POLICY FOR ISSUING THE CURRICULUM TO STUDENTS

Curriculum of all programs offered by Lovely Professional University (LPU) is available on the UMS free of cost for the students, however if the students of LPU require certified copy of the curriculum (Scheme, Syllabus, Academic Policies or any other) then the policy outlined below will be followed:-

1.1. **Process :-** When a student requests for curriculum of his program either to be issued to him or to be sent by LPU to any other University (relevant supporting document should be attached alongwith) within India or outside India, he must :-

1.1.1. Apply to Division of Academic Affairs (DAA) directly or through email at academic.curriculum@lpu.co.in as per the format **(ANNEXURE I).**

1.1.2. Format that is completed in all respects would only be given an application identity (AID) that needs to be referred by the student throughout the process.

1.1.3. Processing fee of **Rs. 100** would be charged from the student. Additional courier charges (**ANNEXURE II**) as prescribed by the University from time to time would be applicable to the student in case of sending the curriculum to any other University by LPU directly.

1.1.3.1. **Mode of payment** :- Payment of fee may be done through any of the following modes:

i. **Cash**: The cash would be deposited directly at the account section of the University **(ANNEXURE III).**

ii. **Demand Draft**: In case of Demand Draft the fee applicable (i.e draft) would be made in favour of **"LOVELY PROFESSIONAL UNIVERSITY"**, payable at **"JALANDHAR"** only **(ANNEXURE III)**.

iii. **Online**: In case of online payment the student has to refer to the University website for all formats.

- The fee deposit slip **(FORM I)** should be filled in all respects and deposited at any bank affiliated to LPU.
- After fee deposition the fee deposit proof and information **(FORM I & FORM II)** should be emailed to DAA at academic.curriculum@lpu.co.in.

- The students would be acknowledged after verifying the status of fee deposition.

iv. Issuance of curriculum would start only when the copy of fee receipt is submitted to the Administrative Officer of DAA.

1.1.4. For processing the University would require atleast a minimum of ten working days.

Puneet Sikand

(Associate Dean)

Division of Academic Affairs

Annexure I

LOVELY PROFESSIONAL UNIVERSITY

APPLICATION FORM FOR ISSUANCE OF CURRICULUM

FOR OFFICE USE

AID:_____

1. **Name:** _____

2. **Registration No.:** _____ 4. **Program Code:** _____

5. **Program Name:**_____ 6. **Batch/Year of Admission:** _____

7. **Contact No.:**_____ 8**. Date of Application**:_____

9. **Current Status** (Tick wherever applicable):

- **Student studying at LPU** ☐
- **Pass Out** ☐

10. Details of Requirement*:

Sr.No	Documents Required	Reasons

*Attach the documents supporting your requirements if it is to be sent directly by LPU or in case of any special requirement.

_____

Signature of student with date

_____**FOR OFFICE USE ONLY**_____

Before process completion:

1. **Whether to be sent by LPU to other University Y/N:** ☐
2. **Processing Fee:** **Rs. 100** **+ Courier Charges:** ☐ **= Total Amount:** ☐
   (if applicable)
3. **Processing fees submitted Y / N:** ☐ **Verification of A/C:** ☐
4. **Mode of Payment :**_____
5. **Date of fee submission:** _____
6. **Tentative Date of completion:**_____

After process completion:

Actual Date of completion with duplicate courier receipt (if applicable):_____

_____

Signature & Name of AO/DAA official with U.ID

ANNEXURE II

APPROVED COURIER RATES FOR THE SPRING TERM (2010-11)*

Sr. no	No. of years	No. of pages	Within India	Outside India
			Rate	Rate
1	After 1st year	14 (approx) (upto 250 gms)	Rs. 15	Rs. 700
2	After 2nd year	26 (approx) (upto 250 gms)		
3	After 3rd year	38 (approx) (250 to 500 gms)	Rs. 25	Rs. 1500
4	After 4th year	50 (approx) (250 to 500 gms)		
5	After 5th year	62 (approx) (250 to 500 gms)		
6	After 6th year	74 (approx) (500 to 750 gms)	Rs. 35	Rs. 2000
7	After 7th year	86 (approx) (750 to 1kg)	Rs. 50	Rs. 3000

*Rates are subject to revision from time to time.

