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 e-mail: rgn@gurugramuniversity.ac.in

GUG/R&S/2026/ 313 **Dated:** 28-10-2026

To

Through E-mail

1. Chairperson/In-charge
   University Teaching Departments,
   Gurugram University, Gurugram.

2. All the Principal of Colleges Affiliated with
   Gurugram University, Gurugram

Subject: Revised Schedule for submission of Registration Return of UG/PG Course of UTDs/Affiliated College (except B. Pharmacy, B.Tech./B.Ed.) for the session 2026-27.

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 following schedule/process for submission of Registration Returns for UG/PG Course UTD/Affiliated colleges for the session 2026-27 as under.

a) The UTD/ Affiliated Colleges shall have to complete the process of submission of Registration Returns of only eligible students and a "Hard Copy" of the Registration Return (in prescribed format RF-1/RF-2/RF-6) on "A3 paper size only" and details of admitted Students in RF-10A along with all required documents/ Certificates (duly attested) exhibiting their eligibility and original migration certificates is required to be submitted in the Registration Branch of the University Up to 11-11-2026 without any late fee. The Colleges/ UTDs are also required submit the soft copy for uploading the same on Samarth Portal by the Registration Branch after allotment of URNs.

b) The Registration Returns for admission with late fee along with supporting documents are required to be submitted within 07 days from the date of admissions with applicable late fees.

c) For affiliated colleges, the applicable Registration Return fee will be calculated course wise as per table provided in Clause (p) of the instruction.

d) The colleges are required to deposit the applicable fee in online **(Visit Gurugram University /Samarth Portal/ RR/CR fee/ Miscellaneous Fee (Attach Annexure A).** No fee through any other mode will be accepted.

e) The Hard Copy of Registration Return is to be computer typed. No handwriting return shall be accepted in any case. No fee towards Registration Returns is payable for University Teaching Departments (UTDs) as RR fee is included in the fee payable at the time of admission.

f) If any college/ UTDs does not deposit the hard copy of the downloaded Registration Return in stipulated period in Registration Branch, the late fee will applicable for delay in submission.

g) If any UTD/ College submits the Registration after 30 days or 21 days, the Registration Returns shall be accepted with the following late fees:

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 e-mail: rgn@gurugramuniversity.ac.in

1	For 1-7 days late after expiry of normal due date. 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	For 8-14 days late after expiry of normal due date. 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	For 15-20 days late after expiry of normal due date. 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	After 20 days late after expiry of normal due date. After 20 days late after expiry of due date with late fee	No Registration/ 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/-.

h) If any UTD/ College fails to submit the documents/ certificates alongwith the hard copy of Registration Returns, the late fee as under will be charged:

- For 1-15 days late after the expiry of normal due date : Rs. 750/- per student.
- For 16-30 days late after the expiry of normal due date : Rs. 1,500/- per student.
- For 31-45 days late after the expiry of normal due date : Rs. 2500/- per student.
- After 45 days : Rs. 5,000/- per student.

Provided that in case a candidate is able to submit Migration Certificate while sending the Registration Returns, Migration Certificate/Documents of such candidate may be forwarded in original to the Registration & Scholarship Branch as per the schedule given below along with the late fees as mentioned:

1	Up to 31st December 2026	No late fee
2	Up to 28th February 2027	With a late fee of Rs. 1000/-
3	Up to 30th April 2027	With a late fee of Rs. 2000/-
4	Up to 30th June 2027	With a late fee of Rs. 3000/-
5	Up to 31st October 2027	With a late fee of Rs. 4000/-and thereafter the admission will be treated as cancelled.

i) The Principle/Director shall ensure that the Institute/College has been granted affiliation /extension in affiliations for the course with the specified sanctioned intake by the authority of which the Registration Returns are being submitted for the session 2026-27.

j) No Registration Returns will be entertained without complete required documents (attested, Page Numbered and in binded from)

k) The Principals/ Chairpersons of the concerned colleges/ Institutes/ UTDs will ensure to submit along with Registration Returns, the proof of equivalency of qualifying examination passed from Foreign Universities/ Boards other than Board of School Education, Haryana and Central Board of Secondary Education.

l) Responsibility of ineligible/ wrong/irregular admission/ excess admission, if any will be entirely rest upon the Chairperson of UTDs or Principal/ Director of the college/ Institute concerned as the case may be.

m) No Registration Return Documents, Fee/ Fine will be entertained through E-mail

n) Formats of Registration Returns:

xxviii **RF-1**: This is meant for only those students, who have passed their qualifying examinations from the Board of School Education, Haryana and Haryana State Technical Education Board, Panchkula and are to be registered for the first time in this University.

xxix **RF-2**: This is meant for only those students, who have passed their qualifying examination from an Institution other than Board of School Education, Haryana and Haryana State Technical Education Board, Panchkula.

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

o) **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.

p) Registration 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	500	100	20	40	150	10	50	40	500	1410
2	Group-B	500	200	20	40	150	10	50	40	500	1510
3	Group-C	1,500	2000	20	100	150	10	100	40	500	4420
4	Group-D	1,500	2500	20	150	150	10	100	40	500	4970

***For existing students/already registered students of the university, the existing continuation fee will be applicable.**

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. 30/- for all Courses.
- Digitalization Charges : Rs. 100/- for all Courses.

xxvii) Entry Fee for Zonal:

Youth Festival

- Strength up to 200 Students : Rs. 1,000/-
- Strength up to 500 Students : Rs. 2,000/-
- Strength above 500 Students : Rs. 5,000/-

Technical/ Management Festival : Rs. 3,000/-

The entry fee for Zonal Youth Festival and Technical/ Management Festival shall be payable even if a college does not participate. The entry fee will be deposited with the Director Youth Welfare in the starting of the session.

xxviii) Sports Entry Fee:

This Fee is for development of sports activities at par with the entry fee of Youth Welfare Activities to be paid by all the Colleges/ Institutes as under:

- Strength up to 200 Students : Rs. 1,000/-
- Strength up to 500 Students : Rs. 2,000/-
- Strength above 500 Students : Rs. 5,000/-

The above sports fee shall be payable by every affiliated college/ Institute even if it does not participate in any tournament/ game. This sports entry fee will be deposited Director/ Secretary (Sports) in one lot in the starting of the session.

q) **Correction Fee/ Name Corrections:**

Sr. No.	Correction Fee In Registration Returns	Fees in Rs.
1	Applications for corrections in the particulars of a candidate shall be entertained by the Registration & Scholarship Branch up to 30 days from the last date of receipt of Hard Copy of Registration Returns, without any penal charges. Thereafter, the candidate will be required to pay a fee of Rs. 500/- for Correction(s), if any.	Rs. 500/-

Note: In case of any clarification, the college/UTDs may contact through email-rgn@gurugramuniversity.ac.in and fee should be verified by the Account Branch, Gurugram University, Gurugram.

Assistant Registrar (Registration)

***Endst.*No.GUG/R&S/2026/** 214-222 **Dated** 28-10-2026

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/DD (Audit), Gurugram University, Gurugram.
7. I/c. UCDAC, Gurugram University, Gurugram for uploading University Website.
8. OSD Vice-Chancellor, (for kind information of the Hon'ble Vice-Chancellor), Gurugram University, Gurugram.
9. PA to Registrar, (for kind information of the Worthy Registrar), Gurugram University, Gurugram

Assistant Registrar (Registration)