

Division of Admissions and the same may be processed as per the following criteria:

- a) If the request is submitted before the start of session, then the same may be processed without any charges subject to availability of seats and other conditions.
- b) If the request is submitted after the start of session, then the same may be processed with the transfer fee of ₹500/- subject to availability of seats and other conditions. However, there will be no relaxation in residential/ laundry fee i.e. the student has to pay fee for residential/ laundry for the full academic session.
- c) The requests for transfer from Transport facility to Residential facility after one month will not be entertained.
- d) The clauses mentioned above are applicable for transfer from Transport facility to Residential facility. For cancellation of Transport facility, clauses as mentioned under the head 'Refund Policy' in International Booklet 2014 will be applicable.

It should also be noted that no provision exists for direct transfer from Residential facility to Transport facility i.e. student has to apply for refund of Residential facility as per the refund rules and then seek the transport facility afresh.

24. Admission with Advanced Standing (Migration from other Institutes/Universities)

- (a) The advanced standing is allowed only in case applicant is presently studying in an Institute / University/College/Board/Council recognized by the concerned regulatory/apex body like UGC etc.
- (b) The admission with advanced standing of an applicant from other University shall not be permitted unless the qualifying examination passed by the applicant has been recognized as equivalent to the corresponding examination of the University and he fulfils the minimum qualification and other requirements laid down for admission to the Programme to which he seeks migration in the University.
- (c) Advanced standing in a Programme shall be allowed subject to the availability of the seats in that Programme.

- (d) An applicant who has backlog/compartments/ reappear in any subject may not be considered by the University for admission with advanced standing.
- (e) Application for Admission with advanced standing may not be considered for Programmes with Dual Degree/Integrated/Honours/ International Exposure/ Twinning arrangements.
- (f) For admission with Advanced Standing, the academic contents of the Programme in respect of the syllabus of previous years should not be materially different. The similarity/ equivalence of the syllabus will be decided by the Equivalence Committee constituted by this University. The Equivalence Committee may reject the admission with advanced standing or recommend the admission with advanced standing with or without conditions as deemed fit.

Explanation: An advance-standing student, at the time of equivalence processing (mapping of curricula), may be given waivers in some courses/ subjects and/or accumulate backlog courses/ subjects which he would be required to register in and pass for meeting the minimum requirements for the award of degree / diploma.

- (g) For admission with advanced standing applicant must be from regular mode of education.

(h) Process

- (i) In addition to Application form for admission, student will also fill the additional form "Application Form for Admission with advanced standing (Migration from other University/ Institute)"
- (ii) Along with the above said forms, student will attach the following documents:
 - Certificates of result of examination and DMC (Detailed Mark Certificate) with results.
 - Detailed Syllabus of all the courses/ subjects studied till date in the current programme.

- The migration certificate from the head of present Institute / the University from which he is migrating. Migration Certificate may be deposited later on also after the migration has been approved by the equivalence committee.

- Character Certificate from the Head of the present Institution from which he is migrating to the fact that no disciplinary action has been taken or pending against the student.

- All the documents as prescribed to be submitted for admission to the programme in which migration is sought.

- (iii) The student will submit the above documents to Division of Admissions at the University Campus, Phagwara (Punjab).
- (iv) The dealing official will verify the details entered by applicant in various forms and verify the certificates from originals.
- (v) The application form along with the advanced standing form and all relevant documents will be forwarded to Division of Academic Affairs for equivalence and mapping of curriculum. Equivalence and approval process may take 6 to 10 working days
- (vi) After the grant of approval from the competent authority of the University, applicant will be required to deposit the fee and other prescribed charges.
- (vii) Migration cannot be claimed as a matter of right and may be refused by the University without assigning any reason.
- (viii) Condition of 'Promotion to Next year' and such other conditions, rules etc. as prescribed by the University will be applicable to the migrated student.
- (ix) No relaxation in examination rules of this University shall be permitted to migrated students.

- (x) Conditions, if any, imposed by any regulatory body for migration purpose, shall also be applicable.

(i) Applicable Fees

- Processing fee of USD 100 to be deposited along with "Application Form for Admission with advanced standing (Migration from other University/Institute)".
- In case the admission with advance standing is approved applicant will be required to pay
 - Migration fee of USD 100
 - The fee of current academic term
- In case the Equivalence Committee approves the advanced standing with condition of passing one or more backlog courses/ subjects, the prescribed fees for that purpose shall also be paid by student in addition to the fees as mentioned above. However in case certain courses are waived off, no relaxation in fee for such waived off courses will be applicable.
- The processing fee is non-refundable in all the cases, even if the admission with advanced standing of the student is not allowed by the University or the student changes his mind after applying for the same.
- Scholarship is not applicable for migrating students.

