

**No: PU/EXAM/Circular/2025/63****Date: 30/July/2025****CIRCULAR****Sub: Regarding ensuring Gunning/Submission of Examination forms in time.****Ref: i) Order of the President ii) Order of the Provost iii) R/Circular-968/2024-25****Guidelines for Institutes**

- (1) Hols 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) A Student has to pay all his/her 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 Examinations.
- (3) If a student has any pending fees then his/her Exam Form will not be released and he/she will not be eligible to appear in University examinations.
- (4) Principal / HOIs Download the examination forms from PUMIS and distribute examination forms to respective students for verification and submission.
- (5) Having received filled in examination forms from the students; forms are to be GUNNED in MIS using barcode reader within the scheduled duration.
- (6) As per Circular ref iii) R/Circular-968/2024-25, Students who fail to 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 will be allowed to take the upcoming supplementary examination, provided all outstanding dues are cleared before the supplementary examination. No emergency admit cards will be issued during the End Semester/End Year Examination.
- (7) In case of late submission of Examination Forms: Students will Pay the late Fee for Examination form from the Parul university website: <https://www.paruluniversity.ac.in/>
On Website: Admission → Pay your Fees → Miscellaneous Fees → Select Fees Type: Exam Fine.
- (8) The Late fee Fine receipt needs to be verified by the HoI, Student section and Account Section-Central Adm. After duly verified Exam form fine HoI will arrange to update Exam form submission in MIS.
- (9) Submit "Late Exam form submission report" duly signed by the HoI/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.

Date for downloading the Exam Forms for Institute	Duration for submission of the Exam Forms for students		Penalty for Late submission of Exam Form for students
18/08/2025	18/08/2025 to 29/08/2025		₹ 200 per week, from 01/09/2025

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 2025-26)

1. B.Arch Regular Exam, Semester - 3, Winter 2025-26
2. B.Arch Regular Exam, Semester - 5, Winter 2025-26
3. B.Arch Regular Exam, Semester - 7, Winter 2025-26
4. B.Arch Regular Exam, Semester - 9, Winter 2025-26
5. B.Des.(Arch) Regular Exam, Semester - 3, Winter 2025-26
6. B.Des.(Arch) Regular Exam, Semester - 5, Winter 2025-26
7. B.Des.(Arch) Regular Exam, Semester - 7, Winter 2025-26
8. D.Arch. Regular Exam, Semester - 3, Winter 2025-26
9. D.Arch. Regular Exam, Semester - 5, Winter 2025-26
10. M.Plan Regular Exam, Semester - 3, Winter 2025-26
11. Master(Arch) Regular Exam, Semester - 3, Winter 2025-26
12. BTech Regular Exam, Semester - 3, Winter 2025-26
13. BTech Regular Exam, Semester - 5, Winter 2025-26
14. BTech Regular Exam, Semester - 7, Winter 2025-26
15. Diploma Engg(w.e.f. 2020) Regular Exam, Semester - 3, Winter 2025-26
16. Diploma Engg(w.e.f. 2020) Regular Exam, Semester - 5, Winter 2025-26
17. Int. BTech Regular Exam, Semester - 7, Winter 2025-26
18. Int. BTech Regular Exam, Semester - 9, Winter 2025-26
19. Int. BTech Regular Exam, Semester - 11, Winter 2025-26



