

5. For Principals:

- I. A list of Students who have submitted the exam form will be mailed to the principals at the end of each day. A final consolidated list will be sent on **27/03/2026**.
- II. Discrepancies, if any, should be reported to the AR - Exam UG (arexamug@unigoa.ac.in) with a CC to COE (coe@unigoa.ac.in) by **31/03/2026**. Even if no Discrepancy is reported, **the NIL report is to be sent compulsorily**. Changing the Subject/Papers will not be allowed. (format enclosed).
- III. Fees are to be collected by the college from students by **31/03/2026** based on the list sent by Goa University on **27/03/2026**.
- IV. College to report to the COE on or before **31/03/2026** by email the list of students who have not paid the fees as on **27/03/2026** without fail.
- V. 90% of fees are to be remitted to University on or before **10/04/2026**.
- VI. List of ISA defaulters/Ineligible candidates should be submitted by **31/03/2026**. Even if there are no students, the **NIL report is to be sent without fail**.
- VII. **The candidate list / Admit card will be generated only after the submission of the NIL reports.**
- VIII. By **02/04/2026**, Candidate List and Admit Cards will be generated by Goa University and sent to colleges. Changing the Subject/Papers will not be allowed once the Candidate List & Admit Cards are generated.
- IX. Principals are advised to ensure that the marks are sent to the Exam Division on or before the following days:
 1. ISA Marks on or before **17/04/2026**.
 2. NCC/Cultural Marks duly signed by the concerned, if any, on or before **17/04/2026**.
 3. NSS/Sports Marks to the concerned In-Charge/Coordinator on or before **17/04/2026**. NSS/Sports marks are not to be sent directly to COE or AR-Exam(UG).

6. The examination fees to be collected from the students will be as per university Circular No. **GU/Exam Fee/20/2025/77, Dated 10/06/2025**.

7. **No Forms beyond the dates mentioned will be accepted by the examination section.**

Principals of the affiliated colleges are requested to kindly take note of the same and bring the content of this notification to their concerned staff and students.


CONTROLLER OF EXAMINATIONS

- To
1. Principals of the Affiliated Colleges.
 2. On-Campus Deans & Programme Directors (BA & B.Voc Programme)
 3. AR-Exam (UG)
 4. The HOCC
 5. PA to R
 6. PS to VC
 7. Finance Officer
 8. IQAC (Publishing on Website)
 9. AR-PR (For social media and Newspaper Publication)
- For Information