



GURUGRAM UNIVERSITY, GURUGRAM

(A State Govt. University established under Haryana Act 17 of 2017)

Sector-51, Gurugram (Haryana)-122003 Ph: 0124-2788001-05, Fax: 0124-2788010

web: www.gurugramuniversity.ac.in

No. GUG/Conduct/2024/ _____

Dated: _____

To

1. All the Chairperson/In-charge
UTDs, Gurugram University, Gurugram.
2. All the Principal of Colleges Affiliated with
Gurugram University, Gurugram

Sub: Instructions/ Guidelines for Filling-up of Examination Forms of Even Semesters/ Year System of All Courses (including Education Courses) for the academic session 2023-24.

Sir/Madam,

Kindly refer to the subject cited above. In this regard, I have been directed to inform you that the competent authority has approved the following schedule/ process for Filling-up of Examination Forms of Even Semesters/ Year System of all courses of University Teaching Departments (UTDs)/ Affiliated Colleges for April/May 2024 Examinations:

- a) The UTDs/ Affiliated Colleges shall have to complete the process of online Filling-up of Examination Form of all the students (except Re-appear) on the portal of the University i.e. <https://gu.aimserp.co.in/> as per the following schedule:

Sr. No.	Activity	Last Date
1	Configuration of Subjects on Portal by ERP Team	25-02-2024
2	Submission of Objections (thru E-mail), if any by the colleges regarding any mismatch of subject (s)/ Course on ERP Portal and resolving of the same by ERP Team	29-02-2024
3	Filling-up of Examination Forms by the Students	05-03-2024
4	Verification of Examination Forms by the concerned Colleges along with payment of online Examination Fees.	15-03-2024
5	Submission of Proof of Filling-up of Examination Forms in Conduct Branch without any late fee.	22-03-2024 (after this, the Late fine will be Rs. 500/- per day)

- b) For affiliated colleges, the applicable Examination Fee will be calculated online and the colleges are required to deposit the applicable fee in online mode (Debit Card/ Credit Card/ UPI, NEFT/RTGS etc.) through University portal (<https://gu.aimserp.co.in/>) only. No fee through any other mode will be accepted.
- c) No Examination Fee is payable for University Teaching Departments (UTDs) Students (except Re-appear) as the same is included in the fee payable at the time of admission.
- d) The Colleges/ UTDs are advised to keep the proof of Subject Booking/ Filling up of Examination Forms and fee payment (University Receipt) with them failing which No claim will be entertained. **The Subject Booking/ Filling up of Examination Forms without successful payment of Examination fee will be treated as Invalid.**
- e) No candidate will be allowed to appear in the Examinations without Subject Booking/ filling-up of online Examination Form. No hard copy of the Examination Forms will be accepted by the University.



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- f) The Principals/ Chairpersons of the concerned colleges/ Institutes/ UTDs will ensure to fill correct subject at the time of Subject Booking/ Filling-up of Examination Form.
- g) Responsibility of wrong Subject Booking/ Filling-up of Examination Form, if any will be entirely rest upon the Chairperson of UTDs or Principal/ Director of the college/ Institute concerned as the case may be.

h) Details of applicable Examination Fee:

Sr. No	Group	Course	Examination Fee for Fresh Students
1.	Group-A	TDC (Pass and Honours), Diploma/Certificate Courses and any other similar courses as may be started from time to time OTMII Courses	600
2	Group-B	Post Graduation including 5/6 year integrated Courses (M.A/ M.Sc/ M.Com/M.Lib.I.Sc)/ Diploma/ Certificate Courses M.Phil/Ph. D. Course Work and any other similar courses as may be started from time to time.	800
3	Group-C	B.Ed/B.A.B.Ed/B.Sc.B.Ed/M.P.Ed/B.P.Ed/C.P.Ed/D.P.Ed/LL.B/B.A.LL.B/BBA.LL.B/BCA/ BBA/BHMCT/BTM/ B.Voc (All Courses)/ B.Lib/ Diploma/ Certificate Courses and any other similar courses as may be started from time to time	1000
4	Group-D	M.Ed/MBA/MHMCT/MTTM/MCA/I.L.M./ B Pharmacy/ M. Pharmacy/ Engineering & Technology Courses (UG & PG)/M.Phil/ Ph.D Course Work/ Diploma/ Certificate Courses and any other similar courses as may be started from time to time.	1500

i) Correction Fee:

Sr. No.	Correction Fee	Fees in Rs.
1.	Subject Change/ Category Change/ Subject Correction Fee beyond notified Date	500/-

ii) Late Fee:

Sr. No.	Late Fee	Fees in Rs.
1.	Within 07 days from the last date without late fee	1000/-
2.	Within 15 days from the last date without late fee.	2000/-
3.	Up to 15 days prior to the commencement of Examination as per schedule.	8000/-

Note: In case of any technical problem i.e. issue of Login Name & Password, online fee, submission of Registration Returns, the colleges/ UTDs may contact through e-mail aimserp.iti@gmail.com or conduct@gurugramuniversity.ac.in .

**Assistant Registrar (Conduct)
For Controller of Examinations**

Endst. No.GUG/Conduct/2024/ 37 Dated 06/02/2024

A copy of the above is forwarded to the following for kind information and necessary action:

1. Dean Academic Affairs/Deans of Faculties/Dean of Colleges.
2. Finance Officer/ Deputy Director (Audit)
3. I/c, UCDAC for uploading on university website.
4. In-charge, AIMS ERP, for necessary updates on the portal.
5. OSD to Vice- Chancellor/Assistant to Registrar/PA to COE for kind information.

**Assistant Registrar (Conduct)
For Controller of Examinations**