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20. MTech Regular Exam, Semester - 3, Winter 2025-26
 21. B.Sc.(IT) Regular Exam, Semester - 3, Winter 2025-26
 22. B.Sc.(IT) Regular Exam, Semester - 5, Winter 2025-26
 23. B.Sc.(IT) Hons Regular Exam, Semester - 3, Winter 2025-26
 24. B.Sc.(IT) Hons Regular Exam, Semester - 5, Winter 2025-26
 25. B.Sc.(IT) Hons Regular Exam, Semester - 7, Winter 2025-26
 26. BCA Regular Exam, Semester - 3, Winter 2025-26
 27. BCA Regular Exam, Semester - 5, Winter 2025-26
 28. BCA Hons Regular Exam, Semester - 3, Winter 2025-26
 29. BCA Hons Regular Exam, Semester - 5, Winter 2025-26
 30. BCA Hons Regular Exam, Semester - 7, Winter 2025-26
 31. IMCA Regular Exam, Semester - 3, Winter 2025-26
 32. IMCA(A.Y.-IV) Regular Exam, Semester - 3, Winter 2025-26
 33. IMCA(A.Y.-IV) Regular Exam, Semester - 5, Winter 2025-26
 34. IMCA(A.Y.-IV) Regular Exam, Semester - 7, Winter 2025-26
 35. M.Sc.(IT) Regular Exam, Semester - 3, Winter 2025-26
 36. MCA(A.Y.-II) Regular Exam, Semester - 3, Winter 2025-26
 37. BBA Regular Exam, Semester - 3, Winter 2025-26
 38. BBA Regular Exam, Semester - 5, Winter 2025-26
 39. BBA Hons Regular Exam, Semester - 3, Winter 2025-26
 40. BBA Hons Regular Exam, Semester - 5, Winter 2025-26
 41. Int. BBA-MBA Regular Exam, Semester - 3, Winter 2025-26
 42. Int. BBA-MBA Regular Exam, Semester - 5, Winter 2025-26
 43. Int. BBA-MBA Regular Exam, Semester - 7, Winter 2025-26
 44. Int. BBA-MBA(A.Y.-V) Regular Exam, Semester - 3, Winter 2025-26
 45. Int. DBA-BBA Regular Exam, Semester - 3, Winter 2025-26
 46. Int. DBA-BBA Regular Exam, Semester - 5, Winter 2025-26
 47. Int. DBA-BBA Regular Exam, Semester - 7, Winter 2025-26
 48. Int. DBA-BBA Regular Exam, Semester - 9, Winter 2025-26
 49. MBA Regular Exam, Semester - 3, Winter 2025-26
 50. B.Pharm. Regular Exam, Semester - 3, Winter 2025-26
 51. B.Pharm. Regular Exam, Semester - 5, Winter 2025-26
 52. B.Pharm. Regular Exam, Semester - 7, Winter 2025-26
 53. M.Pharm. Regular Exam, Semester - 3, Winter 2025-26
 54. BSW Regular Exam, Semester - 3, Winter 2025-26
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55. BSW Regular Exam, Semester - 5, Winter 2025-26
 56. BSW Hons Regular Exam, Semester - 3, Winter 2025-26
 57. BSW Hons Regular Exam, Semester - 5, Winter 2025-26
 58. MSW Regular Exam, Semester - 3, Winter 2025-26
 59. B.Sc. Regular Exam, Semester - 3, Winter 2025-26
 60. B.Sc. Regular Exam, Semester - 5, Winter 2025-26
 61. B.Sc. Hons Regular Exam, Semester - 3, Winter 2025-26
 62. B.Sc. Hons Regular Exam, Semester - 5, Winter 2025-26
 63. M.Sc. Regular Exam, Semester - 3, Winter 2025-26
 64. FA Regular Exam, Semester - 3, Winter 2025-26
 65. FA Regular Exam, Semester - 5, Winter 2025-26
 66. FA Regular Exam, Semester - 7, Winter 2025-26
 67. B.ARTS Regular Exam, Semester - 3, Winter 2025-26
 68. B.ARTS Regular Exam, Semester - 5, Winter 2025-26
 69. B.ARTS Hons Regular Exam, Semester - 3, Winter 2025-26
 70. B.ARTS Hons Regular Exam, Semester - 5, Winter 2025-26
 71. M.ARTS Regular Exam, Semester - 3, Winter 2025-26
 72. B.Com (w.e.f. 2023) Regular Exam, Semester - 3, Winter 2025-26
 73. B.Com (w.e.f. 2023) Regular Exam, Semester - 5, Winter 2025-26
 74. B.Com Hons Regular Exam, Semester - 3, Winter 2025-26
 75. B.Com Hons Regular Exam, Semester - 5, Winter 2025-26
 76. Int. B.Com-M.Com Regular Exam, Semester - 7, Winter 2025-26
 77. Int. D.Com-B.Com Regular Exam, Semester - 7, Winter 2025-26
 78. Int. D.Com-B.Com Regular Exam, Semester - 9, Winter 2025-26
 79. M.Com Regular Exam, Semester - 3, Winter 2025-26
 80. I-B.A.LL.B. Regular Exam, Semester - 3, Winter 2025-26
 81. I-B.A.LL.B. Regular Exam, Semester - 5, Winter 2025-26
 82. I-B.A.LL.B. Regular Exam, Semester - 7, Winter 2025-26
 83. I-B.A.LL.B. Regular Exam, Semester - 9, Winter 2025-26
