



GURUGRAM UNIVERSITY, GURUGRAM

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

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

web: www.gurugramuniversity.ac.in

No. GUG/Conduct/2025/ 399

Dated: 15-10-2025

To

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

Sub: Instructions/ Guidelines for Assignment/ Verification of Courses, Filling-up/ Verification of Examination Forms of Odd Semesters of All Courses (For Regular Students only) for the academic session 2025-26 on Samarth Portal for December-2025 Examinations.

Sir/Madam,

Kindly refer to the subject cited above. In this regard, I have been directed to inform you that the competent authority is pleased to approve the process for Assignment/ Verification of Courses, Filling-up/ Verification of Examination Forms of Odd Semesters of All Courses (For Regular Students only) for the academic session 2025-26 on Samarth Portal for December-2025 Examinations as under:

- a) In Step-1, all the colleges/ UTDs have to Assign the Courses to students on the Samarth portal of the University i.e. <https://gurugramuniversity.samarth.ac.in/> as per the schedule announced by the University.
- b) In Step-2, all the colleges/ UTDs have to verify the Courses assigned to the students on the Samarth portal of the University as per the schedule announced by the University.
- c) In Step-3, all the colleges/ UTDs have to Fill and Verify the Examination Forms of the students whose Courses have been verified on the Samarth portal.
- d) The Examination fee by the affiliated colleges is to be deposited through Samarth portal. The steps for payment of Examination Fee are as under:

Step 1. Click on the link for the payment [Miscellaneous Fee - Fees Portal](https://gurugramuniversity.samarth.edu.in/feeportal/index.php/fee/fee-payment-miscellaneous/register)
<https://gurugramuniversity.samarth.edu.in/feeportal/index.php/fee/fee-payment-miscellaneous/register>

Step 2. In the name section enter the name of the programme_name of the college.

Step 3. Enter the E-mail id of the college (OTP will be shared on this email id).

Step 4. Enter the Mobile No.

Step 5. Choose the Payment of Examination fee as per above table.

Step 6. Enter the number of students in that programme for them college wants to pay the examination fees in the item count section.

Step 7. Enter the name of the programme, name of college, student count in the detail section.

Step 8. Type the text available on the screen.

Step 9. Click on Save.

Step 10. Enter the OTP received on the Email specified at the time of payment processing.

Step 11. Type the text available on the screen.

Step 12. Click on Proceed.

Step 13. Click on the pay fee button.





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e) The details of Examinations Fees are as under:

Sr. No	Group	Course	Examination Fee for Fresh Students
1.	Group-A	TDC (Pass and Honours), Diploma/Certificate Courses and any other similar courses as may be started from time to time OTMIL Courses	600
2	Group-B	Post Graduation including 5/6 year integrated Courses (M.A./ M.Sc./ M.Com./M.Lib.I.Sc)/ Diploma/ Certificate Courses M.Phil/Ph. D. Course Work and any other similar courses as may be started from time to time.	800
3	Group-C	B.Ed./ B.A.B.Ed/ B.Sc. B.Ed/ M.P.Ed/ B.P.Ed/ C.P.Ed./D.P.Ed./LL.B./ B.A.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	1000
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.	1500

- No Examination Fee is payable for University Teaching Departments (UTDs) Students (except Re-appear) as the same is included in the fee payable at the time of admission.
- No candidate will be allowed to appear in the Examinations without filling-up of online Examination Form.
- The Principals/ Chairpersons of the concerned colleges/ Institutes/ UTDs will ensure to assign and verify correct subjects at the time of Filling-up of Examination Form.
- Responsibility of wrong Filling-up of Examination Form, if any will be entirely rest upon the Chairperson of UTDs or Principal/ Director of the college/ Institute concerned as the case may be.
- The objections/ grievances, if any regarding the wrong subject (s)/ Non-availability of any subject/ course on Samarth Portal are to be intimated on the link provided in the table below as per the schedule. No Grievance will be considered/ accepted thereafter.
- The schedule for assignment/ verification of Courses and Filling-up of Examination Forms for **December-2025 Examinations** is as under:

Sr. No.	Activity	Last Date without late fee
1	Configuration of Subjects on Samarth Portal by Academic Branch/ Samarth Team. Academic → Programme → Courses (All other steps)	17-10-2025
2	Submission of Objections (thru Samarth Ticket Generation System), if any by the colleges/ UTDs regarding any non-availability/ mismatch of subject (s)/ Course on Samarth Portal and resolving of the same by Academic Branch/ Samarth Team. Steps to Create Service Ticket Service Desk → Click on Create Service Ticket → Click on Select Module(Academic Management only) → Click on Service → Select Academics Branch → In details(Write your objections) → Upload forwarding letter signed by principal/ chairperson with supporting documents → Click on save button → Click on Submit Button. Don't click on checkbox (NOTE: If you have Model Name/Serial No. click on the checkbox.)	24-10-2025
3	Assignment of Courses to students and Verification of Assigned Courses to Students and Submission of Examination Forms of students by the colleges/ UTDs on student portal. Steps for Student-Course Assignments Academic → Programme → Click on the Programme (Short Code/ Programme System ID) → Semester → batch / sections → Click on Eye button of session 2025-2026 (2025-26 ODD) → Click on View Students → Select the Students to whom you assign the course → Click on assign course → Choose the Courses using Course Code and save	04-11-2025





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4	Verification of Examination Forms by the concerned Colleges along with payment of online Examination Fees. Steps for Verify Course Assignments Academic → Examination → Session Name → Student → Programme wise → Course Verification Steps for Submit Student Exam Forms Academic → Examination → Session Name → Student → Programme wise → Exam Form → Select the students for form submission of student and submit	06-11-2025
5	Submission of Proof of Filling-up and Verification of Examination Forms along with proof of payment of Examination Fee in Conduct Branch without any late fee. Steps for Proof of Submission and Verification of Examination Forms Academic → Examination → Session Name → Student → Data → Download From Template → Programme → Organisational Unit → Term → Template (College wise Approve List) → File Type (Pdf) → Submit	11-11-2025 (after this, the Late fine will be Rs. 500/- per day)

The Late Fee for filling-up (assignment/ verification of courses) of Examination Forms is as under:

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

Course/ Subject Correction Fee*:

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

*The request for change/ correction of Course is to be submitted in Conduct Branch along with applicable fee.

For any further clarifications, the colleges may contact the Conduct Branch thru E-mail conduct@gurugramuniversity.ac.in.

[Signature]
Assistant Registrar (Conduct)
For Controller of Examinations

Endst. No.GUG/Conduct/2025/ 392 Dated 15-10-2025

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

1. Dean Academic Affairs/Deans of Faculties/Dean of Colleges/COE/Finance Officer.
2. I/c, UCDAC for uploading on university website.
3. Nodal Officer, Samarth Portal for necessary updates on the portal.
4. OSD to Vice- Chancellor/Assistant to Registrar for kind information.

[Signature]
Assistant Registrar (Conduct)
For Controller of Examinations

