



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

No. GUG/Conduct/2026/ 593

Dated: 12-06-2026

To

All the Principal of Education Colleges
Affiliated with Gurugram University, Gurugram

Sub: Schedule for Conduct of Practical Examinations, Uploading of Internal Awards and Evaluation of Dissertation/Conduct of viva-voce for Education Courses (B.Ed. & M.Ed.).

Kindly refer to the subject cited above. In this regard, I have been directed to inform the followings:

1. The Internal Awards for all courses may be uploaded on Samarth Portal latest by **30-06-2026**.
2. **The Training for uploading the marks (Internal & Practical) on Samarth Portal is scheduled to be held on 16-06-2026 (Tuesday) at 11:00 AM in Kallam Kaksh at Sector-51 Campus.**
3. The Practical Examinations for B.Ed. Courses may be conducted w.e.f. 01-07-2026 i.e. after opening of schools and may be completed by 15-07-2026.
4. The Practical Examinations for M.Ed. Courses shall be conducted up to 30-06-2026. Further, on the recommendations of the committee, keeping in view the less no. of students enrolled in M.Ed. Courses, the Practical Examinations of M.Ed. Courses shall be conducted centrally either at UTD or at any affiliated college.
5. The Practical Examinations may be video graphed by college at their own level and expenditure for the same will be borne by the concerned college at their own level. The proof of videography in the form of Pen Drive/ CD may be submitted in the University along with the hard copy of awards within seven (07) days from the completion of Practical Examiners.
6. The Colleges may issue proper schedule/ Date Sheet for conduct of Practical Examinations and the said schedule may be sent to conduct@gurugramuniversity.ac.in.
7. For **Evaluation of Dissertation and conduct of viva-voce, the colleges are required to submit the Dissertation Evaluation Fee** as per the provisions of University Ordinances in the below format latest by 20-06-2026:

Sr. No.	Name of the Program	Semester	Type of Course (Dissertation)	No. of Students	Applicable fee, with fine, if any	Details of Payment of Fee to the University (proof to be attached)

8. Further, the Colleges may retain the records of copies of Dissertation/ Project Report/ Field Training Report etc. in respective departments/ colleges up to 02 years from the date of final submission by the students.





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9. The details of applicable fee (Dissertation Fee) is as under:

Sr.	Name of the Course	Fees in Rs.
1.	MBA/BBA, B.Sc. (Hons), BTM, BHMCT, B.Pharm, APGDCA, M.A., M.Sc., M.Com., MCA/ M.Ed., M.P.Ed., MHMCT, MTTM, PGDT or any other similar course	600/-

10. Further, it is also clarified that the Evaluation of Dissertation and conduct of viva-voce without payment of applicable fee shall be treated as invalid and the concerned Principal shall be responsible for such lapses.

11. The Affiliated Education Colleges are required to upload the Internal Assessment and Practical Awards on the Samarth Portal on a daily basis. After uploading, a printout of the same shall be taken, duly signed by the concerned Internal and External Examiners at the same time, and the scanned copy of the signed award list shall be submitted to the concerned Result Branch through email on the same day. In case of any technical issue on the Samarth Portal, the scanned copy of the award list (prepared on A4 paper), duly signed by the Internal and External Examiners, must be submitted on the same day via email to the concerned Result Branch.

12. The Departments/Colleges are required to submit the hard copies of all award lists (Internal Assessment and Practical Awards) to the University (Result-2 Branch) latest by **20-07-2026**, in the form of a spirally bound booklet with proper indexing, so that the results may be declared without any delay.

13. In case any UTD/ College fails to upload the awards in stipulated period, the requests for open the portal for uploading the marks shall be considered with a late fee of Rs. 5,000/- per programme.

This is for kind information and necessary compliance.

Endst. No. GUG/Conduct/2026/ 593 Dated 19-06-2026 Controller of Examinations

A copy of the above is forwarded to the following for kind information and necessary action:

1. Dean of Colleges.
2. Finance Officer.
3. Deputy Director (Audit).
4. Nodal Officer, Samarth Portal.
5. Branch Head, Result-2 Branch.
6. Director, IQAC.
7. I/c UCDAC for uploading on university website.
8. OSD to Vice- Chancellor/Assistant to Registrar/COE.

Assistant Registrar (Conduct)
For Controller of Examinations

