



GURUGRAM UNIVERSITY, GURUGRAM

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

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No. GUG/Conduct/2024/ 57

Dated: 07-03-2024

To

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

Sub: Regarding Filling-up of Examination Forms (offline) for Improvement Examinations of Even Semesters.

Sir/Madam,

Kindly refer to the subject cited above. In this regard, I have been directed to inform you that the competent authority has approved to submit the offline Examination Forms for Improvement Examinations in the prescribed format (attached) **up to 05-04-2024 (Friday)** in the Conduct Branch.

Further, it is also informed that the Examination form must be countersigned by the Principal of the College/ Chairperson of UTD, duly attested photograph failing which the form will be summarily rejected.

This may be brought to the notice of students.

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

Encl: Examination Form

Endst. No.GUG/Conduct/2024/ 58 Dated 07-03-2024

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. OSD to Vice- Chancellor/Assistant to Registrar for kind information.

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



GURUGRAM UNIVERSITY GURUGRAM

Form for Improvement in Examinations

Name of the Candidate :

Father's Name :

University Registration Number :

College attended :

Photograph duly
attested by
Principal of
college/
Chairperson of
the department is
to be pasted.

Details of Fee Paid:

Receipt No.:

Dated:

Amount:

Details for Improvement in Examinations:

Sr. No.	Program	Semester	Paper (complete Name)	Marks Obtained

Signature of the Candidate with Date

Countersigned by Principal of college/ Chairperson, UTD

Note:

1. The student is required to deposit the applicable fee in accounts branch of the University and attached the receipt alongwith this Form.
2. The incomplete forms/ without attested photograph/without fee/ not countersigned will be summarily rejected.
3. Details of applicable fee are mentioned overleaf.

Fee applicable for Improvement cases:

Sr. No	Group	Course	Examination Fee for Re-appear/ Improvement
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	1000
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.	1000
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	1200
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