



# INFORMATION BROCHURE

(SESSION 2022-23)



## Gurugram University

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**TOWARDS EXCELLENCE**  
**श्रेष्ठता की ओर**

# INDEX

## TOPIC

## Pg No.

### PRECIOUS WISHES

- Hon'ble Governor Chancellor
- Hon'ble Vice-Chancellor
- Registrar
- Dean Academic Affairs
- Officers, Deans & Chairpersons of the University

### SECTION-1 : AN INTRODUCTION

- About the University 1
- Idea, Vision and Commitment 2
- Logo and Motto 3-4
- Academic Journey Towards Excellence 5
- Academic and Administration Hierarchy 6

### SECTION-2 : A VISIT TO GURUGRAM UNIVESITY / AN OVERVIEW

- Location, Infrastructure and Facilities 7-8
- Faculties, Teaching Departments and Programmes 9-16
- Academic and Industry Partners 17
- Achievements and Placements 18
- Dept. of Students' welfare (Student's activity clubs) 19
- National Service Scheme Cell 20
- Research & Innovation 21
- Presence in Social Media 22
- Campus Through Camera 23-24
- Media Exposure 25-26

### SECTION-3 : ADMISSION

- Admission Schedule and List of Documents Required 27
- Important Points for Admission 28
- Programme wise Intake and Seat Matrix 29-30
- Academic Programme Offered, Intake, Duration and Eligibility 31-38
- Details of Additional/Supernumerary Seats over and Above the Sanctioned Seats (if any) 39-41
- General Guidelines and Information for Admission 42-43
- Admission Process 44-46
- Reporting of the Selected Candidate in the Department 46

### SECTION-4 : INTERNATIONAL RELATIONS & FOREIGN STUDENTS AFFAIRS

47-51

### SECTION-5 : FEE STRUCTURE

- Annual Fee Structure 52-53
- Headwise Details of Common Fees 54
- Other Rules and Guidelines Relating to Fee Structure 55
- Fee Refund Policy 55
- Fee Concession 56
- Benefits of Fee for candidates of Haryana Belonging to the Scheduled Caste Category 57

### SECTION-6 : RESERVATION

- Reservation of Seats 58
- Guidelines for Reservation 59

### SECTION-7 : GENERAL RULES

- General Rules 60-62
- Students Conduct and Discipline Rules 63-65
- Prohibition of Ragging 66
- Check on the Menace of Sexual Harassment and Violence Against Women 67

### SECTION-8 : ENTRANCE TEST

68

### APPENDICES

69-96

## DISCLAIMER

*During the publication of the Prospectus, the published/printed information is correct and in accordance with the existing rules of the University. However, any changes made by the University in the provisions/instructions/regulations at a later stage shall be applicable to all the students who are admitted or yet to seek admission in the various programmes. For latest information, candidates are advised to check the University website regularly. If anyone experiences any inconvenience or incurs loss due to such changes, the University shall not be held responsible.*

**Bandaru Dattatraya**  
Governor, Haryana



**बंडारू दत्तात्रेय**  
राज्यपाल, हरियाणा



## Hon'ble Governor Chancellor's Message...

I am delighted to know that Gurugram University, Gurugram is going to release an information booklet, detailing academic pursuits, courses, goals, and vision. Sharing relevant information in a compact manner is of paramount importance to stay connected not only with the students on the campus but also those who aspire to be a part of the university.

Though online communication through campus communications platforms is fast becoming a norm, the booklet of information has its own significance in ensuring that each student, faculty member and other stakeholders has a means to sustain their campus ties and feel interconnected to the college community at large.

I am glad to learn that Gurugram University is constantly striving to play an important role in the creation of a global educational environment on the campus. It is introducing innovative and employable courses ranging from science and technology to management and communication. The university is also launching a foreign language program in Gurugram, which is an international level corporate centre.

It is also important that in addition to studies, the university should promote sports, cultural, and literary activities continuously for the overall development of students. I appreciate the initiative of 'Green Campus.'

My best wishes!

  
(Bandaru Dattatraya)



## Hon'ble Vice-Chancellor's Message...



**G**urugram is well recognised and it has a distinguished place in Haryana State for: Economic hub, Corporate World, and in other Modern aspects. Gurugram University is to advance and disseminate this legacy and tradition with the singular vision of developing its recognition. The University is in pace up with the aim of developing education and training in the country with natural national interest. The streams alike: Science, Technology, Management, and Communication et cetera have been run to cater the students to the National Capital Region, Delhi and Corporate Hub, Gurugram as well. There is crucial growth in an ever-changing and challenging world. Hence, we put emphasis on our students to learn new paradigm, opportunity, and to make them capable of and inculcate inherent abilities and qualities. In light of new courses, the Gurugram University has collaborated with several global institutions to fulfill the promise of its students for unparalleled opportunities. We have made it possible for cutting-edge research and innovation in the fields as: Artificial Intelligence, Internet of Things Corporate Communications et cetera. In addition to it, we are working for world-class higher education in important fields like, Aviation, Hospitality, Public Health, Pharmacy and Psychology.

Big multinational companies from all over the world conduct their operations in Gurugram. Language proficiency plays a vital role in corporate world. In view of this need, we have given priority to the study of foreign languages along with English & Hindi. From the experience of almost four decades in the field of education, I can positively say that along with studies, extra-curricular and sports activities also play an important role in the overall development of the students. With this vision, we have coordinated literary, cultural and sports activities on priority basis on the campus. Fifteen clubs for extra-curricular activities are being run by our students. We have been able to assure our present and future students that they can get a world class, multidisciplinary, creative and employable education at Gurugram University.

Best wishes for the new academic session.

**Prof. (Dr.) Dinesh Kumar**

Vice-Chancellor  
Gurugram University, Gurugram



## Registrar's Message...



**G**urugram University is a fast growing educational institution. Only in a span of five years, the University is developing high level infrastructure, helpful, easy and transparent administration and secured environment for the students on the campus. We are proud that the University has never compromised on its core values, such as discipline, adherence to rules, timeliness and academic commitments. Our University is equipped with labs, Media Studio, enriched Library, e-library, auditorium, seminar room and playgrounds. From admission process to declaration of results, everything is in digital form. All these systematic arrangements have established a comfortable environment for the students, so that they can concentrate on their studies. Training and Placement cell has been established for coordination with National and International institutions for the students passing out every year. Such established coordination helps in providing employment opportunities to the students at suitable places. Our University is committed to provide world class facilities and quality based education on National and International standards.

Best wishes to all for the New Academic Session.

**Dr. Rajiv Kumar Singh**  
Registrar,  
Gurugram University, Gurugram



## Dean Academic Affairs's Message...



India's higher education sector needs to prioritize research, innovation and value based vocational training. After an anticipation of three decades, a new education policy has been formulated which inculcates key aspects related to education. Gurugram University is working towards qualitative growth of higher education. The university is striving to prepare its students for new challenges using breakthrough ideas like 'Learning with doing' and 'education beyond classroom'. We have created an academic environment in the university through compulsory attendance, modernised curriculum, fairness of examination and results, and focus on core values like punctuality. Currently there are more than twenty academic departments in the university. Interdisciplinary academic atmosphere is established through various activities among these departments. On the basis of academic achievements, our students have been placed in prestigious national and international institutions. We are committed towards providing our students with highly qualified teachers and state-of-art techniques and facilities. Our university is well prepared to welcome new entrants for the upcoming academic session.

**Prof. S.C. Kundu**  
Dean Academic Affairs,  
Gurugram University, Gurugram



## OFFICERS OF THE UNIVERSITY

**SH. BANDARU DATTATRAYA**

**Hon'ble Governor (Haryana)**

**Chancellor, Gurugram University**

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<b>Dean Academic Affairs</b> Prof. S.C. Kundu	daa@gurugramuniversity.ac.in
<b>Registrar</b> Dr. Rajiv Kumar Singh	registrar@gurugramuniversity.ac.in
<b>Proctor</b> Prof. Dhirender Kaushik	proctor@gurugramuniversity.ac.in
<b>Dean of Colleges</b> Dr. Annapurna Sharma	doc@gurugramuniversity.ac.in
<b>Dean Students' Welfare</b> Dr. Neelam Vashisth	dsw@gurugramuniversity.ac.in
<b>Controller of Examinations</b> Dr. Naveen Goyal	coe@gurugramuniversity.ac.in
<b>Finance Officer</b> ...	f.o@gurugramuniversity.ac.in



## DEANS AND CHAIRPERSONS

### DEANS OF FACULTIES

S.No.	Dean	Faculty	E-mail
1	Prof. Dhirender Kaushik	Faculty of Life Sciences	dean.lifesciences@gurugramuniversity.ac.in
2	Prof. Amarjeet Kaur	Faculty of Commerce And Management	dean.commandmgmt@gurugramuniversity.ac.in
3	Prof. Rakesh Kumar Yogi	Faculty of Law & Humanities	dean.lawandhum@gurugramuniversity.ac.in
4	Mr. Ashok Khanna	Faculty of Science & Technology	dean.sciandtech@gurugramuniversity.ac.in
5	Dr. Gayatri Raina Arya	Faculty of Social Sciences & Education	dean.socsciandedun@gurugramuniversity.ac.in

### CHAIRPERSONS AND INCHARGES

S.No.	Chairperson	Dept. / Institute	Phone
1	Prof. Dhirender Kaushik	Dept. of Pharmaceutical Sciences	9416055522
2	Prof. Amarjeet Kaur	Dept. of Management	9810867688
3	Prof. Rakesh Kumar Yogi	Dept. of Media Studies Dept. of Hindi Dept. of English	9871621567
4	Prof. Neera Verma (Retd.)	Dept. of Economics	9416035388
5	Prof. Pratap Singh (Retd.)	Dept. of Physics	9810148929
6	Dr. Gayatri Raina Arya	Dept. of Psychology Dept. of Social Works	8219363880
7	Mr. Ashok Khanna	Dept. of Engg. & Technology Dept. of Mathematics	9812397776
8	Dr. Annapurna Sharma	Dept. of Public Administration	9999610854
9	Dr. Seema Mahlawat	Dept. of Commerce	9728157599
10	Dr. Neelam Vashisth	Dept. of Chemistry (Incharge)	9250543728
11	Dr. Shivkant Sharma	Dept. of Social Work (Incharge)	9215511554
12	Dr. Renu Chaudhary	Dept. of Law (Incharge)	8901181080
13	Dr. Bharti Sharma	Dept. of Physiotherapy (Incharge)	9899381400
14	Dr. Naveen Kumar	Dept. of English (Incharge)	8802485693
15	Dr. Hawa Singh	Dept. of Education (Incharge)	9467030980
16	Dr. Parijat Pandey	Dept. of Neurosciences (Incharge)	9996233398
17	Dr. Avneet Kaur Lamba	Dept. of Public Health (Incharge)	9654334472

Dr. Hawa Singh is PIO and Dr. Subham Gandhi, Deputy Registrar, Colleges is APIO

## BRANCH OFFICERS OF THE UNIVERSITY

S.No.	Name and Designation Of Branch Officer	Branch	E-mail
1	<b>Dr. Naveen Goyal</b> <i>Deputy Registrar</i>	Academics & IT	academic@gurugramuniversity.ac.in info.tech@gurugramuniversity.ac.in
2	<b>Mrs. Suman Vashistha</b> <i>Deputy Registrar</i> <b>Dr. Ekta Singh</b> <i>Assistant Registrar</i>	Establishment Branch	establishment@gurugramuniversity.ac.in
3	<b>Mrs. Vandna Handa</b> <i>Deputy Registrar</i>	General & Purchase Branch	general@gurugramuniversity.ac.in
4	<b>Dr. Subham Gandhi</b> <i>Deputy Registrar</i>	Colleges Branch	college@gurugramuniversity.ac.in
5	<b>Ms. Anshul Khattar</b> (On Deputation) <i>Assistant Registrar</i>	Account Branch	account@gurugramuniversity.ac.in
6	<b>Sh. Anoop Singh</b> <i>Assistant Registrar</i>	Registration & Scholarship Branch	rgn@gurugramuniversity.ac.in
7	<b>Sh. Ajay Taneja</b> <i>S.E</i>	Engineering Branch	engg@gurugramuniversity.ac.in
8	<b>Sh. Dalbir Gautam</b> <i>Assistant Registrar</i>	Exam and Secrecy	exam@gurugramuniversity.ac.in
9	<b>Sh. S.C. Taneja</b> <i>Assistant Registrar &amp; Deputy CoE</i>	Conduct and Re-evaluation	conduct@gurugramuniversity.ac.in



# ABOUT THE UNIVERSITY

Gurugram University aspires to be one of the most prestigious University in Haryana and is likely to be a microcosm of the Indian nation, drawing students from every nook and corner of the country and from every group and stratum of society. The university has started functioning from the campus of newly constructed Rao Tula Ram College of Science and Commerce. The prime campus of Gurugram University is spread across 12,185 sq mt. of covered area which is very conveniently located at Sector-51, Gurugram. The lush green campus spread over 11.5 acres enveloped with serene beauty and environment is special both in terms of its physical beauty and location - a place where one could be away from the world, yet still be a part of it. Education and research are the twin pillars of this university and the ambience is one in which new ideas and creativity can flourish. The university is having well stacked modern library facilities, well equipped laboratories with modern scientific equipment for practical exposure of students. The university will soon have hostel facilities with salubrious and caring environment, transport, medical facilities, rejuvenation facilities and residential accommodation for academic and non-academic staff. To abbreviate Gurugram University will comprise of all world class amenities.

Gurugram University (GU) will soon emerge as a global university with a wide offering of programs and courses spanning varied educational faculties. The university believes in creating evangelists of knowledge; people who spread the light quite literally. Our premier University will attract many foreign students due to its world class facilities, which will be constantly reviewed and upgraded to reflect the latest trends and developments in higher education. In last few years, Gurugram has developed into a hub of medical tourism; similarly the Gurugram University will transform the city into hub of educational tourism. Scholarships would be offered by the University as per prevailing rules in this regard. Learning at the University would help in character building and skill enhancement of students which in turn would lead to strong nation building.



## IDEA

- A comprehensive, multi-disciplinary, research focused and student centric university aimed at becoming a leading international institution of higher learning by :
- developing and educating the path-shapers of tomorrow, who can shoulder the challenges of globally responsible and ethical leadership.
- supporting research and creating endeavours that contribute to the creation of new knowledge at the frontiers of super-specialized areas as well as at the interface of diverse disciplines.

## VISION

Gurugram University aspires to be a front runner in global education; role model for institutional excellence, trans-cultural quality learning, intellectual growth, contemporary research, capacity building and nurturing socially and morally responsible disciples through a learner's centric approach. The university seeks to ensure a journey from studentship to epitome of discipleship by working on academic skills, life skills, soft skills, technical skills and industry skills of its students.

## COMMITMENT

- To become a socially conscious centre of knowledge and advancement equipped to take up the challenge of global change as well as committed to empower its teachers for the development of students.
- To move up through international alliances and collaborative initiatives to achieve global excellence.
- To create rigorous academic and research environment for creation of knowledge and its perpetual advancement.
- To attract and build people in a rewarding and inspiring environment by fostering freedom, empowerment, creativity, scientific zeal and innovation.
- To develop men and women having muscles of iron, nerves of steel, and a mind of the same material inside of which thunderbolt is made amalgamated with social and national responsibility.

# LOGO AND MOTTO



The Emblem of the Gurugram University is a symbolic expression of the confluence of both ancient methodologies and technological advancements.

The “deeya” (radiant lamp) at the top depicts human energy. As the light of deeya provides us joy and hope; similarly we at Gurugram University will be enlightening the life of students with the truth, knowledge, hope and success. It also symbolises “अप्य दीपो भवः” the last words of Lord Buddha stating that be and discover your own light.

The Rising Sun at the bottom symbolizes knowledge and enlightenment and cleaves the darkness through the light of knowledge. “तमसो मा ज्योतिर्गमय” O' Lord! Take me from darkness to light.

The two twigs of leaves in Hindu Philosophy depicts Vanaspathi (also called as Aushadi) held in the hands of Lord Dhanvanthri, which are the sources of all medicines. In Western Philosophy it symbolize Olive branches which is an expression of Peace, Love and Harmony.

Book at the centre of Emblem clearly depicts its significant role in our life. As it is said “When you open a book, you open a new world”. As books have become inevitable to mankind. Man is mortal but books are immortal.

Globe represents global collaboration; global leadership which is one of the core value of Gurugram University. The university will be active on the International front and will be vigorously forging and consolidating connections with other foreign Universities in a bid to bring international exposure to its faculty and students. It also represents the spirit of “वसुधैव कुटुम्बकम्” The whole world is like a family. It also reflect the spirit of global city that is Gurugram

Human Brain portrays Brainstorming which is a group creativity technique by which efforts are made to find a conclusion for a specific problem by gathering a list of ideas spontaneously contributed by its members. The University pledge to join hand in hand to work together with the approach of generating new ideas around a specific interest. It also signifies the school of

health, paramedical sciences and brain research.

Scientifically, major part of our brain is in unconscious and subconscious state. It is only very small part which is conscious. Everything lies within us. The only question is how to bring it out? It is believed that a genius like Einstein could also use 1/10th of his brain. Most of the discoveries have come from subconscious mind. Actually it is a journey from subconscious to conscious and super conscious mind. The brain in the emblem will truly symbolise journey from subconscious to super conscious; the true journey of life i.e. “मृत्योर्मा अमृतं गमय” O'Lord take me from death to salvation.

The Bodhi tree is symbolic of both Sansara (world) and Dharma. Buddha got enlightened under the Bodhi tree. He then stood up and watched the tree from a distance for seven days. He took sixteen steps towards the tree and under each step, blossomed a Lotus flower. Lotus flower symbolizes clarity, dispassion, love, beauty and purity. As the lotus blooms and flourishes amongst impurities and does not look back; same is our motto as we believe in representing something new and pure above all odds. “ॐ असतो मा सद्गमय” O' Lord take me from untruth to truth.

The name of city “Gurugram” carries forward to the University which itself is after the name of Guru Dronacharya who is clearly visible in our emblem. In the epic Mahabharata, Guru Dronacharya was the royal preceptor to the Kauravas and Pandavas. So, the aim of the Gurugram University is to make the student go through the journey from “studentship to epitome of discipleship”. ( छात्रत्व से शिष्यत्व तक )

Robot and Wi-fi clearly depict the technological advancement which has turned dreams into reality, and what was once thought of as pure science fiction, is slowly becoming accessible. Robots can also be effective in areas where there are skill shortages. Updated and Modern technologies are the sign of growth and advancement in our lives resulting in bright future. The aim of the Gurugram University is to promote technological advancement by starting new professional courses on robotic science and artificial intelligence.

The picture at the bottom of emblem shows “Team effort- Together we can win”. The University believes that organisations are much

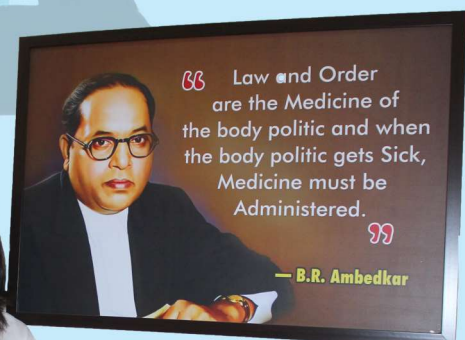
more likely to perform well when their people work effectively and efficiently as a team. This is because good teamwork creates synergy—where the combined effect of the team is greater than the sum of individual efforts. Working together a team can apply individual perspectives, experience, and skills to solve complex problems, creating new solutions and ideas that may be beyond the scope of any one individual. As well as enhancing organisations' performance good teamwork benefits individuals too. It enables mutual support and learning, and can generate a sense of belonging and commitment.

The bow and arrow in the emblem represent ancient era. Deities and heroes in several mythologies are described as archers, including the Indian Lord Rama and Lakshmana, the Greek Artemis and Apollo, the Roman Diana and Cupid, The famous archery competition of hitting the eye of a rotating fish while watching its reflection in the water bowl was one of the many archery skills depicted in the Mahabharata. It also signifies the type of education imparted by Guru Dronacharya to his disciples and is also the trademark of two great warriors Arjuna and Eklavya.

“विद्या जीवनाय न तु जीविकाय” reflects the vision of the Gurugram University to become a socially conscious centre of knowledge and advancement equipped to take up the challenges of the global change as well as committed to empower both its students and teachers to contribute substantially to physical, mental, economic, social and spiritual development. In nutshell “The Holistic Development”.

“To be successful in life what is need is education, not literacy and degrees.”

-Munshi Premchand





# GURUGRAM UNIVERSITY

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

ACADEMIC JOURNEY TOWARDS EXCELLENCE



## GURUGRAM UNIVERSITY IN MAKING OF GLOBAL CENTRE OF EDUCATION TOWARDS EXCELLENCE

Gurugram University (GU) is an Emerging Knowledge Center in the land of Great Guru Drona. GU is carrying on this prosperous knowledge tradition. With a great vision and objective of producing excellent knowledge leaders in the fields of science and technology, research, management, and communication, GU is a new-age university.

### ACADEMIC EXCELLENCE

Gurugram University is developing a Global Center of Education for Excellence. Enrolling at Gurugram University means receiving degree from an institution with a long-standing reputation for academic quality.

### NEW INITIATIVES

#### Department of English & Foreign Languages

- P.G Diploma in Japanese Language
- P.G Diploma in German Language

#### Department of Media Studies

- M.A.M.C (Corporate Communication)
- M.A Mass Communication (Integrated, 5 yrs.)
- B.Sc. Animation and Multimedia
- Certificate Programme in Anchoring
- Certificate Programme in Videography & Photography

#### Department of Engineering & Technology

- B.Tech. Computer Science & Engineering (Cyber Security)
- B.Tech. Computer Science & Engineering (Internet of Things)
- B.Tech. Electronics Engineering (VLSI Design and Technology)

#### Department of Management

- MBA (Hospitality Management)
- P.G Diploma in Business Analytics
- P.G Diploma in Digital Marketing

### OTHERS COURSES

#### FACULTY OF LIFE SCIENCES

##### Department of Pharmaceutical Sciences

- Bachelor of Pharmacy (B.Pharm.)
- Master of Pharmacy (Pharmacology)
- Master of Pharmacy (Pharmaceutical Chemistry)

##### Department of Physiotherapy

- Bachelor of Physiotherapy (B.PT)
- Master of Physiotherapy (Orthopaedic)
- Master of Physiotherapy (Cardio Pulmonary)

#### FACULTY OF LAW & HUMANITIES

##### Department of Indian and Foreign Languages

- M.A. (English)
- Professional/Communication Skill

##### Department of Law

- LL.B (3 years course)
- LL.M (2 years course)
- Specialization
  - Corporate Law
  - Criminal Law
  - International Law

#### FACULTY OF SOCIAL SCIENCE & EDUCATION

##### Department of Political Science

- M.A. (Political Science)

#### FACULTY OF SCIENCE & TECHNOLOGY

##### Department of Engineering & Technology

- B.Tech. Comp. Sci. & Engg. (Artificial Intelligence)

##### Department of Mathematics

- M.Sc. (Mathematics)

##### Department of Physics

- M.Sc. (Physics)

##### Department of Chemistry

- M.Sc. (Chemistry)
- Specialization : Organic, Inorganic & Physical Chemistry

#### FACULTY OF COMMERCE & MANAGEMENT

##### Department of Commerce

- M.Com.
- M.Com. (Integrated)

##### Department of Management

- MBA
- MBA (Integrated)

### Ph.D

Public Administration, Psychology, Pharmaceutical Sciences, Law, Management, Commerce & Media Studies

### PATH OF PROGRESS

The first session started from 2018-19

Batches Passed out	- 2
Degrees Awarded	- 287
Gold Medalists	- 17
Number of Teaching Departments	- 18
Number of Affiliated Colleges	- 33
Number of Students (Including UTD)	- 35,000

### INDUSTRIAL AND ACADEMIC COLLABORATIONS

MoUs signed with Bosch India; Saylor Academy, US; Kyungdong University, South Korea; FMIOPH- Uzbekistan; AIMST University, Malaysia; Medhavi College, Nepal; Fortis Hospital, Gurugram; J.C.Bose University Faridabad and Shri Vishwakarma Skill University.

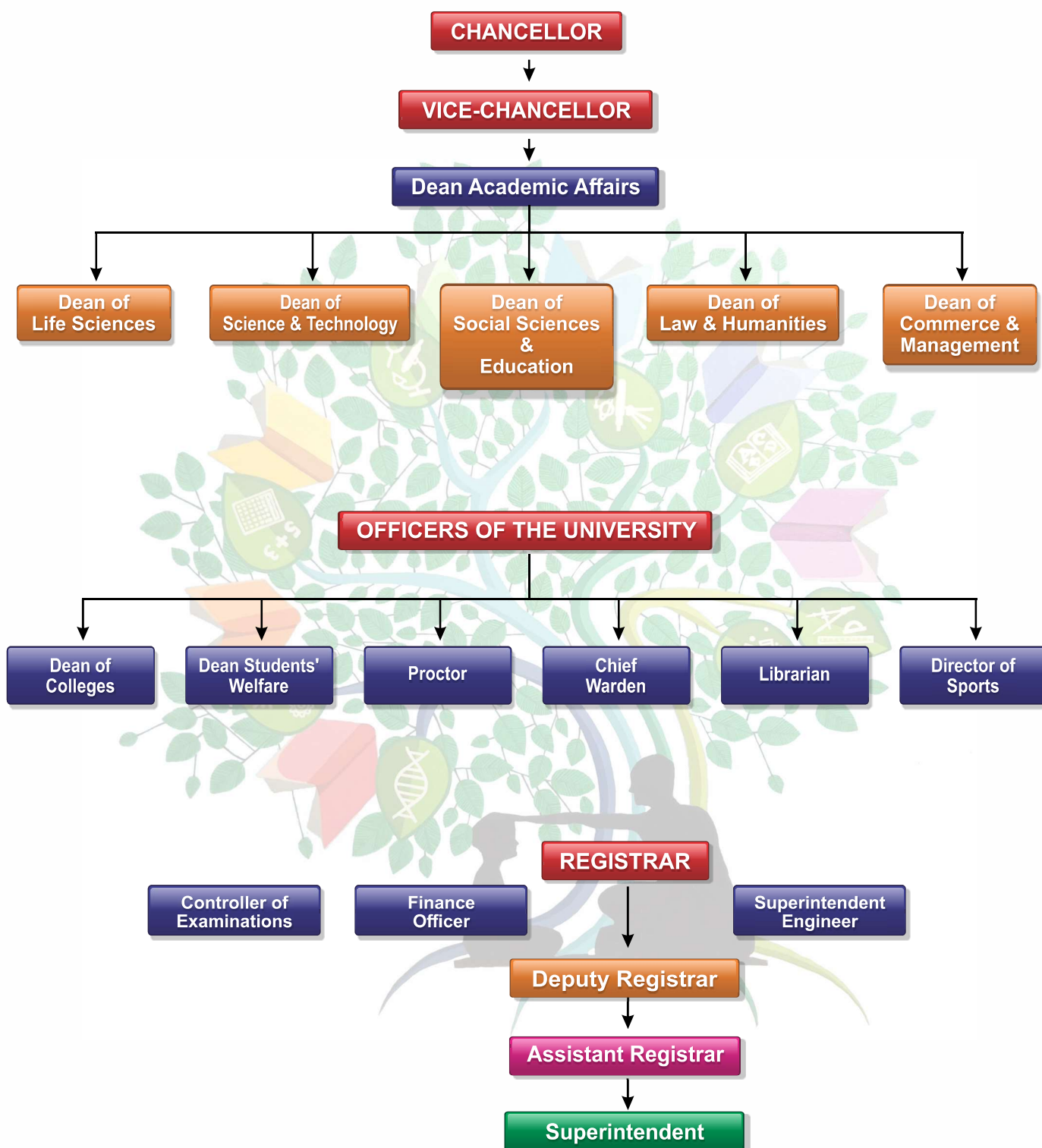
### PLACEMENTS

- Infosys
- Wipro
- Yamaha
- Tata Consultancy
- Axis Bank
- ICICI Prudential
- HCL
- Sopra Steria
- Somemiya Corporation.

