



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

No. GUG/Conduct/2025/ 39

Dated: 27-03-2025

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 Even Semesters/ Year System of All Courses (For Regular Students only) for the academic session 2024-25 on Samarth Portal for May-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 Even Semesters/ Year System of All Courses (For Regular Students only) for the academic session 2024-25 on Samarth Portal for May-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 from the affiliated colleges will be collected after filling of Examination Form separately. The amount of applicable Examination Fee shall be intimated through Demand letters to the concerned colleges.
- e) 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.
- f) No candidate will be allowed to appear in the Examinations without filling-up of online Examination Form. No hard copy of the Examination Forms will be accepted by the University.
- g) 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.
- h) 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.
- i) The objections/ grievances, if any regarding the wrong subject (s)/ Non-availability of any subject/ course on ERP Portal may be sent conduct Branch through E-mail: [conduct@gurugramuniversity.ac.in](mailto:conduct@gurugramuniversity.ac.in) as per the schedule. No Grievance will be considered/ accepted thereafter.



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- j) The schedule for assignment/ verification of Courses and Filling-up of Examination Forms for May-2025 Examinations is as under:

Sr. No.	Activity	Last Date without late fee
1	Assignment of Courses to all Students <b>except 2<sup>nd</sup> Semester</b>	05-04-2025
2	Verification of Assigned Courses to all Students <b>except 2<sup>nd</sup> Semester</b>	07-04-2025
3	Filling-up & Verification of Examination Forms of all Students whose Courses have been verified <b>except 2<sup>nd</sup> Semester</b>	11-04-2025
4	Assignment of Courses to Students of <b>2<sup>nd</sup> Semester</b>	21-04-2025
5	Verification of Assigned Courses to all Students of <b>2<sup>nd</sup> Semester</b> .	23-04-2025
6	Filling-up & Verification of Examination Forms of all Students whose Courses have been verified of <b>2<sup>nd</sup> Semester</b> .	25-04-2025

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

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/-



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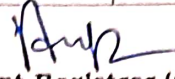
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### Correction Fee:


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

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

Endst. No. GUG/Conduct/2025/ 39 Dated 27-03-2025

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.

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