

Govt. College for Girls, Sec-14 Gurugram

SEAT MATRIX, ELIGIBILITY AND FEES STRUCTURE FOR PG COURSES 1st Year 2022 - 23

Course Offered	Nos. of Seats	Fee
MCA	60	10500
M.Com.	60	5340
MA. English	60	5250
M.A. Hindi	60	5250
MA Geography	40	5310
M.Sc. Computer Science	60	5430

Seat Matrix

SR. NO.	NAME OF PROGRAMME	NO. OF SEATS	AIOC	AIOC (EWS)	HOGC	SC	SC (D)	BCA	BCB	HOGC (EWS)	PH/ESM
1	M.A. (ENGLISH)	60	8	1	22	5	5	8	6	3	2
2	M.A. (HINDI)	60	8	1	22	5	5	8	6	3	2
3	M.A. (GEOGRAPHY)	40	5	1	15	3	4	5	4	2	1
4	M.COM	60	8	1	22	5	5	8	6	3	2
5	MCA	60	8	1	22	5	5	8	6	3	2
6	M.SC. (COMPUTER SCIENCE)	60	8	1	22	5	5	8	6	3	2

Eligibility of the Programmes

No.	Nomenclature of the programme	Duration (Year)	Eligibility
1	M.A. (Hindi)	2	Bachelor degree/ Shastri examination (New Scheme) of three year duration with at least 50% (47.5% marks for SC/ST/Blind/Visually and Differently Abled candidates of Haryana) marks in aggregate or any other examination recognized as equivalent thereto.

2	M.Com.	2	B.Com. (Hons./Pass)/ BBA or B.A. with Economics/ Commerce/ Marketing/ Insurance as a subject with at least 50% marks (47.5% for SC/ST/Blind/Visually and Differently Abled candidate of Haryana) in aggregate or any other examination recognized as equivalent thereto.
3	M.Sc. (Computer Science)	2	Bachelor/Postgraduate Degree in any discipline with at least 50% marks (47.5% for SC/ST/Blind/Visually and Differently Abled candidate of Haryana) in aggregate or any examination recognised by Gurugram University, Gurugram as equivalent thereto
4	M.A. (English)	2	Bachelor degree/ Shastri examination (New Scheme) of three year duration with at least 50% (47.5% marks for SC/ST/Blind/Visually and Differently Abled candidates of Haryana) marks in aggregate or any other examination recognized as equivalent thereto
5	M.A (Geography)	2	Bachelor degree/ Shastri examination (New Scheme) of three year duration with at least 50% (47.5% marks for SC/ST/Blind/Visually and Differently Abled candidates of Haryana) marks in aggregate or any other examination recognized as equivalent thereto
6	MCA	2	Passed B.C.A./Bachelor Degree in Computer Science Engineering with at least 50% marks (47.5% marks for SC/ST candidates of Haryana only) in aggregate or any other examination recognized as equivalent thereto. OR Passed B.Sc./B.Com./B.A. with Mathematics at 10+2 level or at Graduation Level (with additional Bridge Course as per the norms of the University) with at least 50% marks (47.5% marks for SC/ST candidates of Haryana only) in aggregate or any other examination recognized as equivalent thereto

Admission Process

1. The candidates are advised to read the Admission Guideline carefully before filling the online Application Form.
2. The Admission Guidelines for PG programs can be downloaded from the University Website: <https://gurugramuniversity.ac.in> The application fees of **Rs. 1000/- for General Category and Rs. 250/-** for Scheduled Caste, Backward Class of Haryana, differently abled person and Economically Weaker Sections (EWS) of Haryana for each programme shall be paid by the applicant online.
3. Each candidate has to apply separately for each program.
- 4. Student has to fill the choices of colleges very carefully. No changes in Choices will be allowed after submission of application form. The college will be allotted on the basis of choice filled by candidate according to merit list.**
5. The Candidate shall be personally responsible in case, he/she is not eligible to apply as per the given eligibility criteria.

Instructions/Guidelines for Filling Online Application Form for Admission

Read the admission guidelines carefully before filling up the admission form.
(<http://gurugramuniversity.ac.in> > Admissions > admission guidelines 2022)

1. Pre-requisites for applying online:

- i. Aadhar Card Number
- ii. Family Id (In case of Haryana resident)
- iii. E-mail id of the candidate (abcde@gmail.com)
- iv. Scanned copy of Photograph and Signature ensuring that all required scanned images should be in .jpeg or pdf format with mentioned specifications:
 - a) File Size of the photo image must be less than 50 KB
 - b) File Size of the signature image must be less than 30 KB
 - c) File Size of Left Thumb Impression must be less than 50 KB.
- v. Mobile Number of the candidate.
- vi. Pin Code with the details of Permanent & Correspondence Address.
- vii. Scanned Copies of Educational Qualifications related details/documents (like Matriculation, Senior Secondary Examination, and Qualifying Examination etc.)

Note:

- The candidate must upload all required scanned images/scanned copies only in .jpeg or .pdf format. The **scanned copy should be of original document and not of the Photocopy.**
- Once the payment for a programme is confirmed, no changes in Programme, Category, Applicant Name, Father Name, Date of Birth, Mobile number, e-mail id, Photo and Signature etc. will be allowed. Therefore, before payment and clicking on the "NEXT/SAVE" button, the details should be checked and confirmed by the candidate.

The candidate must select carefully the programme applied for (e.g. 2 year PG Programme) for which he/she is eligible.

