Subject: Detailed Instructions for Physical Reporting, Document Verification, and Fee Deposition for B.Tech Admission (Session 2026-27) via HSTES 1st Counselling.

Dear Student,

Congratulations on successfully securing a seat in the **Department of Engineering and Technology, Gurugram University**!

We are delighted to welcome you to our academic community. This letter serves as an official intimation regarding your provisional admission to the B.Tech program in your allocated branch—**Computer Science and Engineering (CSE), CSE (Artificial Intelligence), CSE (Cyber Security), CSE (Internet of Things), VLSI, or Electrical Engineering**—through the first counselling phase conducted by the Haryana State Technical Education Society (HSTES), Panchkula.

To formalize your admission, you are required to complete the physical reporting, document verification, and fee deposition process. Please read the following instructions carefully to ensure a smooth enrollment process.

1. Reporting Schedule and Venue

You are required to report in person within the timeframe stipulated below.

- **Venue:** The Auditorium, Gurugram University, Sector-51, Gurugram, Haryana.
- **Reporting Dates:** June 25, 26, 27, and 30, 2026.
- **Official Closures:** Please note that the reporting venue and university administrative offices will be **closed on June 28, 2026 (Sunday) and June 29, 2026 (Sant Kabir Jayanti)**. No admission procedures will be conducted on these days.
- **Reporting Time:** 9:00 AM to 4:00 PM.

2. Mandatory Document Checklist

As per HSTES and University guidelines, you must bring **ALL ORIGINAL DOCUMENTS** for verification, along with **3 COMPLETE SETS OF ATTESTED PHOTOCOPIES**. Please arrange each set in the exact order listed below:

1. **HSTES Seat Allotment Letter:** The official provisional allotment letter downloaded from the HSTES portal.
2. **JEE (Main) Credentials:** Rank Card and Admit Card of JEE (Main) 2026.
3. **Academic Certificates:** Class 10th Marksheet (Proof of Date of Birth) and Class 12th Marksheet/Passing Certificate.
4. **Character Certificate:** Original certificate issued by the Head of the Institution last attended.
5. **Haryana Resident Certificate:** Duly issued by the competent authority (if claiming Haryana State Quota).
6. **Category/Reservation Certificates (If Applicable):** SC/Deprived SC/BCA/BCB/PH/ESM/FF or EWS Certificate. Tuition Fee Waiver (TFW) students must provide a valid Income Certificate.
7. **Family ID / Parivar Pehchan Patra (PPP):** Mandatory for candidates claiming benefits under Haryana state policies.
8. **Medical Fitness Certificate:** Original certificate in the prescribed HSTES format.
9. **Gap Year Affidavit (If Applicable):** A notarized affidavit explaining the gap in your academic studies.

10. **Anti-Ragging Affidavits:** Duly notarized affidavits by the student and the parent/guardian.
11. **Identity Proof:** Aadhar Card (photocopy).
12. **Photographs:** 6 recent passport-size color photographs of the student.

3. Fee Structure and Deposition

Upon successful verification of your documents, you will be required to deposit the admission fee for the 1st Year of the Bachelor of Technology program, which is applicable to all streams. The detailed fee breakdown for the academic year 2026-27 is as follows:

Fee Component	Amount (INR)
Common Charges	49,500
Tuition Fee	9,620
Development Fee	13,600
Field Work/Lab and other Charges	17,280
Fee to be paid Odd Sem	49,810
Fee to be paid Even Sem	40,190
Total Annual Fee	90,000
Fee for foreign Student (USD)	1,800

- **Payment Method:** Please ensure you carry a debit/credit card or have net banking credentials ready, as the university promotes digital transactions. The Odd Semester fee (INR 49,810) must be paid at the time of reporting.

4. Important Instructions for Candidates

- **Physical Presence is Mandatory:** The admission process cannot be completed via a proxy. The candidate must be physically present at the Auditorium for verification.
- **Originals are Strictly for Verification:** Your original documents will be returned to you after the verification process is completed by the committee. Only the Character Certificate, Migration Certificate (if applicable), Medical Fitness Certificate, and Affidavits will be retained in original by the university.
- **Incomplete Documents:** Failure to present the required original documents or the 3 attested sets will lead to delays and may result in the cancellation of your allotted seat.

Should you have any queries prior to reporting, please do not hesitate to contact the admission helpdesk at the university.

Warm Regards,

Admission Committee
Department of Engineering and Technology
Gurugram University, Sector-51, Gurugram

AFFIDAVIT BY THE STUDENT

1. I..... (full name of student with admission/admission/registration/enrolmentnumber)S/o/D/o/Mr./Mrs./Ms..... ..... (Name of the university) have received a copy of the AICTE regulations on Curbing the menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the – Regulations) carefully read and fully understood the provisions contained in the said Regulations.
2. I have in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulation and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that'.

(A) I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.

(B) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled .

Declared this ..... Day of ..... Month of .....

Year..... Signature of Deponent

Name

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothings has been concealed or misstated therein.
Verified at (place) ..... on this the ..... (Day) of ..... (Month) ..... (Year)

Signature of Deponent

Solemnly affirmed and signed in my presence on this the ..... (day) of ..... Month, ... (year) after reading the contents of this affidavit.

OATH COMMISSIONER

AFFIDAVIT BY PARENT/ GUARDIAN

I ,…… Mr./Mrs./Ms.(full name of parent/guardian) father/mother/guardian of …….. full name of student with admission/registration/enrolment number).

1. Having been admitted to …… (name of the university), have received a copy of the AICTE regulations on Curbing the menace of Ragging in Higher Educational Institutions, 2009,(hereinafter called the – Regulations) carefully read and full understood the provisions contained in the said Regulations.
2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
3. I have also, in particular, peruse clause 7 and clause 9.1 of the Regulation and am fully aware of the penal and administrative action that is liable to taken against my ward in case he /she is found guilty or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that

   (A).My ward will not indulge in any behavior or act that may be constituted as gagging under clause 3 of the Regulations.

   (B) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
5. I hereby affirm mat, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.

6. I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case my declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared the …….. Day of ……. Month of …… Year ……..

Signature of Deponent.

Name …….. Address …….

Telephone/ Mobile No. ……..

VERIFICATION

Verified that the contents of (his affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at (place) …….. on this the …….. ….. (day) of …….. (month) …… (year)

Signature of deponent

Solemnly affirmed and signed in my presence on this the ……. (day) of …… month, …… (year)…….. after reading the contents of this affidavit.

OATH COMMISSIONER