

# PARUL UNIVERSITY, GOA

Office of Controller of Examinations

No. CoE/Circular/03/2025-26

Date: March 09, 2026

## CIRCULAR

**Sub: Re-checking/Re-assessment Application Fee, Duration, and Procedure**

**Ref:** i) Order of the Vice Chancellor

This is to inform all concerned Deans/Principals regarding the announcement of the **Re-checking/ Re-assessment** process for the following examinations. Kindly note the details pertaining to the application fee, duration, and procedure as outlined below:

### **Name of Exams to apply for Re-checking/Re-assessment:**

- (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*

### **Duration for Applying for Re-checking/Re-assessment for students:**

<b>Duration for applying for Re-checking/ Re-assessment</b>	<b>Amount (Rs.)</b>
From 09-03-2026 to 12-03-2026	<ul style="list-style-type: none"><li>• For Re-checking: Rs. 1000/- per subject</li><li>• For Re-assessment: Rs. 3000/- per subject</li></ul>

### **Procedure for Students to apply for Re-checking/Re-assessment:**

- **Step 1:** Login to your personal PUMIS, Select Exam → Result → **In Search tab:** Select Exam name
- **Step 2:** Check subject details → Click on the **Apply for Re-checking/Re-assessment** button → **In Search tab:** Select Exam name and Application type (Re-checking/Re-assessment), click on **Show** button → Select the subjects for which you wish to apply for Re-checking/Re-

assessment

→ Review the payment amount and click on the **Pay Now** button

- **Step 3:** Confirm the payment amount → Select your payment option, and complete the payment.
- **Step 4:** After successful payment, download your Fee receipt

**Procedure for Deans/Principals:**

- **Step 1:** Deans/Principals shall communicate the duration for the re-checking/re-assessment fee payment to the students.
- **Step 2:** Deans/Principals shall inform and guide students on the procedure for re-checking/re- assessment as outlined above.
- **Step 3:** Download **“Institute Wise Re-Checking/Reassessment Application Summary Report”** from PUMIS.  
**In PUMIS:** Select Exam → Rechecking Report → Institute Wise Application Summary
- **Step 4:** Deans/Principal must submit the duly signed verified **“Institute Wise Re-Checking/Reassessment Application Summary Report”** to office of Controller of Examination within **03 working days** after the Re-checking/Re-assessment applying duration is over.

**General Instructions:**

- Cash payments are **not permissible** at the Institutes/Student section.
- **No further extensions** will be provided once the Re-checking/Re-assessment fee payment deadline has passed



**-Controller of Examinations**

**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 Vice Chancellor
- 3) The Registrar