madam

The HOIs/Principals/Directors are informed to note the below mentioned dates regarding recommendation of Convener (Question Paper Setters), Examiners, attendance fetch and internal marks entry in PUMIS for Winter 2025-26 Examinations.

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|---|--------------------------|
| Recommendation of Convener (Question Paper setters) in PUMIS | 08-12-2025 To 20-12-2025 |
| Recommendation of Examiner Theory and Practical, Evaluation Coordinator in PUMIS | 08-12-2025 To 20-12-2025 |
| Lock Internal marks and fetch attendance entry and lock in PUMIS (For FET, FMS, FITCS, FAS) | On or before 23-12-2025 |
| Lock Internal marks and fetch attendance entry and lock in PUMIS (For FOP) | On or before 15-01-2026 |
| Lock Internal marks and fetch attendance entry and lock in PUMIS (For FON) | On or before 12-02-2026 |


Note for the Dean, HOI, Conveners, and Chief Examiners:

- i) Can see their pending recommendation in MIS
Exam → Uni. Pre-Exam → PS, Examiner & scrutinizer summary
- ii) Can see their pending internal marks entry in MIS
Exam → Internal Marks → Pending internal marks

Name of Exams: (Season: Winter 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



-Controller of Examinations

To,

- 1) The Deans of the Faculties.
- 2) Hols/Principals of Institutes with a request to inform respective Head of the Departments.

Copy submitted to,

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