

Gurugram University, Gurugram

(Established by the State Legislature Act 17 of 2017)



Admission Guidelines

FOR ADMISSION

TO

Off-Site Campus

Gurugram University, Gurugram

OFFICERS OF THE UNIVERSITY

SH. BANDARU DATTATREYA

Hon'ble Governor-Haryana,

Chancellor, Gurugram University

Name and Designation	Email
Vice Chancellor Prof. Dinesh Kumar	vc@gurugramuniversity.ac.in
Dean Academic Affairs Prof. S.C. Kundu	daa@gurugramuniversity.ac.in
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Dean of Colleges Dr. Annapurna Sharma	doc@gurugramuniversity.ac.in
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Controller of Examinations Dr. R.K. Garg	coe@gurugramuniversity.ac.in
Finance Officer Sh. Lalit Kumar	f.o@gurugramuniversity.ac.in

DEANS OF FACULTIES

Sr. No.	Dean	Faculty	Email
1.	Prof. S.C. Kundu	Faculty of Life Sciences	dean.lifesciences@gurugramuniversity.ac.in
2.	Prof. Amarjeet Kaur	Faculty of Commerce & Management	dean.commandgmt@gurugramuniversity.ac.in
3.	Prof. Gayatri Raina Arya	Faculty of Social Sciences & Education	dean.socsciandedun@gurugramuniversity.ac.in
4.	Prof. Rakesh Kumar Yogi	Faculty of Law & Humanities	dean.lawandhum@gurugramuniversity.ac.in
5.	Prof. Dharminder Kumar	Faculty of Science & Technology	dean.sciandtech@gurugramuniversity.ac.in

CHAIRPERSONS AND IN-CHARGES

Sr. No.	Chairperson	Dept./Institute	Phone
1.	Prof. Amarjeet Kaur	Dept. of Management	9810867688
2.	Prof. Gayatri Raina Arya	Dept. of Psychology Dept. of Social Work Dept. of Education	8219363880
3.	Prof. Rakesh Kumar Yogi	Dept. of Media Studies Dept. of Law Dept. of Indian Knowledge and Languages. Dept. of English and other Foreign Languages. Dept. of Development Studies. Dept. of Studies in Art and Culture	9871621567
4.	Prof. Dhirender Kaushik	Dept. of Nursing	9416055522
5.	Dr. Annapurna Sharma	Dept. of Political Science & Public Policy	9999610854
4.	Dr. Mukesh Kumar	Dept. of Engg. & Technology	9992211406
5.	Prof. S.C. Kundu	Dept. of Physiotherapy Dept. of Public Health Dept. of Neurosciences	9812273156
6.	Prof. Neera Verma	Dept. of Economics	9416035388
8.	Prof. Abhay Singh Yadav	Dept. of Pharmaceutical Sciences Dept. of Biosciences	7015362805
7.	Prof. Pratap Singh	Dept. of Physics	9810148929
9.	Dr. Sarala Balachandra	Dept. of Chemistry	9560020015
10.	Dr. Seema Mahlawat	Dept. of Commerce	9728157599
12.	Dr. Mohd. Rafique	Dept. of Mathematics	9811098211

CHAPTER-I

Please read the following information carefully before filling in the application form.

- A. Only online applications are accepted for admission in various Undergraduate Programs of Offsite Campus of Gurugram University. No offline applications will be entertained. Further, incomplete applications or **applications with incorrect information** will not be considered. The link to the online application is available on the University website. (www.gurugramuniversity.ac.in)
- B. The application fee for various Programmes are: 1000/- for General; Rs. 250/- for Scheduled Caste, Backward Class of Haryana, differently abled persons and Economically Weaker Sections (EWS) of Haryana per programme.
- C. A Candidate may apply for admission to as many programmes as he/she wants. Separate application form for admission to each additional programme shall be required to be filled online after paying of Rs. 1000/- for General Category and Rs. 250/- for Scheduled Caste, Backward Class of Haryana, differently abled persons and Economically Weaker Sections (EWS) of Haryana per programme.

