



# 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](http://www.gurugramuniversity.ac.in) e-mail: [conduct@gurugramuniversity.ac.in](mailto:conduct@gurugramuniversity.ac.in)

No. GUG/Conduct/2023/ 782

Dated: 04-05-2023

To

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

**Sub: Schedule for Conduct of Practical Examinations for Even Semester/ Final Year of all Courses (Except B.Ed./M.Ed.).**


Sir/Madam,

Kindly refer to the subject cited above. In this regard, I have been directed to inform that in order to declare the Results well in advance before next admissions, the Practical Examinations for Even Semester/ Final Year of all Courses (except B.Ed. & M.Ed.) may be conducted during **May 15-31, 2023** i.e. before the start of Theory Examinations by the Panel of Examiners already communicated by University for Odd Semester Examinations and the Marks may be uploaded on University Portal (<https://gu.aimserp.co.in>) up to 31-05-2023.

Further, I have also been directed to clarify that Practical Examinations up to 100 students may be conducted/ completed in one day (i.e. atleast 25 students per batch and minimum 04 batches per day) to minimize the travel cost.

Further, it is also explicitly clarified that in case any college/ department fails to upload the practical marks on the portal by 31-05-2023, the portal can be re-opened only with the permission of Vice-Chancellor with the late fine of Rs. 10,000/- per college/ department.

**Note:** The college will ensure the compliance of minimum teaching days by conducting extra classes as per the requirements.


  
Superintendent (Conduct)  
For Controller of Examinations

Endst. No. GUG/Conduct/2022/ 782

Dated 04-05-2023

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. In-charge, AIMS ERP, for necessary updates on the portal.
4. Dealing Clerk, Bills, Conduct Branch.
5. OSD to Vice- Chancellor/Assistant to Registrar for kind information.

  
Superintendent (Conduct)  
For Controller of Examinations