



# 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: [rqn@gurugramuniversity.ac.in](mailto:rqn@gurugramuniversity.ac.in)

No. GUG/R&S/2022/CD 1636-1637

Dated: 1/9/2022

To

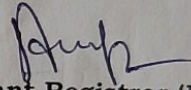
1. All the Principals of Colleges Affiliated with Gurugram University, Gurugram.
2. All the Chairpersons/In-charges, UTDs, Gurugram University, Gurugram.

**Sub: Resolution of the Executive Council in its 23<sup>rd</sup> Meeting held on 19-08-2022 vide Item No. EC/23/20.**

Sir/Madam,

The Executive Council in its 23<sup>rd</sup> Meeting held on 19-08-2022 has approved the recommendations of the committee dated 01-06-2022 regarding to Review the existing Fees/ late fees related to R&S Branch. The recommendations of the committee are attached as **Annexure**.

Accordingly, the revised Fees/ Late Fees are applicable with immediate effect.

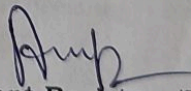
  
**Assistant Registrar (R&S)  
for Registrar**

Encl.: As above

Endst. No. GUG/R&S/2022/ 3125-3129 Dated 01-09-2022

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

1. Dean Academic Affairs/ Dean of Colleges, Gurugram University, Gurugram.
2. COE/ Finance Officer, Gurugram University, Gurugram.
3. Deputy Registrar (IT), Gurugram University, Gurugram, for uploading on university website.
4. In-charge, AIMS-ERP for necessary updates on the Portal.
5. OSD to Vice-Chancellor (for kind information of the Hon'ble Vice-chancellor), Gurugram University, Gurugram.
6. Assistant to Registrar (for kind information of Worthy Registrar) Gurugram University, Gurugram

  
**Assistant Registrar (R&S)  
for Registrar**

# GURUGRAM UNIVERSITY GURUGRAM

## Minutes of the meeting of the Committee regarding Review of existing Fees/ Late Fees related to Registration & Scholarship Branch.

The meeting of the Committee held on 01-06-2022 from 11:00 a.m. onwards in the O/o Dean Academic Affairs. The following were present:

1. Prof. S.C. Kundu, Dean Academic Affairs.
2. Dr. Naveen Goyal, Deputy Registrar (Academic)
3. Sh. Anoop Singh, Assistant Registrar (R&S)

Dr. Annapurna Sharma, Dean of Colleges did not attend the meeting.

The committee considered the relevant Extract of Resolution No. 29 of Executive Council's Meeting of MDU, Rohtak regarding the Recommendations of the Committee with regard to Explore the ways of Cutting the Cost and Generating More Revenue and also to suggest Better Financial Management along with the Ordinances of Gurugram University, Gurugram.

After detailed discussions and deliberations, the committee unanimously recommends enhancing the various fees of Registration & Scholarship Branch as under:

### 1. Inter College Migration from one college to another (affiliated with Gurugram University, Gurugram):

Sr. No.	Nature of Work	Existing		Proposed	
		Application Processing Fee	Migration Fee	Application Processing Fee	Migration Fee
i)	B. Ed. Course	Rs. 500/-	Rs. 10,000/-	Rs. 1,000/-	Rs. 20,000/-
ii)	M. Ed. Course	Rs. 500/-	Rs. 25,000/-	Rs. 1,000/-	Rs. 35,000/-
iii)	B.E./B.Tech./M.Tech./MCA/MBA/.Pharmacy/ LL.B./ LL.M Courses	Rs. 1,000/-	Rs. 25,000/-	Rs. 2,000/-	Rs. 35,000/-
iv)	For all other Courses	Rs. 500/-	Nil	Rs. 1,000/-	Rs. 5,000/-

### 2. Inter University Migration from other Universities to Gurugram University, Gurugram during the course of studies:

Sr. No.	Nature of Work	Existing		Proposed	
		Application Processing Fee	Migration Fee	Application Processing Fee	Migration Fee
i)	B.E./B.Tech./M.Tech./MCA/MBA/.Pharmacy/ LL.B./ LL.M Courses	Rs. 1,000/-	Rs. 30,000/-	Rs. 3,000/-	Rs. 40,000/-
ii)	For all other Courses	Rs. 500/-	Nil	Rs. 2,000/-	Rs. 10,000/-

### 3. Registration Fees:

Sr.	Course	Existing Fees	Proposed Fees
1.	TDC (Pass and Honours), Diploma/Certificate Courses and any other similar courses as may be started from time to time	Rs.300/-	Rs. 500/-

	Group-A	OTMIL Courses	Nil	Rs. 500/-
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	Rs. 300/-	Rs. 500/-
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/BTTM/ B.Voc. (All Courses)/ B.Lib/ Diploma/ Certificate Courses and any other similar courses as may be started from time to time	Rs. 1,000/-	Rs. 1,500/-
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.	Rs. 1,000/-	Rs. 1,500/-