Annexure III

DRAFT DEPOSIT / CASH DEPOSIT ACKNOWLEDGEMENT SLIP

(ONLY UNIVERSITY FEE COUNTER)

HEADING- ISSUING CURRICULUM

Date of Payment _____ AID: _____

Applicant's Name _____

Mode of Payment: Cash / Demand Draft / Online [Tick the appropriate]

Cash:

Processing Fees: Rs 100/- Courier Charges:_____ Total Amount: _____

Receipt No:_____

Demand Draft:

Processing Fees: Rs 100/- Courier Charges:_____ Total Amount: _____

Draft bearing no. _____ Draft date _____ Amount _____

Name of Bank _____Payable at _____

Signature of AO/ DAA Official with U.ID Receiver Signature with stamp

---

Instruction:

1. Write full particulars back side of the draft / pay order i.e *(Student Name, Application ID, contact no)*
2. Student are required to deposit their draft at university fee counters and collect acknowledgement slip of draft deposit duly signed by dealing officials.
3. In case any discrepancy student must report to division of Academic Affairs within three working days or contact at 01824-500854

FEE DEPOSIT SLIP

Bank Copy

Date of Deposit _____

Bank Branch Name: _____

Account Name : Lovely Professional University

PNB A/C NO. 1549002100028091
(IFSC CODE - PUNB0154900)

Applicant Name:

Father Name

APPID:

Processing Fee: _____

Courier charges (if applicable): _____

Other (If any) _____

TOTAL _____

(In Words Rs.) : _____

If Payment Mode Draft

Draft No. _____ Dated. _____

Name of Bank: _____

Payable at: _____

Amount _____

If Payment Mode Cash

1000	×		
500	×		
100	×		
50	×		
20	×		
10	×		
Other			

TOTAL

Depositor Signature:

Contact No.

Signature of Receiver

(Further Enquiry Contact No.01824-508325 FAX 01824-500779

(For PNB please use menu opt. pay fee only)

FEE DEPOSIT SLIP

Student Copy

Date of Deposit _____

Bank Branch Name: _____

Account Name : Lovely Professional Univerisity

PNB A/C NO.
(IFSC CODE - PUNB0154900)

Applicant Name:

Father Name.

APPID:

Processing Fee: _____

Courier charges (if applicable): _____

Other (If any) _____

TOTAL _____

(In Words Rs.) : _____

If Payment Mode Draft

Draft No. _____ Dated. _____

Name of Bank: _____

Payable at: _____

Amount _____

If Payment Mode Cash

1000	×		
500	×		
100	×		
50	×		
20	×		
10	×		
Other			

TOTAL

Depositor Signature:

Contact No.

Signature of Receiver

(Further Enquiry Contact No.01824-508325 FAX NO. 01824-500779
& E.Mail accounts@lpu.co.in

(For PNB please use menu opt. pay fee only)

FORM II

ON LINE FEE DEPOSIT INTIMATION SLIP

Applicant's Name: _____ AID. _____

Student Contact No: _____ Date: _____ E-mail id:_____

Processing Fee Rs.: _____ Courier charges Rs.: _____

Total Amount Rs. _____

1. FOR CASH DEPOSIT DIRECT IN BANK:

Date of Deposit :_____ Branch / Place _____

Name of Bank _____

Deposited in Account No. _____ Bank Transaction No_____

2. FOR DEPOSIT/TRANSFER BY CHEQUE OR DRAFT :

Date of Deposit :_____ Branch / Place_____

Name of Bank _____

Deposited in Account No. _____ Bank Transaction No_____

Cheque / Draft No._____ Date of Deposit / Clearing _____

Name Of Bank where cheque / draft issued _____ Payable at _____

3. FOR ELECTRONIC / BANK TO BANK TRANSFER:

Date of Transfer:_____

Name of Bank _____ Deposit in Account No. _____

UTR No /Transfer no,._____

Account Holder Name _____

Name of Bank / Place from where Amount Transfer _____

Account No. _____

Dear Parents/ Guardians / Students are advice to send this information as it is mandatory for avoiding any discrepancy/ problem for updation of fee account, if not updated then it is presumed that they have not deposited the fee.(**Send this information by E. Mail to academic.curriculum@ lpu.co.in)**