(j) Academic Transcript

The student taking admission with Advanced Standing will be awarded the CGPA (Cumulative Grade Point Average) for the whole programme on the basis of courses/ subjects registered and passed in the University. However, the transcript will list the courses/ subjects passed by student in the previous University/ Institute that have been considered equivalent by the University.

25. Attendance and Reporting/ Joining

- (a) Attendance Conditions:** Students of the university are expected and encouraged to attend all the classes of every course. A student should attend 80% or more in aggregate of delivered classes, in all

registered subjects of theory (lectures plus tutorial) and practical (including workshops training, seminar, projects, industrial training etc.) of the concerned term including optional /additional, elective / specialization and backlog courses. A relaxation of 5% in attendance is granted to take care of student's absence due to medical reasons and other genuine exigencies. After considering the relaxation of 5%, it is mandatory for student to have minimum of 75% attendance in aggregate subject to minimum of 65% attendance in individual course.

- (b) In the first term/semester as well as in subsequent term(s)/semester(s), student must report and join the university as per the prescribed schedule for start of session/term. Student may be considered to have reported / joined the university in a term/semester provided he/she has attended and completed the prescribed formalities of term-registration or induction or classes whichever applicable and announced by the university from time to time.
- (c) For freshmen (i.e. first year students) schedule for start of session/term (reporting schedule) will be available on the University website (under the head Admissions i.e. <http://www.lpu.in/admissions/admissions.php>) in the month of May 2014. For subsequent term(s)/semester(s), schedule for start of session/term will be specified in Academic calendar and the same may be made available in University Management System (UMS).

(d) Reporting / Joining in First Term/Semester (for Freshmen)

All the students are required to report/join the university as per the Schedule for Start of Session/term. However if freshmen reports / joins the university late in first term/semester (i.e. after the start of session/term for the concerned programme) then the following guidelines may be used, unless otherwise specified.

(i) For Applicants admitted before the start of session

- a. If student reports/joins the university within one week after the start of

session/term for the concerned programme, then he / she may be allowed to join after the submission of application on the prescribed form stating the reason of his / her late joining/reporting.

- b. If student reports / joins the university between one to two weeks after the start of session/term for the concerned programme, then student may be allowed to join after the submission of application on the prescribed form stating the reason of his / her late joining/reporting with a fee of R 500/- . The application must be approved by Head, Division of Admissions.
- c. If student reports / joins the university between two to three weeks after the start of session/term for the concerned programme, then student may be allowed to join after the submission of application on the prescribed form stating the reason of his / her late joining/reporting with a fee of R 1000/- . The application must be approved by Head, Division of Admissions..
- d. If student reports / joins the university three weeks after the start of session/term for the concerned programme but before Mid Term Examination subject to the 'Last date for reporting/joining' as prescribed by the University, then student may be allowed to join after the submission of application on the prescribed form stating the reason of his / her late joining/reporting with a fee of R 2000/- . The application must be approved by the Dean of concerned discipline.

'Last date of reporting/joining' the university may prescribed in such a way that after such date student may not be

able to fulfil attendance criteria as specified under the head "Attendance conditions" after due consideration of all the classes to be conducted for that term.

- e. Student may be allowed to report/join the university late as per the details and timelines mentioned above, however the minimum attendance required to be maintained will remain same as mentioned under the head "Attendance Condition" and no relaxation in lieu of late joining will be provided. But for international applicants, the attendance for the calculation of lectures delivered and lectures attended may be considered from 15 days after the issuance of acceptance letter or date of start of session whichever is later

Further no compensation for the loss of continuous assessment will be allowed to late joining students, so that if the assignment or any other component has been missed due to late joining/reporting, student will not get credit for that component.

- f. Notwithstanding the approvals that may be granted for joining/reporting the university as per the clauses mentioned above, it is for the student to ensure that he/she will be able to complete the attendance requirement as specified under the head 'Attendance condition'.
- g. Student may not be allowed to join during or after Mid Term examination or after the last date as prescribed for reporting/joining the university. However such student may submit application for joining from next semester on the prescribed form in Division of Academic Affairs after depositing the prescribed fee. University may accept or reject student's application for joining from next semester.

(ii) For Applicants admitted after the start of session

- a. All the students admitted after start of session are encouraged to report/join the university immediately from one day after the actual date of admission.
- b. If student reports/joins the university within a week after the last date of Admissions for the concerned programme, then he / she may be allowed to join after the submission of application on the prescribed form stating the reason of his / her late joining/reporting.
- c. If student reports / joins the university between one to two weeks after the last date of admission for the concerned programme, then student may be allowed to join after the submission of application on the prescribed form stating the reason of his / her late joining/reporting with a fee of ₹ 1000/- . The application must be approved by Head, Division of Admissions.
- d. If student reports / joins the university two weeks after the start of session/term for the concerned programme but before Mid Term Examination subject to the 'Last date for reporting/joining' as prescribed by the University, then student may be allowed to join after the submission of application on the prescribed form stating the reason of his/her 'Late joining/reporting' with a fee of ₹ 2000/- . The application must be approved by the Dean of concerned discipline.

