



# 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)

## NOTIFICATION

**Subject: Schedule for filling-up of Re-appear/ Improvement Forms for All Courses (Even Semester/ year system) for May-2025 Examinations.**

It is brought to the notice of all concerned that the Schedule for filling-up of Re-appear/ Improvement Forms (only in Offline Mode) for Even Semester/ Year System for May-2025 Examinations for all courses is as under:

Sr. No.	Particulars	Last Date Without Late Fee	With late Fee of Rs. 1,000/- per candidate	With late Fee of Rs. 2,000/- per candidate	With late Fee of Rs. 8,000/- per candidate
1.	Filling of Online Examinations Forms of Re-appear/ Improvement for Even Semester/ Year System for all Courses	28-02-2025	Within 07 days from the last date without late fee	Within 15 days from the last date without late fee.	Up to 15 days prior to the commencement of Examination as per schedule.

Therefore, all the students are advised to submit the Examination Form in the prescribed format attached as **Annexure** in Block-II, Examination Branch (Window No. 3 at Ground Floor) at University premises after deposit of prescribed fee (in Room No. 106, 1<sup>st</sup> Floor, Examination Branch) mentioned in the Examination Form.

The Examination Forms submitted in online mode/ thru E-mail shall not be entertained.

**Assistant Registrar (Conduct)  
For Controller of Examinations**

Endst. No. GUG/Conduct/2025/ 15 Dated 31-01-2025

Copy forwarded to the following for kind information/ necessary action:

1. All Chairperson of UTDs/ Principals of Affiliated Colleges.
2. I/c, UCDAC for uploading on University website.
3. OSD to Vice- Chancellor/Assistant to Registrar/PA to COE.

**Assistant Registrar (Conduct)  
For Controller of Examinations**



# GURUGRAM UNIVERSITY, GURUGRAM

Sector-51, Gurugram (Haryana)-122003

web: www.gurugramuniversity.ac.in

## RE-APPEAR / IMPROVEMENT EXAMINATION FORM

**MANDATORY\*** (To be filled in Candidate's own Hand Writing and Submitted alongwith requisite fee and a copy of PMC)

University Roll No.	University Cash Receipt No. & Date (To be deposited in Exam's Account Branch)	Receipt No.	Conduct Branch Diary No. & Date	No.....
		Date:		Date.....
	*Amount/Value (in Rs.)			

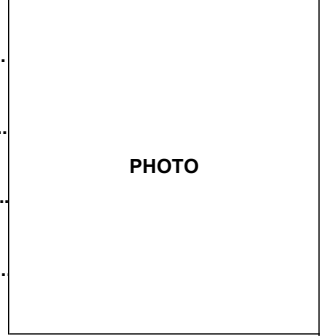
Name of Applicant.....

Father's Name.....

Name of College/Department.....

Program/Course..... Year of Exam.....

Semester.....



Subject and paper (s) in which Re-Appear/Improvement is applied:-

Sr. No.	Paper/Subject	Course Code	Paper ID
1			
2			
3			
4			
5			
6			
7			

### Declaration

I hereby declare that the information given above and in the enclosed documents is true to the best of my knowledge and belief, nothing has been concealed therein. I understand that if the information given by me is proved false/not true. I will be responsible for the consequences. I also understand that the **exam fee once paid is non-refundable.**

### Attachment:

- 1 Original Fee Receipt (Yes/No)
- 2 Copy of PMC (Yes/No)

Date:.....

Mobile No.....

Email ID.....

(Signature of Candidate)

\*Examination fee mentioned overleaf

### **Re-appear Examination Fee:**

<b>Sr. No</b>	<b>Group</b>	<b>Course</b>	<b>Examination Fee for Fail/ Re-appear Students</b>
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	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.	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/BTTM/ B.Voc. (All Courses)/ B.Lib/ Diploma/ Certificate Courses and any other similar courses as may be started from time to time	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