- ★ Highly qualified and experienced faculty.
- ★ World Class infrastructure and State-of-the-art laboratories.
- ★ Extracurricular and Sports Activities.
- ★ Green Campus.

"Committed to Excellence"  
PROF. DINESH KUMAR  
Vice-Chancellor  
Gurugram University,  
Gurugram

# ACADEMIC AND ADMINISTRATION HIERARCHY



# LOCATION, INFRASTRUCTURE AND FACILITIES



## INFRASTRUCTURE AND FACILITIES

Gurugram University provides an ecofriendly and aesthetic environment for teaching and learning. The infrastructure of the University include Lecture Halls, Labs, Library, Office Space for Faculties, Seminar, Halls, Conference Halls, Auditorium and infrastructure for Sports and Extra Curricular activities etc.



## SEMINAR HALL

The Seminar Hall is an ideal venue for organizing seminars which in turn would provide better and closer insights into practical aspects in different fields. The conferences and lectures would aim to provide students with first-hand information about the industry expectations in various fields.



## TEACHING PEDAGOGY

The teaching pedagogy involves lectures, seminars, case discussions and role plays. Quality study material is also be supplied to students in plenty. Experience recollected through summer training, projects and assignments, etc., has to be supplemented the theory with practical.



## LIBRARY

The university has developed a first-rate library for the students. The library comprises of extensive collection of books on all subjects of undergraduate and postgraduate courses. The library subscribes to a number of reputed international and Indian journals and periodicals.

# LOCATION, INFRASTRUCTURE AND FACILITIES



## THE SPORTS

The University provides various kinds of sports facilities and encourages students to take part in "sports/games to ensure their all-around development. All facilities and play grounds are available for Basket Ball, Volley Ball, Table Tennis, Badminton etc.



## TEACHING CULTURE

Class room teaching - Teaching pedagogy for all programmes at Gurugram University follows Learner's- Centric approach emphasizing upon building up academic skills, life skills, technical skills, soft skills and industry skills of students. The ultimate aim of teaching is the overall and holistic development of students.

Learning beyond class room students get exposure to the practical world through summer training, live projects, practical assignments, industry projects and seminars. There are regular industrial visits and interaction with stalwart from respective industries in classrooms.

Gurugram University will be active on the International front as well. University will be vigorously forging and consolidating connections with other foreign Universities in a bid to bring international exposure to its faculty and students.



## CAFETERIA

The Gurugram University has its own canteen right in the present campus providing food to the students "and employees on subsidized rate. Canteen at Gurugram University considers the different tastes and preferences of students, faculty members and staff alike by providing refreshing lip-smacking vegetarian delicacies. The Food Served at the canteen is examined regularly for its health and hygiene.





# FACULTY OF LIFE SCIENCE

E-mail : dean.lifesciences@gurugramuniversity.ac.in



**Prof. Dhirender Kaushik**  
Dean, Faculty of Life Sciences

The Faculty of Life Sciences at Gurugram University campus hails its core strength from well-qualified faculty, some of the brightest minds of the country and good laboratory facilities. Students are trained in **Bachelor of Pharmacy (B.Pharm.)**, **Master of Pharmacy (Pharmacology)**, **Master of Pharmacy (Pharmaceutical Chemistry)**, **Bachelor of Physiotherapy (B.PT.)**, **Master of Physiotherapy (Orthopaedic)**, **Master of Physiotherapy (Cardio Pulmonary)** and **M.Sc. (Neurosciences)**.

## Department of Pharmaceutical Sciences

The Faculty of Pharmaceutical Sciences was established with a vision to provide fundamental knowledge related to pharmacy. The Faculty hails its core strength from well-qualified faculty members and good laboratory facilities. The faculty started running Bachelor of Pharmacy (B. Pharm.) course in the year 2018, M. Pharm (Pharmacology) in 2019 and M. Pharm (Pharmaceutical Chemistry) in the year 2020. In the year 2021, Ph.D. Pharmaceutical Sciences have been introduced.

## Department of Physiotherapy

Faculty of Physiotherapy is a constituent of Gurugram University. It has a highly qualified & experienced faculty and follows on innovative and benchmarked course curriculum. Faculty has state of the art research, exercise therapy, Bio mechanics and electrotherapy laboratories with latest machines and equipments for students to practice.

## Department of Neurosciences

The Department of Neuroscience at Gurugram University (established in the year 2019) offers a platform for research and teaching towards understanding the structure and functioning of the brain. Our University is the first university department among the various state universities of Haryana imparting interdisciplinary training to students leading to the award of M.Sc. Neuroscience degree. The courses being offered in the two years M.Sc. Neuroscience programme have been planned in such a way to provide a broad base in the subject and can be accepted in the diverse fields of life sciences. The department is also actively involved in collaborations with other departments of various Universities/Institutes for multidisciplinary research. In the next 5 years the department hopes to build on this tradition and recruit faculty with diverse expertise across the broad discipline of neuroscience.



# FACULTY OF SOCIAL SCIENCES & EDUCATION

E-mail : [dean.socsciandedun@gurugramuniversity.ac.in](mailto:dean.socsciandedun@gurugramuniversity.ac.in)



**Dr. Gayatri Raina Arya**

Dean, Faculty of Social Sciences & Education

The Faculty of Social Science plays the distinctive role of integrating human attributes and values with a holistic science and technology education. It helps to make India's bright young minds critical thinkers and ensures all round holistic development of students through teaching a variety of subjects, innovative curricula, and participation in co-curricular activities. We are committed to provide value-oriented learning, awareness of the contemporary society, respect for diversity, appreciation of various fine arts and literary genres, and employability skills among students. The faculty has following departments:

- **Department of Public Administration**
- **Department of Political Science**
- **Department of Psychology**
- **Department of Economics**
- **Department of Social Work**





# FACULTY OF COMMERCE & MANAGEMENT

E-mail : [dean.comandmgmt@gurugramuniversity.ac.in](mailto:dean.comandmgmt@gurugramuniversity.ac.in)



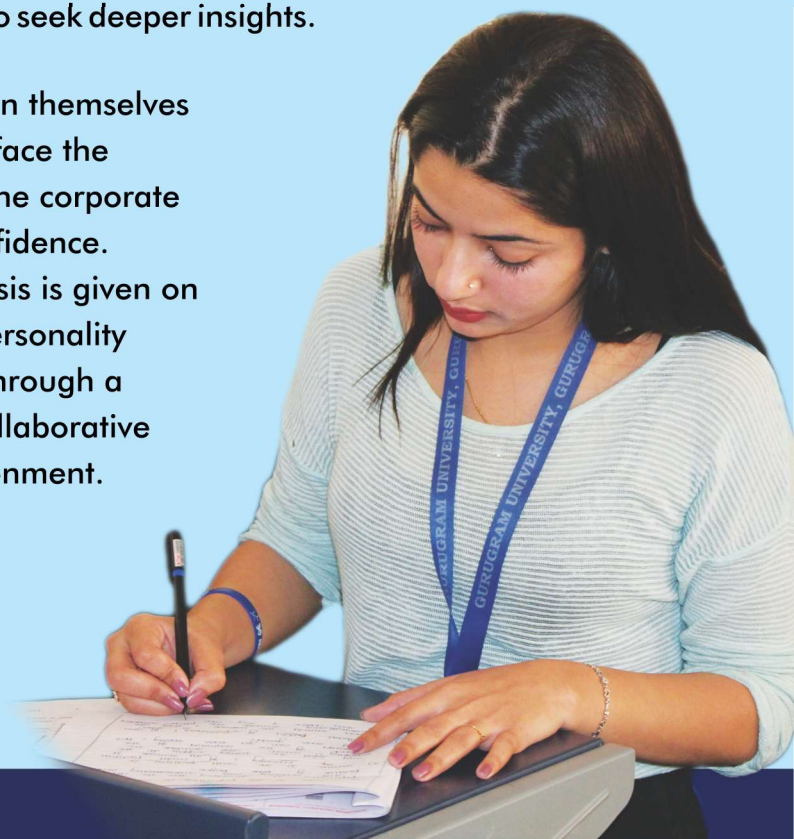
**Dr. Amarjeet Kaur**

Dean, Faculty of Commerce and Management

Faculty of Commerce and Management (FCM), right from its inception, focuses on bridging the Industry-Academia gap, which is why we provide a powerful combination of formal academic training coupled with business experience. Our faculty members inculcate the best of the practices in academic learning, while helping students simulate the practical business aspects and solutions in the classroom. The focus of teaching pedagogy at FCM is to develop an analytical mindset that would greatly enhance the ability of our students to seek deeper insights.

FCM strives hard in developing sustainable career for its students through soft skills trainings, business seminars, corporate workshops, industrial visits, case analysis sessions, role plays, live projects and expert lectures while equally focusing at emotional intelligence of its students. Students here get the

platform to train themselves with a view to face the challenges of the corporate world with confidence. Special emphasis is given on their holistic personality development through a healthy and collaborative learning environment.



## Department of Commerce

The Department of Commerce was established in 2018 and started with M. Com. (2 year), M.Com (Integrated) Programmes in its year of inception. The doctoral programme in Commerce has been launched since 2021-22. These programmes prepare the students for a rewarding career in academia at top business organizations and institutions around the world. These programs have three broader areas of study: Accounting & Finance, Marketing and HRM. The teaching pedagogy is the learner/student centric, ICT enabled, case study, project based, continuous assessment, comprehensive and realistic evaluation. Within a short span of four years, we are able to establish ourselves as a Centre of Excellence with a focus on teaching, education, Research and campus placements.

The Department has adequate well qualified, competent faculty with vast knowledge and experience from the academic and industry. The teachers are dedicated to academic and overall development of the student community which adds ablaze in their excellent performances in competitive examinations like NET/JRF as well as outstanding participation in various cultural, sports, literary activities organized at university level where they always stand at top three ranks.

## Department of Management

The Department of Management is the epitome of excellence and aspires to develop into a

destination of choice for future managers. Department attracts a great diversity of students who have the drive, confidence, a strong record of achievement, and a burning desire to advance the progress in business and society. Students here get the platform to train themselves with a view to face the challenges of the corporate world with confidence. Special emphasis is given to their holistic development through a healthy and collaborative learning environment. An integrated approach that combines fieldwork, case studies, presentations, and group discussions is followed by the department to inculcate in students pedagogical and conceptual knowledge along with practical exposure of management concepts and theories. The department offers the following programs:

1. Ph. D
2. MBA
3. MBA (Hospitality Management)
4. PG Diploma in Business Analytics
5. PG Diploma in Digital Marketing
6. Integrated MBA ( 5 Years)

**Note:** MBA (Hospitality Management) is offered in academic collaboration with Indian School of Hospitality (ISH), Gurugram and all practical subjects peculiar to hospitality would be taught at their campus and remaining subject would be taught at the University campus.





# FACULTY OF SCIENCE & TECHNOLOGY

E-mail : [dean.sciandtech@gurugramuniversity.ac.in](mailto:dean.sciandtech@gurugramuniversity.ac.in)



**Mr. Ashok Khanna**

Dean, Faculty of Science & Technology

## Department of Engineering & Technology

The Department of Computer Science and Engineering with its recent origin in 2018 is all set to touch new horizon at national and international levels by producing very well informed, scholarly and professionally equipped students. The students have deep knowledge of artificial intelligence. Now with the advent of new academic session 2022-23 the

department is preparing engineers for the current scenario requirements in the field of Internet of things', Cyber Security & VLSI. The Department is committed to equip the students with problem solving skills at global level and inculcate in them the spirit of professional and ethical responsibilities. Our mission is to create a conducive atmosphere for students for interaction with industry experts and academicians with professional knowledge.



## Department of Mathematics

The department of mathematics was established in 2020 with the intake of 20 students and from the next session onwards i.e. from 2021-2022 then the intake was increased from 20 to 40 students. It comprises of highly competent & experienced faculty members in the respective fields. The department has well equipped library, lecture theaters with projector etc. Presently, the department has running specialisation in pure as well as applied fields.

The department organizes seminars /guest lecture time to time by eminent professors by various universities/Research Institute and arranges educational tours to the students as and when required. Gurugram University has placement cell which is actively involved in the recruitment after the completion of the course the students become eligible to get job in various fields.

## Department of Physics

- The Physics Department of the Gurugram University was established in 2020 with the intake of 20 students and the intake of students increased to 40 students from session 2021-2022.
- Department offers specialization in material science and condensed matter physics with highly qualified faculty. The department has following objectives to cater the need of industry and academia.
- The vision of the Department is to promote excellence and innovation in teaching and research in the field of Material Science, Nano-Technology, Vacuum Technology and interdisciplinary area for "development of novel materials" for the benefit of mankind (Optical Communication, Bio-materials, Defense applications).
- The mission of department is to build research and creative activities among faculty and students as well as to impact high quality physics education for global physics competence.
- It comprises of highly competent & experienced faculty members in the respective field
- Presently the department has running specialization in Condensed Matter and Material Science and planning to start specialization in electronics as well
- The department of physics organizes workshop and invited guest lecture from various universities and research institutes.
- After the completion of this course, the students become eligible to get jobs in various fields like Research & Development, nanotechnology industries etc.

## Department of Chemistry

The Department of Chemistry was established in 2020 with the intake of 20 students and from the next session onwards i.e. from 2021-2022, the intake was increased from 20 to 40 students. It comprises of highly competent & experienced faculty members in the respective fields. The department has well equipped laboratories, library & Lecture theaters with projectors etc. Presently, the department has running specialization in Organic chemistry and started specialization in Physical chemistry and Inorganic chemistry.

The department organizes seminars & invited talks/guest lecturers time to time by eminent professors from various universities / Research institutes and arranges educational tours to the students as and when required. Gurugram University has placement cell which is actively involved in the recruitments. After the completion of the course, the students become eligible to get job in various fields like: R & D, Chemical industries, Petroleum Industries, Pharmaceutical industries, Food & beverages and Cosmetics etc.





# FACULTY OF LAW & HUMANITIES

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**Prof. Rakesh Kumar Yogi**  
Dean, Faculty of Law & Humanities

In 21st century, Communication is in the centre of every activity of a Human being. In the last century, world's progress was based on manufacturing industry but in this century, world is affected mostly by communication. World's biggest companies are based on communication like Google, Face book, twitter, Amazon or uber. So we have the clear goal of developing communication leaders for the society. In Post Modernism, a known thinker Rolland Barth has used the famous term – "Death of Author" which means 'death of authority' of some exclusive people. In the present scenario We wish to say that this term should be considered as Expansion of Authority. In this age of communication, knowledge of languages and media is most important. Through teaching and training, we are committed to prepare our future communication leaders who will be fully skilled, trained to take this responsibility. The Faculty has following departments :

## Department of Media Studies

- B.Sc. Animation and Multimedia
- M.A. Mass Communication (Integrated, 5 yrs.)
- M.A. (Mass Communication)
- Certificate Programme in Anchoring
- Certificate Programme in Videography & Photography

## Department of Hindi

### Department of Indian & Foreign Languages

- M.A. (English) Professional/Communication Skill
- PG Diploma in Japanese Language
- PG Diploma in German Language



## DEPARTMENT OF LAW

The faculty of law was introduced in 2018 with a vision to impart a world class education to the bright minds in Delhi – NCR.

As Gurugram emerged to be a Corporate Hub of India, with Bluechips companies and consultancies setting up base here , it was imperative to have a world class education base for future talent.

With this vision, the faculty of law was introduced in 2018 with PG Diploma course followed by LL.M course in 2019 and addition of LL.B and Ph.D in 2020.

Today, the Faculty boasts of 53 students in LL.B- 2nd year, 60 in LL.B- 1st year, 39 in LL.M 1st Year and 4 scholars are enrolled in Ph.D



### Our Vision

- To promote and conduct high quality Socio-legal research and multidisciplinary studies.
- Collaborate with Top grade law firms and corporates for internship and placements.
- To promote advanced studies in all branches of Law.
- To evolve and adapt latest technology as aid to world class education.

## OUR JOURNEY SO FAR

2018



PG Diploma in Labour and Corporate law

2019



One year LL.M in Corporate Law, Criminal Law & International

2020



Two Year LL.M  
3 year LLB  
PhD

### Knowledge beyond books

- Industry interactions
- Moot Courts
- Legal Aid Camps
- Paper Presentation, Law Journal and National Seminar

### MOOT COURT



### INDUSTRY INTERACTION



### LEGAL AID CAMP



# ACADEMIC AND INDUSTRY PARTNERS





# ACHIEVEMENTS & PLACEMENTS

E-mail : [tpoffice@gurugramuniversity.ac.in](mailto:tpoffice@gurugramuniversity.ac.in)

The establishment of training and placement cell of Gurugram University coincides with the start of first academic session of the university in 2018-19. The cell is headed by Dr. Aman Vashisth, an experienced Training and Placement Officer. Among other things, the cell has been discharging the following functions:

- Bridge the gap between what is required by the industry verses what is covered by University. For this, cell in coordination with department concerned has decided to organize the at least one workshops in a semester at department level to cover the gap.
- To liaise with industry and profession, and their regulatory bodies, association for the purpose of seeking their support in internships and their final placements.
- To make the students of professional courses employment ready, the cell organizes expert talks and short training sessions by outside experts.





# DEPARTMENT OF STUDENTS' WELFARE

E-mail : [dsw@gurugramuniversity.ac.in](mailto:dsw@gurugramuniversity.ac.in)



**Dr. Neelam Vashisth**  
Dean, Students' Welfare department

The scope of department encompasses cultural activities and student welfare programs like Youth Festival, Cultural, Literary, Adventurous, Fine Arts, Sports, Students'/Youth Welfare Activities proposed by State/Central Government, Association of Indian Universities etc, Participation of University and affiliated colleges students in North Zone/National Youth Festivals organized by AIU, New Delhi and other Universities, Cultural Exchange Program, Concessional Bus Passes, LIC Policy for Student's in order to strengthen the department.

The Department of Students' Welfare is headed by Dr. Neelam Vashisth as Dean Students' Welfare and supported by one senior Officer Dr. Falak Khanna, Director Youth Welfare. The Students' Welfare Department has established various clubs :

- Rhythm Club (Dance)
- Tarang Club (Music )
- Aalekh Club (Fine Arts)
- Ramanujan Club (Science)
- Kalam Club (Artificial Intelligence, Robotics, Drone etc.)
- Andaaz-e-Bayan Club (Literary)
- Kirdar Club (Theater)
- Dronacharya Club (Sports and Yoga)
- Vivekanand Club (Important Days Celebration)





# NATIONAL SERVICE SCHEME CELL

E-mail : [nss@gurugramuniversity.ac.in](mailto:nss@gurugramuniversity.ac.in)

National Service Scheme (NSS) has been active in the Gurugram University, Gurugram and its affiliated Colleges right from the inception. The aim of NSS unit is to create awareness about social problems like Population Explosion, Pollution, Importance of Girl Child, harmful effects of Alcohol and Drugs, Health Awareness, Cleanliness, Environment Enrichment, AIDS Education & Prevention through conducting the various events such as Plantation Drive, Beti Bachao Beti Padhao Abhiyan, Swachh Bharat Abhiyan, Blood Donation Camp, Health Checkup Camp, Workshop on Psycho-social support for Covid Pandemic Condition etc.

NSS Programme Coordinator  
**Dr. Tarun Dhull**

NSS Programme Officer  
**Dr. Neelam Vashisth**



# RESEARCH & INNOVATION

The principal aim of the Gurugram University Research Programme has been to maintain a strong focus on the flow of theoretical ideas and to connect it with the empirical works of subject-oriented research in Public Administration, Psychology, Pharmaceutical Science, Law, Management, Commerce, Media Studies and other disciplines offered by the University as areas of probe and investigation from time to time. We commonly agree that the objective of the subject/discipline-oriented research is to delineate a methodology of investigation that guarantees the discovery of 'truth' and to prescribe that methodology as canonical imperatives that practising researchers must follow. Our research programme has indeed had great practical import; studying research philosophy and training in research methods has become essential ingredients for our research programme.

Note : The notification for Ph.D admissions will be announced separately.



**Ph.D**  
Public Administration,  
Psychology, Law,  
Pharmaceutical Sciences,  
Management,  
Commerce &  
Media Studies



# PRESENCE IN SOCIAL MEDIA



/gurugramuniversity.ac.in |



gurugram.university |



@gurugramuniver1

The collage displays a variety of social media content from Gurugram University:

- Facebook Posts:**
  - Posts showing group photos of students and faculty at various events.
  - Announcements regarding the start of the academic year (2022-2023) and the inauguration of new facilities.
  - Reports on sports events and cultural activities.
  - News about the university's presence in national media, such as the inauguration of a new building.
- Instagram Posts:**
  - Visual highlights of university events and campus life.
  - Announcements of new initiatives and programs.
- YouTube Videos:**
  - News coverage of university events, including a 'BIG BREAKING' segment about a legal aid clinic.
  - Official university videos featuring speeches and event highlights.

# CAMPUS THROUGH CAMERA



# CAMPUS THROUGH CAMERA





## विश्वविद्यालयों में कौशल विकास से संबंधित कोर्स शुरू होने चाहिए: राज्यपाल

पल पल न्यून: चंडीगढ़, 8 फरवरी। हरियाणा के राज्यपाल बख्शर दत्त ने कहा कि प्रवेश के सभी सरकारी व निजी सरकारी विश्वविद्यालयों में कौशल विकास से सम्बंधित कोर्स शुरू किए जाएं ताकि छात्रों को रोजगारोन्मुखी व व्यवसायिक शिक्षा मिले। यह बात उन्होंने गुरुग्राम विश्वविद्यालय के कुलपति दिनेश कुमार से बातचीत करते हुए की। दिनेश कुमार मंगलवार को रायचन में लिफ्टर गुरुग्राम को मिले हैं। दिनेश कुमार ने कहा कि कौशल विकास से सम्बंधित कोर्स के लिए एक राण्य की कोमनजोत लक्ष्य कायम करना



समझौता कर विद्यार्थियों को प्रशिक्षण से सम्बंधित सुविधाएं प्रदान की जा सकेंगी। विद्यार्थियों को 40 करोड़ से अधिक निवेश कर रोजगार-सम्पन्न करने में सक्षम बनाया जा सकेगा।

## जीयू के कुलपति ने राज्यपाल से की भेंट

शिक्षा से जुड़े कई अहम मुद्दों पर हुईं चर्चा। राज्यपाल से मुलाकात करते जीयू के कुलपति गुग्गुणांव, 21 अक्टूबर (अ): गुरुग्राम विश्वविद्यालय (जीयू) के कुलपति प्रो. दिनेश कुमार ने प्रदेश के राज्यपाल बख्शर दत्त से शिक्षा, प्रौद्योगिकी, कौशल विकास और रोजगार से जुड़े कई अहम मुद्दों पर चर्चा की। शिक्षा के क्षेत्र में किए जा रहे कार्यों की जानकारी भी दी। कुलपति ने बताया कि



राज्यपाल से मुलाकात करते जीयू के कुलपति

## गुरुग्राम विश्वविद्यालय में युवा दिवस के रूप में मनाई गयी स्वामी विवेकानंद जयंती

राष्ट्रीय लक्ष्य: गुरुग्राम विश्वविद्यालय में युवा दिवस के रूप में मनाई गयी स्वामी विवेकानंद जयंती। कार्यक्रम में युवाओं को प्रेरणा दी गई।



## गुरुग्राम विवि ने चलाया पौधारोपण अभियान पर्यावरण संरक्षण के प्रति जागरूक करने के लिए रैली निकली

राष्ट्रीय लक्ष्य: गुरुग्राम विश्वविद्यालय ने पर्यावरण संरक्षण के प्रति जागरूक करने के लिए रैली निकली। छात्रों ने पौधे रोपे।



## राष्ट्र के निर्माण में मीडिया की भूमिका अहम

राष्ट्रीय लक्ष्य: राष्ट्र के निर्माण में मीडिया की भूमिका अहम है। मीडिया को जागरूक बनाना जरूरी है।



## गुरुग्राम विवि में आयोजित हुए कई कार्यक्रम...

राष्ट्रीय लक्ष्य: गुरुग्राम विश्वविद्यालय में विभिन्न कार्यक्रम आयोजित हुए। छात्रों को प्रेरणा दी गई।



## गुरुग्राम यूनिवर्सिटी में एकदिवसीय शिबिर में 125 लोगों ने किया महादान

राष्ट्रीय लक्ष्य: गुरुग्राम यूनिवर्सिटी में एकदिवसीय शिबिर में 125 लोगों ने किया महादान। छात्रों ने दान दिया।



## गुरुग्राम विवि में फिजियोथेरेपी विभाग के ओपीडी का उद्घाटन

राष्ट्रीय लक्ष्य: गुरुग्राम विश्वविद्यालय में फिजियोथेरेपी विभाग के ओपीडी का उद्घाटन हुआ। डॉक्टरों की टीम का शुभारंभ हुआ।



## हिन्दुस्तान

गुरुग्राम विश्वविद्यालय और ईएएसएल के बीच एक समझौता, कुलपति ने कल-एनओयू का उद्देश्य आपसी सहयोग से व्यापक रूप से ऊर्जा के क्षेत्र में कार्य करना है

## ऊर्जा संरक्षण और शोध को बढ़ावा देने के लिए जीयू के साथ करार

समझौता: गुरुग्राम विश्वविद्यालय और ईएएसएल के बीच एक समझौता हुआ। ऊर्जा संरक्षण और शोध को बढ़ावा देने के लिए जीयू के साथ करार किया गया।



राष्ट्रीय लक्ष्य: गुरुग्राम विश्वविद्यालय और ईएएसएल के बीच एक समझौता हुआ। ऊर्जा संरक्षण और शोध को बढ़ावा देने के लिए जीयू के साथ करार किया गया।

राष्ट्रीय लक्ष्य: गुरुग्राम विश्वविद्यालय और ईएएसएल के बीच एक समझौता हुआ। ऊर्जा संरक्षण और शोध को बढ़ावा देने के लिए जीयू के साथ करार किया गया।

## गुरुग्राम विवि ने चलाया पौधारोपण अभियान

राष्ट्रीय लक्ष्य: गुरुग्राम विश्वविद्यालय में पौधारोपण अभियान चलाया गया। छात्रों ने पौधे रोपे।



## गुरुग्राम विश्वविद्यालय में एनएसएस के छात्र-छात्रा

राष्ट्रीय लक्ष्य: गुरुग्राम विश्वविद्यालय में एनएसएस के छात्र-छात्राओं का कार्यक्रम आयोजित हुआ। छात्रों को प्रेरणा दी गई।



## गुरुग्राम विश्वविद्यालय व लंदन की कंपनी के बीच करार पर हस्ताक्षर

राष्ट्रीय लक्ष्य: गुरुग्राम विश्वविद्यालय व लंदन की कंपनी के बीच करार पर हस्ताक्षर हुए। छात्रों को प्रेरणा दी गई।



## गुरुग्राम विश्वविद्यालय में एनएसएस के छात्र-छात्रा

राष्ट्रीय लक्ष्य: गुरुग्राम विश्वविद्यालय में एनएसएस के छात्र-छात्राओं का कार्यक्रम आयोजित हुआ। छात्रों को प्रेरणा दी गई।



## गुरुग्राम विश्वविद्यालय में एनएसएस के छात्र-छात्रा

राष्ट्रीय लक्ष्य: गुरुग्राम विश्वविद्यालय में एनएसएस के छात्र-छात्राओं का कार्यक्रम आयोजित हुआ। छात्रों को प्रेरणा दी गई।



## गुरुग्राम विश्वविद्यालय में एनएसएस के छात्र-छात्रा

राष्ट्रीय लक्ष्य: गुरुग्राम विश्वविद्यालय में एनएसएस के छात्र-छात्राओं का कार्यक्रम आयोजित हुआ। छात्रों को प्रेरणा दी गई।



## गुरुग्राम विश्वविद्यालय में एनएसएस के छात्र-छात्रा

राष्ट्रीय लक्ष्य: गुरुग्राम विश्वविद्यालय में एनएसएस के छात्र-छात्राओं का कार्यक्रम आयोजित हुआ। छात्रों को प्रेरणा दी गई।



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## SECTION-3: ADMISSION

### 3.1 ADMISSION SCHEDULE AND LIST OF DOCUMENTS REQUIRED

Schedule of dates for admission to various courses being run by the University for the session 2022-23 is as under :-

S. No.	Particulars	UG Programmes	PG Programmes
(a)	Commencement of online submission of application	08.07.2022 (Friday) onwards	01.08.2022 (Monday) onwards
(b)	Last date of receipt of online application forms	31.07.2022 (Sunday) upto 04.00 PM	15.08.2022 (Monday) upto 04.00 PM
(c)	Entrance Examinations, wherever applicable	-	The concerned Department will separately notify the date
(d)	First Merit list display on	05.08.2022 (Friday)	19.08.2022 (Friday)
(e)	Physical Counseling* (Fee to be deposited online/offline on the date of Physical Counseling)	08.08.2022 (Monday), 10.08.2022 (Wednesday) & 12.08.2022 (Friday)	23.08.2022 (Tuesday)
(f)	Open Counseling against vacant seats, if required	At departmental level	At departmental level
(g)	Commence of classes	16.08.2022 (Tuesday)	24.08.2022 (Wednesday)

\* Department wise schedule of Physical Counseling shall be notified in due course of time at website.

#### Note:

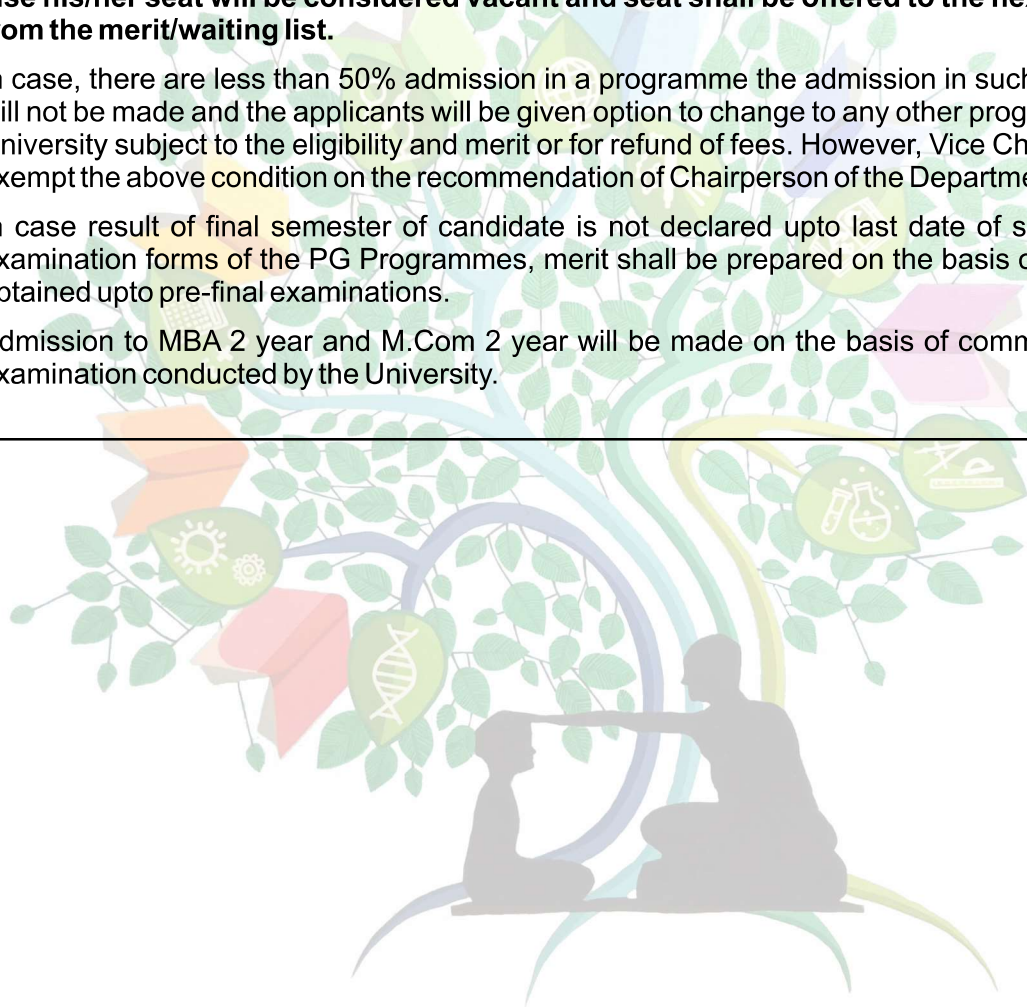
- **Classes for the existing students of UG and PG will commence on 01.08.2022.**
- The student has to pay the annual fee at the time of physical counseling. In case he/she did not deposited the same, the candidature will be offered to the next person in merit list/waiting list.
- For details of entrance examination refer Section 8
- Students are advised to check the eligibility and admission criteria before filling the online forms.

#### List of Documents to be uploaded for admission to various programmes

1. Matriculation Certificate (as proof of age)
2. Senior Secondary Examination Certificate
3. Detailed Marks Card (DMC) of the qualifying examination.
4. Character Certificate from the institute last attended
5. Certificate of Reserved Category and other related certificates, if applicable, as mentioned in the information brochure
6. Latest valid income certificate for SC/BC category or as per State Govt. instructions.
7. Haryana resident certificate, if applicable
8. Documentary proof in support of respective Supernumerary category, if applicable.
9. Undertaking regarding Gap Year, if applicable, as per format in Appendix-Q

## IMPORTANT POINTS FOR ADMISSION

1. Application form shall be submitted online only.
2. Students are advised to check the eligibility, seat matrix, important points and admission criteria before filling the online forms.
3. Documents to be attached/uploaded must be scanned from original certificates and should be clearly visible.
4. An application shall be considered only after uploading of marksheets of qualifying examination.
5. Candidates are suggested to check the University website and their emails regularly. All information will be sent on the candidate email mentioned in his/her application form.
6. **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/waiting list.**
7. 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.
8. In case result of final semester of candidate is not declared upto last date of submission of examination forms of the PG Programmes, merit shall be prepared on the basis of total marks obtained upto pre-final examinations.
9. Admission to MBA 2 year and M.Com 2 year will be made on the basis of common entrance examination conducted by the University.



### 3.2 PROGRAMME WISE INTAKE AND SEAT MATRIX

Distribution & Reservation of Seats in various Programmes of University teaching departments of Gurugram University (Session 2022-23) is as under: -

Sr. No.	Name of Course	No. 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
1.	B.Pharm.	60	8	1	23	5	5	8	6	3	1
2.	B.Pharm (LEET)	6	1	0	3	0	1	1	0	0	0
3.	M.Pharm. (Pharmacology)	9	1	0	3	1	1	1	1	1	0
4.	M.Pharm. (Pharmaceutical Chemistry)	9	1	0	3	1	1	1	1	1	0
5.	B.PT.	60	8	1	23	5	5	8	6	3	1
6.	M.PT. (Orthopaedic)	10	2	0	4	1	1	1	1	0	0
7.	M.PT (Cardio Pulmonary)	10	2	0	4	1	1	1	1	0	0
8.	B.Tech. Computer Science and Engineering (Artificial Intelligence)	60	8	1	23	5	5	8	6	3	1
9.	B.Tech. Computer Science and Engineering (Artificial Intelligence) (LEET)	6	1	0	3	0	1	1	0	0	0
10.	B.Tech. Computer Science and Engineering (Internet of Things)	60	8	1	23	5	5	8	6	3	1
11.	B.Tech. Computer Science and Engineering (Cyber Security)	60	8	1	23	5	5	8	6	3	1
12.	B.Tech. Electronics Engineering (VLSI Design and Technology)	60	8	1	23	5	5	8	6	3	1
13.	MBA	60	8	1	23	5	5	8	6	3	1
14.	MBA (Integrated) - 5 years	40	5	1	15	3	4	5	4	2	1
15.	MBA (Hospitality Management)	60	8	1	23	5	5	8	6	3	1
16.	PG Diploma in Business Analytics	30	4	0	12	2	3	4	3	1	1
17.	PG Diploma in Digital Marketing	30	4	0	12	2	3	4	3	1	1
18.	M.Com.	50	6	1	19	4	5	7	5	2	1
19.	M.Com. (Integrated) - 5 years	60	8	1	23	5	5	8	6	3	1
20.	Master of Arts (Mass Communication) (MAMC)	20	2	1	9	2	1	3	2	0	0
21.	Master of Arts (Mass Communication) MAMC (Integrated)- 5 years	40	5	1	15	3	4	5	4	2	1
22.	B.Sc. (Animation and Multimedia)	40	5	1	15	3	4	5	4	2	1
23.	M.A. (English) Professional/ Communication Skill [under SFS ]	40	5	1	15	3	4	5	4	2	1
24.	P.G. Diploma in Japanese Language	20	2	1	9	2	1	3	2	0	0
25.	P.G. Diploma in German Language	20	2	1	9	2	1	3	2	0	0
26.	Certificate Programme in Anchoring	20	2	1	9	2	1	3	2	0	0
27.	Certificate Programme in Videography & Photography	20	2	1	9	2	1	3	2	0	0
28.	Master of Laws (LLM)	30	4	0	12	2	3	4	3	1	1

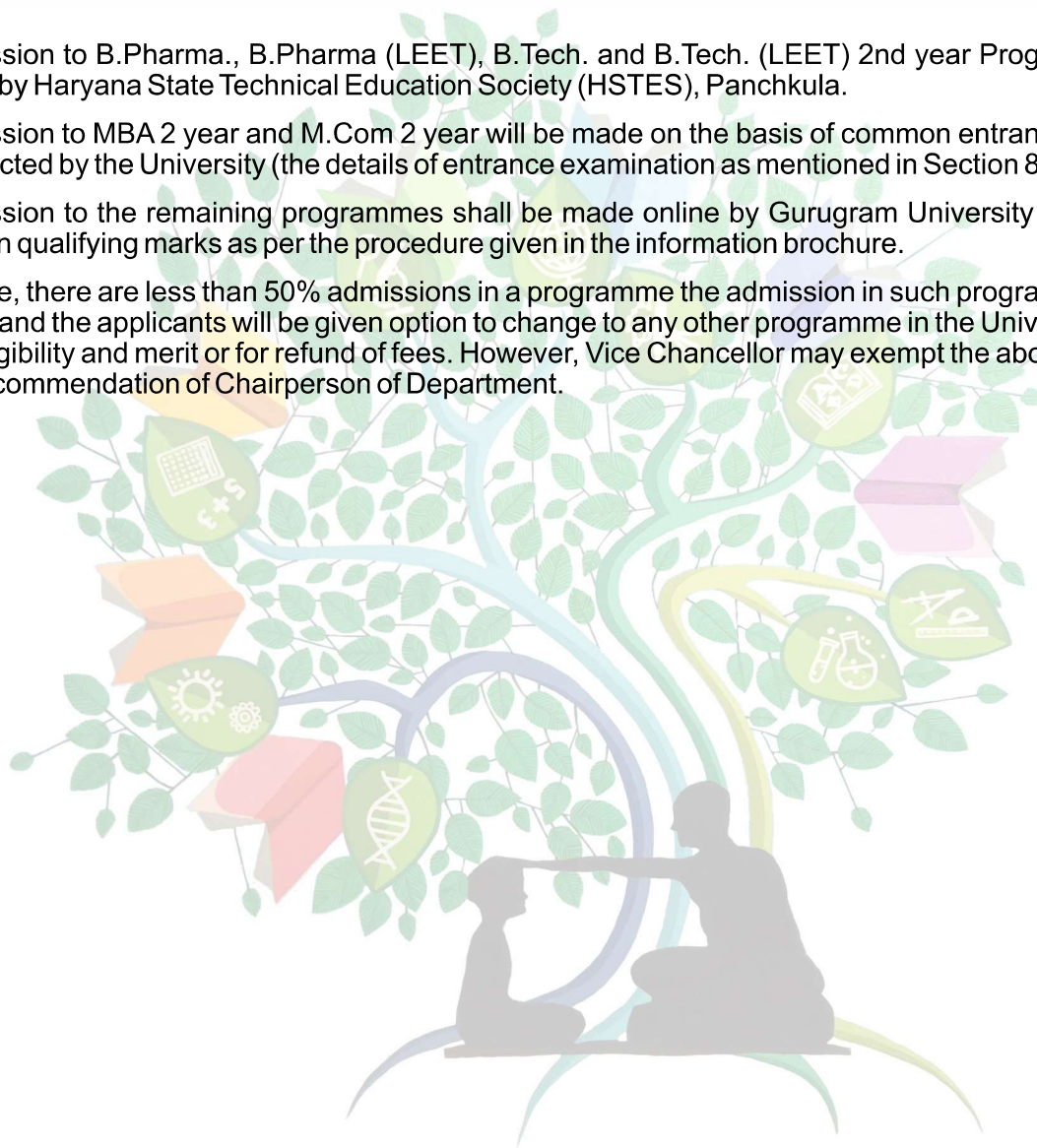
29.	L.L.B. (3 years)	60	8	1	23	5	5	8	6	3	1
30.	M.A. (Political Science) [under SFS]	40	6	0	16	3	4	6	3	1	1
31.	M.Sc. (Physics)	40	5	1	15	4	3	5	4	2	1 (PH)
32.	M.Sc. (Chemistry)	40	5	1	15	3	4	5	4	2	1
33.	M.Sc. (Mathematics)	40	5	1	15	3	4	5	4	2	1

*\*EWS candidates @ 10% is to be given in All India Quota under Central Govt. Policy*

*Details of Additional/ Supernumerary Seats over and above the sanctioned seats (if any) is mentioned at 3.4.*

*\*BCI approval of academic session 2022-23 is awaited.*

1. Admission to B.Pharm., B.Pharm (LEET), B.Tech. and B.Tech. (LEET) 2nd year Programmes will be made by Haryana State Technical Education Society (HSTES), Panchkula.
2. Admission to MBA 2 year and M.Com 2 year will be made on the basis of common entrance examination conducted by the University (the details of entrance examination as mentioned in Section 8).
3. Admission to the remaining programmes shall be made online by Gurugram University on the basis of merit in qualifying marks as per the procedure given in the information brochure.
4. In case, there are less than 50% admissions 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 Department.



### 3.3 ACADEMIC PROGRAMME OFFERED, INTAKE, DURATION AND ELIGIBILITY

S.No.	Programme	Duration	Intake	Mode of Admission	Eligibility Criteria
1.	<b>FACULTY OF LIFE SCIENCES</b>				
	<i>Department of Pharmaceutical Sciences</i>				
a.	Bachelor of Pharmacy (B.Pharm.)	4 Years (8 Sem.)	60	Admission to B.Pharm. and B.Pharm. (LEET) 2nd year Programmes will be made through Online Counselling to be conducted by Haryana State Technical Education Society (HSTES), Panchkula.	10+2 Examination of Board of School Education, Haryana or of any other Board recognized as equivalent thereto, with a minimum of 50% (47.5% in case of SC/ST/ Divyang candidates of Haryana) in Physics, Chemistry & Mathematics or Biology (PCM/ PCB), with pass in English as one of the main subject. In case of P.C.M.B the aggregate of P.C.M or P.C.B whichever is higher will be considered  <b>The candidate must have attained the age of 17 years on or before 31<sup>st</sup> December of the year of admission to the Course.</b>
b.	B.Pharm (LEET)	3 Years (6 Sem.)	6	Admission to B.Pharm. and B.Pharm. (LEET) 2nd year Programmes will be made through Online Counselling to be conducted by Haryana State Technical Education Society (HSTES), Panchkula.	Lateral Entry: Diploma in Pharmacy with 55% marks in aggregate from the institution approved by Pharmacy council of India.
c.	Master of Pharmacy (Pharmacology)	2 Years (4 Sem.)	09	On the basis of merit of GPAT Score, followed by merit of B.Pharm.	B.Pharm. with at least 55% marks (for SC/ST/Divyang candidates of Haryana only prescribed percentage of marks will be 52.25 of the marks) in aggregate or any other examination recognized by UGC as equivalent thereto, and must possess a valid GPAT score.
d.	Master of Pharmacy (Pharmaceutical Chemistry)	2 Years (4 Sem.)	09		In case GPAT qualified students are not available and the seats remain vacant then the seats will be filled up on the basis of merit of B.Pharm.

<b>Department of Physiotherapy</b>					
e.	Bachelor of Physiotherapy (B.PT)	4 Years (8 Sem.)	60	On the basis of merit of qualifying exam	10+2 Examination of Board of School Education, Haryana or of any other Board recognized as equivalent thereto, with a minimum of 50% (47.5% in case of SC/ST/ Divyang candidates of Haryana only) marks in the aggregate of Physics, Chemistry, Biology & English taken together  <b>The candidate must have attained the age of 17 years on or before 31<sup>st</sup> December of the year of admission to the Course.</b>
f.	Master of Physiotherapy (Orthopaedic)	2 Years (4 Sem.)	10	On the basis of merit of qualifying exam	B.PT from a recognized university with minimum 50% marks in aggregate, or any examination recognized as equivalent there to (47.5% in case of SC/ST/Divyang candidates of Haryana only)
g.	Master of Physiotherapy (Cardio Pulmonary)	2 years (4 Sem.)	10	<b>Note: In case result of final semester of candidate is not declared upto last date of submission of examination forms, merit shall be prepared on the basis of total marks obtained upto pre-final examinations.</b>	
<b>2. FACULTY OF SCIENCE AND TECHNOLOGY</b>					
<b>Department of Engineering and Technology</b>					
a.	B.Tech. Computer Science and Engineering (Artificial Intelligence)	4 Years (8 Sem.)	60	Admission to B.Tech. and B.Tech. (LEET) 2nd year Programmes will be made through Online Counselling to be conducted by Haryana State Technical Education Society (HSTES), Panchkula.	10+2 in Science Stream from Board of School Education, Haryana or of any other Board recognized as equivalent thereto, with Physics, Chemistry, Mathematics and English obtaining at least 50% marks in aggregate (47.5% in case of SC/ST/Divyang candidates of Haryana only)
b.	B.Tech. Computer Science and Engineering (Artificial Intelligence) (LEET)	3 Years (6 Sem.)	06	Admission to B.Tech. (LEET) 2nd year Programme will be made through Online Counselling to be conducted by Haryana State Technical Education Society (HSTES), Panchkula.	Pass in 3 year or more diploma course in Engineering/Technology with at least 60% marks in aggregate of all semesters. Diploma of 2 year after 10+2 with at least 60% marks in aggregate of all semesters. Pass in 3 year or more B.Sc. Degree with at least 60% marks in aggregate with Math as a subject.

c.	B.Tech Computer Science and Engineering (Internet of Things)	4 Years (8 Sem.)	60	Admission to B.Tech. Programme will be made through Online Counselling to be conducted by Haryana State Technical Education Society (HSTES), Panchkula.	10+2 in Science Stream from Board of School Education, Haryana or of any other Board recognized as equivalent thereto, with Physics, Chemistry, Mathematics and English obtaining at least 50% marks in aggregate (47.5% in case of SC/ST/Divyang candidates of Haryana only)
d.	B.Tech Computer Science and Engineering (Cyber Security)	4 Years (8 Sem.)	60	Admission to B.Tech. Programme will be made through Online Counselling to be conducted by Haryana State Technical Education Society (HSTES), Panchkula.	10+2 in Science Stream from Board of School Education, Haryana or of any other Board recognized as equivalent thereto, with Physics, Chemistry, Mathematics and English obtaining at least 50% marks in aggregate (47.5% in case of SC/ST/Divyang candidates of Haryana only)
e.	B.Tech Electronics Engineering (VLSI Design Technology)	4 Years (8 Sem.)	60	Admission to B.Tech. Programme will be made through Online Counselling to be conducted by Haryana State Technical Education Society (HSTES), Panchkula.	10+2 in Science Stream from Board of School Education, Haryana or of any other Board recognized as equivalent thereto, with Physics, Chemistry, Mathematics and English obtaining at least 50% marks in aggregate (47.5% in case of SC/ST/Divyang candidates of Haryana only)
<b>Department of Mathematics</b>					
f.	M.Sc. (Mathematics)	2 Years (4 Sem.)	40	On the basis of merit of qualifying exam <b>Note: In case result of final semester of candidate is not declared upto last date of submission of examination forms, merit shall be prepared on the basis of total marks obtained upto pre-final examinations.</b>	B.A./B.Sc. (Hons.) in Mathematics / B.A. or B.Sc. (Pass) with Mathematics as one of the subjects with atleast 50% marks (47.5% marks for SC/ST candidates of Haryana only) in aggregate or any other examination recognized by State University of Haryana as equivalent thereto.
<b>Department of Physics</b>					
g.	M. Sc. (Physics)	2 Years (4 Sem.)	40	On the basis of merit of qualifying exam <b>Note: In case result of final semester of candidate is not declared upto last date of submission of examination forms, merit shall be prepared on the basis of total marks obtained upto pre-final examinations.</b>	B.Sc. (Hons.) in Physics/ B.Sc. (Pass) with Physics and Mathematics as two of the main subjects with atleast 50% marks (47.5% marks for SC/ST candidates of Haryana only) in aggregate or any other examination recognized by State University of Haryana as equivalent thereto.

<b>Department of Chemistry</b>					
h.	M.Sc. (Chemistry)	2 Years (4 Sem.)	40	On the basis of merit of qualifying exam <b>Note: In case result of final semester of candidate is not declared upto last date of submission of examination forms, merit shall be prepared on the basis of total marks obtained upto prefinal examinations.</b>	B.Sc. (Hons.) in Chemistry/ B.Sc. (Pass) with Chemistry as one of the main subjects with atleast 50% marks (47.5% marks for SC/ST candidates of Haryana only) in aggregate or any other examination recognized by State University of Haryana as equivalent thereto.
<b>3. FACULTY OF COMMERCE &amp; MANAGEMENT</b>					
<b>Department of Commerce</b>					
a.	M.Com	2 Years (4 Sem.)	50	On the basis of common entrance examination conducted by University	B.Com.(Hons./Pass) or BBA or B.A with Economics/ Commerce/ Marketing/ Insurance as a subject from a recognized University obtaining at least 45% in aggregate (42.75% in case of SC/ ST/ Divyang candidates of Haryana only)
b.	M.Com.(Integrated)	5 Years (10 Sem.)	60	On the basis of merit of qualifying exam	10+2 Examination from Board of School Education, Haryana or of any other Board recognized as equivalent thereto, with a minimum of 45% (42.75% in case of SC/ST/ Divyang candidates of Haryana only).
<b>Department of Management</b>					
c.	MBA	2 Years (4 Sem.)	60	On the basis of common entrance examination conducted by University	Master or Bachelor degree in any discipline from a recognized University, obtaining at least 50% marks in aggregate (47.5% in case of SC/ST/Divyang candidates of Haryana only). Final examination conducted by the institute of Chartered Accountants of India/Institute of cost and works accountants of India/Institute of Company secretaries.
d.	MBA (Integrated)	5 Years (10 Sem.)	40	On the basis of merit of qualifying exam	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)

e.	MBA (Hospitality Management)	2 Years (4 Sem.)	60	50 percent weightage from graduation score and 50 percent for Interview <b>Note: In case result of final semester of candidate is not declared upto last date of submission of examination forms, merit shall be prepared on the basis of total marks obtained upto pre-final examinations.</b>	Master or Bachelor's Degree in any discipline from a recognized University, with a minimum of 50% marks (47.5 in case of SC/ST/Divyang candidates of Haryana)
f.	PG Diploma in Business Analytics	1 Year (2 Sem.)	30	50 percent weightage from graduation score and 50 percent for Interview <b>Note: In case result of final semester of candidate is not declared upto last date of submission of examination forms, merit shall be prepared on the basis of total marks obtained upto pre-final examinations.</b>	Master or Bachelor's Degree in any discipline from a recognized University, with a minimum of 50% marks (47.5 in case of SC/ST/Divyang candidates of Haryana)
g.	PG Diploma in Digital Marketing	1 Year (2 Sem.)	30	50 percent weightage from graduation score and 50 percent for Interview <b>Note: In case result of final semester of candidate is not declared upto last date of submission of examination forms, merit shall be prepared on the basis of total marks obtained upto pre-final examinations.</b>	Master or Bachelor's Degree in any discipline from a recognized University, with a minimum of 50% marks (47.5 in case of SC/ST/Divyang candidates of Haryana)
<b>4.</b>	<b>FACULTY OF LAW &amp; HUMANITIES</b>				
	<b>Department of Media Studies</b>				
a.	Master of Arts (Mass Communication) (MAMC)	2 Years (4 Sem.)	20	On the basis of merit of qualifying exam <b>Note: In case result of final semester of candidate is not declared upto last date of submission of examination forms, merit shall be prepared on the basis of total marks obtained upto pre-final examinations.</b>	Bachelor's degree in any of discipline with at least 45% marks in aggregate (42.75% in case of SC/ST/Divyang candidates of Haryana only) from a recognized University

