



GURUGRAM UNIVERSITY, GURUGRAM

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

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No. GUG/Conduct/2022/ 77-115

Dated: 7-11-2022

To

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

Sub: Instructions/ Guidelines for Subject Booking/ Filling-up of Examination Forms for the academic session 2022-23.

Sir/Madam,

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 process for Subject Booking/ Filling-up of Examination Form for all courses of University Teaching Departments (UTDs)/ Affiliated Colleges for the session 2022-23 as under:

- a) The UTDs/ Affiliated Colleges shall have to complete the process of online Subject Booking/ Filling-up of Examination Form of all the students (except Re-appear) on the portal of the University i.e. <https://gu.aimserp.co.in/> as per the schedule announced by the University.
- b) For affiliated colleges, the applicable Examination Fee will be calculated online and the colleges are required to deposit the applicable fee in online mode (Debit Card/ Credit Card/ UPI, NEFT/RTGS etc.) through University portal (<https://gu.aimserp.co.in/>) only. No fee through any other mode will be accepted.
- c) No Examination Fee is payable for University Teaching Departments (UTDs) Students (except Re-appear) as the same is included in the fee payable at the time of admission.
- d) The Colleges/ UTDs are advised to keep the proof of Subject Booking/ Filling up of Examination Forms and fee payment (University Receipt) with them failing which No claim will be entertained. **The Subject Booking/ Filling up of Examination Forms without successful payment of Examination fee will be treated as Invalid.**
- e) No candidate will be allowed to appear in the Examinations without Subject Booking/ filling-up of online Examination Form. No hard copy of the Examination Forms will be accepted by the University.
- f) The Principals/ Chairpersons of the concerned colleges/ Institutes/ UTDs will ensure to fill correct subject at the time of Subject Booking/ Filling-up of Examination Form.
- g) Responsibility of wrong Subject Booking/ Filling-up of Examination Form, if any will be entirely rest upon the Chairperson of UTDs or Principal/ Director of the college/ Institute concerned as the case may be.

a) Details of applicable Examination Fee:

Sr. No	Group	Course	Examination Fee for Fresh Students	Examination Fee for Fail/ Re-appear Students
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	600	1000
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.	800	1000
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/BTMM/ B.Voc. (All Courses)/ B.Lib/ Diploma/ Certificate Courses and any other similar courses as may be started from time to time	1000	1200
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.	1500	1800

b) Correction Fee:

Sr. No.	Correction Fee	Fees in Rs.
1.	Subject Change/ Category Change/ Subject Correction Fee beyond notified Date	500/-

ii) Late Fee:

Sr. No.	Late Fee	Fees in Rs.
1.	Within 07 days from the last date without late fee	1000/-
2.	Within 15 days from the last date without late fee.	2000/-
3.	Up to 15 days prior to the commencement of Examination as per schedule.	8000/-

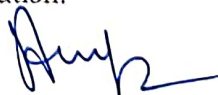
Note: In case of any technical problem i.e. issue of Login Name & Password, online fee, submission of Registration Returns, the colleges/ UTDs may contact through e-mail aimserp.iti@gmail.com or conduct@gurugramuniversity.ac.in .


Assistant Registrar (Conduct)
for Controller of Examinations

Endst. No.GUG/Conduct/2022/ 116 - 119 Dated 7-11-2022.

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. Deputy Registrar (IT), for uploading on university website.
3. In-charge, AIMS ERP, for necessary updates on the portal.
4. OSD to Vice- Chancellor/Assistant to Registrar for kind information.


Assistant Registrar (Conduct)
for Controller of Examinations
 O/L/K