#### 4. Continuation Registration Fees:

Sr.	Course	Existing Fees	Proposed Fees
1.	Group-A		
		TDC (Pass and Honours), Diploma/Certificate Courses and any other similar courses as may be started from time to time	Rs.100/-
		OTMIL Courses	Rs. 200/-
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	Rs. 100/-
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/BTTM/ B.Voc. (All Courses)/ B.Lib/ Diploma/ Certificate Courses and any other similar courses as may be started from time to time	Rs. 500/-
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.	Rs. 500/-

#### 5. Submission of Registration/ Continuation Returns:

- a) All the Chairpersons of University Teaching Departments (UTDs)/ Principal of every recognized/ maintained/ affiliated colleges shall complete the process of submission of Registration/ Continuation Returns on the portal of the University within 30 days of the last date for admission/promotion OR in case of admission/promotion with late fee, within 21 days from the date of admissions with late fees as the case may be in the prescribed format and must submit the hard copy of the downloaded Registration/ Continuation Return along with all types of required certificates/ documents (photocopies duly attested with stamp) exhibiting the eligibility of all the students and Original Migration Certificates in the Registration & Scholarship Branch within above mentioned stipulated period of 30 days & 21 days as the case may be. However, No documents are to be attached with the Continuation Returns.

b) If any UTD/ College submits the Registration/ Continuation Returns after 30 days or 21 days, the Registration/ Continuation Returns shall be accepted with the following late fees:

1	(i) For 1-7 days late after expiry of normal due date. (ii) For 1-7 days late after expiry of due date with late fee	Rs. 100/- per day per student with maximum of Rs. 25,000/-
2	(iii) For 8-14 days late after expiry of normal due date. (iv) For 8-14 days late after expiry of due date with late fee	Rs. 200/- per day per student with maximum of Rs. 50,000/-
3	(v) For 15-20 days late after expiry of normal due date. (vi) For 15-20 days late after expiry of due date with late fee	Rs. 300/- per day per student with maximum of Rs. 1,00,000/-
4	(vii) After 20 days late after expiry of normal due date. (viii) After 20 days late after expiry of due date with late fee	No Registration/ Continuation Return will be entertained. However, the Hon'ble Vice-Chancellor may consider to allow/ to admit the Registration Return as a special case with applicable late fee of Rs. 500/- per day per Student maximum of Rs. 2,00,000/-.

c) If any UTD/ College fails to submit the documents/ certificates alongwith the hard copy of Registration Returns, the late fee as under will be charged:

- For 1-15 days late after the expiry of normal due date : Rs. 750/- per student.
- For 16-30 days late after the expiry of normal due date : Rs. 1,500/- per student.
- For 31-45 days late after the expiry of normal due date : Rs. 2500/- per student.
- After 45 days : Rs. 5,000/- per student

Provided that in case a candidate is not able to submit the Migration certificate while sending the Registration Return, the Migration Certificate of such candidates may be forwarded in original to the Registration & Scholarship Branch as per the schedule given below along with the late fees as mentioned:

1	Up to 31 <sup>st</sup> December	No late fee
2	Up to 28 <sup>th</sup> February	With a late fee of Rs. 1000/-
3	Up to 30 <sup>th</sup> April	With a late fee of Rs. 2000/-*
4	Up to 30 <sup>th</sup> June	With a late fee of Rs. 3000/-*
5	Up to 31 <sup>st</sup> October	With a late fee of Rs. 4000/-* and thereafter the admission will be treated as cancelled.

\*along with affidavit to the effect that he/she did not appeared in any examination form any other University/Board simultaneously through REGULAR mode.

However, after 31<sup>st</sup> October, the Migration Certificates can be accepted as a special case with the permission of the Vice-Chancellor with the late fee of Rs. 10,000/-along with the affidavit to the effect that he/she did not appeared in any examination form any other University/Board simultaneously through REGULAR mode.

*Handwritten signatures and initials at the bottom of the page.*

6. Other Charges/Fees (University Share) payable at the time of Registration Return/  
Continuation Returns in addition to the RR/CR Fees:

r. No.	Course	Development Fee	R.K. Fund	Holiday Home Fee	Youth Welfare Fee	Sports Fee	NSS Fee	Curriculum charges	Youth Red Cross Fee	Digitalization Charges
1.	Group-A	150*	70*	20	60*	200*	20*	50	60*	600*
2	Group-B	200	70*	20	60*	200*	20*	50	60*	600*
3	Group-C	2000	70*	20	150*	200*	20*	100	60*	600*
4	Group-D	2500	70*	20	150*	200*	20*	100	60*	600*

**\*The College share for these charges/ Fees is as under:**

- Development Fee : Rs. 50/- for Group-A Courses only.
- R.K. Fund : Rs. 70/- for all Courses.
- Youth Welfare Fee : Rs. 20/- for Group-A & Group-B Courses  
Rs. 50/- for Group-C & Group-D Courses.
- Sports Fee : Rs. 50/- for all Courses.
- NSS Fee : Rs. 10/- for all Courses.
- Youth Red Cross Fee : Rs. 30/- for all Courses.
- Digitalization Charges : Rs. 100/- for all Courses.