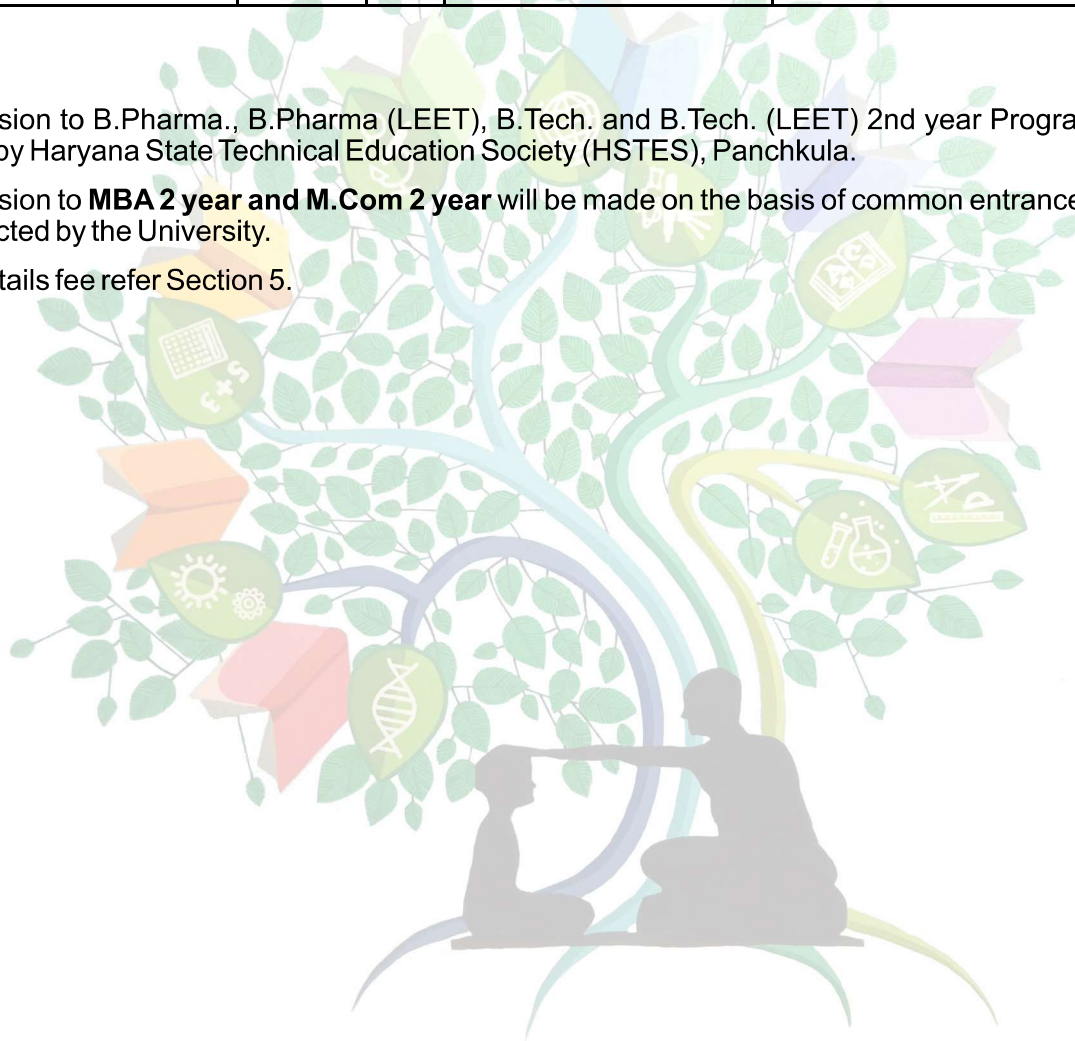
b.	Master of Arts (Mass Communication) MAMC (Integrated)-5 years	5 Years (10 Sem.)	40	On the basis of merit of qualifying exam	10+2 Examination from Board of School Education, Haryana or of any other Board recognized as equivalent thereto, with a minimum of 50% marks in aggregate (47.5% in case of SC/ST/ Divyang candidates of Haryana only)
c.	B.Sc. (Animation and Multimedia)	3 Years (6 Sem.)	40	On the basis of merit of qualifying exam	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)
d.	Certificate programme in Anchoring	6 Months	20	On the basis of merit of qualifying exam <b>Note: In case result of final semester of candidate is not declared upto last date of submission of examination forms, merit shall be prepared on the basis of total marks obtained upto pre-final examinations.</b>	Bachelor's degree in any of discipline with at least 45% marks in aggregate (42.75% in case of SC/ST/Divyang candidates of Haryana only) from a recognized University
e.	Certificate programme in Videography & Photography	6 Months	20	On the basis of merit of qualifying exam <b>Note: In case result of final semester of candidate is not declared upto last date of submission of examination forms, merit shall be prepared on the basis of total marks obtained upto pre-final examinations.</b>	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>Department of Indian and Foreign Languages</b>					
f.	M.A (English) Professional/com munication skills	2 Years (4 Sem.)	40	On the basis of merit of qualifying exam <b>Note: In case result of final semester of candidate is not declared upto last date of submission of examination forms, merit shall be prepared on the basis of total marks obtained upto pre-final examinations.</b>	Bachelor's degree of three year duration with at least 45% marks in aggregate (42.75% in case of SC/ST/Divyang candidates of Haryana only) and 50% marks in English subject from a recognized University.

g.	P.G. Diploma in Japanese Language	1 Year	20	On the basis of merit of qualifying exam <b>Note: In case result of final semester of candidate is not declared upto last date of submission of examination forms, merit shall be prepared on the basis of total marks obtained upto pre-final examinations.</b>	Bachelor's degree in any of discipline with at least 45% marks in aggregate (42.75% in case of SC/ST/Divyang candidates of Haryana only) from a recognized University
h.	P.G. Diploma in German Language	1 Year	20	On the basis of merit of qualifying exam <b>Note: In case result of final semester of candidate is not declared upto last date of submission of examination forms, merit shall be prepared on the basis of total marks obtained upto pre-final examinations.</b>	Bachelor's degree in any of discipline with at least 45% marks in aggregate (42.75% in case of SC/ST/Divyang candidates of Haryana only) from a recognized University
<b>Department of Law</b>					
i.	L.L.B	3 Year (6 Sem.)	60	On the basis of merit of qualifying exam <b>Note: In case result of final semester of candidate is not declared upto last date of submission of examination forms, merit shall be prepared on the basis of total marks obtained upto pre-final examinations.</b>	Bachelor/Master degree with atleast 45% marks (42.75% marks for SC/ST candidates of Haryana only) in aggregate or any other examination recognized by Gurugram University as equivalent thereto.
j.	Master of Laws (LLM) Specialization -Corporate Law -Criminal Law -International Law	2 Years (4 Sem.)	30	On the basis of merit of qualifying exam <b>Note: In case result of final semester of candidate is not declared upto last date of submission of examination forms, merit shall be prepared on the basis of total marks obtained upto pre-final examinations.</b>	Bachelor degree of Law (LLB) with at least 50% marks (47.5% in case of SC/ST/Divyang candidates of Haryana only) from any University recognized by UGC.

5.	<b>FACULTY OF SOCIAL SCIENCES &amp; EDUCATION</b>				
	<b>Department of Political Science</b>				
a.	M.A. (Political Science)	2 Years (4 Sem.)	40	<p>On the basis of merit of qualifying exam</p> <p><b>Note: In case result of final semester of candidate is not declared upto last date of submission of examination forms, merit shall be prepared on the basis of total marks obtained upto pre-final examinations.</b></p>	<p>Bachelor Degree in any discipline with atleast 45% marks in aggregate (42.75% marks for SC/ST/ Blind/ Visually and Differently Abled candidates of Haryana only) or any other examination from a recognized University</p>

**Note:-**

- Admission to B.Pharm., B.Pharm (LEET), B.Tech. and B.Tech. (LEET) 2nd year Programmes will be made by Haryana State Technical Education Society (HSTES), Panchkula.
- Admission to **MBA 2 year and M.Com 2 year** will be made on the basis of common entrance examination conducted by the University.
- For details fee refer Section 5.



### 3.4 DETAILS OF ADDITIONAL/ SUPERNUMERARY SEATS OVER AND ABOVE THE SANCTIONED SEATS (IF ANY)

Sr. No.	Category	No. of Seats
1	Outstanding Sports Persons	01 (where strength is upto 30) 02 (for strength above 30)
2	Single Girl Child	01
3	Youth Festival/ Cultural Activities	01
4	Kashmiri Migrants	02
5	Ward of employees of Gurugram University	01
6	Foreign Students	15% of sanctioned intake (Out of which 1/3 <sup>rd</sup> have been enmarked for the children of Indian workers in the Gulf Countries).
7	NRI	10% of the sanctioned intake
8	Defence Personnel	01
9	For Central/ State Govt. nominated sponsored personnel	01

Note: -

- These seats are additional/supernumerary, they will not be converted at all in any other category in case they remain unfilled. Further, there is no provision for Supernumerary Seats in Programs approved by regulatory bodies (BCI/PCI/AICTE/NCTE).
- Eligibility conditions will be the same as applicable to the General Category candidates.
- Additional/Supernumerary seats will be filled up as per norms, guidelines and eligibility prescribed by Gurugram University. The candidates seeking admission against these categories will have to apply through separate online form by the date notified in the schedule of admissions along with all documents testimonial and after that their provisional admission will be made on the basis of criteria mentioned in information brochure and checking of their uploaded documents by Admission Committee of department. Further, their admission will be confirmed by Physical Counselling and deposition of fee.

Additional/Supernumerary seats will be filled up as per norms, guidelines and eligibility prescribed by Gurugram University, Gurugram.

#### 1. For Sports Persons

There will be one additional seat for Outstanding Sports Person in all courses over and above the sanctioned seats. Such candidates will have to submit a Grading Certificate issued by the Director, Directorate of Sports and Youth Welfare, Government of Haryana, Chandigarh.

The following will be the Criteria for admission to these seats, provided the candidate is otherwise eligible:

- 1st preference will be given to Sports Persons who have got positions (I /II /III) in an International Championship/ World cup/Olympics/Common Wealth Games/Asian Games.
- Candidate who represented India in the Tournaments mentioned in clause-a.
- Candidate who have won any positions (I/II/III) in All Indian Inter-University/Senior National Championship during Graduations. Events organized by Private Organizations/Associations will not be recognized for the purpose of admission.

#### 2. For Single Girl Child

One seat in each course will be reserved for single girl child. The admission against this seat will be made on the basis of Merit as mentioned against the Programme in the information brochure. The students

seeking admission under this category will be required to submit the following documents:

- a) An affidavit for only (single) girl child on non-judicial stamp paper of Rs. 50/- duly attested by first class magistrate.
- b) Copy of Ration Card along with the page where student's name mentioned (self- attested) Hindi or English version of the same, if the ration card is in any regional language. (In case of non-availability of Ration Card enclose a certificate from a local reputed person who knows your family very well).

### **3. For Students Excelling in Cultural Activities**

One supernumerary seat in each course in the University Teaching Departments has been earmarked to promote cultural activities subject to the fulfilment of the following conditions:

- a) Any position in the National Youth Festival organized by the Association of Indian Universities, New Delhi or the first position holder in the North Zone Inter University Youth Festival organized by the Association of Indian Universities.
- b) Events organized by Private Organizations/Associations will not be recognized for the purpose of admission.

### **4. For Kashmiri Migrants**

Two additional seats in each course offered in the University have been earmarked for Kashmiri Migrants as well as Kashmiri Pandit/Kashmiri Hindu Families (Non-migrant living in Kashmir valley).

In light of the directions, received from Department of Higher Education, MHRD, vide letter No. 3-4/2017-NER dated 15.10.2019, it has been decided to allow the following concessions to the wards of Kashmiri Migrants as well as Kashmiri Pandit/Kashmiri Hindu Families (Non-migrant living in Kashmir valley) for admission to various programs offered in the University Teaching Departments: -

1. Relaxation in cut off percentage upto 10%, subject to minimum eligibility conditions.
2. 5% increase in the intake capacity in each course offered.
3. No domicile certificate is required.
4. The University earmarks the seats reserved for the Jammu & Kashmir Migrants in a specific programme of study at the time of counseling as per current practice. If any guidelines are received from the Government before the commencement of counseling for the academic session 2022-23, the same shall be applied.

### **5. GUG Employee Ward**

One supernumerary seat for wards of Gurugram University, Gurugram employees has been earmarked over and above the sanctioned seats for admission to various Programs (excluding M.Phil/Ph.D.) being run in the University Teaching Departments.

### **6. For Foreign Candidates**

15% additional supernumerary seats for foreign candidates out of which 1/3rd seats (5% of total intake) have been earmarked for the children of Indian workers in the Gulf Countries and South Asia. These seats will not be filled, if such foreign candidates are not available. Refer section 4 for other details about admission of foreign students.

### **7. For NRI Candidates**

10% seats over and above the existing sanctioned intake are meant for actual NRI candidates and their children or wards in all programmes. The following categories of students are considered to be Non-Resident Indian for taking admission in GU, Gurugram:

- a) Actual NRI
- b) At least one of the parents of such students should be an NRI and shall ordinarily be residing abroad as an NRI.
- c) NRI sponsoring a student for admission should be a first degree relation of the student and should be

ordinarily residing abroad as an NRI. First degree relation would include real brother and sister over and above the mother-father.

- d) If the student has no parents or near relatives, or taken as a ward by some other nearest relative such students also may be considered for admission provided the guardian has bonafide treated the student as a ward and such guardian shall file an affidavit indicating the interest shown in the affairs of the students and also his relationship with the student and such person also should be an NRI, and ordinarily residing abroad.

Following will be covered under this category:

- i) Real brother and sister of father i.e. real uncle and real aunt.
- ii) Real brother and sister of mother i.e. real maternal uncle and maternal aunt.
- iii) Father and mother of father i.e. grandfather and grandmother.
- iv) Father and mother of mother i.e. maternal grandfather and maternal grandmother.

Admission against seats reserved for NRI candidates will be made in the above manner in order of priority. The following documents will be required for admission against these seats:

- i) Original Certificate/Mark Sheet of qualifying examination.
- ii) Attested copies of Passport and Visa of the applicant/parent.
- iii) Foreign Bank Account No. or NRI Account No. of the applicant/parent.
- iv) Declaration regarding Non-Resident Indian status of the applicant/parent. (Appendix-N).

Once a candidate is admitted to a program as an NRI candidate, he/she will remain in this category for the full duration of the program. The decision of the University regarding status of foreign/NRI candidate will be final.

#### **8. Defense Personnel**

Supernumerary seats are reserved for Defense Personnel deputed by Director General Military Training, New Delhi.

#### **9. Centre and State Govt. Nominated/Sponsored Personnel**

One supernumerary seat for Centre and State Govt. nominated/sponsored personnel has been earmarked over and above the sanctioned seats for admission to various PG programs (excluding M.Phil/Ph.D.) being run in the University Teaching Departments.

#### **Note:**

1. Admission to these programs against the supernumerary seats shall be made by the Admission Committee of the concerned Department as per given schedule.
2. The decision of the Admission Committee in all matters relating to the admissions shall be final.

### 3.5 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](http://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 processing charges for the application form for admission are 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.
3. 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.
4. The minimum eligibility and number of seats for admission to various courses will remain same as per information brochure 2022-23. Kindly visit University Website for more details and changes/updation (if any).
5. The SC/ST/BC candidates belonging to the States other than Haryana will be treated as General Category candidates for all purposes.
6. The candidates claiming the benefit of reservation shall upload/submit a certificate from the competent authority. Refer to Appendices "C to K1" for instructions and formats of various certificates.
7. The candidates with re-appear(s) in the qualifying examination shall not be allowed admission to UG/PG Programmes.
8. In PG admissions, if result of final semester of candidate is not declared upto last date of submission of online examination forms, merit shall be prepared on the basis of total marks obtained upto prefinal examinations. In this case candidate shall fill up total marks obtained upto pre-qualifying examination, in the online form.
9. 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.
10. 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.
11. 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.
12. Rounding off the decimal digits to a whole number for calculating the percentage of marks shall not be permissible in any case, whatsoever.
13. The Candidates are advised to fill up all the details carefully. No change will be allowed after submission of application form.
14. 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

15. 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.
16. 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.
17. 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.
18. 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.
19. In case, after Physical counseling, the seat(s) of various reserved categories remain vacant and no eligible candidate of the reserved categories is available then the vacant seats may be thrown open to Haryana General Category/AIO category in next merit list as per rules of the University with the permission of Vice Chancellor.
20. Mere possession of the prescribed academic qualifications does not entitle a candidate for admission to the programme. Candidates would be required to fulfil all the conditions as spelt out in the information brochure.
21. 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.
22. If the concerned authorities are not satisfied with the character / past behaviour / 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.
23. 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.
24. All admissions are provisional subject to verifications of documents and approval of Competent Authority.
25. 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.
26. 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.

## **INTERPRETATION**

For any kind of dispute originated due to non availability of rules/regulations or interpretation of rules/regulations adopted during admission, the decision of Vice Chancellor will be final.

## **LEGAL JURISDICTION**

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

## 3.6 ADMISSION PROCESS

### How to Apply

1. The candidates are advised to read the Information Brochure carefully before filling the Application Form.
2. The Information Brochure can be downloaded from the University Website: processing fees of Rs. 1000/- for General Category and Rs. 250/- for Scheduled Caste, Backward Class of Haryana, differently abled person and Economically Weaker Sections (EWS) of Haryana for each programme shall be paid by the applicant online.
3. Change in programme or category, once opted for the purpose of admission, will not be allowed.
4. The Candidate shall be personally responsible in case, he/she is not eligible to apply as per the given eligibility criteria.

### Instructions/Guidelines for Filling Online Application Form for Admission

Download the information brochure 2022-23 from the website and read carefully before filling up the admission form. (<http://gurugramuniversity.ac.in> > Admissions > information brochure 2022)

#### 1. Pre-requisites for applying online:

- i. Aadhar Card Number
- ii. E-mail id of the candidate ([abcde@gmail.com](mailto:abcde@gmail.com))
- iii. Scanned copy of Photograph and Signature ensuring that all required scanned images should be in .jpeg or pdf format with mentioned specifications:
  - a) File Size of the photo image must be less than 50 KB
  - b) File Size of the signature image must be less than 30 KB
  - c) File Size of Left Thumb Impression must be less than 50 KB.
- iv. Mobile Number of the candidate.
- v. Pin Code with the details of Permanent & Correspondence Address.
- vi. Scanned Copies of Educational Qualifications related details/documents (like Matriculation, Senior Secondary Examination, and Qualifying Examination etc.)

#### Note:

The candidate must upload all required scanned images/scanned copies only in .jpeg or .pdf format. The **scanned copy should be of original document and not of the Photocopy.**

#### NOTE:

- Once the payment for a program is confirmed, no changes in Program, Category, Applicant Name, Father Name, Date of Birth, Mobile number, e-mail id, Photo and Signature etc. will be allowed. Therefore, before payment and clicking on the "NEXT/SAVE" button, the details should be checked and confirmed by the candidate.
- The candidate must select carefully the program applied for (e.g. 2 year PG Program or 5 year Integrated/Hons. Program) for which he/she is eligible.

## STEPS TO FILL THE ONLINE ADMISSION FORM

1. User has to Click on the below URL

<https://gu.aimserp.co.in/gu-admissions/#/>

2. Step 1: - Register Now. (If you are an existing user, you may skip this and click on sign in)  
A user can register by filling the below details.

- First Name
- Middle Name
- Last Name
- Email Id (will be the user name)
- Mobile number (used for communications from university)
- DOB
- Password/confirm password
- Click on Register

3. After successfully registering on the admission portal, user may now sign-in, by clicking on the “sign-in” button. User has to login by the email id and password created while registering.

4. After successful sign-in user can now click on “View” button adjacent to the program type i.e., Undergraduate Program, Postgraduate programs, Ph.D. Program, Foreign Applicants or Supernumerary Applicants.

- Once the User Clicks on the View button against the program type; all the Programs associated with the program type will get displayed in a new page.

For example, If the user clicks View for Undergraduate Program, the list of all UG program against which the admissions are Open will be displayed on the next page.

5. Once the user/applicant clicks on “Apply now” against the program for which the application form has to be filled, The online application form opens in a new page.

**\*\*Please note that the Online Application form is been divided into 4 steps: -**

- Personal Information
- Academic Information
- Verify and Submit
- Payment Status

Note **\*\* Applicant Name, contact details (Mobile no., email address), DOB Aadhar number and Program Name are pre-filled details, which are captured from the registration details.**

6. Applicant has to fill all the mandatory fields and attach all the mandatory attachments as required against the application form. (In personal and academic information)

**\*\*Note: -**

- i. Documents required to be submitted are solely depended on the type of program applied (UG, PG or Ph.D.)
- ii. Category against which application is filled (Haryana Domicile, AIC, Supernumerary, Foreign etc.)
- iii. The eligibility criteria for the program selected (you may refer to the admission brochure, Performa or the eligibility criteria on the admission portal)

7. After filling the application form, and prior to the final submission User can preview the full application form by clicking on “Preview Application” (wherein an applicant can check all the filled details and attachments uploaded and he/she has the feasibility to re-check whether the attachments are visible and readable).

8. To finally submit the application form, user has to click on the checkbox for “I agree” against the

T&C and click on “Verify and Submit”.

Once clicked the User shall be redirected to the Payment Gateway, wherein User has the feasibility to pay the application fee by UPI, Debit/Credit card, Net banking options.

9. Once the payment is successfully completed, the user will be redirected to the admission portal and will have an option to download the admission form and the fee receipt.

**\*\*\*Note:** - This **Completes** the Admission Application form process. Kindly note that Gurugram University has a right to ask the Applicant to Resubmit the Application Form, if they encounter any discrepancy against the submitted documents or the filled details.

Gurugram University has the right to review the application form in detail and may put the application in **Resubmission Status**. If the application has status as **Resubmission Status**, the user/applicant shall receive a SMS (on the registered mobile number) with the status of their application being in the said status. Also, an email with detailed comments as mentioned by the Gurugram university against the gaps found and inputs required too shall be sent on the email id mentioned by him/her at the time of registration.

**In such case**, applicant has to re-submit the application before the application end date so as the department can re-verify the application form.

#### **Under Resubmission Application Status:**

Gurugram University has the right to review the application form in detail and is authorised to **Verify and Approve** the application or put the application in **Resubmission Status**.

If the application has status as **Resubmission Status**, the user/applicant shall receive a SMS (on the registered mobile number) with the status of their application being in the said status. Also, an email with detailed comments as mentioned by the Gurugram university against the GAPS found and inputs required too shall be sent on the email id mentioned by him/her at the time of registration.

**Action required from User/Applicant's end:** He/she has to re-submit the application before the application end-date so that Gurugram University can re-verify the application form.

The applicant/user can edit the application form, if it is in **Resubmission status** (before the last date of submission of admission form). He/she can log on the admission portal and click on update after making the required changes. Once the admission form is resubmitted, Gurugram University will be notified for the same and can then verify/ re-evaluate the application form.

**\*The above mentioned process for verification and resubmission of application form does not effect the merit process. As per the prerequisites and the terms and conditions, if any discrepancy is found in the application form, the Gurugram University stands full rights to reject the application form without intimating the applicant.**

### **3.7 REPORTING OF THE SELECTED CANDIDATE IN THE DEPARTMENT**

The candidates who are provisionally admitted shall have to remain in contact with their respective department for information related to submission of all original documents (i.e. in support of Academic Qualifications, Character Certificate, category certificate, valid income certificate, antiragging affidavit (candidates & parents), migration certificate etc.) as per his/her claim for admission, timetable, classes and for any other information.

The candidates are advised to submit two sets of photocopies with two passport size photographs of all relevant documents as mentioned above to the concerned department as per the date and time suggested by the HOD/In-Charge.

In case of failure to submission of above mentioned documents, the admission shall stand cancelled automatically.



## SECTION - 4

# INTERNATIONAL RELATIONS & FOREIGN STUDENTS AFFAIRS

### Director



**Prof. Neera Verma**

The office of Director, International Relations & Foreign Students Affairs, Gurugram University has been established with a broad objective to promote diversity and inclusivity at the University. The department seeks enrollment of foreign national students in various programmes of the university from across the globe. This department is committed to extend all kind of support to foreign students who are interested to study at the Gurugram University. Our endeavour is to make them feel at home and handhold in the smooth transition of learning process from their home country to India. Following are the main objectives the department:

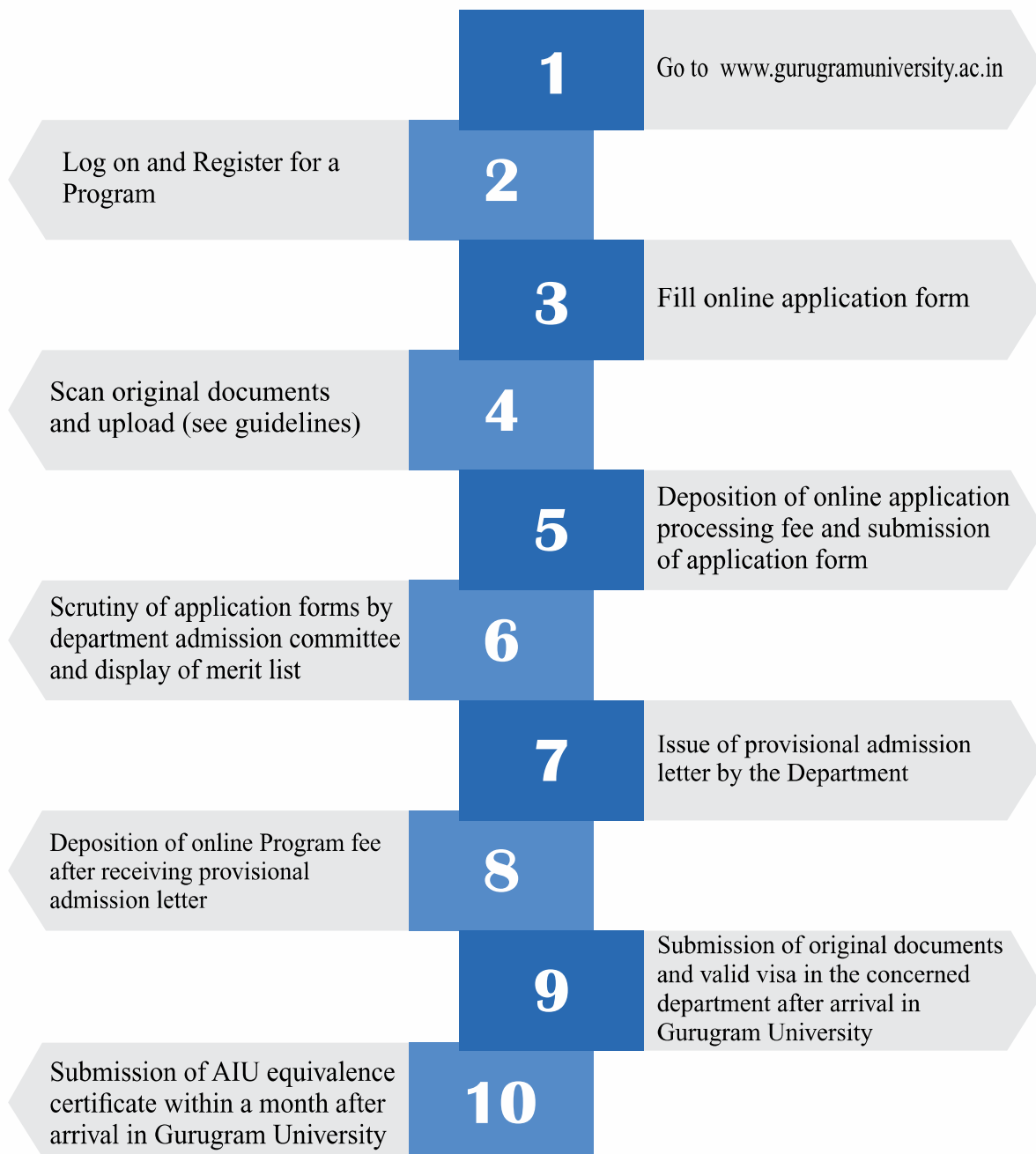
- To Provide administrative support to Foreign National students
- To Provide administrative support to Exchange students
- To ensure smooth transition of Foreign/Exchange students
- To enlarge the pool of international collaborations
- To organize international study/industry/exposure trips

### Note:

There will be no entrance examination for the foreign national students. Their admission should be purely on the merit basis as to be decided by the Departmental Admission Committee. The admission process for the foreign nationals will be completely online.

## HOW TO APPLY

Foreign candidates are required to fill **Online Application** through the website of Gurugram University, Gurugram (<http://www.gurugramuniversity.ac.in>) as follows:



## DOCUMENTS REQUIRED

### A. Documents required at the time of filling Online Application Form

Foreign Nationals are required to upload the scanned copies of each of the following original documents while applying for admission to different programs (**NOTE: The candidate must upload all required scanned images/scanned copies only in .jpg format of 100 kb size per document**). The scanned copy should be of original document (and not of the photocopy) for verification by the departmental admission committee.