'Last date of reporting/joining' is prescribed in such a way that after such date student may not be able to fulfil attendance criteria as specified under the head "Attendance conditions" after

due consideration of all the classes to be conducted for that term.

- e. Student may be allowed to report/join the university late as per the details and timelines mentioned above, however the minimum attendance required to be maintained will remain same as prescribed for all other students under the head "Attendance Condition". However, the attendance for such students (admitted after the start of session) will be considered as follow:

- For Indian applicants, the attendance will be considered from one day after the date of actual admission for the calculation of lectures delivered and lectures attended.
- For International applicants, the attendance may be considered from 15 days after the issuance of acceptance letter for the calculation of lectures delivered

Further no compensation for the loss of continuous assessment will be allowed, so that if the assignment or any other component has been missed due to late joining/reporting, student will not get credit for that component.

- f. If a student does not report/join the university within one week after the scheduled start of session, the residential facility already allocated to him may be de-allocated. However on late joining / reporting, if permitted as per the clauses mentioned above, the residential facility may be allotted again but the category of room (standard room/ luxury apartments, air cooler/ air conditioned) or pattern (dormitory, 4 seater, 3 seater, 2 seater, 1 seater) may not be the same as originally requested / opted at the time of admission. Such

allotment will be subject to availability of seats and in case student is not interested to avail the offered category of room (standard room/ luxury apartments, air cooler/ air conditioned) and pattern (dormitory, 4 seater, 3 seater, 2 seater, 1 seater) of residential facility, then the amount already deposited by him may be refunded/reimbursed subject to refund policy prescribed in Part C of Prospectus 2014 under the head 'Refund Policy for Indian Applicants' or in International booklet.

- g. Notwithstanding the approvals that may be granted for joining/reporting the university as per the clauses mentioned above, it is for the student to ensure that he/she will be able to complete the attendance requirement as specified under the head 'Attendance condition'.
- h. Student may not be allowed to join during or after Mid Term examination or after the last date as prescribed for reporting/joining the university. However such student may submit application for joining from next semester on the prescribed form in Division of Academic Affairs after depositing the prescribed fee. University may accept or reject student's application for joining from next semester.

(e) Reporting / Joining in Subsequent term(s)/Semester(s)

All the students are required to report/join the university as per the Schedule for Start of Session/term. However if student reports / joins the university late in subsequent term(s)/semester(s) (i.e. after the start of session/term for the concerned programme) then the following guidelines may be used, unless otherwise specified.

- (i) If student reports/joins the university within one week after the start of session/term for the concerned programme, then he / she

may be allowed to join after the submission of application on the prescribed form stating the reason of his / her late joining/reporting. The application must be approved by the Head of concerned Department.

- (ii) If student reports / joins the university between one to two weeks after the start of session/term for the concerned programme, then student may be allowed to join after the submission of application on the prescribed form stating the reason of his / her late joining/reporting with a fee of R 500/- . The application must be approved by Head of School.
- (iii) If student reports / joins the university between two to three weeks after the start of session/term for the concerned programme, then student may be allowed to join after the submission of application on the prescribed form stating the reason of his / her late joining/reporting with a fee of USD 50. The application must be approved by Head of School.
- (iv) If student reports / joins the university three weeks after the start of session/term for the concerned programme but before Mid Term Examination subject to the last date for reporting/joining as prescribed by the University, then student may be allowed to join after the submission of application on the prescribed form stating the reason of his / her late joining/reporting with a fee of USD 100 . The application must be approved by the Dean of concerned discipline.

Last date of reporting/joining the university is prescribed in such a way that after such date student may not be able to fulfil attendance criteria as specified under the head "Attendance conditions" after due consideration of all the classes to be conducted for that term.

- (v) Student may be allowed to report/join the university late as per the details and timelines

mentioned above, however the minimum attendance required to be maintained will remain same as mentioned under the head "Attendance Condition" and no relaxation in lieu of late joining will be provided. Further no compensation for the loss of continuous assessment will be allowed to late joining students, so that if the assignment or any other component has been missed due to late joining/reporting, student will not get credit for that component.

- (vi) Notwithstanding the approvals that may be granted for joining/reporting the university as per the clauses mentioned above, it is for the student to ensure that he/she will be able to complete the attendance requirement as specified under the head 'Attendance condition'.
- (vii) Student may not be allowed to join during or after Mid Term examination or after the last date as prescribed for reporting/joining the university. However such student may submit application for joining from next semester on the prescribed form in Division of Academic Affairs after depositing the prescribed fee. University may accept or reject student's application for joining from next semester.