CHAPTER-II

ADMISSION SCHEDULE LIST OF DOCUMENTS REQUIRED

Schedule of dates for admission to various courses being run by the Off-Site Campus of the University for the session 2024-25 is as under: -

S. No.	Particulars	UG Programmes
(a)	Commencement of online submission of application form	08-07-2024
(b)	Last date of receipt of online application forms	22-07-2024
(c)	First Merit list display on	25-07-2024
(d)	1 st Physical Counseling* (Fee to be deposited online on the date of Physical Counseling)	26-07-2024 to 27-07-2024
(e)	Second Merit list display on	29.07.2024
(f)	2 nd Physical Counseling* (Fee to be deposited online on the date of Physical Counseling)	30.07.2024
(g)	Open Counseling against vacant seats, if required	At Departmental Level
(h)	Commencement of classes	01-08-2024

Note:-

- **Students are advised to check the eligibility and admission criteria before filling the online forms.**

- **Department wise schedule of Open Counseling shall be notified in due course of time on University website at least two days prior to schedule.**
- The student has to pay the semester fee (as mentioned in section 5) at the time of physical counseling. In case he/she did not deposit the same, the candidature will be offered to the next person in merit list/waiting list.
- Student who did not appear in first Physical counselling on the dates mentioned above or do not submit the fee after documents verification, his/her candidature will not be considered for 2nd merit list/2nd Physical counselling.
- **Conditions for Open Counseling (If seats remains vacant after the 2nd Physical Counseling)**
 - i. Each candidate may apply online for participation in open counseling (if any seat remains vacant) by making payment of requisite fee. The candidates who have previously applied and paid the requisite fee of application but could not get admission need not to pay the application fee again. The vacant seats will be allocated purely on the basis of merit (category wise). The schedule for open counseling will be notified by the Departments on University website.
 - ii. If any seat remains vacant in sub-categories of BC(A) and BC(B), the same will be filled up through the candidates belonging to other category. For example, if any seat in BC(B) category remains vacant, the same will be filled up from BC(A) category and vice-versa in 1st Open Counseling (after second physical counseling).
 - iii. If any seat remains vacant in sub-categories of SC, the same will be filled up through the candidates belonging to other category. For example, if any seat in SC category remains vacant, the same will be filled up from Deprived SC category and vice-versa in 1st Open Counseling (after second physical counseling).

If still the seats remain vacant, the vacant seats of reserved category will be converted into general category and will be filled accordingly in the open merit list, if no candidate of reserved category arrived during the open counseling. However, first priority will be given to him/her, if the candidate of reserved category is available, subject to eligibility and other conditions as mentioned in the Information Brochure on the basis of merit.

List of Documents to be uploaded for admission to various programmes

1. Matriculation Certificate (as proof of age)
2. Senior Secondary Examination Certificate
3. CUET score card, if applicable.
4. Detailed Marks Card (DMC) of the qualifying examination.
5. Character Certificate from the institute last attended.
6. Certificate of Reserved Category and other related certificates, if applicable, as mentioned in the Information Brochure.
7. Aadhar Card.
8. Parivar Pehchan Patra (Latest Family ID) for Haryana Residents Only.
9. Latest EWS Certificate issued by competent authority, if applicable.
10. Latest valid income certificate for SC/BC category or as per State Govt. instructions.
11. Haryana Resident Certificate, if applicable
12. Documentary proof in support of respective Supernumerary category, if applicable.

CHAPTER-III

PROGRAMME WISE INTAKE AND SEAT MATRIX

Distribution & Reservation of Seats in various Programmes of Off-Site Campus of the University for the Session 2024-25 is as under:-

Sr. No.	Name of Program	Number of Seats	Breakup of seats as per State Govt. Reservation Policy								
			AIC	**AIC (EWS)	HGC	SC	SC (D)	BC (A)	BC (B)	EWS	PH/ESM
Programmes offered at Off Site Campus:- Pavitra Institute of Health Sciences, Sohna, Gurugram											
1.	B.Sc. in Medical Laboratory Science (BMLS)	40	5	1	15	3	4	5	4	2	1
2.	B.Sc. Medical Radiological & Imaging Technology (BMRIT)	40	5	1	15	3	4	5	4	2	1
3.	B.Sc. in Operation Theatre Technology	40	5	1	15	3	4	5	4	2	1
4.	B.Sc. in Physician Assistant	30	4	0	12	2	3	4	3	1	1
5.	B.Sc. in Perfusion Technology	30	4	0	12	2	3	4	3	1	1
6.	B.Sc. in Nuclear Medicine Technology	30	4	0	12	2	3	4	3	1	1
7.	B.Sc. in Cardiac Care Technology	30	4	0	12	2	3	4	3	1	1
Programmes Offered at Off Site Campus:- Vedatya Institute, Gurugram											
8.	Bachelor of Science in Hospitality & Hotel Administration (B.Sc.)	50	6	1	21	4	4	7	5	1	1
9.	Bachelor of Science in Hospitality Management	20	2	1	9	2	1	3	2	0	0
10.	A. Bachelor of Arts in International Culinary Arts (B.A.)	40	2	1	9	2	1	3	2	0	0
	B. Bachelor of Arts in International Culinary Arts (B.A.) specialization in Advanced Bakery & Food Production	30	4	0	12	2	3	4	3	1	1
11.	Bachelor in Design (B. Des.)	40	5	1	15	3	4	5	4	2	1
12.	Bachelor in Business Administration (BBA)	60	8	1	23	5	5	8	6	3	1

CHAPTER-IV

ACADEMIC PROGRAMMES OFFERED, INTAKE, DURATION AND ELIGIBILITY

S. No.	Programme	Duration	Intake	Eligibility and Admission Criteria
Programmes offered at Off Site Campus:- Pavitra Institute of Health Sciences, Sohna, Gurugram				
1.	B.Sc. in Medical Laboratory Science (BMLS)	4 Years	40	<p>1. The minimum age for candidates desirous of seeking admission should not be less than 17 years as on 31.12.2023.</p> <p>2. The candidate must have passed Senior School Certificate examination (10+2) of Board of School Education, Haryana or any Board recognized by Central Government/Any State Government with subjects of Physics, Chemistry, Biology and English Core/English Elective and should have obtained at least 45% aggregate marks for General Category (40% marks for SC/BC/PWBD category) in Physics, Chemistry, Biology & English (PCB & E) taken together, however, the candidates should have obtained pass marks in each subject separately.</p>
2.	B.Sc. Medical Radiological & Imaging Technology (BMRIT)	4 Years	40	<p>1. The minimum age for candidates desirous of seeking admission should not be less than 17 years as on 31.12.2023.</p> <p>2. The candidate must have passed Senior School Certificate examination (10+2) of Board of School Education, Haryana or any Board recognized by Central Government/Any State Government with subjects of Physics, Chemistry, Biology and English Core/English Elective and should have obtained at least 45% aggregate marks for General Category (40% marks for SC/BC/PWBD category) in Physics, Chemistry, Biology & English (PCB & E) taken together, however, the candidates should have obtained pass marks in each subject separately.</p>

3.	B.Sc. in Operation Theatre Technology	4 Years	40	<p>1. The minimum age for candidates desirous of seeking admission should not be less than 17 years as on 31.12.2023.</p> <p>2. The candidate must have passed Senior School Certificate examination (10+2) of Board of School Education, Haryana or any Board recognized by Central Government/Any State Government with subjects of Physics, Chemistry, Biology and English Core/English Elective and should have obtained at least 45% aggregate marks for General Category (40% marks for SC/BC/PWBD category) in Physics, Chemistry, Biology & English (PCB & E) taken together, however, the candidates should have obtained pass marks in each subject separately.</p>
4.	B.Sc. in Physician Assistant	4 Years	30	<p>1. The minimum age for candidates desirous of seeking admission should not be less than 17 years as on 31.12.2023.</p> <p>2. The candidate must have passed Senior School Certificate examination (10+2) of Board of School Education, Haryana or any Board recognized by Central Government/Any State Government with subjects of Physics, Chemistry, Biology and English Core/English Elective and should have obtained at least 45% aggregate marks for General Category (40% marks for SC/BC/PWBD category) in Physics, Chemistry, Biology & English (PCB & E) taken together, however, the candidates should have obtained pass marks in each subject separately.</p>
5.	B.Sc. in Perfusion Technology	4 Years	30	<p>1. The minimum age for candidates desirous of seeking admission should not be less than 17 years as on 31.12.2023.</p> <p>2. The candidate must have passed Senior School Certificate examination (10+2) of Board of School Education, Haryana or any Board recognized by Central Government/Any State Government with subjects of Physics, Chemistry, Biology and English Core/English Elective and should have obtained at least 45% aggregate marks for General Category (40% marks for SC/BC/PWBD category) in Physics, Chemistry, Biology & English (PCB & E) taken together, however, the candidates should have obtained pass marks in each subject separately.</p>