1. Marks Sheet (Transcripts) of Qualifying Examination
2. Valid Passport
3. IELTS Pass Certificate with 6 bands. [Exempted for the batch 2022-23]
4. Fitness certificate by the Authorised/Registered Medical Practitioner that the candidate is not suffering from HIV and COVID-19.
5. Conduct and Character Certificate from the Head of the Institution from where the qualifying examination has been passed or from concerned Embassy
6. Photograph
7. Signature
8. Left hand thumb impression

### B. Documents required on arrival of candidate at GU Campus

1. All uploaded original documents i.e. serial number 1 to 5 mentioned in A above
2. A valid student VISA in the name of GU, Gurugram
3. Equivalence Certificate from Association of Indian Universities (AIU) within a month of arrival to GU campus. If AIU does not issue equivalence certificate for specific program, the equivalency committee of GU considers such cases and decides accordingly.

**Note: 1.** All Foreign Nationals with foreign qualifications are required to submit the Equivalence Certificate from Association of Indian Universities (AIU). The address is given below:

AIU House

16, Comrade Indrajit Gupta Marg,

New Delhi-110002, India

Phone: (91)-11-23230059, (91)-11-23232429

Fax: (91)-11-23232131

Email: [international@aiu.ac.in](mailto:international@aiu.ac.in)

Website: <http://www.aiu.ac.in>

2. The Provisional Admission Offer letter shall be used to apply for the Student/ Research visa to the Indian Embassy. The visa must be endorsed in the name of Gurugram University, Gurugram, India

## IMPORTANT INSTRUCTIONS

1. Please read the guidelines or procedure of admission before filling the **Online Application Form**.
2. Please write your correct name and surname in the application form. No change will be allowed later on.
3. All documents/transcripts need to be translated in English.
4. It is mandatory that the marksheet is attested by a Gazetted Officer/Notary or Indian Embassy of the concerned country.
5. It is mandatory for all students to produce the same documents in original at the time of arrival on the campus, as have been uploaded in the online admission form.
6. In case the documents, on the basis of which provisional admission is granted, are found to be fake at the time of submission, the provisional admission will be rejected and legal action will be taken under Indian Penal Code.
7. Fee, once paid, is not refundable.
8. Students will have to report to FRRO (Foreigner Regional Registration Office) within fourteen days of arrival and as and when necessary.
9. Students will not work with any Institute/Firm during the period of study.

## IMPORTANT NOTES

1. Those who have done graduation or post-graduation shall not be eligible for admission to 5- year Integrated programs.
2. No applicant shall be permitted to pursue two regular programs simultaneously.
3. Rounding off of the decimal digits to a whole number for calculating the qualifying percentage of marks shall not be permissible in any case, whatsoever.
4. No migration will be allowed for foreign students.
5. Other rules and guidelines are to be followed as per GU main prospectus.

## GENERAL INFORMATION

- **Who is a Foreign National?**

Candidate who holds a passport/citizenship of a country other than India.

Candidate who has an OCI (Overseas Citizen of India) /PIO (Person of Indian Origin) Card and also holds a passport of a country other than India.

- **Who is not a Foreign National?**

Non-Resident Indian (NRI).

Indian Citizen whose qualifying examination is from an International Board/Foreign University.

- All foreign national candidates who receive a provisional admission offer letter to any programme in the GU should obtain a valid **Student Visa/Research Visa** and bring all original documents to complete the admission process, without which no admission shall be granted. The Visa must be endorsed in the name of the Gurugram University, Gurugram. No other endorsement will be acceptable.

➤ **STUDENT VISA:** Student Visa is required to join Undergraduate Programme, Post-Graduate Programme, Certificate or Diploma Programme and M.Phil. Programme only.

➤ **RESEARCH VISA:** Research Visa is required only to join Ph.D. Programme.

**Note: Admission will not be granted on Tourist Visa/X-Visa/Medical Visa.**

- It is mandatory for all foreign candidates to get medical insurance policy with evacuation clause (wherever mandatory) for admission to any programme in the Gurugram University and also to continue the same during the entire tenure of their studies in the Gurugram University, Gurugram.
- The admission of foreign students will be made on merit on the basis of the qualifying examination. Foreign students are advised to apply through their own e mail ID and also use WhatsApp enabled mobile number.
- No request for any Change of Programme and /or College will be entertained after the completion of admission process.

**NOTE: 1. The students' conduct and disciplinary rules will be the same for International Students as given in main prospectus of GU. Any disciplinary action against the students will be handled by the concerned Chairpersons/Chief Warden/Proctorial Board as the case may be. If any disciplinary action is taken against the students, the same shall be intimated to the CIAA office for record purposes.**

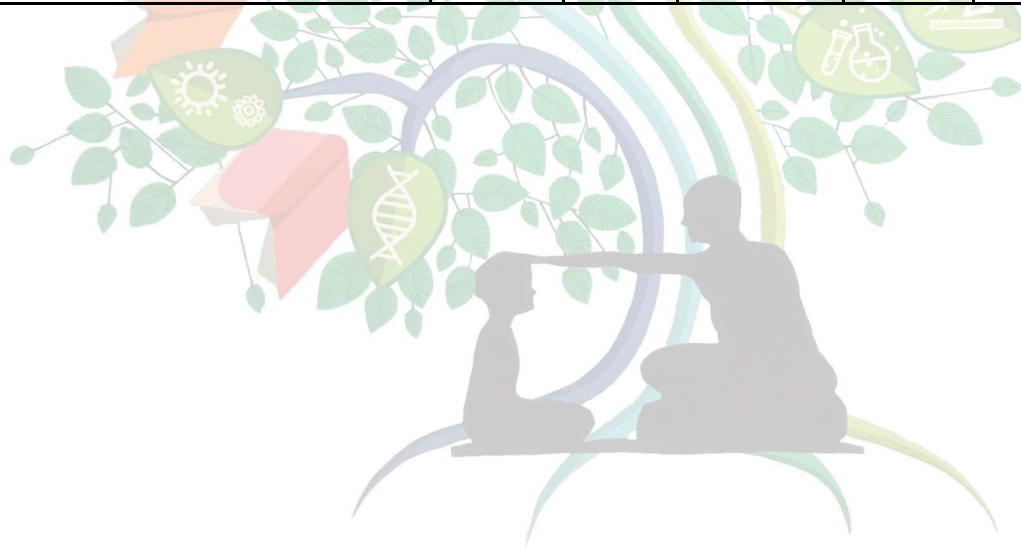
**2. University has not authorized any agent to act on its behalf. No Agents/Middlemen will be entertained.**

## SECTION-5 : FEE STRUCTURE

### 5.1 Annual fee structure

Name of Head	Common Charges (in Rs.)	Tuition Fee (in Rs.)	University Development Fee (in Rs.)	Field Work/ Lab and Other Charges (in Rs.)	Total Annual Fees (in Rs.)	Fee for Foreign Students
MBA 1 <sup>st</sup> Year	8920	33000	14240	19110	75270	1470 \$
MBA 2 <sup>nd</sup> Year	7420	33000	22240	20110	82770	1560 \$
MBA (Integrated) 1 <sup>st</sup> Year	8920	23000	14540	8810	55270	1210 \$
MBA (Integrated) 2 <sup>nd</sup> Year	7420	23000	17540	12310	60270	1270 \$
MBA (Integrated) 3 <sup>rd</sup> Year	7420	23000	19540	16310	66270	1350 \$
MBA (Integrated) 4 <sup>th</sup> Year	7420	33000	14240	19110	73770	1450 \$
MBA (Integrated) 5 <sup>th</sup> Year	7420	33000	22240	20110	82770	1560 \$
MBA (Hospitality Management) 1st Year	8920	33000	54240	34110	130270	2170 \$
MBA (Hospitality Management) 2nd Year	8920	33000	54240	34110	130270	2170 \$
PG Diploma in Business Analytics	8920	33000	14240	19110	75270	1470 \$
PG Diploma in Digital Marketing	8920	33000	14240	19110	75270	1470 \$
M.Com 1 <sup>st</sup> Year	8920	23000	9540	3810	45270	1080 \$
M.Com 2 <sup>nd</sup> Year	7420	23000	13540	5810	49770	1140 \$
M.Com (Integrated) 1 <sup>st</sup> Year	8920	20000	6540	2810	38270	990 \$
M.Com (Integrated) 2 <sup>nd</sup> Year	7420	20000	8540	4810	40770	1020 \$
M.Com (Integrated) 3 <sup>rd</sup> Year	7420	20000	9540	5810	42770	1050 \$
M.Com (Integrated) 4 <sup>th</sup> Year	7420	23000	9540	5810	45770	1090 \$
M.Com (Integrated) 5 <sup>th</sup> Year	7420	23000	13540	5810	49770	1140 \$
L.L.M 1 <sup>st</sup> Year	8920	30000	16240	5110	60270	1270 \$
L.L.M 2 <sup>nd</sup> Year	7420	30000	20240	7610	65270	1340 \$
L.L.B. 1 <sup>st</sup> Year	8920	30000	16240	5110	60270	1270 \$
L.L.B. 2 <sup>nd</sup> Year	7420	30000	20240	8110	65770	1340 \$
L.L.B. 3 <sup>rd</sup> Year	7420	30000	23240	10110	70770	1410 \$
B.Pharm. 1 <sup>st</sup> Year	8920	23000	10240	8110	50270	1140 \$
B.Pharm. 2 <sup>nd</sup> Year	7420	23000	12240	12610	55270	1210 \$
B.Pharm. 3 <sup>rd</sup> Year	7420	23000	14240	16110	60770	1280 \$
B.Pharm. 4 <sup>th</sup> Year	7420	23000	16240	20110	66770	1360 \$
B.PT. 1 <sup>st</sup> Year	8920	23000	10240	8110	50270	1140 \$
B.PT. 2 <sup>nd</sup> Year	7420	23000	12240	12610	55270	1210 \$
B.PT. 3 <sup>rd</sup> Year	7420	23000	14240	16110	60770	1280 \$
B.PT. 4 <sup>th</sup> Year	7420	23000	16240	20110	66770	1360 \$
M. Pharm. 1 <sup>st</sup> Year	8920	33000	14240	19110	75270	1470 \$
M. Pharm. 2 <sup>nd</sup> Year	7420	33000	22240	20110	82770	1560 \$
M.PT. 1 <sup>st</sup> Year	8920	33000	14240	19110	75270	1470 \$
M.PT. 2 <sup>nd</sup> Year	7420	33000	22240	20110	82770	1560 \$
Master of Arts (Mass Communication) (MAMC) 1 <sup>st</sup> Year	8920	15000	5790	1060	30770	890 \$
Master of Arts (Mass Communication) (MAMC) 2 <sup>nd</sup> Year	7420	15000	8790	2560	33770	930 \$
Master of Arts (Mass Communication) MAMC (Integrated) 1 <sup>st</sup> Year	8920	15000	5790	1060	30770	890 \$
Master of Arts (Mass Communication) MAMC (Integrated) 2 <sup>nd</sup> Year	7420	15000	8790	2560	33770	930 \$

Master of Arts (Mass Communication) MAMC (Integrated) 3 <sup>rd</sup> Year	7420	15000	11790	2560	<b>36770</b>	970 \$
Master of Arts (Mass Communication) MAMC (Integrated) 4 <sup>th</sup> Year	7420	15000	14790	2560	<b>39770</b>	1010 \$
Master of Arts (Mass Communication) MAMC (Integrated) 5 <sup>th</sup> Year	7420	15000	17790	2560	<b>42770</b>	1050 \$
B.Sc. (Animation and Multimedia) 1 <sup>st</sup> Year	8920	33000	14240	29110	<b>85270</b>	1590 \$
B.Sc. (Animation and Multimedia) 2 <sup>nd</sup> Year	7420	33000	22240	31110	<b>93770</b>	1700 \$
B.Sc. (Animation and Multimedia) 3 <sup>rd</sup> Year	7420	33000	22240	38110	<b>100770</b>	1790 \$
M.A. (English) Professional/Communication Skill 1 <sup>st</sup> Year	8920	8000	5790	60	<b>22770</b>	790 \$
M.A. (English) Professional/Communication Skill 2 <sup>nd</sup> Year	7420	8000	8790	560	<b>24770</b>	820 \$
P.G. Diploma in Japanese Language	8920	23000	10240	8110	<b>50270</b>	1140 \$
P.G. Diploma in German Language	8920	23000	10240	8110	<b>50270</b>	1140 \$
Certificate in Anchoring	8920	15000	5790	1060	<b>30770</b>	890 \$
Certificate in Videography & Photography	8920	15000	5790	1060	<b>30770</b>	890 \$
M.A. (Pol Sci) 1 <sup>st</sup> Year [SFS]	8920	15000	10290	1060	<b>35270</b>	950 \$
M.A. (Pol. Sci) 2 <sup>nd</sup> Year	7420	15000	14290	2060	<b>38770</b>	1000 \$
B.Tech 1 <sup>st</sup> Year (all streams)	8920	40000	11240	15110	<b>75270</b>	1470 \$
B.Tech 2 <sup>nd</sup> Year (all streams)	7420	40000	15240	20110	<b>82770</b>	1560 \$
B.Tech 3 <sup>rd</sup> Year (all streams)	7420	40000	18240	25110	<b>90770</b>	1660 \$
B.Tech 4 <sup>th</sup> Year (all streams)	7420	40000	21240	31110	<b>99770</b>	1780 \$
M.Sc. (Physics) 1 <sup>st</sup> Year	8920	25000	14240	12110	<b>60270</b>	1270 \$
M.Sc. (Physics) 2 <sup>nd</sup> Year	7420	25000	16740	17110	<b>66270</b>	1350 \$
M.Sc. (Chemistry) 1 <sup>st</sup> Year	8920	25000	14240	12110	<b>60270</b>	1270 \$
M.Sc. (Chemistry) 2 <sup>nd</sup> Year	7420	25000	16740	17110	<b>66270</b>	1350 \$
M.Sc. (Mathematics) 1 <sup>st</sup> Year	8920	25000	14240	12110	<b>60270</b>	1270 \$
M.Sc. (Mathematics) 2 <sup>nd</sup> Year	7420	25000	16740	17110	<b>66270</b>	1350 \$



## 5.2 Headwise details of Common fees:

Name of Head	1 <sup>st</sup> Year (in Rs.)	2 <sup>nd</sup> year onwards (per year) (in Rs.)
Admission Fee	500	-
University Registration Fee	500	-
Continuation Fee	-	500
University Examination Fee	2000	2000
University Library Fee	500	500
Security Fee (Refundable)	1000	-
Digitalization Fee	1500	1500
Uni. Sports Fees	200	200
Amalgamated Fees	300	300
Computer Fees/Internet Fees	1000	1000
Student Identity Card	100	100
Youth Welfare & Cultural Fees	400	400
Medical Fees	100	100
Abdul Kalam Fund	50	50
Holiday Home Fee	50	50
Alumni Association	250	250
Insurance Fee	200	200
N.S.S Fees/Red Cross/Red Ribbon Fee	150	150
Eligibility Fees	120	120
<b>Total</b>	<b>8920</b>	<b>7420</b>

### 5.3 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. 2<sup>nd</sup> 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.
- D. Fee will be charged from the students as per the fee structure given in the information brochure of each academic programme.
- E. 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)	₹ 1000/- 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

- A. 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.

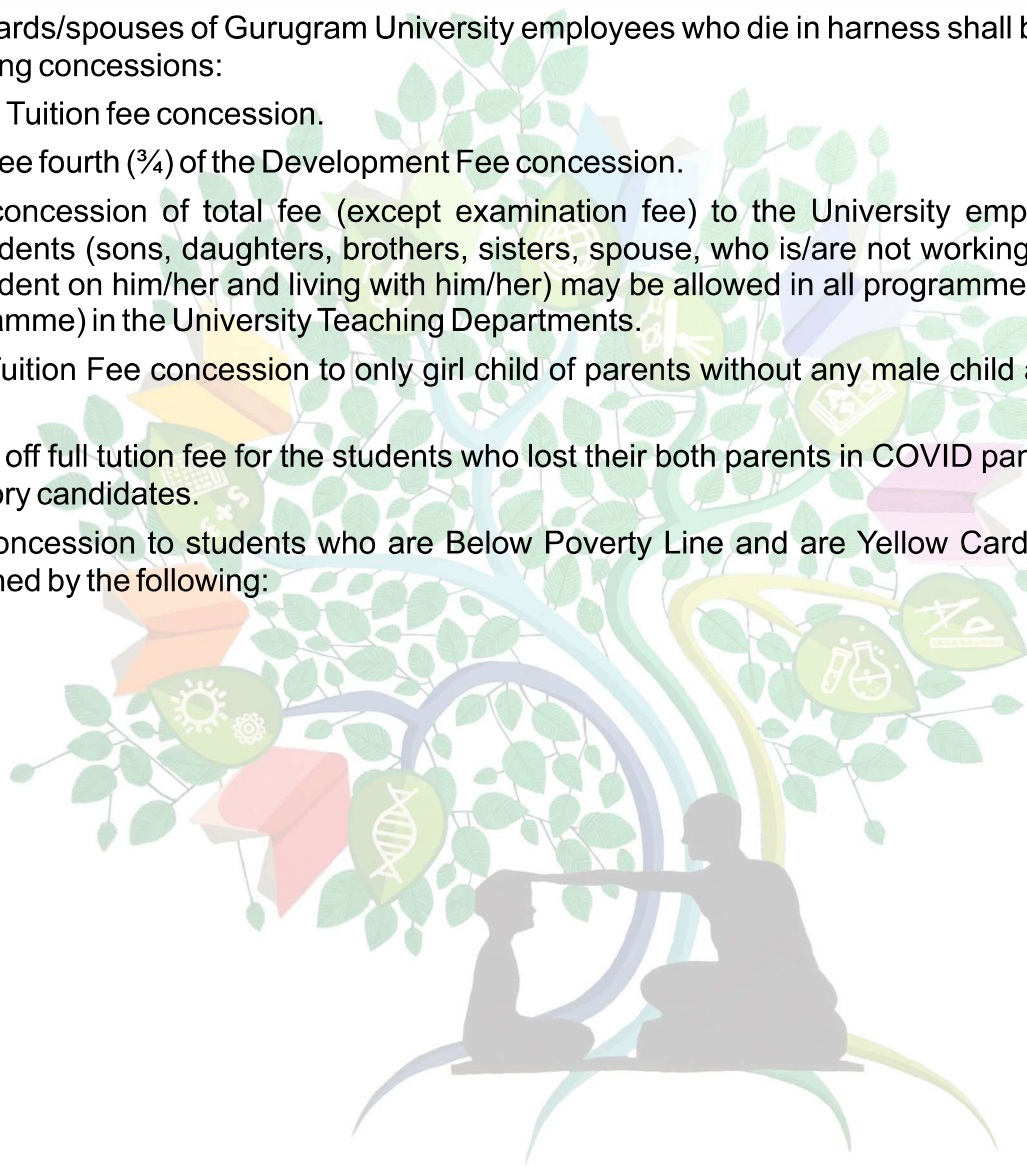
### 5.4 FEE REFUND POLICY

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. The candidates has to submit the application for refund of fee in prescribed proforma (Appendix-R)

## 5.5 FEE CONCESSION

- Full Tuition Fee Concessions may be given to deserving students on recommendation of the Chairperson of the Departments and approval of the Vice Chancellor in hard and genuine cases maximum up to 10% of intake who fulfill the following conditions:-
  - i. Whose family income is less than 2.5 Lakh per annum (student has to submit valid income certificate/affidavit).
  - ii. Whose attendance is not less than 75% (on the date application is recommended).
  - iii. Who have passed all the previous examinations of concerned course.
  - iv. Whose one of the parent unfortunately demised during the session.
- The wards/spouses of Gurugram University employees who die in harness shall be entitled to the following concessions:
  - a. Full Tuition fee concession.
  - b. Three fourth ( $\frac{3}{4}$ ) of the Development Fee concession.
- 50% concession of total fee (except examination fee) to the University employee and their dependents (sons, daughters, brothers, sisters, spouse, who is/are not working and is/are fully dependent on him/her and living with him/her) may be allowed in all programmes (Except Ph.D. Programme) in the University Teaching Departments.
- 50% Tuition Fee concession to only girl child of parents without any male child at U.G and P.G. level.
- Waive off full tuition fee for the students who lost their both parents in COVID pandemic and BPL category candidates.
- Fee concession to students who are Below Poverty Line and are Yellow Card holders will be governed by the following:



- i. Students including brothers and sisters belonging to this category will be allowed full tuition fee concession subject to the production of proof.
- ii. They will be allowed 50% concession in room rent, if they seek admission to the University hostels.
- iii. Only those students of this category will be allowed this concession in subsequent years who clear all the papers of the previous examination in the first attempt.

## 5.6 BENEFITS OF FEE FOR CANDIDATES OF HARYANA BELONGING TO THE SCHEDULED CASTE CATEGORY

There is a Post Matric Scholarship Scheme of GOI for welfare of candidates belonging to the Scheduled Caste Category. As per letter No.3/44-2012 Sch. (2) dated 18.06.2013 of the Director General Higher Education, Haryana, Panchkula. Such students, whose parents/guardian income is upto Rs. 2.50 lakh per annum, are eligible for benefits under the said scheme. The benefits include enrollment/registration, tuition, games, union, library, magazine, Medical Examination and such other fees compulsorily payable by the student to the institution or University/Board. Refundable deposit like caution money, security deposit are, however, excluded. For students admitted under this scheme, the application form has to be submitted by the students to the concerned Chairperson/Director of the Department/ Institute.

**Note:** An income declaration shall be furnished by the self-employed parents/guardian. Employed parents are required to obtain income certificates from their employer and for any additional income from other sources; they would furnish declaration by way of an affidavit on non-judicial stamp paper.

- No fee will be charged by the University from the students belonging to the Scheduled Caste Category, whose parent's Income is upto Rs. 2.50 lakh p.a. They shall be admitted during the academic session 2022-23 as per instructions of the Director Higher Education, Haryana and the Director General, Technical Education Department, Panchkula, Haryana. However, as per instructions dated 01.09.2018 of the Director, Welfare of SC/BC Classes Department Haryana, Chandigarh, the students belonging to the Scheduled Caste Category who after verification of record by the office are found eligible for the PMS Scholarship, shall have to submit an undertaking in the Fee Section of the Accounts Branch that they will deposit their fee immediately to the institution as soon as they receive the Scholarship in their bank account.
- Students belonging to the Scheduled Caste category who are eligible for Post Matric Scholarship Scheme should get their Saving Bank Account linked with Aadhaar Number to get transferred the funds in their respective bank accounts.
- Students, who are eligible for Scheduled Caste and Backward Class Scholarship(s) as the case may be, may apply online on the dates which will be announced/published in the newspapers/website of [hryscbcschemes.in/](http://hryscbcschemes.in/) [harchhatravratti.highereduhry.ac.in/](http://harchhatravratti.highereduhry.ac.in/) portal by the State Govt. /Funding Agencies.
- Instructions received from the State Government from time to time on this issue shall be followed : The Library Security amounting to Rs. 1500/- or any other refundable security be charged from SC students and may be refunded after the completion of the Programme in case the applicant submits a No Dues Certificate.

**Note:** The SC student claiming zero fee admission must submit an undertaking/affidavit stating that he/she will deposit the full annual fee incase State Govt. does not provide the scholarship (Annexure T).

## SECTION-6 : RESERVATION

### 6.1 RESERVATION OF SEATS

Category	Percentage
<b>a) All India Open Category Seats (AIO)</b>	<b>15% of the sanctioned intake</b>
<b>b) State Quota</b>	<b>85% of the sanctioned take</b>
(b-1) Haryana Open General Category (HOGC)	50% of the State Quota i.e. 42.5% of total intake.
Economically Weaker Section	*10% seats out of HOG and AIO are reserved for EWS (refer letter no. 22112/2019-1GS-III dated 25.02.2019 at Appendix K1 and letter No.40395 DHE-190005/97/2020- UNP (STATE)-DHE dated 19.04.2021
(b-2) Reserved Categories of Haryana	50% of the State Quota i.e. 42.5% of total intake
Scheduled Caste (SC)	20% of State Quota (17% of total intake) <b>Fifty per cent of the twenty per cent seats reserved for Scheduled Caste for admission in any Government educational institution shall be set aside for candidate belonging to deprived Scheduled Caste.</b> <b>Refer to appendix – J1</b>
Backward Classes of Haryana (A) (BCA)	16% of State Quota (13.6% of total intake)
Backward Classes of Haryana (B) (BCB)	11% of State Quota (9.35% of total intake)
Physically Handicapped (PH)	03% of State quota (2.55% of total intake).

**Note: It is mandatory to maintain a Roster Register at Departmental level for distribution and reservation of seats.**

In the event of quota reserved for Physically Handicapped remain unutilized due to non-availability for suitable category of Handicapped Candidates, it may be offered to the Ex-Servicemen and their wards (1%) and the dependents of Freedom Fighters (1%). Further, 3% reservation is also provided to Ex-servicemen/ Freedom Fighters and their dependents by providing reservation within reservation of 1% of General Category, 1% out of Scheduled Caste and 1% from Backward Classes category for admission to the various educational institutions of the Govt. and Govt. aided / Institutes located in Haryana. As far as Block allocation in Block-A and Block-B of Backward Classes category is concerned year wise rotational system will be adopted. For example, if Block-A of Backward Classes are given seats in academic year 2018, the next Block i.e., (B) Block of Category of Backward Classes will be given seats in the next academic year 2019 and so on. Further, a roster register for reservation of seats for ex-servicemen/freedom fighters shall be maintained and carry forward all fractions, till one seat is accumulated through different fractions over the years. As and when the total comes to one, a seat will be provided.

Fifty percent of the twenty percent seats reserved for Scheduled Castes for admission in any educational institution shall be set aside for candidates belonging to deprived Scheduled Castes as enumerated in the Appendix-J1.

Where a seat is set aside for candidate from the deprived Scheduled Castes for admission in Government Educational Institution is not filled up in any academic year due to non-availability of candidate of the deprived Scheduled Castes possessing the requisite qualification, the same shall be made available to the candidate of Schedule Castes.

## 6.2 GUIDELINES FOR RESERVATION

1. **The reservation of seats is as per the Reservation Policy of Haryana Govt. and is subject to change/amendment made by the State Govt. from time to time.**
2. Candidates belonging to SC/ST are required to submit a certificate from the competent authority as per **Appendix-C**. The list of Scheduled Castes and Deprived Scheduled Caste notified by the Haryana Government is available at **Appendix-J** and **J1** respectively.
3. Candidates belonging to Backward Classes are required to submit a certificate from the competent authority as per **Appendix-D**. The list of Backward Classes in Haryana notified by the Haryana Government is available at **Appendix-H**. Circular no. 1170 SW(I)-95 dated 7.6.95 of the Haryana Govt. for excluding Socially Advanced Persons/Sections (Creamy Layer} from Backward Classes may be referred to at **Appendix-I**.
4. The children or Grand Children (Maternal and Paternal) of Freedom Fighters are required to submit a certificate from the competent authority as per **Appendix-E**.
5. Only those candidates who have permanent disability of not less than 40% (being otherwise fit for admission to the programme) will be considered for admission as Physically Handicapped. They will submit a certificate from the competent authority as per **Appendix-G**. Disability Certificate shall, however, be subject to verification by a Medical Board to be constituted by the University. The decision of Medical Board in this regard shall be final.
6. Children or Wards of Military Personnel (including personnel of Para-Military Forces killed in Action or Permanently Disabled in Action and Boarded Out from the Services or Ex-Servicemen and their wards will be considered for reservation. They will submit a certificate as per **Appendix-F**. The following categories of personnel of Territorial Army are included in the definition of Ex-Servicemen in terms of the State Govt. letter No. 12/18/2006-GS-11 dated 8-01-2008:
  - i. Pension holders for continuous embodied service;
  - ii. Persons with disability attributable to military service;
  - iii. Gallantry Award Winners; and
  - iv. Such recruits boarded out/released on medical grounds and granted medical/disability pension.
7. A candidate who applies for a reserved category or for both reserved and general categories will be considered first in general category. In case, he is not selected in general category, he will be considered for reserved category. The Scheduled Castes/Backward Classes candidates who get selected /admitted in open competition on the basis of their own merit, will not be counted against the quota reserved for scheduled caste/ backward classes, rather they will be treated as open competition candidates. However, such candidates shall fulfill condition of eligibility regarding age etc. as are meant for general category candidates (Memo No.13864-75 dated 24.8.2012 received from the Principal Secretary to Govt. of Haryana, Welfare of Scheduled Caste and Backward Classes, Department, Chandigarh).
8. If a candidate belongs to more than one reserved category, he/she shall be required to give his/her preference at the time of filling up the admission form. Preference once given shall not be changed.
9. 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.
10. 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
11. After physical counselling, the vacant seats will be converted into general category seats and will be filled accordingly in the open merit list.
12. Proforma for Economically Weaker Section of income & asset certificate issued by Government of Haryana dated 13.03.2019 as per Appendix-K1.

### 7.1 General Rules

1. The candidates seeking admission on Haryana Open General seats are required to submit certificate of bonafide residents of Haryana as defined by the Haryana Govt. (Appendix-A). The Certificate of Haryana Resident shall be in the formats prescribed by the Govt. and issued by the competent authority (Appendices A 1-4).
2. A candidate who has passed his/her qualifying examination from a University/College situated within the State of Haryana will be deemed to be Haryana resident and will be required to submit certificate of bonafide resident of Haryana issued by the Principal/Headmaster of the Institution last attended (Appendix- A3).
3. Reservation of seats for various categories shall be determined by the criteria given in the Section 6 Distribution & Reservation of Seats in Various Programs.
4. A complete merit list of all eligible candidates will be prepared for each category.
5. The candidates having passed qualifying examination from the self-styled Universities/ Institutes/Boards, declared bogus/fake by the UGC and other Govt. Bodies, shall not be eligible for admission to any program in GUG. The list of such Universities/ Institutes/ Boards is available at Appendix-M. This list may vary from time to time as per notification of UGC/other Govt. bodies.
6. The list of examinations of various Indian/Foreign Universities/Boards recognized by this University and Board of School Education, Bhiwani, Haryana is available with the Departments / Institutes/ Academic Branch of this University and also on University Website. This list shall be referred to for verification of the documents of the candidates seeking admission to this University. No candidate who has passed his/her qualifying/other examination(s) from the Universities / Boards /Institutes other than mentioned in the list referred above shall be admitted without verification from the Academic Branch or Registration & Scholarship Branch.
7. Any attempt on the part of a candidate, his/her friends or relatives to canvass or bring influence to bear upon the University directly or indirectly for securing admission will lead to disqualification for admission.
8. If a candidate is admitted on the basis of information submitted by him/her but at any subsequent time, it is discovered that any portion of this information is incorrect or false, the student shall be removed from the University and all fees and other dues paid till the date of such removal shall be forfeited. The University may take any further action it may deem fit against the said student and his/her guardian.
9. In case of any ambiguity in the rules, interpretation of the same by the Vice Chancellor shall be final.
10. All the admitted candidates should apply for the Identity-cum-Library Membership Card through the respective HOD/Director of the Institute.
11. No student shall be deemed to have pursued a regular program of study unless he/she has attended not less than 65% or 75% of the lectures delivered in theory as well as practical as per concerned Ordinance. Relaxation in shortage of lectures upto 20% will be allowed by the Head of the Department/Director on the grounds detailed in the concerned Ordinances. The name of a student remaining absent for 15 consecutive days (excluding Sunday/Holiday) after the start or during the academic session without any notice shall be struck off from the rolls of the Department/ Institute. A fine of Rs.5/- per lecture/day shall be charged on account of remaining absent from the classes. However, re-admission may be allowed on payment of Rs.1000/- alongwith required fine within 15 days with the permission of the Dean Academic Affairs. If a

student fails to report within this time limit, the seat will be declared vacant to be filled according to University rules. Re-admission may be allowed by the Dean Academic Affairs only once on the recommendations of the concerned Head of the Department/Director on payment of prescribed re-admission fee. However, while giving his/her specific recommendations, the concerned Head of the Department/Director must ensure that the student will fulfill the minimum requirement of attendance for appearing in the examinations as per concerned Ordinance.

12. The student of UTD should apply for 'no dues' before the examinations.
13. A student, who had been detained on account of shortage of attendance, his/her name is struck off from the department, may be re-admitted provided:
  - (a) he/she seeks re-admission within the prescribed date in the relevant semester
  - (b) his/her conduct has been satisfactory; and he/she shows sufficient cause to the satisfaction of the University for not having put in the requisite percentage of attendance in lectures.
  - (c) Such a student will not be promoted to the next semester till he/she completes the requirements as mentioned in (a) and (b) above in the preceding semester. Supernumerary seat (s) be created for readmitting such students in the corresponding semester. However, such students will have to pay fee being charged from the students of that semester. If such a student had been detained in 1st semester of a program, he/she may be re-admitted next year without competing with the other students seeking admission to the 1st semester.
14. An applicant who fails in the examination, or fails to appear in the examination, and who is otherwise eligible to appear in the examination as an ex-student, shall not be admitted as regular student. In exceptional cases, however, where such an applicant is a foreigner studying under the Cultural Scholarship Scheme of the Govt. of India etc., re-admission may be allowed.
15. In respect of an applicant seeking re-admission, his/her previous record shall be carefully scrutinized and the decision of the Vice Chancellor in this regard shall be final.
16. Casual admission will not be allowed under any circumstances.
17. The medium of instruction shall be Hindi in case of Hindi subject and English in case of other subjects except where Hindi is specifically prescribed as medium of instruction.
18. Applicants should satisfy themselves about their eligibility before applying for any program.
19. No plea about the ignorance of the rules and regulations and other provisions of admission will be entertained.
20. As regards the rules of promotion etc., students will be governed by the provisions of the University ordinances.
21. All the rules and regulations for submission of migration certificate by the candidates, who have passed the lower examinations from other Universities/Boards, will be applicable as per the University Rules.
22. Always quote your Application Form No. & Fee Receipt No. for reference while making correspondence regarding admission to the programs offered by this University.
23. Ordinarily the odd and even semester examinations shall be held in December/January and May/June, respectively every year. However, the schedule may change due to some compelling circumstances.
24. Use of mobile phones is strictly prohibited in the Depts./Administrative Block/Library.
25. Entire University campus is a No Smoking Zone. Smoking is a punishable offence and strictly

prohibited.

26. Parents are advised to visit the University from time to time to keep themselves abreast of the progress of their wards.
27. While pursuing professional program, the students may have to go for Industry exposure/field-trips as per program requirements.
28. Optional paper (s) can be offered with the permission of the Vice Chancellor, if the student strength is less than five.
29. If gap in studies, students may give reasons with documentary proof/self undertaking.
30. Nothing contained in this information brochure shall be construed to convey sanction or cited as an authority for which University regulations alone are applicable.
31. Grant of Maternity Leave to the women students for various UG/PG Programs.
  - a) The women students will be entitled to avail the Maternity Leave for a period not exceeding 45 days continuously in a single stretch with the prior permission of the Head/Director of the concerned Department/Institute and the Principal of the College on production of valid Medical Certificate. The leave period may be excluded from the total lectures delivered during the semester. But the concerned student has to appear in all the Minor/Major Examinations etc. as per Schedule notified by the department of the University,
  - b) However, if so desired, the student may drop the full semester but she has to complete the attendance of that drop out semester after appearing in the final semester examination and shall have to appear in the drop out semester examinations according to the Even & Odd Semester policy. In such cases, she will not be required to pay the readmission fee and the entire semester fee (if she has already paid the drop out semester fee) to complete the attendance of the drop out semester. The above decision shall be applicable to all the UG/PG Programs being run in the affiliated colleges and University Teaching Departments.

**Note: It is mandatory to maintain a Roster Register at Departmental level for distribution and reservation of seats.**

## 7.2 STUDENTS CONDUCT AND DISCIPLINE RULES

### 1. Application of Rules:

These rules shall apply to all the students of Gurugram University, Gurugram.

### 2. Acts of Indiscipline and Misconduct:

Any act of misconduct committed by a student inside or outside the campus shall be an act of violation of discipline of the University. Without prejudice to the generality of the foregoing provision, violation of the discipline shall include:

- i. Disruption of teaching, study, examination, research or administrative work, curricular or extra curricular activity or residential life of the members of the University, including any attempt to prevent any member of the University or its staff from carrying on his or her work and doing any act reasonably likely to cause such disruption
- ii. Damaging or defacing University property or the property of the members of the University or any other property inside or outside the University Campus
- iii. Engaging in any attempt as wrongful confinement of teachers, officers, employees and students of the University or camping inside or creating nuisance inside the boundaries of houses of teachers, officers and other members of the University
- iv. Use of abusive and derogatory slogans or intimidating language or incitement of hatred and violence or any act calculated to further the same
- v. Smoking in the University Campus
- vi. Eve-teasing and/or disrespectful behaviour towards girl students and women
- vii. Any assault upon or intimidation of or insulting behaviour towards a teacher, officer, employee or student or any other person
- viii. Causing or colluding in the unauthorized entry of any person in the campus or in the unauthorized occupation of any portion of University premises, including Hostels or Halls of Residence, by any person
- ix. Getting enrolled in more than one program of study simultaneously in violation of University rules
- x. Committing forgery, tampering with or misuse of University documents or records, identification cards etc.
- xi. Furnishing false certificate or false information to any office under the control and jurisdiction of the University
- xii. Consuming or possessing alcoholic drinks, dangerous drugs or other intoxicants in the University premises
- xiii. Indulging in acts of gambling in the University premises
- xiv. Possessing or using weapons such as knives, lathis, iron chains, iron rods, sticks, explosives and fire arms in the University premises
- xv. Arousing communal, caste or regional feelings or creating disharmony among students
- xvi. Not disclosing one's identity when asked to do so by an employee or officer of the University who is authorized to ask for identity
- xvii. Tearing of pages, defacing, burning or destroying books etc. of library
- xviii. Unauthorized occupation of Hostel Rooms or unauthorized use of University furniture in one's Hostel Room or else where
- xix. Accommodating guests or other persons in Hostel without permission of the competent authority
- xx. Improper rendering of accounts for money drawn from or through any office under the control and jurisdiction of the University

- xxi. Coercing the medical staff to render medical assistance to persons not entitled for the same or any other disorderly behavior
- xxii. Any act of moral turpitude
  - a. Any offence under law
  - b. Committing any of the offences specified in the examination rules of the University (Control of unfair means and disorderly conduct)
  - c. Violation of Traffic Rules in the University premises
  - d. Pasting of posters, distributing of pamphlets, handbills etc. of objectionable nature or writing on walls and disfiguring buildings
  - e. Any other act considered by the Vice-Chancellor or the Discipline Committee to be an act of violation of discipline.

### 3. Disciplinary Action

Without any prejudice to the powers of the Vice-Chancellor as specified in Statutes of University, the following Officers are authorized to take disciplinary action by way of imposing penalties as specified in Clause 4 of these regulations other than those specified in Sub-Clause (ix), (x), (xi), (xii), (xiii) & (xiv):

- i) Proctor
- ii) Deans of the Faculties/Dean, Students Welfare
- iii) Chief Warden(Boys/Girls)
- iv) Heads of the Departments
- v) Principals / Directors of the Colleges/Institutions
- vi) Any other person employed by the University and authorized by the Vice-Chancellor for the purpose provided that the penalties on the offences relating to Examinations will be dealt with by the relevant bodies.

### 4. Nature of Penalties

The following penalties may, for acts of indiscipline or misconduct or for good and sufficient reasons, be imposed on a student, namely:

- i) Written warning and information to the guardian.
- ii) Fine as may be warranted by the nature of case.
- iii) Suspension from the Class/ Department/ College/ Hostel/ Mess/ Library or withdrawal of any other facility of this nature.
- iv) Suspension or cancellation of scholarships, fellowships or any financial assistance from any source, or recommendation to that effect to the sanctioning agency.
- v) Recovery of pecuniary loss caused to University property.
- vi) Debarring from participation in Sports/NCC/NSS and other such activities.
- vii) Disqualifying from holding any representative position in the Class/College/ Hostel/ Mess/Sports/Clubs and in similar other bodies.
- viii) Hostel shift and Hall shift.
- ix) Expulsion from the Department/ Faculty/ Hostel/ Mess/ Library/ Clubs for a specified period.
- x) Debarring from an examination.
- xi) Non-issue of Migration Certificate.
- xii) Expulsion from the University for a specified period.

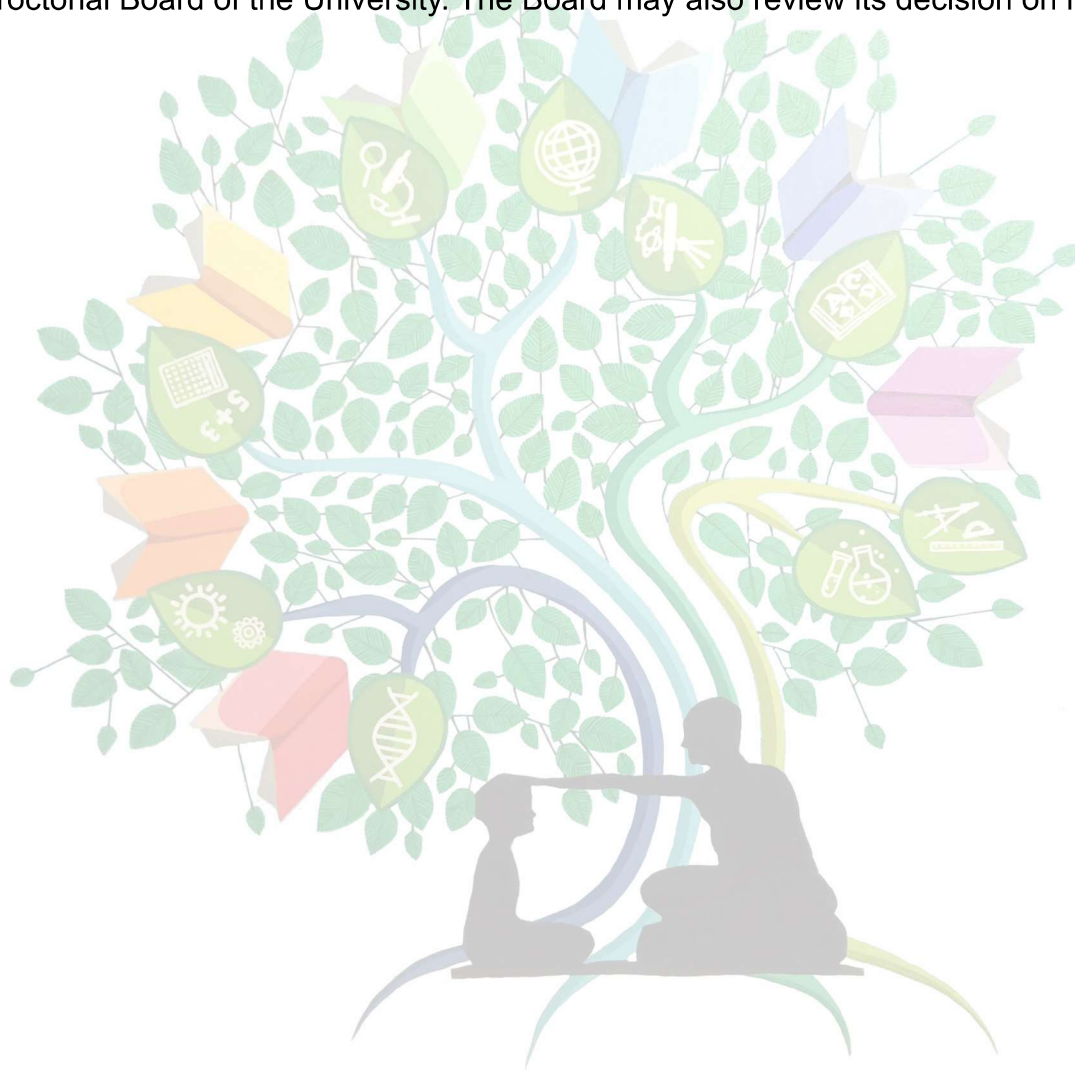
- xiii) Disqualifying from further studies, or prohibition for future admission or readmission.
- xiv) Any student against whom an allegation of misconduct has been made may be suspended from the rolls of the University by the Vice-Chancellor, pending enquiry or pending trial on a cognizable offence by a court of Law.

**5. Opportunity to be given before Award of Penalty**

No penalty, provided in sub-clauses (ix), (x), (xi), (xii), (xiii) and (xiv) of Clause 4 shall be imposed without giving to the student a reasonable opportunity of being heard.

**6. Review of Appeal against the Penalty**

A review would lie to the Officer issuing the orders within seven days, and an appeal would lie against the orders of the authorities mentioned in these rules (except the Vice- Chancellor) to the Proctorial Board of the University. The Board may also review its decision on its own.



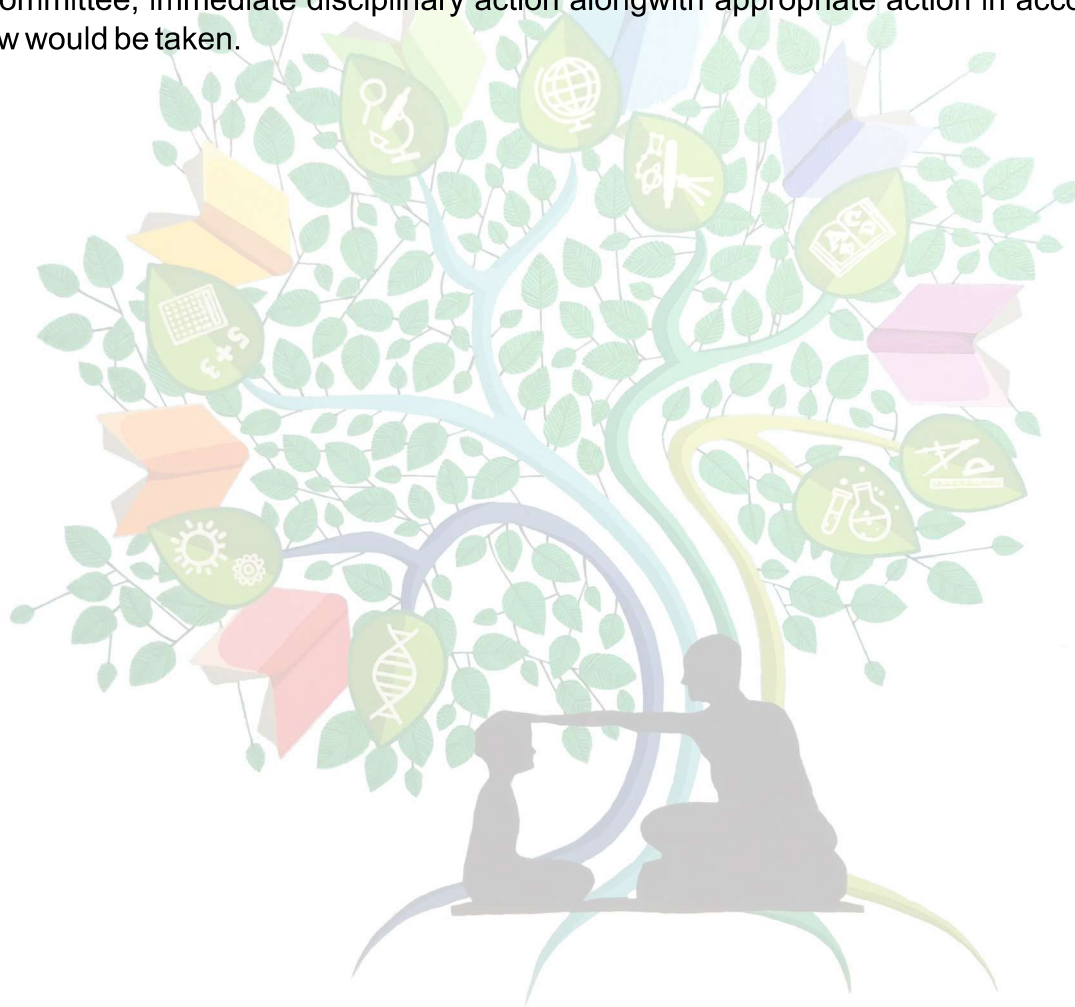
## 7. Prohibition of Ragging

**“The instructions for curbing ragging as conveyed by the UGC vide letter No. 1-15/2009 (ARC) pt. III dated 17.03.2017, in view of the judgment of the Hon'ble Supreme Court of India dated 08.05.2009 in Civil Appeal No. 887/2009 and also given in Chapter X be adhered to strictly (UGC Regulations on Curbing the Menace of Ragging in Higher Education Institutions, 2009, UGC website: [www.ugc.ac.in](http://www.ugc.ac.in)& the Haryana Prohibition of Ragging in Educational Institution Ordinance 2012) :**

Ragging in educational institutions is banned and any one indulging in ragging is likely to be punished appropriately. The punishment may include expulsion/suspension from the institution or classes for a limited period or fine with a public apology. The punishment may also take shape of (i) withholding or withdrawing scholarships or fellowships and other benefits (ii) forfeiting campus placement opportunities or recommendations. (iii) debarring from appearing in any test or examination or other evaluation process (iv) debarring from representing the educational institution in any reasonable, national or international meet, tournament, youth festival, etc. (v) withholding results (vi) suspension or expulsion from hostel or mess (vii) cancellation of admission (viii) lodging of FIR with the local police. If the individuals committing or abetting ragging are not/cannot be identified, collective punishment can be awarded to act as a deterrent. Any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other students, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear apprehension thereof in fresher or junior students or asking the students to do any act or perform something which such students will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely effect the physique or psyche of a fresher or a junior student or any type of abuse through electronic media or wrongful confinement, use of criminal force, assault as well as sexual offence, trespass, defamation or threat to defame will be deemed an act of ragging. Hon'ble Supreme Court of India in SPL (C) No. 24295/2004 in the matter of University of Kerala V/s Council of Principals, Colleges of Kerala and others has ordered that if any incident of ragging comes to the notice of the authority, the concerned student shall be given liberty to explain to if his/ her explanation is not found satisfactory, the authority would expel him/her from the Institution. The applicants at the time of admission are required to give an undertaking (Appendix- O & P) against ragging.

## 8. Check on the menace of sexual harassment and violence against women

The University has a zero tolerance policy towards the act of sexual harassment. Sexual harassment is taken as a serious act of indiscipline. A Committee, constituted by the Vice-Chancellor under the Chairpersonship of a senior female professor/Associate Professor, will check the menace of sexual harassment and violence against girl students and women. The Sexual Harassmentll includes any unwelcome sexually determined behaviour, whether directly or by implication and includes physical contact and advances, a demand or request for sexual favours, sexually-coloured remarks, showing pornography or any other unwelcome physical, verbal or non-verbal conduct of sexual nature. The Committee shall take all precautionary measures to prevent sexual harassment and violence against girl students and women in the University. It shall also ensure that there is no hostile environment towards girl students and women. No girl student should have reasonable ground to believe that she is at a disadvantage or is being discriminated against. If any complaint of sexual harassment comes to the notice of the Committee, immediate disciplinary action alongwith appropriate action in accordance with the law would be taken.



### 8.1 Admit Card/ Counseling Slip

The Admit Card (in case entrance test is held) and/or Counseling Slip (for offline/online counseling) will be downloaded by the candidate(s) from the University website <https://www.gurugramuniversity.ac.in> as and when instructed/intimated and follow the instructions given therein. The Admit Card/ Counseling Slip will not be sent by post separately by the department concerned.

### 8.2 Conduct of Entrance Test

- (i) Entrance Test comprising of 100 questions of 1 mark each, will be of 1½ hours duration unless otherwise mentioned and will consist of multiple choice (objective type) questions with one correct answer. There will be no negative marking. The details/instructions for attempting the question paper will be given in the test booklet/question paper at the time of Entrance Test.
- (ii) The candidate should report at the concerned examination centre/ Department concerned at least half an hour before the commencement of the Entrance Test. **The entrance tests will be held as per schedule given in Section-3 of Information Brochure 2022-23 uploaded on the University website.** However, the University can change the schedule of entrance test, display of result of entrance test, display of merit list etc. For updates, candidates are advised to visit University website regularly.
- (iii) Entrance Test for Postgraduate Programme(s) may be conducted off-line/on-line.
- (iv) If a candidate is found to be guilty of using unfair means in the Entrance Test, his/her candidature shall be cancelled.
- (v) There shall be no re-evaluation/rechecking of answer sheet of Entrance Test.
- (vi) **If the number of applications in a programme are less than the sanctioned intake then no entrance test will be conducted and the concerned Chairperson will intimate the candidates in this regard.**
- (vii) **In case, the entrance test(s), where applicable, could not be held, the admissions will be made on the basis of academic merit of qualifying examinations plus weightage(s).**

It is for information of all the candidates that the course contents/syllabi for Entrance Test shall be available on the University website (<https://www.gurugramuniversity.ac.in>). The same could be downloaded from the University website.

## APPENDIX- A

Copy of letter No.62/17/95-6 GSI dated 3.10.96 from the Chief Secretary to Govt., Haryana, Chandigarh and addressed to all Heads of Departments, Commissioners, Ambala, Rohtak, Gurugram and Hisar Division, All Deputy Commissioners & all Sub-Divisional Officers in Haryana, Registrar, Punjab and Haryana High Court and all District Sessions Judges in Haryana.

### **Subject: Bonafide Residents of Haryana - Guidelines regarding**

Sir,

- I. I am directed to invite your attention to Haryana Govt. letters on the subject noted above vide which the instructions were issued regarding simplification procedure for obtaining the certificate of Domicile for the purpose of admission to educational institutions (including technical/medical institutions). The matter has been reconsidered in the light of judgment delivered by the Hon'ble Supreme Court of India in the case of Dr. Pardeep Jain Vs Union of India and others reported as AIR1984-SC-1421, where in it has been held that instead of word Domicile, the word Resident be used in the instructions issued by the State Government, and it has been decided to revise the Government instructions. Henceforth the following categories of persons would be eligible for the grant of Resident Certificate:-
  - I. Candidates who have passed the examination qualifying there for selection in an institution from a school/college in Haryana;
  - II. Children/wards (if parents are not living)/dependants:
    - a) of the regular employees of Haryana State posted in or outside Haryana State or Working on deputation;
    - b) of the regular employees of the statutory bodies/Corporations established by or under an act of the State of Haryana who are posted in Chandigarh or in Haryana or outside Haryana;
    - c) of the regular employees of the Government of India posted in Chandigarh or in Haryana in connection with the affairs of the Haryana Government.
  - III. Children/wards (if parents are not living)/dependants of persons who, after retirement, have permanently settled in Haryana, and draw their pensions from the treasuries situated in the state of Haryana.
  - IV. Children/wards (if parents are not living)/dependants of pensioners of Haryana Govt., irrespective of the fact that the original home of the retiree is in a state other than Haryana or he has settled after retirement in or outside Haryana;
  - V. Children/wards (if parents are not living)/dependants of persons who have permanent home in Haryana and include persons who have been residing in Haryana for a period of not less than 15 years or who have permanent home in Haryana but on account of their occupation they are living outside Haryana;
  - VI. The wives of such persons who are bonafide residents of Haryana irrespective of the fact that they had belonged to any other State before marriage;
  - VII. Children/wards of the accredited journalists residing at Chandigarh and recognized by Govt. of Haryana (added vide C.S. letter No. 62/27/2003-6 GSI dated 29/7/2003)
  - VIII. Persons who were born in Haryana and produce a certificate to that effect; Provided that the parents/guardians (if parents are not living) of persons belonging to any one of the above mentioned categories are:
    - a) citizens of India;
    - b) produce an affidavit to the effect that they or their children/wards (if parents are not living)/dependants have not obtained the benefit of domicile in any other State.

1. All candidates claiming to be bonafide residents of Haryana should produce a Haryana Resident Certificate signed by the District Magistrate/General Assistant to Deputy Commissioner or Sub Divisional Officer (Civil), Tehsildar (Revenue Department of the District/Sub Division to which the candidates belong). Resident Certificate in respect of the children/wards/dependants of Haryana Government employees who are posted at Chandigarh, Delhi or elsewhere or in respect of the children/wards/dependants of the employees of the statutory bodies/Corporations of Haryana established by or under an Act of the State of Haryana and located at Chandigarh, in Haryana or outside Haryana, should be issued by their respective Heads of Departments.
2. Candidates, seeking admission in educational institutions (including Medical and Technical institutions) located in Haryana, may not be required to produce Resident Certificate, if they have passed the examination from a school situated in Haryana. For this purpose, a certificate of the Principal/Head Master from concerned institution where the children/wards studied last should be considered sufficient. The Principal/Head Master of the institution shall be competent to issue such certificate which should be sufficient.
3. If a candidate is admitted on the basis of claim that he belongs to the State of Haryana, but at any subsequent time, it is discovered that his claim was false, the student shall be removed from the institution, and all fees and other dues paid upto the date of such removal shall be confiscated. Principal/Head Master may take such other action against the student and his/her parents/guardians, as he may deem proper in the circumstances of any particular case.
4. These instructions may kindly be noted carefully for compliance.

**Note :**

1. The State Government, vide letter no. 22/28/2003-3GS-III dated 30.1.2004, has decided that henceforth Circle Revenue Officers (Tehsildar/Naib Tehsildar-cum Executive Magistrate concerned has been authorized to issue Resident as well as Caste Certificates (SC/BC/OBC). In case of Haryana Govt. employees serving in the offices located at Chandigarh/Panchkula and residing at Chandigarh/Panchukula, the Resident Certificate and Caste Certificates to SC/BC employees and their children will be issued by their respective Heads of the Departments. The proforma for these certificates have also been prescribed by the State Govt. (Appendix-A-I, B & C). Therefore, all the candidates will be required to submit such certificates in the prescribed proforma. The certificate issued by anyone other than the competent authority in the proforma other than the prescribed proforma will not be accepted.
2. Haryana Resident Certificate should be of the date of 30.01.2004 or after. Certificates issued before this date will not be accepted. The candidates must ensure that they get Haryana Resident Certificates and not Haryana Domicile Certificate from the appropriate authority as Haryana Domicile Certificate is invalid for the purpose of admission.

**RESIDENCE CERTIFICATE TO BE ISSUED BY THE DEPUTY COMMISSIONER/SUB-DIVISIONAL OFFICER(CIVIL)/, G.A. TO D.C./D.R.O./E.M/TEHSILDAR**

Certified that Sh. .... S/o Sh. .... father/guardian of Miss/Mr. .... holds (name of the child/ward with full address) immovable property at .....(place and District) in the State of Haryana for the past years.

OR

Certified that Miss/Mr. .... S/o Sh. .... Resident of ..... was born in Haryana as per birth certificate.

Date: .....

**Signature of the Authority  
(Mentioned above)  
(with seal)**

**RESIDENCE CERTIFICATE TO BE ISSUED BY HEAD OF DEPARTMENT**

Certified that Sh. .... S/o Sh. .... father of Miss/Mr. .... is an employee of the ..... (Name of office) of Haryana Government. He is working as ....., and is posted at ..... He has more than three years service at his credit.

Dated:  
Place:

**Head of the Department  
(with seal)**

**RESIDENCE CERTIFICATE TO BE ISSUED BY THE PRINCIPAL/HEAD MASTER OF THE GOVERNMENT/RECOGNIZED SCHOOL/COLLEGE**

It is certified that Miss/Mr. .... S/o D/o Sh. .... has been a student of this School/College for a period of .....Year(s), from ..... to ..... He/She left the school/college on .....

Dated:  
Place:

**Sign. of Principal/Head Master  
(with Seal)**

APPENDIX-A-4

**RESIDENCE CERTIFICATE TO BE ISSUED BY THE RESPECTIVE HEAD OF THE DEPARTMENT IN THE CASE OF THE GOVERNMENT EMPLOYEES**

Certified that Sh. .... S/o Sh. .... father of Miss/Mr. .... is an employee of Government of India working as.....He has been posted at Chandigarh/Haryana in connection with the affairs of Haryana Government for the past three years.

Dated:

**Head of Department  
(with seal)**

**AFFIDAVIT OF THE PARENT/ GUARDIAN TO BE ATTESTED BY THE EXECUTIVE  
MAGISTRATE/ OATH COMMISSIONER/ NOTARY PUBLIC**

I ..... Father /mother/guardian of ..... Miss/Mr.  
.....resident of ..... do hereby solemnly state and affirm  
as under:

1. That I am a Citizen of India.
2. That neither the deponent nor the child/ward of the deponent has obtained the benefit of  
“Residence” in any other state.

Dated: .....

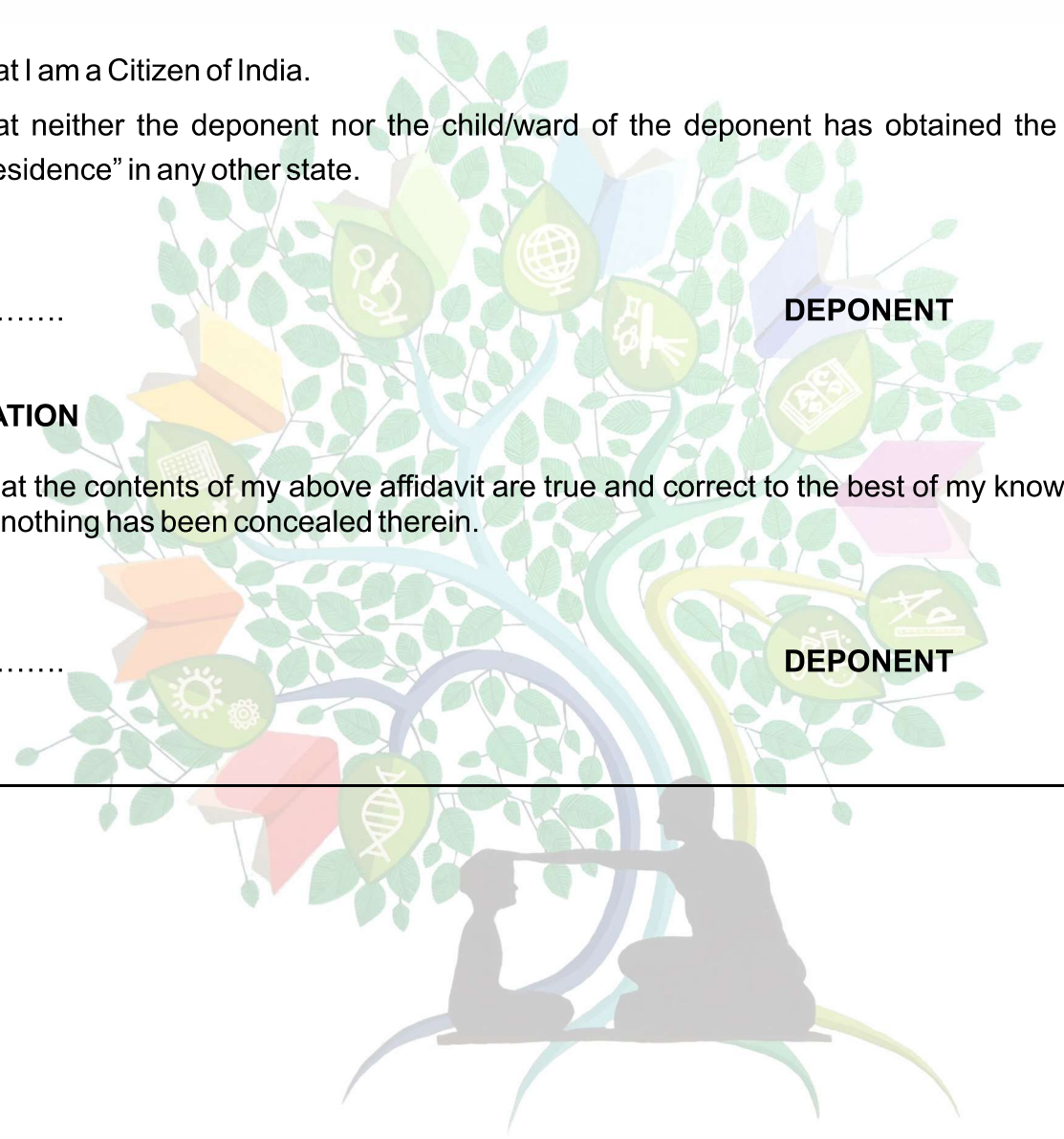
**DEPONENT**

**VERIFICATION**

Verified that the contents of my above affidavit are true and correct to the best of my knowledge and  
belief and nothing has been concealed therein.

Dated: .....

**DEPONENT**



## HARYANA GOVERNMENT

Certificate Sr. No ..... /Year ..... /Teh. ....

---

**Photo of the applicant  
To be attested by  
The Issuing Authority**

---

**SCHEDULED CASTE-CERTIFICATE**

This is to certify that Shri/Smt./Kumari..... Son/Daughter of Sh. .... Resident of Village/Town ..... Tehsil. .... District..... of the State/Union Territory ..... belongs to the ..... Caste/Tribe, which is recognized as a Scheduled Caste/Scheduled Tribe under the Constitution (Scheduled Castes) Order 1950.

2. Shri/Smt./Kumari ..... and/or his/her family ordinarily Reside(s) in Village/Town ..... of Tehsil ..... District ..... of the State/Union Territory .....

Dated:  
Place:

Signature with seal of Issuing Authority  
Full Name.....  
Designation.....  
Address with.....  
Telephone No. with STD Code.....

**Issuing Authority:** Tehsildar-cum-Executive Magistrate,  
NaibTehsildar-cum-Executive Magistrate  
Head of Department in case of Government employee.

## HARYANA GOVERNMENT

Certificate Sr. No ..... /Year ..... /Teh. ....

---

**Photo of the applicant  
To be attested by  
The Issuing Authority**

---

**BACKWARD CLASS CERTIFICATE  
Block 'A' OR 'B'**

1. This is to certify that Shri/Smt./Kumari ..... Son/Daughter of Sh. .... resident of Village/Town ..... Tehsil ..... District ..... the State/Union Territory ..... belongs to the ..... Caste. This caste is mentioned in the State list of BC Block .....
2. Shri/Smt./Kumari .....and/or his/her family ordinarily Reside(s) in Village/Town ..... of Tehsil ..... District ..... of the State/Union Territory .....
3. This is to certify that he/she does not belong to the person /section (Creamy layer) as per State Govt. Letter No.1170-SW (1)-95 dated 07.06.1995, No.22/36/2000-3GS-III dated 09.08.2000 and No.213-SW (1)-2010 dated 31.08.2010.

Dated:  
Place:

Signature with seal of Issuing Authority  
Full Name.....  
Designation.....  
Address with.....  
Telephone No. with STD Code.....

**Issuing Authority: Tehsildar-cum-Executive Magistrate,  
NaibTehsildar-cum-Executive Magistrate  
Head of Department in case of Government employee.**

**CERTIFICATE FOR CHILDREN/GRAND CHILDREN OF FREEDOM FIGHTERS**

No. ....

Dated.....

Certified that Shri ..... Son/Daughter of Shri ..... Resident of village ..... , Police Station ..... , Tehsil ..... , District ..... was a bonafide Freedom Fighter.

Signature of Officer authorized  
By Chief Secretary, Haryana  
To issue such certificate  
(with office seal and Stamp)

**CERTIFICATE FOR DECEASED/DISABLED/DISCHARGED MILITARY PERSONNEL/  
SERVING MILITARY PERSONNEL/EX-SERVICEMEN**

Certified that Sh. .... Father of ..... (name of the candidate) is serving military personnel/an ex-serviceman and he/his son/daughter is entitled for the benefit of reservation of seats for admission in course in ..... University. He detailed particulars are as under.

1. Name.....
2. Father's Name.....
3. Address.....
4. Reason of discharge/retirement.....
5. Whether deceased/disabled during military service..... If so, give details.....
6. Categories.....
7. If serving, Rank and place of posting.....

Dated:  
Place:

Signature of Secretary  
Zila Sainik Board or  
Commanding Officer  
(seal of the above authority)

**MEDICAL CERTIFICATE FOR PHYSICALLY HANDICAPPED  
OFFICE OF THE CHIEF MEDICAL OFFICER OF THE CONCERNED DISTRICT**

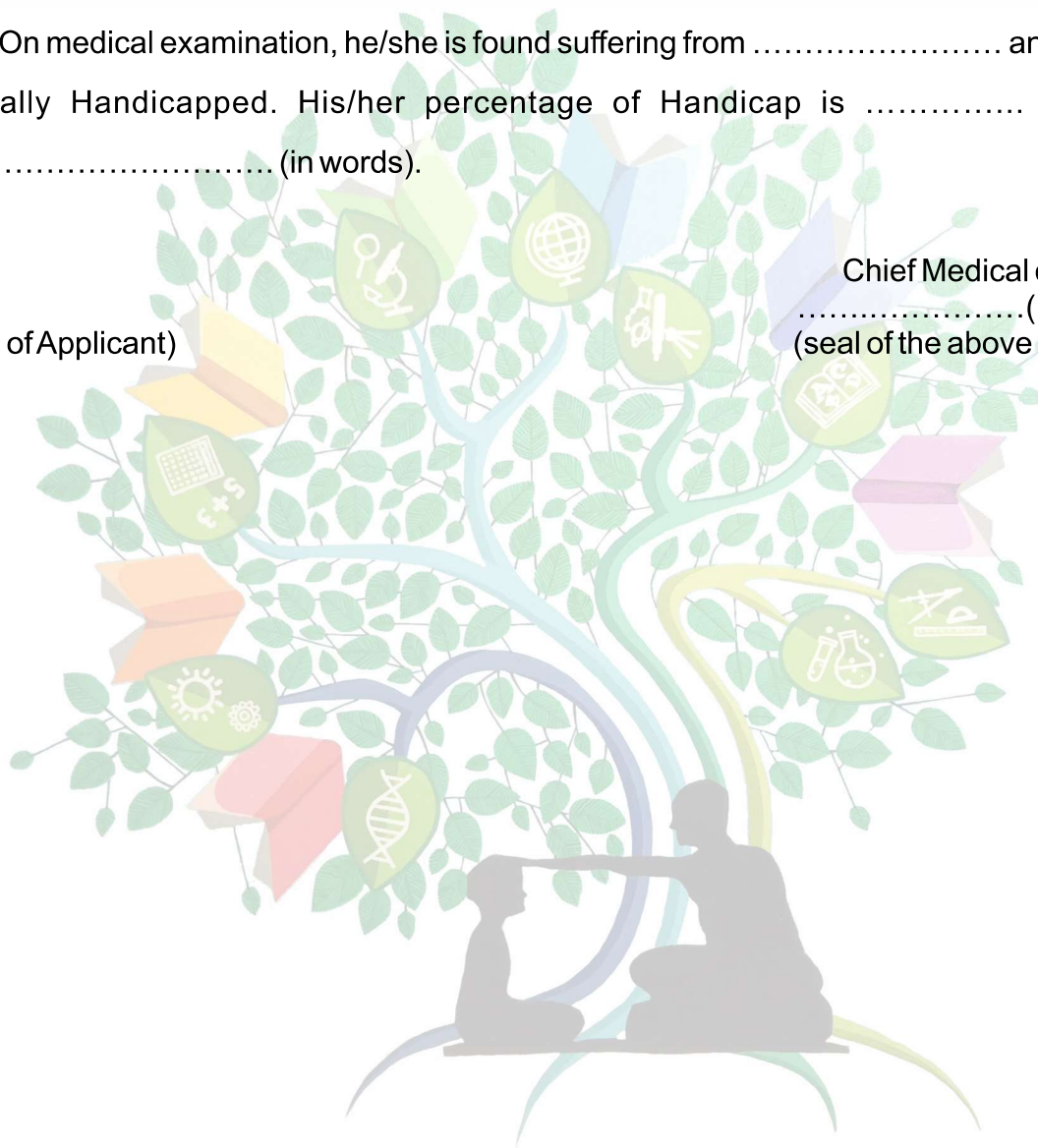
No. ....

Dated.....

Certified that Shri/Km./Smt. .... Son/Daughter of Shri ..... resident of ..... District ..... appeared before the undersigned for medical check-up. On medical examination, he/she is found suffering from ..... and thus he/she is Physically Handicapped. His/her percentage of Handicap is ..... %(in figure) ..... (in words).

(Signature of Applicant)

Chief Medical officer  
.....(Haryana)  
(seal of the above authority)



**LIST OF BACKWARD CLASSES IN HARYANA STATE  
BLOCK 'A'**

- 
- |   |                                      |
|---|--------------------------------------|
| 1. Aheria, Aheri, Heri,<br>Naik, Thori or Turi, Hari  | 33. Kurmi                            |
| 2. Barra  | 34. Kumhars, Prajapati               |
| 3. Beta, Hensi or Hesi  | 35. Kamboj                           |
| 4. Bagria   | 36. Khanjhera                        |
| 5. Barwar   | 37. Kuchband                         |
| 6. Barai, Tamboli   | 38. Labana                           |
| 7. Baragi, Bairagi, Swami Sadh  | 39. Lakhera, Manihar, Kachera        |
| 8. Battera  | 40. Lohar, Panel-tal-Brahmin         |
| 9. Bharbhujja, Bharbhunja   | 41. Madari                           |
| 10. Bhat, Bhatra, Darpi, Ramiya   | 42. Moehi                            |
| 11. Bhuhalia Lohar  | 43. Mirasi                           |
| 12. Changar   | 44. Nar                              |
| 13. Chirimar  | 45. Noongar                          |
| 14. Chang   | 46. Nalband                          |
| 15. Chimba, Chhipi, Chimpa,<br>Darzi, Rohilla   | 47. Pinja, Penja                     |
| 16. Daiya   | 48. Rehor, Rehara or Re              |
| 17. Dhobis  | 49. Raigar                           |
| 18. Dakaut  | 50. Rai Sikhs                        |
| 19. Dhimar, Mallah, Kashyap,<br>Rajpoot, Kahar, Jhiwar,<br>Dhinwar, Khewat, Mehra,<br>Nishad, Sakka, Bhisti,<br>Sheikh-Abbasi | 51. Rechband                         |
| 20. Dhosali, Dosali   | 52. Shorgir, Shergir                 |
| 21. Faquir  | 53. Soi                              |
| 22. Gwaria, Gauria or Gwar  | 54. Singhikant, Singiwala            |
| 23. Ghirath   | 55. Sunar, Zargar, Soni              |
| 24. Ghasi, Ghasiara or Ghosi  | 56. Thathera, Tamera                 |
| 25. Gorkhas   | 57. Teli                             |
| 26. Gawala, Gowala  | 58. Banjara, Banjara                 |
| 27. Gadaria, Pal, Baghel  | 59. Weaver (Jullaha)                 |
| 28. Garhi-Lohar   | 60. Badi/Baddon                      |
| 29. Hajjam, Nai, Nais, Sain   | 61. Bhattu/Chattu                    |
| 30. Jhangra Brahman, Khati,<br>Suthar, Dhiman- Brahmin<br>Tarkhan, Barhai, Baddi.   | 62. Mina                             |
| 31. Joginath, Jogi, Nath, Yogi  | 63. Rahbari                          |
| 32. Kanjar or Kanchan   | 64. Charon                           |
|   | 65. Chaaraj (Mahabrahman)            |
|   | 66. Udasin                           |
|   | 67. Ramgarhia                        |
|   | 68. Rangrez, Lilgar, Nilgar, Lallari |
|   | 69. Dawala, Soni-Dawala, Nyaaria     |
|   | 70. Bhar, Rajbhar                    |
|   | 71. Nat (Muslim)                     |
|   | 72. Jangam                           |

**BLOCK 'B'**

- |                     |   |
|---------------------|---|
| 1. Ahir/Yadav       | 4. Saini, Shakya, Kushwaha, Koeri, Maurya |
| 2. Gujjar           | 5. Meo                                    |
| 3. Lodh/Lodha/Lodhi | 3. Gosai/Gosain/Goswami                   |

Copy of letter No. 1170-SW (I)-95 dated 7.6.95 received from the Commissioner and Secretary to Government, Haryana, Welfare of Scheduled Castes and Backward Classes Department, Haryana, Chandigarh, addressed to all Heads of Departments, Commissioners, Ambala, Hisar, Rohtak: and Gurgaon Divisions, all Deputy Commissioners and Sub Divisional Officers in Haryana and Registrar, Punjab and Haryana High Court, Chandigarh.

**Sub: Exclusion of socially advanced persons/sections (Creamy Layer) from Backward Classes.**

Sir,

I am directed to invite your attention to the subject mentioned above and to state that following the Supreme Court judgment in the Indra Sawhney and others versus Union of India case, the Haryana Government vide notification dated 12.10.1993 had set up the Haryana Second Backward Classes Commission. The terms of reference of this Commission were to entertain, examine and recommend upon requests for inclusion and complaints of over inclusion and under-inclusion in the list of Backward Classes. Vide notification dated 26-5-1994, the Commission was also assigned the function of specifying the basis, applying the relevant and requisite socio-economic criteria to exclude socially advanced persons/sections (Creamy Layer) from Backward Classes.

In its report submitted on 16.5.1995, the Haryana Second Backward Classes Commission had recommended the criteria for excluding socially advanced persons/sections (Creamy Layer) from Backward Classes. After considering these recommendations, the Government has decided that the benefit of reservation shall not apply to persons/sections mentioned in **Annexure 'A'**, which is enclosed.

All the departments are requested to bring the above instructions to the notice of all the Heads of Departments and appointing authorities under their control for necessary compliance

**ANNEXURE-A**

**Description of Category**

**To whom rule of exclusion will apply**

1. Constitutional Posts

**Son(s) and daughter(s) of**

- a) President of India;
- b) Vice President of India;
- c) Judges of the Supreme Court and of the High Courts;
- d) Chairman and Members of UPSC and of the State Public Service Commission; Chief Election Commissioner; Comptroller and Auditor General of India;
- e) Persons holding Constitutional positions of like nature. II Son(s) and daughter(s) of
  - a) parents, both of whom are Class-I Officers;
  - b) parents, either of whom is a Class-I Officer;
  - c) parents, both of whom are Class-1 Officers, but one of them dies or suffers permanent incapacitation.
  - d) parents, either of whom is a Class-I Officer and such parent dies or suffers permanent incapacitation and before such death or such incapacitation has had the benefit of employment in any Inter-national Organization like UN, IMF, World Bank, etc. for a period of not less than 5 years.
  - e) parents, both of whom are Class-I Officers die or suffer permanent incapacitation and before such death or such incapacitation of the both, either of them has had the benefit of employment in any Inter-national Organization like UN, IMF, World Bank, etc. for a period of not less than 5 years.

A.

Provided that the rule of exclusion shall not apply in the following cases:

- a) Sons and daughters of parents either of whom or both of whom are Class-I Officers and such parent(s) dies/die or suffer permanent incapacitation.
- b) A lady belonging to OBC category has got married to a Class-I Officer and may herself like to apply for a job.

B.

Son(s) and daughter(s) of

- a) parents both of whom are Class-II Officers.
- b) parents of whom only the husband is a Class-I Officer and he gets into Class- 1 at the age of 40 or earlier.
- c) parents, both of whom are Class- II officers and one of them dies or suffers permanent incapacitation and either one of them has had the benefit of employment in any Inter-

national Organization like UN, IMF, World Bank, etc. for a period of not less than 5 years before such death or permanent incapacitation:

- d) parents of whom the husband is a Class- I Officer (direct recruit or pre-forty promoted) and the wife is a Class-II officer and the wife dies or suffers permanent incapacitation; and
- e) parents, of whom the wife is a Class- I Officer (Direct Recruit or pre-forty promoted) and the husband is a Class-II officer and the husband dies or suffers permanent incapacitation.

Provided that the rule of exclusion shall not apply in the following cases:

Sons and daughters of

- a) parents, both of whom are Class II officers and one of them dies or suffers permanent incapacitation.
- b) parents, both of whom are Class-II officers and both of them die or suffer permanent incapacitation, even though either of them has had the benefit of employment in any Inter-national Organization like UN, IMF, World Bank, etc. for a period of not less than 5 years before their death or permanent incapacitation. C. The criteria enumerated in A and B above in this Category will apply mutatis mutatis to officers holding equivalent or comparable posts in PSUs, Banks, Insurance Organizations, Universities, etc. pending the evaluation of the posts on equivalent or comparable basis in these institutions, the criteria specified in Category V below will apply to the officers in these Institutions.

III Sons(s) and daughter(s) of parents either or both of whom is or are in the rank of Colonel and above in the army and to equivalent posts in the Navy and the Air Force and the Para Military Forces:

Provided that

- i) If the wife of an Armed Forces Officer is herself in the Armed Forces (i.e. the category under consideration), the rule of exclusion will apply only when she herself has reached the rank of Colonel;
- ii) the service ranks below Colonel of husband and wife shall not be clubbed together;
- iii) If the wife of an officer in the Armed Forces is in Civil employment, this will not be taken into account for applying the rule of exclusion unless she falls in the service category under item No. II in which case the criteria and conditions enumerated therein will apply to her independently.

IV Son(s) and daughter(s) of persons belonging to a family (father, mother and minor children) which owns land more than land permissible under the Ceiling Act of Haryana State.

#### V. Income/Wealth Tax

Son(s) and daughter(s) of:

- a) Persons having gross annual income of Rs. 6.00 lakhs or above or possessing wealth above the exemption limit as prescribed in the Wealth Tax Act for a period of three consecutive years. (Range of income has been revised from Rs. 4.50 lakhs to Rs. 6.00 lakhs vide Chief Secretary Letter No. 22/2212004-3GSIII dt 06.1.2014/114.6.2016).
- b) Persons in Categories I, II, III and IV who are not disentitled to the benefit of reservation but have income from other sources of wealth which will bring them within the income/wealth criteria mentioned in (a) above.

#### Explanation:

- i) Income from salaries or agricultural land shall not be clubbed;
- ii) The income criteria in terms of rupee will be modified taking into account the change in its value every three years. If the situation, however, so demands, the interregnum may be less.
- iii) Where the husband is in some profession and the wife is in a Class II or lower grade employment, the income/wealth test will apply only on the basis of the husband's income.
- iv) If the wife is in any profession and the husband is in employment in a Class II or lower rank post, then the income/wealth criterion will apply only on the basis of the wife's income and the husband's income will not be clubbed with it.

**Explanation:** Wherever the expression, ' permanent incapacitation' occurs in this schedule it shall mean incapacitation which results in putting an Officer out of service

From

The Chief Secretary of Govt. of Haryana

To

1. All the Heads of Departments Commissioners, Ambala, Hisar, Rohtak and Gurugram Divisions
2. All the Deputy Commissioners and Sub-Divisions Officers (Civil) in Haryana State.

