



GURUGRAM UNIVERSITY, GURUGRAM

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

Sector-51, Gurugram (Haryana)-122003 Ph: 0124-2788001-05, Fax: 0124-2788010

web: www.gurugramuniversity.ac.in

No. GUG/Conduct/2026/ 561

Dated: 07-05-2026

To

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

Sub: Schedule for Conduct of Practical Examinations, Uploading of Internal Awards and Evaluation of Dissertation/ Project Report/ Field Training Report etc. and Conduct of viva-voce for Even Semesters/ Yearly Programmes (2025-26) for all Courses (except 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 **20-05-2026**.
2. For Terminal Semesters/ Final Year Students, the Practical Examinations/ Evaluation of Dissertation/ Project Report/ Field Training Report etc. may be completed **up to 31-05-2026** and for remaining students, the Practical Examinations may be conducted after completion of theory Examinations and but **on or before 30-06-2026**.
3. The UTDs/ Colleges may issue proper schedule/ Date Sheet for conduct of Practical Examinations and the said schedule/ Date Sheet in consolidated form may be sent to conduct@gurugramuniversity.ac.in.
4. The Panel of Examiners for all courses in UTDs is to be ticked from the Controller of Examinations from a list of atleast 5-8 experts from the concerned field.
5. The affiliated colleges for Engineering and Management/ Professional Courses are also required to got ticked the panel of Examiners from Controller of Examinations from a list of atleast 5-8 experts from the concerned field.
6. The colleges may invite the experts from the Panel duly approved by the BOS as per the convenience. In case non-availability of panel/ experts, the College may submit the request to Controller of Examinations.
7. For appointment Examiners for **Evaluation of Dissertation/ Project Report/ Field Training Report etc. and conduct of viva-voce** as per the provisions of University Ordinances:

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



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Proposed List of Examiners (Atleast 06 to 08 from approved Panel from BOS):

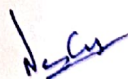
Sr. No.	Name & Designation	Affiliating Institute

8. The request for appointment of above examiners may be submitted to Controller of Examinations.
9. **The Evaluation of Internships shall be continued at college/ department level by Internal Examiners and hence no fee is applicable on Internships as per the Ordinance.**
10. Further, the UTDs/ 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.
11. The details of applicable fee (Dissertation/Project/Summer Training 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, MTM, PGDT or any other similar course	600/-
2.	M.Tech., M. Arch., M. Planning or any other similar course.	4000/-
3.	M.Phil, LLM. or any other similar course	2000/-

12. Further, it is also clarified that the Evaluation of Dissertation/ Project Report/ Field Training Report etc. and conduct of viva-voce without appointment of Examiners and payment of applicable fee shall be treated as invalid and the concerned Chairperson/ Principal shall be responsible for such lapses.
13. **Practical Examinations not conducted from approved Panel will be considered as invalid.**
14. The University Teaching Departments (UTDs) and Affiliated 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.
15. The Departments/Colleges are required to submit the hard copies of all award lists (Internal Assessment and Practical Awards) to the University (concerned Result Branch) latest by **10-07-2026**, in the form of a spirally bound booklet with proper indexing, so that the results may be declared without any delay.
16. **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.


Controller of Examinations



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Endst. No.GUG/Conduct/2026/ 562 Dated 07-05-2026

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

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