



DEPARTMENT OF ENGINEERING & TECHNOLOGY GURUGRAM UNIVERSITY, GURUGRAM

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

Sector -87 Gurugram (Haryana) -122505 Ph: 0124-2788001-05, Fax: 0124-2788010

Web: www.gurugramuniversity.ac.in e-mail: dept.enggandtech@gurugramuniversity.ac.in

Ref. No.- GUG/E&T/2026/339

Date:-07.09.2026

Open Counseling/ Physical Reporting Notice

This is inform to all candidates who applied for the open counseling of B.Tech, B.Tech LEET, MCA, MCA(I) against the vacant/unfilled seats are required to report as per below schedule on **08.09.2026**.

1. Venue:

- | | | |
|-----|-----------------------|---|
| a). | MCA, MCA (Integrated) | Room no. 311, 3 rd floor, Academic floor 4 |
| b). | B.Tech, B.Tech LEET | Room no. 312, 3 rd floor, Academic floor 4 |
- Gurugram University, Sector 87,
Gurugram**

2. Official Schedule

Candidates must strictly adhere to the following time slots on the day of reporting:

Activity	Timing	Instructions
Attendance / Reporting	09:00 AM to 11:00 AM	Candidates must sign the attendance sheet upon arrival. Latecomers will not be entertained.
Document Verification	09:00 AM to 12:00 PM	Present all original academic and category documents along with one set of photocopies.
Seat Allotment & Fee Deposition	12:00 PM to 04:00 PM	Seats will be allotted to verified candidates, followed by immediate fee deposition.

3. Seat Allotment Process & Rules

- Availability-Based Allotment: Final seat allotment will be processed strictly as per seat availability in the respective categories only *after* the successful completion of physical reporting and document verification.
- Merit-Based Progression: The allotment process will strictly follow the merit ranking, which is prepared after document verification.
- Strict Document Policy: If any candidate is unable to produce their original required documents or their final qualifying result at the time of verification, their claim for admission will be immediately forfeited. The seat will then automatically be allocated to the next eligible candidate in the verified merit list. No extra time or extensions will be granted for document submission.

4. Checklist of Required Documents

Candidates must bring the following documents (Original + 2 set of self-attested photocopies):

- Printed copy of the Admission Application Form.
- Valid Photo ID Proof (Aadhar Card, Voter ID, etc.).
- 10th and 12th Standard Marksheets and Certificates.
- Other relevant documents
- Provisional Diploma Certificate



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- Category/Reservation Certificates (If Applicable): SC/Deprived SC/BCA/ BCB/PH/ESM/ FF or EWS Certificate issued by the competent authority of Haryana.
- Haryana Domicile Certificate (if applicable).
- Income Certificate (if applicable).
- Online payment method for immediate Fee Deposition upon successful seat allotment.
- Medical Fitness Certificate: Original certificate in the prescribed HSTES format, signed by a registered Medical Practitioner.
- Gap Year Affidavit (If Applicable): A notarized affidavit on a stamp paper explaining any gap in your academic studies after completing your degree.
- Anti-Ragging Affidavits: Duly notarized affidavits by the student and the parent/guardian (as per UGC/AICTE norms).
- Photographs: 6 recent passport-size color photographs of the student.

Note: Candidates are advised to arrive well before 09:00 AM to avoid any last-minute rush and ensure a smooth verification process.

Payment Method: Please ensure you carry a debit/credit card or have net banking credentials ready, as the university promotes digital transactions.

Important Instructions for Candidates

- Physical Presence is Mandatory: The admission process cannot be completed via a proxy. The candidate must be physically present at the Auditorium for verification and document submission.
- Originals are Strictly for Verification: Your original documents will be returned to you after the verification process is completed by the committee. Only the Character Certificate, Migration Certificate (if applicable), Medical Fitness Certificate, and Affidavits will be retained in original by the university.
- Incomplete Documents: Failure to present the required original documents or the 03 attested sets will lead to delays and may result in the cancellation of your allotted seat as per university rules.

Convenor, Admission Committee
Department of Engineering and Technology

A copy of the above is forwarded to followings for information and necessary action:-

1. Nodal Officer, Samarth Portal, Gurugram University, Gurugram
2. UCDAC In-Charge (for uploading on website) Gurugram University, Gurugram.
3. AR Academic Branch, Gurugram University, Gurugram.