**Subject: Clarification regarding issuance of certificate of Haryana Backward Classes.**

Sir,

I am directed to invite your attention to the Govt. of Haryana, Social Welfare Department Letter No. 1170-SW (1) 95, dated 07.06.1995 on the subject noted above, therein criteria was laid down to assess the creamy layer persons of Haryana Backward Classed in Haryana State. The Backward Classes of Haryana are facing difficulty in obtaining the Backward Classes certificate from the certificate issuing authority due to some understanding in the instruction dated 07.06.1995. After careful consideration the Govt. of Haryana has decided to issue clear cut direction to all the Heads of Department and Deputy Commissioners in the state for issuing Backward Classes Certificate without any further delay.

It is **clarified** that the income from salary will not be taken into account for the purpose of income /wealth tax in who is not covered and while calculating income or wealth **tax** of the Government employee of Backward Classed who is not covered under Annexure-A, description of categories No. I, II (a, b, c, d) and III and IV, hence becoming entitled for the benefit of reservation under Backward Classes category, his salary should not be including but his other sources of income/wealth be including for income/wealth tax.

All the departments are requesting to bring the above instructions to the notice of all the Head of Departments and appointing authorities under their control for necessary compliance.

Your faithfully,  
Sd/-

Joint Secretary General Administration  
for Chief Secretary to Govt. Haryana

**Copy to**

1. All the Financial Commissioners and Secretaries to Govt. Haryana
2. All the Administrative Secretaries to Govt. Haryana



## LIST OF DEPRIVED SCHEDULED CASTES

1. Ad Dharmi
2. Balmiki
3. Bangali
4. Barar, Burar, Berar
5. Batwal, Barwala
6. Bauria, Bawaria
7. Bazigar
8. Bhanjra
9. Chanal
10. Dagi
11. Darain
12. Deha, Dhaya, Dhea
13. Dhanak
14. Dhogri, Dhangri, Siggri
15. Dumna, Mahasha, Doom
16. Gagra
17. Gandhila, Gandil, Gondola
18. Kabirpanthi, Julaha
19. Khatik
20. Kori, Koli
21. Marija, Marecha
22. Mazhabi, Mazhabi Sikh
23. Megh, Meghwal
24. Nat, Badi
25. Od
26. Pasi
27. Perna
28. Pherera
29. Sanhai
30. Sanhal
31. Sansi, Bhedkut, Manesh
32. Sansoi
33. Sapela, Sapera
34. Sarera
35. Sikligar, Bariya
36. Sirkiband



No. 22/12/2019-1GS-III

Government of Haryana  
General Administration Department  
(General Services. iii Branch)

Dated Chandigarh, the 5th February, 2019

To

1. All the Administrative Secretaries to Government Haryana
2. All Heads Departments in the State of Haryana.
3. All the Managing Directors/Chief Administrators of Boards/Corporations Public Sector Undertakings in Haryana.
4. The Registrar General of Punjab and Haryana High Court Chandigarh.
5. All the Divisional commissioners in the State of Haryana.
6. All the Deputy Commissioners and sub Divisional officers (Civil) in the State of Haryana.
7. The Registrars of all the universities of the state of Haryana.

**Subject: Reservation for Economically weaker sections in Direct recruitment in civil posts and services as well as in admissions in Government/Government Aided Educational institutions in the State of Haryana.**

I am directed to inform that Government of India has notified The Constitution (One Hundred And Third Amendment) Act. 2019" on 12 January 2019 amending Article 15 and 16 Which now read as under.

#### **Amendment of article 15**

In Article 15 of the Constitution after clause (5) the following clause shall be inserted namely--

**"(6) Nothing in this article or sub-clause (g) of clause (1) of article 19 or clause (2) of article 29 shall prevent the State from making-**

- (a) any special provision for the advancement of any economically weaker sections of citizens other than the classes mentioned in clauses (4) and (5); and
- (b) any special provision for the advancement of any economically weaker sections of citizens other than the classes mentioned in clauses (4) and (5) in so far as such special provisions relate to their admission to educational institutions including private educational institutions, whether aided or unaided by the State, other than the minority educational institutions referred to in clause (1) of article 30, which in the case of reservation would be in addition to the existing reservations and subject to a maximum of ten per cent of the total seats in each category. Explanation- For the purposes of this article and article 16, "economically weaker sections" shall be such as may be notified by the state from time to time on the basis of family income and other indicators of economic disadvantage.'

#### **Amendment of article 16**

In Article 16 of the Constitution after clause (5) the following clause shall be inserted namely-

**"(6) Nothing in this article shall prevent the State from making any provision for the reservation of appointments or posts in favour of any economically weaker sections of citizens other than the classes mentioned in clause (4) in addition to the existing reservation and subject to a maximum of ten per cent of the posts in each category".**

In the wake of above enabling provisions State Government has considered the matter and decided to provide benefits of reservation on a preferential basis in Civil Posts in all its Departments/ Boards/ corporations/Local Bodies and in Admissions to Government/Government Aided Educational institutions to those Economically Weaker Sections (EWSs) who are not converted under the existing scheme of reservation for the scheduled Castes, Backward Classes (Block-A) and Backward Classes (Block-B)

### **1. Quantum Of Reservation**

The persons belonging to EWSs who are not covered under the existing scheme of reservation for scheduled castes Backward Classes (Block-A) and Backward Classes (Block-B) Shall get 10% reservation in direct recruitment to group A, B, C and D posts in the department/Board/Corporations/ Local Bodies of government of Haryana and also in admission to government/government aided educational institutions in the state of Haryana.

### **3. EFFECTING RESRVATION -ROSTER POINT:**

3.1 Direct recruitment in case of Group-A and B

Roster point No 11-20-30-40-51-60-70-80-90 and 99

3.2 Direct recruitment in case of Group- C and D

Roster point No. 4-14-24-34-43-53-66-76-83 and 94

3.3 Where in any recruitment year any vacancy earmarked for EWS cannot be filled up due to non-availability of a suitable candidate belonging to EWS such vacancies for that particular recruitment year shall not be carried forward to the next recruitment year as backlog and will be filled from unreserved category.

3.4 Persons belonging to EWS selected against the quota for persons with benchmark disabilities/ex-servicemen shall be placed against the roster points earmarked for EWS.

### **4. CRITERIA OF INCOME and ASSETS:**

4.1 Persons who are not covered under the exiting scheme of reservation for Scheduled Caste, Backward Classes (Block-A) and Backward Classes (Block-B) and whose family has gross annual income below Rs 6.00 Lakh (Rupees six lakh only) are to be identified as EWSs for benefit of reservation. Income shall also include income from all sources i.e., salary agriculture business profession etc. For the financial year prior to the year of application.

4.2 Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWS irrespective of the family income.

- i. Acres of agricultural land and above.
- ii. Residential fiat of 1000sqft and above.
- iii. Residential plot of 100sqyards and above in notified municipalities.
- iv. Residential plot 200 sq. Yards and above in areas other than the notified municipalities.
- v. Total immovable assets owned are valued at Rs. One Crore or more.

4.3 The Property held by a "Family" in different locations or different places/cities would be clubbed while applying the land or property holding test to determine EWS status.

4.4 The term "Family" for the purpose will Include the person who applies for benefit of reservation, his/her parents, spouse as well as children and siblings below the age of 18years.

### **5. INCOME AND ASSET CERTIFICATE ISSUING AUTHORITY AND VERIFICATION OF CERTIFICATE:**

5.1 The benefit of reservation under EWS can be availed upon production of an income and Asset Certificate issued by a competent Authority. The Competent Authority for EWS income and Asset Certificate shall be Tehsildar of the area where the applicant normally resides.

- 5.2 The prescribed format for EWS Income and Asset Certificate shall be as provided at Annexure-I
- 5.3 The officer who issues the certificate would do the same after carefully verifying all relevant documents following due process as prescribed by the State.
- 5.4 The crucial date for submitting income and Asset Certificate by the candidate may be treated as the closing date for receipt of application for the post except in cases where crucial date is fixed otherwise.
- 5.5 The appointing authorities should in the offer of appointment to the candidate claiming to be belonging to EWS include the following clause-

*'The appointment is provisional and is subject to the income and asset certificate being verified through the proper channels and if the verification reveals that the claim to belong to EWS is fake/false the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code of production of fake/false certificate,*

The appointing authority should verify the veracity of the income and asset certificate submitted by the candidate through the certificate issuing authority.

- 5.6 Instructions referred to above should be strictly followed so that it may not be possible for an unscrupulous person to secure employment on the basis of a false claim and if any person gets an appointment on the basis of such false claim her/his services shall be terminated and penal action shall also be invoked.

## 6 ADJUSTMENT AGAINST UNRESERVED VACANCIES:

A person belonging to EWS cannot be denied the right to compete for appointment against an unreserved vacancy Persons belonging to EWS who are selected on the basis of merit and not on account of reservation are not to be counted towards the quota meant for reservation.

- 7 The above scheme of reservation will be effective in respect of all direct recruitment vacancies to be notified on After 01.02.2019.

(Vijayendra Kumar, IAS)  
Secretary, General Administration Department,  
For chief Secretary to the Government of Haryana

Verifying authorities for issue of EWS certificate shall be same as prescribed for issue of resident /income certificates as specified in instruction No 22/28/2003-3GS-III dated 30.01.2004 (Amended vide Government of Haryana, General Administration Department, (OS-III) Notification No. 22/12/2019-IGS-III dated 13.03.2019)

**Government of Haryana**

(Name & Address of the authority issuing certificate)  
(ECONOMICALLY WEAKER SECTIONS)

**EWS INCOME AND ASSET CERTIFICATE**

Certificate No .....

Date.....

**VALID FOR THE YEAR-----**

This is to certify that Shri/Smt./Kumari .....son/daughter/wife of ..... is permanent resident of..... Village/Street.....Post Office....., District. ....Pin code..... Whose photograph is affixed below and attested below belongs to Economically Weaker Section., since the gross annual income\* of his/her family\*\* is below Rs. 6 Lakh (Rupees Six lakh only) for the financial year .....

Its further certified that His/her Family does not own or possess any of the following assets\*\*\*.

- I 5 acres of agricultural land and above;
- II Residential flat of 1000sq. ft, and above;
- III Residential plot of 100sq, yards and above in notified municipalities;
- IV Residential plot of 200 sq, yards and above in areas other than the notified municipalities.
- V Total immovable assets owned are valued at Rs. One Crore or more.

2. Shri/Smt./Kumari .....belongs to the ..... Recognized as a Scheduled Caste. Backward Classes (Block-A) and Backward Classes (Block-B).

Signature with seal of Office  
Name  
Designation

**Note 1;** Income means income from all sources *i.e.* salary, agriculture, business profession etc.

**Note2;** The term Family for this purpose will include the person who applies for benefit of reservation his/her parents' spouse as well as children and siblings below the age of 18 years.

**Note3;** The property held by a Family in different location or different places/cities are to be dubbed while applying the land or property holding test to determine EWS status.

## LIST OF GAMES APPROVED BY AIU

Sr.No.	National Championships	Sr.No.	National Championships
1.	American Football (M and W)	2.	Aquatics (M &W)
3.	Archery (M &W)	4.	Athletics (M& W)
5.	Badminton (M &W)	6.	Ball Badminton (M and W)
7.	Baseball (M and W)	8.	Drop Roball (M&W)
9.	Basketball (M and W)	10.	Best Physique (M)
11.	Boxing (M and W)	12.	Canoeing and Kayaking (M&W)
13.	Chess (M and W)	14.	Cricket (M and W)
15.	Cross Country (MW)	16.	Cycling Road (M&W)
17.	Cycling Track (MW)	18.	E- Sports (M and W)
19.	Fencing (M and W)	20.	Football (M and W)
21.	Gatka (M and W)	22.	Gymnastics (M and W)
23.	Handball (M and W)	24.	Hockey (M and W)
25.	Hockey 5' s (M and W)	26.	Judo (M and W)
27.	Kabaddi NS (M &W)	28.	Kabaddi Circle Style (M and W)
29.	Kho-Kho (M and W)	30.	Korf Ball (Mixed M&W)
31.	Lawn Tennis (M and W)	32.	Netball (M and W)
33.	Pistol Shooting and 177, Air Rifle Peep Sight (M and W)	34.	Power Lifting (M and W)
35.	Relay Race (M)	36.	Roll Ball (M and W)
37.	Roller Sports (M&W)	38.	Rowing (M &W)
39.	Sepak Takraw (M &W)	40.	Soft Tennis (M and W)
41.	Softball (M and W)	42.	Squash Rackets (M and W)
43.	Table Tennis (M and W)	44.	Taekwondo (M and W)
45.	Tug of War (M and W)	46.	Volleyball (M and W)
47.	Wrestling FS and GR (M and W)	48.	Wt. Lifting (M and W)
49.	Wushu (M and W)	50.	Yachting (M and W)
51.	Yoga (M and W)	52.	Throwball (M&W)
53.	Kick Boxing (M&W)	54.	Rugby(M&W)
55.	Floorball (M&W)	56.	Roller Hockey (M&W Inline)
57.	M-Sports (M&W)		

**LIST OF SELF-STYLED INSTITUTES/ UNIVERSITIES WHICH HAVE BEEN DECLARED  
BOGUS BY THE UNIVERSITY GRANTS COMMISSION**

1. Commercial University Ltd., Daryaganj, Delhi.
2. United Nations University, Delhi.
4. Vocational University, Delhi.
5. ADR-Centric Juridical University, ADRHouse, 8J, Gopala Tower, 25 Rajendra Place, New Delhi -110 008.
6. Indian Institute of Science and Engineering, New Delhi.
7. Viswakarma Open University for Self-Employment, Rozgar Sewasadan, 672, Sanjay Enclave, Opp. GTK Depot, Delhi-110033.
8. Adhyatmik Vishwavidyalaya (Spiritual University), 351-352, Phase-I, Block-A, Vijay Vihar, Rithala, Rohini, Delhi-110085
9. Badaganvi SarkarWorld Open University Education Society, Gokak, Belgaum, Karnataka.
10. St.John's University,Kishanattam, Kerala.
11. Raja Arabic University, Nagpur, Maharashtra.
12. Indian Institute of Alternative Medicine, Kolkata.
13. Institute of Alternative Medicine and Research,8-A, Diamond Harbour Road, Builtech inn, 2nd Floor, Thakurpurkur, Kolkata- 700063
14. Varanaseya Sanskrit Vishwavidyalaya, Varanasi (UP) Jagatpuri, Delhi.
15. Mahila Gram Vidyapith/Vishwavidyalaya, (Women's University) Prayag, Allahabad, Uttar Pradesh.
16. Gandhi Hindi Vidyapith, Prayag Allahabad, Uttar Pradesh.
17. National University of Electro Complex Homeopathy, Kanpur, Uttar Pradesh.
18. Netaji Subhash Chandra Bose University (Open University), Achaltal, Aligarh, Uttar Pradesh.
19. Uttar Pradesh Vishwavidyalaya, Kosi Kalan, Mathura, Uttar Pradesh.
20. Maharana Pratap Shiksha Niketan Vishwavidyalaya, Pratapgarh, Uttar Pradesh.
21. Indraprastha Shiksha Parishad, Institutional Area,Khoda, Makanpur,Noida Phase-II, Uttar Pradesh.
22. Nababharat Shiksha Parishad, Anupooma Bhawan, Plot No. 242, Pani Tanki Road,Shaktinagar, Rourkela-7690 14.
23. North Orissa University of Agriculture and Technology, Odisha.
24. Sree Bodhi Academy of Higher Education, No. 186, Thilaspeta, Vazhuthavoor Road, Puducherry-605009
25. Indian Institute of Planning and Management (IIPM), 133/4 Qutub Enclave, Phase-II, New Delhi

\* Bhartiya Shiksha Parishad, Lucknow, UP- the matter is subjudice before the District Judge Lucknow

For more details please login to: [www.ugc.ac.in](http://www.ugc.ac.in)

*Note: - Before finalizing the admissions, the up-dated lists of recognized examinations of Haryana School Education Board, Bhiwani/Other Boards/Universities is/are also required to be consulted.*

**DECLARATION OF NON-RESIDENT INDIAN**

I..... son/daughter of Shri ..... Presently residing at ..... do hereby solemnly declare that I am having a status of non-resident Indian\*, a proof of which is enclosed herewith. I shall pay all the University fee chargeable in convertible foreign currency payable at Rohtak.

Full Signature of the Candidate

.....  
Full signature of the NRI

Place: .....

Date: .....

Name: .....

Address.....

\*Visa No.....

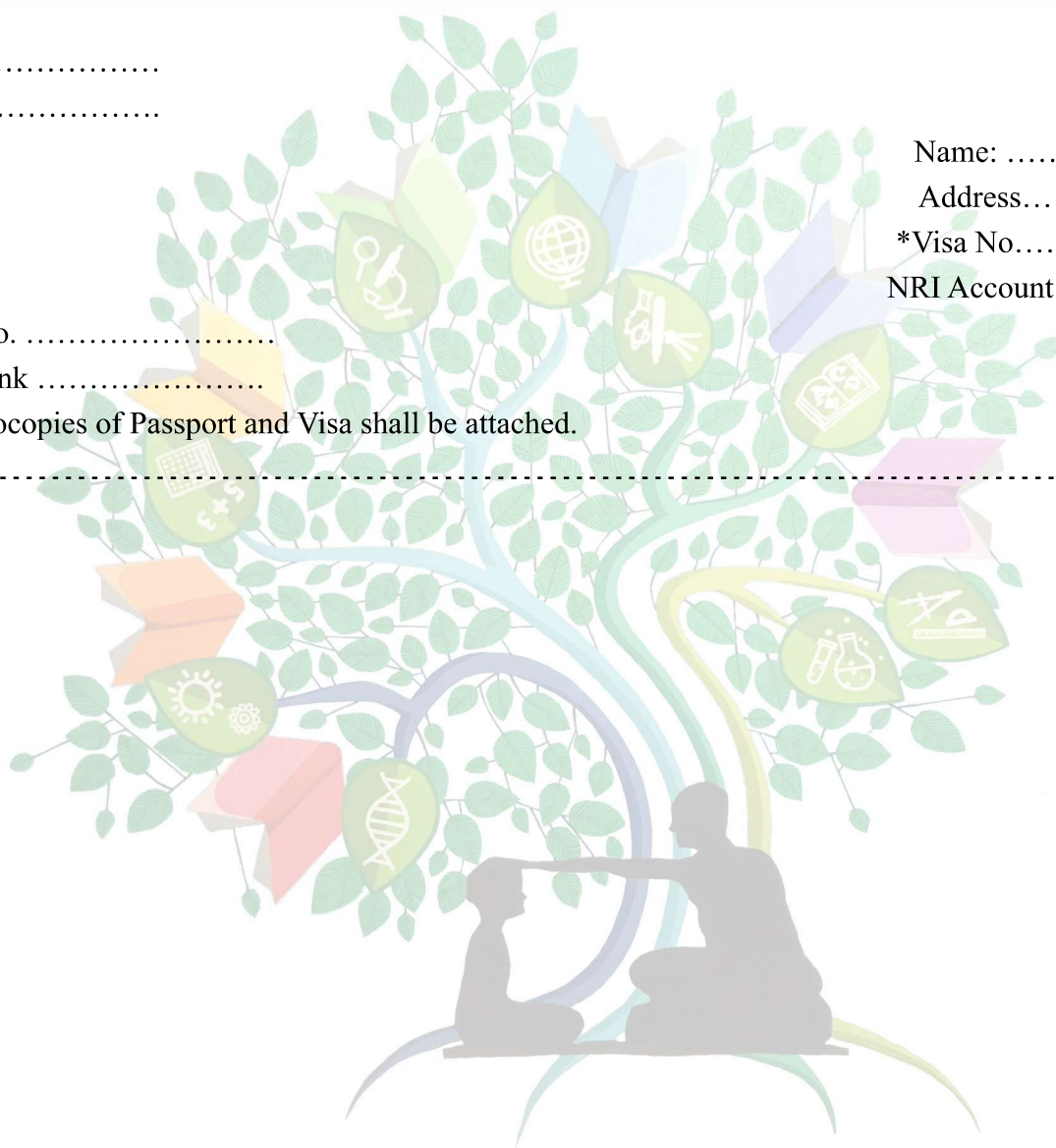
NRI Account No.....

Passport No. ....

Foreign Bank .....

Note: Photocopies of Passport and Visa shall be attached.

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## UNDERTAKING

1. ....  
 ..... (full name of student with Admission/Registration/ Enrollment number)  
 Son/Daughter of ..... Having  
 been admitted to ..... {Name of Institution}
- Having received a copy of UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations"). I have carefully read and fully understood the provisions contained in the said Regulations.
2. I have also, in particular, perused Clause 3 of the Regulations, and am aware as to what constitutes 'Ragging'.
3. I have also, in particular, perused Clause 7 and Clause 9.1 of the Regulations, and am fully aware of the penal and administrative action that is liable to be taken against me, in case I am found guilty of abetting ragging, actively or passively or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that:
- I will not indulge in any behavior or act that may be constituted as Ragging under Clause 3 of the Regulations.
  - I will not participate in abet or propagate through any act of commission or omission that may be constituted as Ragging under Cause 3 of the Regulations.
5. I hereby affirm that, if found guilty of Ragging, I am liable for punishment according to Clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law for the time being in force.
6. I hereby declare that I have not been expelled or debarred from admission in any Institution in the country on account of being found guilty of abetting or being part of a conspiracy to promote ragging; and further affirm that, in case, the declaration is found to be false, I am aware that my admission is liable to be cancelled.

Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ Year.

\_\_\_\_\_  
 Signature of Applicant

Name: \_\_\_\_\_

(To be submitted along with Application Form)  
**UNDERTAKING (By Parent)**

1. Mr./Mrs./Ms..... (full name of Parent/Guardian) Father/Mother/Guardian of ..... (Full name of student with Admission/Registration/Enrollment Number), having been admitted to ..... (Name of Institution) Have received a copy of UGC Regulations on Curbing the Menace of Ragging in Higher Education Institutions, 2009, (hereinafter called the "Regulation"). I have carefully read and fully understood the provisions contained in the said Regulations.
  2. I have also, in particular, perused Clause 3 of the Regulations, and am aware as to what constitutes 'Ragging'.
  3. I have also, in particular, perused Clause 7 and Clause 9.1 of the Regulations, and am fully aware of the penal and administrative action that is liable to be taken against my ward, in case I am found guilty of abetting Ragging, actively or passively or being part of a conspiracy to promote ragging.
  4. I hereby solemnly aver and undertake that: -
    - a) My ward will not indulge in any behavior or act that may be constituted as Ragging under Clause 3 of the Regulations.
    - b) My ward will not participate in or abet or propagate through any act or commission or omission that may be constituted as Ragging under Cause 3 of the Regulations.
  5. I hereby affirm that, if found guilty or ragging, my ward is liable for punishment according to Clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
  6. I hereby declare that my ward has not been expelled or debarred from admission in any Institution in the country on account of being found guilty of abetting or being part of a conspiracy to promote ragging; and further affirm that, in case, the declaration is found to be false, the admission of my ward is liable to be cancelled.
- Declared this.....day of.....month of.....year.

\_\_\_\_\_  
 Signature of Applicant

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Ph./Mobile: \_\_\_\_\_

## UNDERTAKING FOR GAP YEAR

I \_\_\_\_\_ S/o. \_\_\_\_\_  
resident of \_\_\_\_\_ do hereby

solemnly state & affirm as under:

- (1) That I am a resident of above said address.
- (2) That I have passed \_\_\_\_\_ class in the year \_\_\_\_\_  
from \_\_\_\_\_ School/College/Institute/University.
- (3) That I have not joined/admitted in any School/College/Institution due to \_\_\_\_\_  
\_\_\_\_\_ (Reason).
- (4) That there is a GAP in my studies from \_\_\_\_\_ to \_\_\_\_\_.
- (5) That during this period I was not involved in an illegal activity and that no Criminal case is pending against me in any court of Law.
- (6) That I command a good reputation and respect in general public.
- (7) That I have not availed post matric scholarship for the same programme name or program from any College/University/Institute during the gap year.

**Deponent (Student)**

**Verification: -**

Verified that the contents of my above said undertaking are true correct to the best of my knowledge and belief and nothing has been concealed or misrepresented therein. In case the above facts are found incorrect any state then my admission can be cancelled by the University.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

**Deponent (Student)**

**APPLICATION FOR REFUND OF FEES  
SESSION 2022-23**

Name of the Student: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Course/ Class: \_\_\_\_\_  
 Roll/ Registration Number: \_\_\_\_\_  
 Amount Deposited: \_\_\_\_\_  
 Transaction id: \_\_\_\_\_  
 Date of Deposit: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_  
 Reason for Refund: \_\_\_\_\_

**Account Details of the Applicant in which refunded amount is to be deposit**

Name of the Account holder: \_\_\_\_\_  
 Account Number: \_\_\_\_\_  
 Name of the Bank Branch: \_\_\_\_\_  
 IFSC Code: \_\_\_\_\_

**Filled by office of Chairman of Department**

Date of Admission of Student..... Last date of Admission .....

**Tick the one of following which is applicable to applicant:**

<b>15 days or more before</b> the formally notified last date of admission	<input type="checkbox"/>
<b>less than 15 days before</b> the formally notified last date of admission	<input type="checkbox"/>
<b>within 15 days or less</b> after the formally notified last date of admission	<input type="checkbox"/>
<b>between 16 days and 30 days</b> after the formally notified last date of admission	<input type="checkbox"/>
<b>after 30 days</b> of the formally notified last date of admission	<input type="checkbox"/>

**DECLARATION:**

I hereby declare that the above information is complete and accurate.

Date:

Signature of the applicant

**Request of the student is accepted and approved for the refund of Rs. \_\_\_\_\_ after deduction of Rs. \_\_\_\_\_ which is as per rules.**

Chairperson

## MEDICAL CERTIFICATE

I certify that I have carefully examined \*Mr. / Ms. \_\_\_\_\_  
son / daughter / wife of \*Mr. / Mrs. \_\_\_\_\_ whose  
signature is given below. Based on the examination, I certify that he/she is in good mental and physical  
health and is free from any physical defects which may interfere with his/her studies including the  
active outdoor duties required of a professional.

The following medical tests have also been performed and the candidate has been found to be fit.

- HIV Test
- Corona Virus Test
- Chest Check-up (through X-Ray)
- Hepatitis surface Antigen (HBsAg) before admission

Visible Mark of Identification \_\_\_\_\_

Signature of the Candidate \_\_\_\_\_

Place :

Date :

Name & Signature  
of the Medical Officer  
with Seal  
and Registration

Number#

\*Strike whichever is not applicable.

#To be signed by a Registered Medical Practitioner holding a degree not below that of MBBS

## UNDERTAKING

1. I..... (full name of student and Application No.) Son/Daughter of ..... belong to the Scheduled Caste admitted to ..... (Name of Course) as provisionally in Gurugram University, Gurugram as per ..... Merit list dated.....

2. I hereby submit my consent that I will deposit my full annual fee for the admitted programme if State Govt. does not provide the scholarship. Incase, I do not deposit the fee any appropriate decision could be taken against me by the competent authority for which I do not have any objection.

Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ Year.

\_\_\_\_\_  
Signature of Applicant

Name : \_\_\_\_\_

Address: \_\_\_\_\_

Mobile No: \_\_\_\_\_

**Recommendation of the Chairperson:** \_\_\_\_\_



## GLIMPSE OF PROPOSED CAMPUS

# GURUGRAM UNIVERSITY

(A State University Established under Haryana Act 17 of 2017)

**Sector-51, Gurugram, Haryana-122018**

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