**i) Entry Fee for Zonal:**

**Youth Festival**

- Strength up to 200 Students : Rs. 1,000/-
- Strength up to 500 Students : Rs. 2,000/-
- Strength above 500 Students : Rs. 5,000/-

**Technical/ Management Festival : Rs. 3,000/-**

The entry fee for Zonal Youth Festival and Technical/ Management Festival shall be payable even if a college does not participate. The entry fee will be deposited with the Director Youth Welfare in the starting of the session.

**ii) Sports Entry Fee:**

This Fee is for development of sports activities at par with the entry fee of Youth Welfare Activities to be paid by all the Colleges/ Institutes as under:

- Strength up to 200 Students : Rs. 1,000/-
- Strength up to 500 Students : Rs. 2,000/-
- Strength above 500 Students : Rs. 5,000/-

The above sports fee shall be payable by every affiliated colleges/ Institute even if it does not participate in any tournament/ game. This sports entry fee will be deposited Director/ Secretary (Sports) in one lot in the starting of the session.

*[Handwritten signatures]*

26

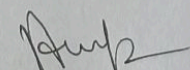
7. Other Fees of R&S Branch:

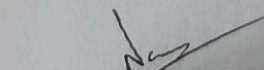
Sr. No.	Nature of Work	Existing Fees	Proposed Fees
1.	<b>Correction Fee In Registration Returns</b>  (Applications for corrections in the particulars of a candidate shall be entertained by the Registration & Scholarship Branch up to 30 days from the last date of receipt of Hard Copy of Registration Returns, without any penal charges. Thereafter, the candidate will be required to pay a fee of Rs. 500/- for Correction(s), if any.)	Rs.200/-	Rs. 500/-
2	<b>Issue of Migration Certificates for outgoing Students</b>	Rs. 500/- By Post  Rs. 600/- By Hand	Rs. 1,000/- by Post  Rs. 1,200/- for Urgent (By hand/ online)
3	<b>Issue of Duplicate Migration Certificates</b>	Rs. 1,000/-	Rs. 2,000/-

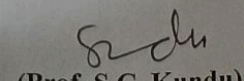
Further, the committee also recommends the following amendments in **University Calendar Volume-2 (Chapter-IV)**:

Clause	Existing	Proposed Amendment
3(1)	....will be required to submit with their admission form an affidavit, <b>duly attested by Magistrate First Class</b> , affirming that:-	....will be required to submit with their admission form an affidavit, <b>duly attested by Notary Public</b> , affirming that:-
3(1)(iv)	However, the candidates who do not submit their Migration Certificate up to 28 <sup>th</sup> February, will be allowed to appear in the University Examination provisionally but their result will not be declared until they submit their Migration Certificate. The result of such a candidates shall be declared only on payment of the Late Migration Fees, as prescribed by the University from time to time and submission of an affidavit, duly attested by the <b>Magistrate First Class</b> to the effect that the candidate has not appeared in any examination from any other University/Board simultaneously. His/her candidature for the said examination, as the case may be, may be revived if the Migration Certificate is submitted by 31st October with a late fee as prescribed by the University and an affidavit duly signed by the <b>Magistrate First Class</b> , to the effect that he/she has not appeared simultaneously in any other examination.	However, the candidates who do not submit their Migration Certificate up to 28 <sup>th</sup> February, will be allowed to appear in the University Examination provisionally but their result will not be declared until they submit their Migration Certificate. The result of such a candidates shall be declared only on payment of the Late Migration Fees, as prescribed by the University from time to time and submission of an affidavit, duly attested by the <b>Notary Public</b> to the effect that the candidate has not appeared in any examination from any other University/Board simultaneously. His/her candidature for the said examination, as the case may be, may be revived if the Migration Certificate is submitted by 31st October with a late fee as prescribed by the University and an affidavit duly signed by the <b>Notary Public</b> , to the effect that he/she has not appeared simultaneously in any other examination. <b>However, after 31<sup>st</sup> October, the Migration Certificates can be accepted as a special case with the permission of the Vice-Chancellor with the late fee as prescribed by University from time to time along with the affidavit to the effect that he/she did not appeared in any examination form any other University/Board simultaneously through REGULAR mode.</b>
5	.....shall forward to the <b>Registrar</b> , within <b>one month</b> of the last date for admission or in case of admission with late fee, within 21 days from the <b>date of actual admissions</b> .....	.....shall forward to the <b>Registration &amp; Scholarship Branch</b> , within <b>30 days</b> of the last date for admissions or in case of admission with late fee, within 21 days from the <b>last date of admissions with late fee</b> .....

The meeting ended with vote of thanks.

  
(Anoop Singh)

  
(Dr. Naveen Goyal)

  
(Prof. S.C. Kundu)