 84. I-B.B.A.LL.B. Regular Exam, Semester - 3, Winter 2025-26
 85. I-B.B.A.LL.B. Regular Exam, Semester - 5, Winter 2025-26
 86. I-B.B.A.LL.B. Regular Exam, Semester - 7, Winter 2025-26
 87. I-B.B.A.LL.B. Regular Exam, Semester - 9, Winter 2025-26
 88. I-B.Com.LL.B. Regular Exam, Semester - 3, Winter 2025-26
 89. I-B.Com.LL.B. Regular Exam, Semester - 5, Winter 2025-26
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90. I-B.Com.LL.B. Regular Exam, Semester - 7, Winter 2025-26
 91. I-B.Com.LL.B. Regular Exam, Semester - 9, Winter 2025-26
 92. LL.B. Regular Exam, Semester - 3, Winter 2025-26
 93. LL.B. Regular Exam, Semester - 5, Winter 2025-26
 94. B.Des. Regular Exam, Semester - 3, Winter 2025-26
 95. B.Des. Regular Exam, Semester - 5, Winter 2025-26
 96. B.Des. Regular Exam, Semester - 7, Winter 2025-26
 97. B.Sc. Design Regular Exam, Semester - 3, Winter 2025-26
 98. B.Sc. Design Regular Exam, Semester - 5, Winter 2025-26
 99. B.Sc. Design Hons Regular Exam, Semester - 3, Winter 2025-26
 100. B.Sc. Design Hons Regular Exam, Semester - 5, Winter 2025-26
 101. Diploma Design Regular Exam, Semester - 3, Winter 2025-26
 102. Diploma Design Regular Exam, Semester - 5, Winter 2025-26
 103. M.Des. Regular Exam, Semester - 3, Winter 2025-26
 104. B.Sc. Med. Sci. Regular Exam, Semester - 3, Winter 2025-26
 105. B.Sc. Med. Sci. Regular Exam, Semester - 5, Winter 2025-26
 106. B.Sc. Med. Sci. Hons Regular Exam, Semester - 3, Winter 2025-26
 107. B.Sc. Med. Sci. Hons Regular Exam, Semester - 5, Winter 2025-26
 108. M.Sc. Med.Sci. Regular Exam, Semester - 3, Winter 2025-26
 109. B.Sc. Public Health Regular Exam, Semester - 3, Winter 2025-26
 110. B.Sc. Public Health Regular Exam, Semester - 5, Winter 2025-26
 111. B.Sc.(Hons) Public Health Regular Exam, Semester - 3, Winter 2025-26
 112. B.Sc.(Hons) Public Health Regular Exam, Semester - 5, Winter 2025-26
 113. Int. MPH,MHA Regular Exam Semester - 3, Winter 2025-26
 114. Int. MPH,MHA Regular Exam Semester - 5, Winter 2025-26
 115. MHA Regular Exam Semester - 3, Winter 2025-26
 116. MPH Regular Exam Semester - 3, Winter 2025-26
 117. B.Sc. (Hons.) Agriculture Regular Exam, Semester - 3, Winter 2025-26
 118. B.Sc. (Hons.) Agriculture Regular Exam, Semester - 5, Winter 2025-26
 119. B.Sc. (Hons.) Agriculture Regular Exam, Semester - 7, Winter 2025-26
 120. BTech(FoA) Regular Exam, Semester - 3, Winter 2025-26
 121. BTech(FoA) Regular Exam, Semester - 5, Winter 2025-26
 122. BTech(FoA) Regular Exam, Semester - 7, Winter 2025-26
 123. B.Sc.(Hotel Management) Regular Exam, Semester - 3, Winter 2025-26
 124. B.Sc.(Hotel Management) Regular Exam, Semester - 5, Winter 2025-26
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125. B.Sc.(Hotel Management) Hons Regular Exam, Semester - 3, Winter 2025-26
 126. B.Sc.(Hotel Management) Hons Regular Exam, Semester - 5, Winter 2025-26
 127. BBA-Aviation Regular Exam, Semester - 3, Winter 2025-26
 128. BBA-Aviation Regular Exam, Semester - 5, Winter 2025-26
 129. BBA-Aviation Hons Regular Exam, Semester - 3, Winter 2025-26
 130. BBA-Aviation Hons Regular Exam, Semester - 5, Winter 2025-26
 131. BHMCT Regular Exam, Semester - 3, Winter 2025-26
 132. BHMCT Regular Exam, Semester - 5, Winter 2025-26
 133. BHMCT Regular Exam, Semester - 7, Winter 2025-26
 134. DHMCT Regular Exam, Semester - 3, Winter 2025-26
 135. DHMCT Regular Exam, Semester - 5, Winter 2025-26
 136. MHMCT Regular Exam, Semester - 3, Winter 2025-26
 137. BPA Regular Exam, Semester - 3, Winter 2025-26
 138. BPA Regular Exam, Semester - 5, Winter 2025-26
 139. BPA Hons Regular Exam, Semester - 3, Winter 2025-26
 140. BPA Hons Regular Exam, Semester - 5, Winter 2025-26

To: i) The Heads of the Institutes ii) The Deans of the Faculties

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

Copy submitted to: i) The President ii) The Provost iii) The Registrar.