- (f) Notwithstanding the clauses mentioned under the heads **"Reporting / Joining in First Term/Semester (for Freshmen)"** and **"Reporting/ Joining in subsequent term(s)/semester(s)"**, if a student does not report as per the schedule for Start of Session (reporting schedule) or join the programme or remain absent for a specific period of time as prescribed by University in any term, without the approval of the concerned authorities of the University, the University may struck off the student's name from its rolls and cancel his/her admission, without giving any notice or clarification in this regard.

24. Application for admission will not be entertained after the last date of admissions. However under certain

exceptional circumstances, University may allow late admissions because of exceptionality of circumstances :

- (i) Application for refund for such admissions will not be entertained; and
- (ii) Such admissions will not have any bearing on the last date of refund for admissions, announced in respect of admissions done before the last date of admissions.

26. Miscellaneous

- (a) If student had earlier taken provisional registration for admission and paid the balance amount of Tuition Fee, Residential/ Food/ Transport/ Vehicle Parking Facility (if applicable) later, then date of provisional registration will be considered as date of his/ her admission for purposes as decided by the University.
- (b) The class sections (if any) may be made on any parameter as decided by the University.
- (c) Fixed seats may be allotted to the students as per the roll no. in the class or otherwise.
- (d) The University reserves the right to introduce, modify or withdraw or discontinue any programme/course at any point of time.
- (e) The University may upgrade admission of student(s) to any programme at any time, as deem appropriate, provided it should not affect the student(s) in adverse.
- (f) If the number of admissions for undergraduate programme(s) is less than 20 and in case of post graduate programme(s) is less than 10, the University may discontinue such a programme and in that case the fee of those students will be refunded without any deduction and student shall have no other claim against the University.
- (g) Allotment of School/ Institute will be done at the time of start of programme/ session and will be subject to change at the discretion of the University
- (h) Any course(s) / term (s) of a programme may be offered in combination with course(s) / term(s) of other programme offered at any Department/School/Institute/Faculty of the University or outside the University with other educational

institute/ university or industry or any government or Non Govt. or any other organisation.

- (i) It is mandatory for the student to procure atleast one original version of text book and carry bag for each course in each semester/ year (as the case may be).
- (j) Unless otherwise specified, It is mandatory that student should have the laptop (the specification may be prescribed by the University) as majority of academic / administrative activities like announcements, communication of notices and information etc. are communicated online through the University Management System and Wi-Fi access is provided free of cost by the University.
- (k) It is the responsibility of the students to procure and install licensed/ legitimate software/ Applications for different platforms like laptop, PC Tablets, Mobile Phones etc. as required for various activities of academic / professional learning, evaluation, routine or specific usage or for other purposes during the course of study in the university.
- (l) For certain disciplines including Journalism & Film Production, Multimedia and Fine Arts (Commercial Arts/Applied Arts), procuring still camera/video camera (as per specifications prescribed by the Department/University) may be made compulsory.
- (m) Scanner (hand held), internet dongle (device to enable wireless access from computer/ laptop to the internet via high speed broadband) or any other gadgets can be made compulsory at any time as per the requirement for the programme during the course of study.
- (n) Students are required to open their account in any of the branches available in the University Campus, Phagwara (Punjab).
- (o) Submission of Undertaking by students not opting for residential facility of the University along with annexures and other documents as prescribed is mandatory before the start of session. Attendance in class may be counted only after submission of all the documents.
- (p) Any programme(s) of the University may be offered in different shifts (any timings of morning or evening

shift or on holidays) as deem appropriate by the University.

- (q) Students may be asked to come to the University before or after the regular timings of the classes and even during Sundays, Holidays, Vacations for different activities including but not limited to cultural, co-curricular, sports, placements, workshops, training, examinations and additional classes.
 - (r) Unless otherwise specified by the University, the medium of instruction, examination and question paper will generally be English in all cases except in specific language programmes.
 - (s) The Question paper will be in English only but in exceptional circumstances the student may be allowed to answer questions in Hindi/ Punjabi or other regional languages as per the requirement of the course.
 - (t) As per directions of UGC reference no. F.1.27/2009(SCT) dt. 28 Feb. 2014, all the eligible SC/ST, OBC, PwD students etc. should submit their scholarship form for the academic year by February for processing scholarship to SC/ST, OBC, PwD etc. each year.
 - (u) The nomenclature used in International Booklet 2014 may be different from the nomenclature to be used on degree / diploma certificate, as applicable, for the concerned programme.
25. In case of any matter not covered herein and/ or for interpretation of any content herein, the decision of the competent authority of the University shall be final and binding on all concerned.