6.	B.Sc. in Nuclear Medicine Technology	4 Years	30	<p>1. The minimum age for candidates desirous of seeking admission should not be less than 17 years as on 31.12.2023.</p> <p>2. The candidate must have passed Senior School Certificate examination (10+2) of Board of School Education, Haryana or any Board recognized by Central Government/Any State Government with subjects of Physics, Chemistry, Biology and English Core/English Elective and should have obtained at least 45% aggregate marks for General Category (40% marks for SC/BC/PWBD category) in Physics, Chemistry, Biology & English (PCB & E) taken together, however, the candidates should have obtained pass marks in each subject separately.</p>
7.	B.Sc. in Cardiac Care Technology	4 Years	30	<p>1. The minimum age for candidates desirous of seeking admission should not be less than 17 years as on 31.12.2023.</p> <p>2. The candidate must have passed Senior School Certificate examination (10+2) of Board of School Education, Haryana or any Board recognized by Central Government/Any State Government with subjects of Physics, Chemistry, Biology and English Core/English Elective and should have obtained at least 45% aggregate marks for General Category (40% marks for SC/BC/PWBD category) in Physics, Chemistry, Biology & English (PCB & E) taken together, however, the candidates should have obtained pass marks in each subject separately.</p>
S. No.	Programme	Duration	Intake	Eligibility and Admission Criteria
Programmes Offered at Off Site Campus:- Vedatya Institute, Gurugram				
1.	Bachelor of Science in Hospitality & Hotel Administration (B.Sc.)	4 Years	50	10+2 Examination from Board of School Education, Haryana or of any other Board recognized as equivalent thereto, with a minimum of 50% marks in aggregate (47.5% in case of SC/ST/ Divyang candidates of Haryana only).

2.	Bachelor of Science in Hospitality Management	4 Years	20	10+2 Examination from Board of School Education, Haryana or of any other Board recognized as equivalent thereto, with a minimum of 50% marks in aggregate (47.5% in case of SC/ST/ Divyang candidates of Haryana only).
3.	A. Bachelor of Arts in International Culinary Arts (B.A.)	4 Years	40	10+2 Examination from Board of School Education, Haryana or of any other Board recognized as equivalent thereto, with a minimum of 50% marks in aggregate (47.5% in case of SC/ST/ Divyang candidates of Haryana only).
	B. Bachelor of Arts in International Culinary Arts (B.A.) specialization in Advanced Bakery & Food Production	4 Years	30	10+2 Examination from Board of School Education, Haryana or of any other Board recognized as equivalent thereto, with a minimum of 50% marks in aggregate (47.5% in case of SC/ST/ Divyang candidates of Haryana only).
4.	Bachelor in Design (B. Des.)	4 Years	40	10+2 Examination from Board of School Education, Haryana or of any other Board recognized as equivalent thereto, with a minimum of 50% marks in aggregate (47.5% in case of SC/ST/ Divyang candidates of Haryana only).
5.	Bachelor in Business Administration (BBA)	4 Years	60	10+2 Examination from Board of School Education, Haryana or of any other Board recognized as equivalent thereto, with a minimum of 50% marks in aggregate (47.5% in case of SC/ST/ Divyang candidates of Haryana only).

GENERAL GUIDELINES AND INFORMATION FOR ADMISSION

The following procedure shall be followed for selection of the candidates for admission to various programmes:

1. Before filling the Admission Application Form, the candidates are required to read the information brochure/guidelines/ instructions available on University website carefully. Candidates will submit their Application Forms online on the University website: www.gurugramuniversity.ac.in for admission to various programmes and print out of admission application form filled in online alongwith Xerox copies of relevant documents and receipt of fee, should be submitted during the physical counseling. The candidate has to bring the original documents for verification.
2. The minimum eligibility and number of seats for admission to various courses will remain same as per Admission Guidelines 2024-25. Kindly visit University Website for more details and changes/updation (if any).
3. The SC/ST/BC candidates belonging to the States other than Haryana will be treated as General Category candidates for all purposes.
4. The scanned copies of **original certificates/testimonials (not of photocopy)** of all the examinations passed by the candidate from 10th standard onwards/other documents including documents for claiming reservation and latest Character Certificate should be uploaded on the website (in .jpeg or pdf format only) while filling online application form.
5. Incomplete/incorrect application form shall be rejected, summarily. The Admission Committee of the concerned department will check the eligibility of the candidates. The Committee shall have the power to reject any certificate not considered valid. In case, the candidate is not found eligible, his/her candidature will be cancelled.
6. For conversion of CGPA to percentage marks wherever applicable, the candidates are required to fill up the percentage of marks secured in each examination using the formula given by examining body.
7. Rounding off the decimal digits to a whole number for calculating the percentage of marks shall not be permissible in any case, whatsoever.
8. The Candidates are advised to fill up all the details carefully. No change will be allowed after submission of application form.
9. The merit list for admission to the **programmes will be prepared by the Departments/Institutes of the University as per guidelines/instructions** given in the information brochure/notification.
10. If during the preparation of merit lists, admission committee of concerned Department finds any discrepancy, the admission form may be rejected directly or an email may be sent to the candidate for online resubmission of document within given duration of time.

11. If two or more candidates secure identical merit, then the candidate senior in age will be given preference. In case if date of birth is same then the marks obtained in next lower class will be considered.
12. The merit lists will be displayed on the University website as per the schedule mentioned in information brochure or displayed on website. No separate communication shall be sent in this regard.
13. The candidate whose name appears in the merit list has to appear for physical counseling in the concerned Department for the document verification. If, the candidate selected he/she has to deposit fee online or at the University fee counter within stipulated time or else his/her seat will be considered vacant and seat shall be offered to the next candidate from the merit list.
14. Mere possession of the prescribed academic qualifications does not entitle a candidate for admission to the programme. Candidates would be required to fulfill all the conditions as spelt out in the information brochure.
15. The eligibility of the candidates shall be ascertained at the time of preparing merit list however the admission seekers are required to ensure that they possess the prescribed qualification for the programme they are seeking admission.
16. If the concerned authorities are not satisfied with the character / past behavior / antecedents of a candidate, they may refuse to admit him/her to any course of study in the University/College in order to ensure academic standards, discipline and peaceful atmosphere in the University. The Vice Chancellor may cancel the admission of any student for a specified period.
17. In case any candidate is admitted on the basis of the information submitted by him/her, which is found to be incorrect or false at a later stage, his/her admission will be cancelled and all fees and other dues paid by him/her shall be forfeited. The University/Institute may also take further action, as deemed fit, against the candidate and his/her guardian.
18. All admissions are provisional subject to verifications of documents and approval of Competent Authority.
19. The rules relating to anti-ragging, their behavior on the Campus and the Hostels as framed by the University will be applicable and binding on all students.
20. In case, there are less than 50% admission in a programme the admission in such programme will not be made and the applicants will be given option to change to any other programme in the University subject to the eligibility and merit or for refund of fees. However, Vice Chancellor may exempt the above condition on the recommendation of Chairperson of the Department.

LEGAL JURISDICTION

All disputes pertaining to admissions shall fall within the jurisdiction of Gurugram Only.

CHAPTER-V

FEE STRUCTURE

Pavitra Institute of Health Sciences, Sohna, Gurugram			
Sr. No.	Name of Head	Fees per semester (Rs.)	Total Fees per Year (Rs.)
1.	B.Sc. in Medical Laboratory Science (BMLS)	25,000/-	50,000/-
2.	B.Sc. Medical Radiological & Imaging Technology (BMRIT)	25,000/-	50,000/-
3.	B.Sc. in Operation Theatre Technology	25,000/-	50,000/-
4.	B.Sc. in Physician Assistant	25,000/-	50,000/-
5.	B.Sc. in Perfusion Technology	25,000/-	50,000/-
6.	B.Sc. in Nuclear Medicine Technology	25,000/-	50,000/-
7.	B.Sc. in Cardiac Care Technology	25,000/-	50,000/-

Vedatya Institute, Gurugram

Sr. No.	Name of Head	Tuition Fee + Infrastructure Development Fee (Rs.)	Other Charges (Rs.)	Total Fees (Per Year) (Rs.)
1.	Bachelor of Science in Hospitality & Hotel Administration	64,900/-	1,71,100/-	2,36,000/-
2.	Bachelor of Science in Hospitality Management	94,400/-	2,95,000/-	3,89,400/-
3.	A. Bachelor of Arts in International Culinary Arts	64,900/-	1,71,100/-	2,36,000/-
	B. Bachelor of Arts in International Culinary Arts (B.A.) specialization in Advanced Bakery & Food Production	94,400/-	2,95,000/-	3,89,400/-
4.	Bachelor in Design (B. Des.)	94,400/-	2,95,000/-	3,89,400/-
5.	Bachelor in Business Administration (BBA)	1,18,000/-	-	1,18,000/-

OTHER RULES AND GUIDELINES RELATING TO FEE STRUCTURE.

- A. Examination fee is included in annual fees which is to be deposited online through Debit Card/ Net Banking at the time of admission for all programmes.
- B. A candidate will submit his/her Annual fee during first year of the course and may be semester-wise for rest of the semesters/course.
- C. The candidates of paramedical and diploma programmes may submit his/her fee in semester wise.**
- D. 2nd year onwards, students will deposit the fee on fixed date and time and will not to allow any student to attend the class without depositing the fee. The attendance marked without deposit of fee will be treated as illegal and will not be counted for the purpose of attendance.
- E. Fee will be charged from the students as per the fee structure given in the information brochure of each academic programme.
- F. Dues must be paid on the dates notified; otherwise a late fee fine shall be charged as follows:

Upto notified date	No late fee
1 to 10 days after notified date	₹ 200/-
11 to 20 days	₹ 500/-
21 to 30 days	₹1,000/-
Re-admission fee* (Name may be struck off the rolls, after 30 days)	₹ 1,000/- and above mentioned fine subject to recommendations of concerned Chairpersons.

*Re-admission can be done provided Head of Department/Director is satisfied, that if re-admitted, the student will not fall short of the requisite percentage of attendance

- G. If the admission of a student is cancelled by the University for no fault of his/her, the fees and other dues paid by him will be refunded except the Admission Fee, provided the application to this effect duly recommended by the Head of the Department/Director concerned is received in the University Office within one month of the date of the letter conveying the cancellation of admission. The application for the refund of dues submitted beyond the time limit prescribed above may be considered with permission of the Vice-Chancellor on merit.

FEE REFUND POLICY

In case of withdrawal of admission, the following rules will be applicable for refund of fee:

100% fee refund: in case a student decides to withdraw **15 days or more before** the formally notified last date of admission. Not more than 5% of the fees paid by the student, subject to a maximum of Rs. 5000, will be deducted as processing charges.

90% fee refund: in case a student decides to withdraw **less than 15 days before** the formally notified last date of admission.

80% fee refund: in case a student decides to withdraw **within 15 days or less** after the formally notified last date of admission.

50% fee refund: in case a student decides to withdraw **between 16 days and 30 days** after the formally notified last date of admission.

NIL: in case a student decides to withdraw **after 30 days** of the formally notified last date of admission.

Note: The fee refund policy is subject to change/amendment made by the State Govt./UGC from time to time.

Important Note:

**All the other terms and conditions
will be as per the Information
Brochure for the session 2024-25 has
available on the Gurugram University
website.**