



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 e-mail: rgn@gurugramuniversity.ac.in

No. GUG/R&S/2024/ 225

Dated: 23-08-2024

Through E-mail

To

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

Sub: Schedule for submission of Online Registration Returns of all Courses (UG/PG/Engineering/Professional) of UTDs/ Affiliated Colleges for the academic session 2024-25.

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 following schedule/process for submission of Registration Returns for all courses (UG/PG/Engineering/Professional) of UTDs/Affiliated Colleges for the session 2024-25 as under:

- a) The UTDs/Affiliated Colleges shall have to complete the process of online submission of Registration Returns on the portal of the University i.e. <https://gu.aimserp.co.in/> of only eligible students and a "Hard Copy" of the Registration Return (downloaded from University Portal) alongwith all required documents/ certificates (duly attested) exhibiting their eligibility and original migration certificates is required to be submitted in the Registration & Scholarship Branch of the University as under:

Submission of Online Fee (without Fine)	up to 20-09-2024 (Friday)
Last Date of submission of Hard Copy (without Fine)	27-09-2024 (Friday)

- b) The Registration Returns for admissions with late fee along with supporting documents are required to be submitted within 21 days from the last date of admissions with applicable late fees.
- c) For affiliated colleges, the applicable Registration Return 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.
- d) The Hard copy of the Registration Return can be downloaded by the affiliated colleges only after payment of applicable fee only. No separate fee towards Registration Returns is payable for University Teaching Departments (UTDs) as RR fee is included in the fee payable at the time of admission. The Registration Returns not submitted through University Portal or Hand Written/ Typed Returns will not be accepted in any case.
- e) If any college does not deposit the hard copy of the downloaded Registration Return in stipulated period in R&S Branch, the late fee will be applicable for delay in submission.



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

1	(ix) For 1-7 days late after expiry of normal due date. (x) 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	(xi) For 8-14 days late after expiry of normal due date. (xii) 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	(xiii) For 15-20 days late after expiry of normal due date. (xiv) 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	(xv) After 20 days late after expiry of normal due date. (xvi) 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/-.

g) If any 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/ documents while sending the Registration Return, the Migration Certificate/ Documents 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 st December 2024	No late fee
2	Up to 28 th February 2025	With a late fee of Rs. 1000/-
3	Up to 30 th April 2025	With a late fee of Rs. 2000/-**
4	Up to 30 th June 2025	With a late fee of Rs. 3000/-**
5	Up to 31 st October 2025	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.



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- h) The online agency (AIMS ERP) in consultation with Colleges Branch will ensure that the Institute/ College has been granted affiliation/ extension in affiliation for the course with the specified sanctioned intake by the competent authority of which the Registration Returns have been accepted on the online portal.
- i) The online agency (AIMS ERP) will also ensure that Registration Returns of only those students will be accepted, whose admissions have been done by the University/Directorate of Higher Education, Haryana or as per the list of admitted students submitted by the College/ Institute in the University. In case of any mismatch in admission list with Registration Returns, the candidature of the student(s) will be cancelled and the strict action will be taken against the defaulter.
- j) No Registration Returns will be entertained without complete required documents (attested, Page Numbered and in binded form).
- k) The Principals/ Chairpersons of the concerned UTDs/ Institutes will ensure to submit along with Registration Returns, the proof of equivalency of qualifying examination passed from Foreign Universities/ Boards other than Board of School Education, Haryana and Central Board of Secondary Education.
- l) Responsibility of ineligible/ wrong/irregular admission/ excess admission, if any will be entirely rest upon the Chairperson of UTDs/Principal/ Director of the college/ Institute concerned as the case may be.
- m) No Registration Return. Documents, Fee/ Fine will be entertained through E-mail.
- n) Formats of Registration Returns:
- RF-1:** This is meant for only those students, who have passed their qualifying examinations from the Board of School Education, Haryana and Haryana State Technical Education Board, Panchkula and are to be registered for the first time in this University.
 - RF-2:** This is meant for only those students, who have passed their qualifying examination from an Institution other than Board of School Education, Haryana and Haryana State Technical Education Board, Panchkula.
 - RF-6:** This is meant for those students, who are already registered with Gurugram University, Gurugram.

o) Category of Courses:

Sr. No.	Group	Course
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
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.
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./I.L.B./ B.A.I.L.B./BBA I.L.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
4	Group-D	M.Ed./MBA/MIIMCT/MTTM/MCA/I.L.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.



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p) Registration Fee (University Share) per student payable along with Registration Returns:

Sr. No.	Course	Registration Fee*	Development Fee	Holiday Home Fee	Youth Welfare Fee	Sports Fee	NSS Fee	Curriculum charges	Youth Red Cross Fee	Digitalization Charges	Total
1.	Group-A	500	100	20	40	150	10	50	40	500	1410
2	Group-B	500	200	20	40	150	10	50	40	500	1510
3	Group-C	1,500	2000	20	100	150	10	100	40	500	4420
4	Group-D	1,500	2500	20	150	150	10	100	40	500	4970

*for existing students/ already registered students of the University, the existing continuation fee will be applicable.

The College share (to be charged in addition to above) 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. 40/- for all Courses.
- Digitalization Charges : Rs. 100/- for all Courses.

vii) 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.

viii) 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.



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q) Correction Fee/ Name Corrections:

Sr. No.	Correction Fee In Registration Returns	Fees in Rs.
1.	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. 500/-

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 rgn@gurugramuniversity.ac.in.

Assistant Registrar (R&S)
for Registrar

Endst. No. GUG/R&S/2024/ 226 Dated 23-08-2024.

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

1. Dean Academic Affairs, Gurugram University, Gurugram.
2. Dean of Colleges, Gurugram University, Gurugram.
3. Controller of Examination, Gurugram University, Gurugram.
4. Director, Youth Welfare, Gurugram University, Gurugram.
5. Director/ Secretary (Sports Council), Gurugram University, Gurugram
6. Finance Officer/ DD (Audit), Gurugram University, Gurugram.
7. I/c, UCDAC, Gurugram University, Gurugram, for uploading on university website.
8. In-charge, AIMS ERP, Gurugram University, Gurugram.
9. OSD to Vice- Chancellor (for kind information of the Hon'ble Vice-chancellor), Gurugram University, Gurugram.
10. PA to Registrar (for kind information of Worthy Registrar) Gurugram University, Gurugram

Assistant Registrar (R&S)
for Registrar