



# 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](http://www.gurugramuniversity.ac.in)

No. GUG/Conduct/2026/ 443

Dated: 17-02-2026

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 and Verification of Courses, Filling-up of Examination Forms of Yearly Schemes/ Even Semesters of All Courses (For Regular Students only) for the academic session 2025-26 on Samarth Portal for May-2026 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 Yearly Schemes/ Even Semesters of All Courses (For Regular Students only) for the academic session 2025-26 on Samarth Portal for May-2026 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>

**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

- f) 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.
- g) No candidate will be allowed to appear in the Examinations without filling-up of online Examination Form.
- h) 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.
- i) 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.
- j) 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.
- k) The schedule for assignment/ verification of Courses and Filling-up of Examination Forms for **May-2026 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)	20-02-2026
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. <b>Steps to Create Service Ticket</b> 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.)	Up to 28-02-2026
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. <b>Steps for Student-Course Assignments</b> Academic → Programme → Click on the Programme (Short Code/ Programme System ID) → Semester → batch / sections → Click on Eye button of session 2025-2026 (2025-26 EVEN) → 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	05-03-2026



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4	<p>Verification of Examination Forms by the concerned Colleges along with payment of online Examination Fees.</p> <p><b>Steps for Submit Student Exam Forms</b> Academic → Examination → Session Name → Student → Programme wise → Exam Form → Select the students for form submission of student and submit</p> <p><b>Steps for Verify Course Assignments</b> Academic → Examination → Session Name → Student → Programme wise → Course Verification</p>	17-03-2026
5	<p>Submission of Proof of Filling-up and Verification of Examination Forms along with <b>proof of payment of Examination Fee</b> in Conduct Branch without any late fee.</p> <p><b>Steps for Proof of Submission and Verification of Examination Forms</b> Academic → Examination → Session Name → Student → Data → Download From Template → Programme → Organisational Unit → Term → Template (College wise Approve List) → File Type (Pdf) → Submit</p>	20-03-2026 (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.	<b>Within 07 days from the last date without late fee</b>	1000/-
2.	<b>Within 15 days from the last date without late fee.</b>	2000/-
3.	<b>Up to 15 days prior to the commencement of Examination as per schedule.</b>	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](mailto:conduct@gurugramuniversity.ac.in).**

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

Endst. No. GUG/Conduct/2026/ 443 Dated 17-02-2026

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.

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