



# GURUGRAM UNIVERSITY, GURUGRAM

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

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No. GUG/R&S/2022/CD-1217-1255

Dated: 11/08/2022

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 Online Continuation Returns for the academic session 2022-23.**

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 submission of Continuation Returns for all courses of University Teaching Departments (UTDs)/ Affiliated Colleges for the session 2022-23 as under:

- a) The UTDs/ Affiliated Colleges shall have to complete the process of online submission of Continuation Returns on the portal of the University i.e. <https://gu.aimserp.co.in/> 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 (downloaded from University Portal) is required to be submitted in the Registration & Scholarship Branch of the University within stipulated period.
- 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 online and the colleges are required to deposit the applicable fee\* in online mode (Debit Card/ Credit Card/ UPI, NEFT/RTGS etc.) through University portal (<https://gu.aimserp.co.in/>) only. No fee through any other mode will be accepted.
- d) The Hard copy of the Continuation Return can be downloaded by the affiliated colleges only after payment of applicable fee only. No separate 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. The Continuation Returns not submitted through University Portal or Hand Written/ Typed Returns will not be accepted in any case.
- e) If any college/ UTDs does not deposit the hard copy of the downloaded Continuation Return in stipulated period in R&S Branch, the late fee will applicable for delay in submission.

- a) 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	(i) For 1-7 days late after expiry of normal due date. (ii) 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	(iii) For 8-14 days late after expiry of normal due date. (iv) 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	(v) For 15-20 days late after expiry of normal due date. (vi) 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	(vii) After 20 days late after expiry of normal due date. (viii) 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 Registration Return as a special case with applicable late fee of Rs. 500/- per day per Student maximum of Rs. 2,00,000/-.

- b) The online agency (AIMS ERP) in consultation with Colleges Branch will 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 have been accepted on the online portal.
- c) 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.
- d) No Continuation Return, Fee/ Fine will be entertained through E-mail.
- e) Formats of Continuation Returns:

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

**f) 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.

g) 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.

\*All Fees are subject to approval of Academic Council.

**Note:** In case of any technical problem i.e. issue of Login Name & Password, online fee, submission of Registration Returns, the colleges/ UTDs may contact through e-mail [aimserp.iti@gmail.com](mailto:aimserp.iti@gmail.com) or [rgn@gurugramuniversity.ac.in](mailto:rgn@gurugramuniversity.ac.in).

  
Assistant Registrar (R&S)  
for Registrar

Endst. No.GUG/R&S/2022/ 3053-3063 Dated 01-08-2022

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. Deputy Registrar (Academic), Gurugram University, Gurugram.
8. Deputy Registrar (IT), Gurugram University, Gurugram, for uploading on university website.
9. In-charge, AIMS ERP, Gurugram University, Gurugram.
10. OSD to Vice- Chancellor (for kind information of the Hon'ble Vice-chancellor), Gurugram University, Gurugram.
11. PA to Registrar (for kind information of Worthy Registrar) Gurugram University, Gurugram

  
Assistant Registrar (R&S)  
for Registrar