



GURUGRAM UNIVERSITY, GURUGRAM

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

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

web: www.gurugramuniversity.ac.in e-mail: rgn@gurugramuniversity.ac.in

No. GUG/R&S/2025/ 38

Dated: 08/08/2025

Through E-mail

To

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

Sub: Instructions/ Guidelines for submission of Continuation Returns for the academic session 2025-26.

Sir/Madam,

Kindly refer to the letter vide Memo No. KW/1/3-2025-IT (1) dated 08-07-2025 received from Director General Higher Education, Haryana. In this regard, I have been directed to inform you that the competent authority is pleased to approve the process for submission of Continuation Returns for all courses of University Teaching Departments (UTDs)/ Affiliated Colleges for the session 2025-26 as under:

- a) The UTDs/ Affiliated Colleges shall have to promote the students on Samarth Portal and complete the process of submission of Continuation Returns of only eligible students within 30 days without any late fee from the last date of promotion of students by State Government/ University and a "Hard Copy" of the Continuation Return (in RF-6 format) on A3 paper size only is required to be submitted in the Registration & Scholarship Branch of the University up to 30-08-2025 without any late fee.
- b) The Continuation Returns for promotion of students with late fee are required to be submitted within 21 days from the last date of promotion with applicable late fees.
- c) For affiliated colleges, the applicable Continuation Return fee will be calculated course wise as per table provided in clause (m) of the instructions.
- d) The colleges are required to deposit the applicable fee in online mode (NEFT/RTGS etc.) only in the undermentioned University Bank Account. No fee through any other mode will be accepted.

Name of the Bank & Branch	Name of the Account Holder	Bank Account Number	IFSC Code
ICICI Bank, Gurugram University Branch	Gurugram University	165101001481	ICIC0007329

- e) The Hard copy of the Continuation Return is computer typed. No handwritten return shall be accepted in any case. No fee towards Continuation Returns is payable for University Teaching Departments (UTDs) as CR fee is included in the fee payable at the time of admission.
- f) If any college/ UTDs does not deposit the hard copy of the Continuation Return along with proof of payment of fee deposited, wherever applicable in stipulated period in R&S Branch, the late fee will be applicable for delay in submission.



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- g) If any UTD/ College submits the Continuation Return after 30 days or 21 days, the Continuation Returns shall be accepted with the following late fees:

1	(ix) For 1-7 days late after expiry of normal due date. (x) For 1-7 days late after expiry of due date with late fee	Rs. 100/- per day per student with maximum of Rs. 25,000/-
2	(xi) For 8-14 days late after expiry of normal due date. (xii) For 8-14 days late after expiry of due date with late fee	Rs. 200/- per day per student with maximum of Rs. 50,000/-
3	(xiii) For 15-20 days late after expiry of normal due date. (xiv) For 15-20 days late after expiry of due date with late fee	Rs. 300/- per day per student with maximum of Rs. 1,00,000/-
4	(xv) After 20 days late after expiry of normal due date. (xvi) After 20 days late after expiry of due date with late fee	No Continuation Return will be entertained. However, the Hon'ble Vice-Chancellor may consider to allow/ to admit the Continuation Return as a special case with applicable late fee of Rs. 500/- per day per Student subject to maximum of Rs. 2,00,000/-.

- h) The Principal/ Director shall ensure that the Institute/ College has been granted affiliation/ extension in affiliation for the course with the specified sanctioned intake by the competent authority of which the Continuation Returns are being submitted for the session 2025-26.

- i) Responsibility of ineligible/ wrong/irregular promotion/ excess promotion, if any will be entirely rest upon the Chairperson of UTDs or Principal/ Director of the college/ Institute concerned as the case may be.

- j) No Continuation Return, Fee/ Fine will be entertained through E-mail.

- k) Formats of Continuation Returns:

RF-6: This is meant for those students, who are already registered with Gurugram University, Gurugram.

l) Category of Courses:

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



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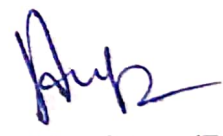
m) Continuation Return Fee (University Share) per student payable along with Registration Returns:

Sr. No.	Course	Registration Fee	Development Fee	Holiday Home Fee	Youth Welfare Fee	Sports Fee	NSS Fee	Curriculum charges	Youth Red Cross Fee	Digitalization Charges	Total
1.	Group-A	200	100	20	40	150	10	50	40	500	1110
2.	Group-B	200	200	20	40	150	10	50	40	500	1210
3.	Group-C	800	2000	20	100	150	10	100	40	500	3720
4.	Group-D	800	2500	20	150	150	10	100	40	500	4270

The College share (to be charged in addition to above) for these charges/ Fees is as under:

- Development Fee : Rs. 50/- for Group-A Courses only.
- R.K. Fund : Rs. 70/- for all Courses.
- Youth Welfare Fee : Rs. 20/- for Group-A & Group-B Courses
Rs. 50/- for Group-C & Group-D Courses.
- Sports Fee : Rs. 50/- for all Courses.
- NSS Fee : Rs. 10/- for all Courses.
- Youth Red Cross Fee : Rs. 40/- for all Courses.
- Digitalization Charges : Rs. 100/- for all Courses.

Encl.: RF-6 Format


Assistant Registrar (R&S)
for Registrar

Endst. No. GUG/R&S/2025/ 39 Dated 08/08/2025

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

1. Dean Academic Affairs, Gurugram University, Gurugram.
2. Dean of Colleges, Gurugram University, Gurugram.
3. Controller of Examination, Gurugram University, Gurugram.
4. Director, Youth Welfare, Gurugram University, Gurugram.
5. Director/ Secretary (Sports Council), Gurugram University, Gurugram
6. Finance Officer, Gurugram University, Gurugram.
7. I/c UCDAC: for uploading on university website.
8. OSD to Vice- Chancellor (for kind information of the Hon'ble Vice-chancellor), Gurugram University, Gurugram.
9. PA to Registrar (for kind information of Worthy Registrar) Gurugram University, Gurugram


Assistant Registrar (R&S)
for Registrar



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CONTINUATION REGISTRATION RETURN

Academic Session: Name of College/Department Last Date of Admission without late fee Class/Course.....Year.....Date of Submission of Continuation Return.....Group (Arts, Science, Medical, Non-Medical, Commerce etc.)..... Total No. of Sanctioned Seats.....Total candidates admitted: (i) Through Counseling.....(ii) By Management.....

***To be Printed and Submitted on A3 Paper size only.**