



Ref. No: BMU/Exam/CS/S2025/98

Date: 25.03.2025

NOTIFICATION

EXAMINATION FORM FILL-UP

The schedule for **ONLINE** filling-up of examination forms for appearing in following End Term Examinations (**Regular & Reappear**), **Summer - 2025** of UG/PG programs are as follows:

Sr. No.	Faculty-Programs	Sem	Commencement of filling up of Exam forms	Last date of filling up of Examination Form		
				With Normal Fees	With Late Fees (Rs. 500)	With Special Late Fees (Rs. 1000)
1	FOCA-MCA	3 rd , 4 th	26.03.2025	01.04.2025	03.04.2025	04.04.2025
2	FOCA-IMCA	3 rd , 4 th 5 th , 6 th				
3	FOCM-MBA	3 rd , 4 th				
4	FOCM-IMBA	3 rd , 4 th 5 th , 6 th				

IMPORTANT:

- Penalty for late submission of Exam Form after the above mention schedule.

Up to 1 Day before commencement of Exam Schedule of that particular Exam Centre	With Rs. 3000 Late Fee (For Regular Students Only)
Up to 3 Days before commencement of Exam Schedule of that particular Exam Centre	With Rs. 1000 Late Fee (For Reappear Students Only)
On the Same Day of Exam	With Rs. 5000 Late Fee (Only Regular Students can apply)

- Examination Form filling-up facility will be closed after the due date.
- Last date of submission of hard copy of **“Examination Forms Approval List”** (Forwarding Letter) by respective college shall be **within 3 days** of above mentioned last dates.
- Students may be directed to fill the examination form well before the last date to avoid last minute rush.

Controller of Examinations

Copy to:

- Hon'ble Provost- For kind information please.
- Registrar- For kind information please.
- All Deans/Directors/Principals - For compliance please.
- Assistant Registrar (Conduct Section) - For necessary action.
- ERP Coordinator - For necessary action.
- Notice Board/Website.