Online Admission Process:-

1. User has to click on the below URL

<https://gu.aimserp.co.in/gu-admissions/#/>

2. Step 1: - Register Now. (If you are an existing user, you may skip this and click on sign in)

A user can register his /her self by filling the below details.

- First Name
- Middle Name
- Last Name
- Aadhar number (for Indian applicants) /Passport Number (only for foreign applicants)
- Email Id (will be the user name)
- Mobile number (used for communications from university)
- DOB
- Password/confirm password
- Click on Register

3. After successfully registering on the admission portal, user may now sign-in, by clicking on the “sign-in” button or can also directly click on the “Apply now” button adjacent to the programme name-which prompt the login window on the screen.

User has to login by the email id and password created while registering.

4. After successful sign-in user can now click on “Apply now” button adjacent to the programme name.

4.1 The admission landing page has all the Current open registering programme on the Top and registration closed programme on the bottom/end of the page.

4.2 Each programme status is available and displayed either in **open** status or **closed** status under the respective headers as: -

- Programme Type (PG)
- College Name, and
- Programme Name (against which the apply now button is being displayed)

5. Once the user/applicant clicks on “Apply now” The online application form opens

**Please note that the Online Application form has been divided into 4 steps: -

- Personal Information
- Academic Information
- Verify and Submit

- Payment Status

6. Applicant has to fill all the mandatory fields and attach all the mandatory attachments as required against the application form. (In personal and academic information)

****Note:** -

- i. Documents required to be submitted are solely depended on the type of programme applied (PG)
- ii. Category against which application is filled (Haryana Domicile, AIC, Supernumerary etc.)
- iii. The eligibility criteria for the programme selected (you may refer to the admission guidelines, Performa or the eligibility criteria on the admission portal)

7. After filling the application form, and prior to the final submission User can preview the full application form by clicking on “Preview Application” (wherein an applicant can check all the filled details and attachments uploaded and he/she has the feasibility to re-check whether the attachments are visible and readable).

8. To finally submit the application form, user has to click on the checkbox for “I agree” against the T&C and click on “Verify and Submit”.

Once clicked the User shall be redirected to the Payment Gateway, wherein User has the feasibility to pay the application fee by UPI, Debit/Credit card, Net banking options.

9. Once the payment is successfully completed, the user will be redirected to the admission portal and will have an option to download the admission form and the fee receipt.

10. On successful submission of the Application form, after the fee is paid User/Applicant shall receive an updated status against his form via email as well as SMS via Gurugram University.

*****Note:** -

Kindly note that Gurugram University has a right to ask the Applicant to Resubmit the Application Form or reject the application form, if they encounter any discrepancy against the submitted documents or the filled details.

Under Resubmission Application Status:

Admission committee of colleges shall review the application form in detail and will **Verify and Approve** the application or put the application in **Resubmission Status**.

If the application has status as **Resubmission Status**, the user/applicant shall receive a SMS (on the registered mobile number) with the status of their application being in the said status. Also, an email with detailed comments as mentioned by the Gurugram University shall be sent on the email id mentioned by him/her at the time of registration.

Action required from User/Applicant's end: He/she has to re-submit the application **before the application end-date** so that Gurugram University can re-verify the application form.

The applicant/user can edit the application form, if it is in **Resubmission status** (before the last date of submission of admission form). He/she can log on the admission portal and click on update after making the required changes. Once the admission form is resubmitted, Gurugram University will be notified for the same and can then verify/ re-evaluate the application form.

***The above mentioned process for verification and resubmission of application form does not effect the merit process. As per the prerequisites and the terms and conditions, if any discrepancy is found in the application form, the Gurugram University stands full rights to reject the application form without intimating the applicant.**

APPENDIX- K

UNDERTAKING FOR GAP YEAR

I _____ S/o., _____ resident of _____ do hereby solemnly state &

affirm as under:

- (1) That I am a resident of above said address.
- (2) That I have passed _____ class in the year _____ from _____ School/College/Institute/University.
- (3) That I have not joined/admitted in any School/College/Institution due to _____ (Reason).
- (4) That there is a GAP in my studies from _____ to _____.
- (5) That during this period I was not involved in an illegal activity and that no Criminal case is pending against me in any court of Law.
- (6) That I command a good reputation and respect in general public.
- (7) That I have not availed post matric scholarship for the same programme name or programme from any College/University/Institute during the gap year.

Deponent (Student)

Verification: -

Verified that the contents of my above said undertaking are true correct to the best of my knowledge and belief and nothing has been concealed or misrepresented therein. In case the above facts are found incorrect any state then my admission can be cancelled by the University.

Date: _____

Place: _____

Deponent (Student)

APPENDIX-J

SELF DECLARATION

(Self-Declaration to be submitted by students against ragging at the time of admission)

1. I, _____ (Full Name of the Student with admission/ registration/ enrollment No.) S/o, D/o Mr./Mrs./Ms. _____ having been admitted to (name of the institution)

_____ have carefully read “THE HARYANA PROHIBITION OF RAGING IN EDUCATIONAL INSTITUTION ORDINANCE, 2012” and fully understood the provisions contained in the said ordinance.

2. I have, in particular, perused clause 2(f) of the ordinance and am aware as to what constitutes ragging.

3. I have also, in particular, perused clause 8 of the Ordinance and I 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 conspiracy to promote ragging.

4. I hereby solemnly aware and undertake that:

(a) I will not indulge in any behavior or act that may be constituted as ragging under the ordinance.

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

5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to Ordinance, 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 county 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 the Student
Name: