

# GENERAL ADMISSION GUIDELINES

1. Information published by the University in this Prospectus, International Booklet, University Website, Advertisements or otherwise in any manner must be read in conjunction with supplements, updations, rectifications, clarifications, corrigenda, notices etc. as and if issued by the University from time to time. Changes if any in the prospectus will be published as corrigenda in newspaper and/ or website. Applicants and others concerned must ensure that they know up-to-date information before applying for admission or any other purpose whatsoever.

2. Any degree/diploma obtained from a University, Board, Council, Institution, College etc. declared recognized by the University Grants Commission (UGC) or Council of Boards of School Education in India, Delhi (COBSE) or incorporated by an Act of the central or state legislature in India or other educational institutions established by an act of Parliament or declared to be deemed as a University under Section 3 of the UGC Act, 1956, or possess an equivalent qualification recognized by the Ministry of HRD, Government of India or any other concerned apex body as applicable shall be considered for admission to the University. In case any degree/ diploma obtained is not recognized by UGC or COBSE or any other concerned apex body as mentioned above, result of the entrance test or interview (if applicable) and admission, if granted shall stand cancelled and the applicant shall have no claim, whatsoever against the University. Fee and other charges, also including amount paid for provisional registration, paid by the candidate shall stand forfeited and the candidate shall further be liable to pay the fee and other charges for

remaining/ entire duration of the programme.

3. Applicants will be required to produce certificate/documents in original or otherwise, during the admission process and even thereafter, as and when instructed by the University
4. Original certificates of an applicant normally will not be retained and will be returned after verification; however, if required, the University may retain original certificates for verification from the Board/Council/ University from where the certificates have been issued.
5. If an applicant is found ineligible for admission on verification of the document(s) at any stage or otherwise, his/her Eligibility test/ Entrance Test/ GD and/or Interview, as and if applicable, and also admission to University if granted, shall stand cancelled and the case may be handed to the relevant authority under the law of land. If such instances go undetected during the admission process but are detected in subsequent semesters/ years, such disqualification will take place with retrospective effect. In such a case, the applicant will have no claim whatsoever against the University. Fee and other charges, also including amount paid for provisional registration, paid by the candidate shall stand forfeited and the candidate shall further be liable to pay the fee and other charges for remaining/ entire duration of the programme. The verification process including authentication from certificate issuing agency (if required) may take 6 or more months after the start of session. So to safeguard their career, student must ensure themselves regarding their eligibility before taking admission
6. a) Applicants who are either awaiting the result or due to

appear for qualifying exam may also apply; provided that the result of the qualifying exam must be furnished to the University either by the last date of provisional registration or at the time of admission, or by the last date as specified by the University.

- b) In case an applicant fails to produce the proof of fulfilment of the prescribed eligibility criteria or any other document prescribed by the University or fails to provide original documents for verification by the stipulated date(s), he shall not be considered eligible for admission and the admission, in any case, if granted due to any reason, shall be cancelled and the applicant will have no claim, whatsoever against the University. Fee and other charges, including amount paid for provisional registration, paid by the candidate shall stand forfeited and the candidate shall further be liable to pay the fee and other charges for remaining/ entire duration of the programme.
7. Application Form(s) received without fee(s) or otherwise incomplete in any respect or received after the stipulated dates for submission may not be considered/ evaluated for admission or may be summarily rejected without assigning any clarification or intimation.
8. Submission of Application Form(s)/ Fee or any other document and/or acknowledgment thereof by the University or generation of ID card and registration number etc. does not guarantee admission to any programme or allotment of any facility of the University.
9. The University shall not be responsible for any postal delay or loss in transit.

## 10. Eligibility

(a) The 'Eligibility Criteria (Qualifying Exam)' as specified in Part B of Prospectus 2018 details percentage of aggregate marks required in qualifying examination and the same will be calculated using the following methods:

- i) In case of Programmes after 10th and 10+2, calculation of aggregate marks will be done considering best five subjects (with highest marks) in the qualifying examination. However the marks obtained in subject(s) prescribed under the respective eligibility criteria of LPU for the concerned programme must be taken into account for calculation of aggregate marks. This clause is applicable for calculating eligibility as well as Scholarship.

### NOTE:

- If student is not able to satisfy the eligibility criteria as per the clause mentioned above then all the subjects registered may be considered for calculating aggregate percentage. But in such cases Scholarship will not be awarded.
- If an applicant has passed the qualifying exam by appearing for less than 5 subjects, then all subjects (which will be less than 5 in this case) will be considered. However applicant must have studied and passed the subject(s) prescribed under the respective eligibility criteria of LPU for the concerned programme.

**IMP:** Certain Boards (e.g. ICSE) declare pass by considering 4 subjects only. However the applicant may have studied more than 4 subjects (additional subject) from such a board. Situation may arise where a student may be scoring lesser percentage by considering 5 subjects but scoring more percentage by considering 4 or lesser number of subjects as per Board's policy. So in such cases, we may consider 4 (or lesser number of subjects) as per Board for Eligibility as well as Scholarship.

ii) In case of Programmes after Diploma, Graduation, Post-Graduation etc. the criteria for overall marks/ score as defined by awarding Board / University will be considered for calculation of Eligibility as well as Scholarship.

iii) If a student has passed the 10+2 from one board and has passed one additional subject (subject considered compulsory for taking admission in LPU) from some other Board, then for calculating percentage of aggregate marks all the subjects (both the boards) will be considered. Such an advantage will only be given for Eligibility but not for Scholarship.

(b) If a student does not have sufficient marks in qualifying examination as a whole or in a specific course, but he/she has done some higher qualification in the relevant discipline, then marks in higher qualification (as a whole or for specific course) may be considered for calculating eligibility of the student. Higher qualification is considered for Eligibility only and not for Scholarship.

(c) Rounding off marks for calculating the aggregate marks is not allowed.

(d) The eligibility Criteria as specified in Part-B details the percentage required in qualifying examination. However in case the issuing Board / University does not award marks / percentages and instead award Grades or Grade Point Averages, then the following criteria shall be used to determine the eligibility and / or Scholarship, unless otherwise prescribed by the University.

i) If the concerned Board/ University has awarded Grade Point Average for the programme as a whole, then it is the responsibility of the

applicant to get, from the previous Board/ University, the conversion factor for converting Grade Point Averages, to percentage for verifying his / her eligibility criteria. In case no such conversion factor is defined by previous Board/ University/ Institute, then conversion factor as per following shall be used for determining applicant's eligibility, unless otherwise prescribed by the University.

Conversion Factor for Grade Point Averages on 10 point Scale will be 9, Conversion Factor for Grade Point Averages on 4 point scale will be 22.5 and similarly for other conversion factor of grades of different scales

ii) If the concerned Board / University has awarded grades for individual courses/ subjects and not for the Programme as a whole, and has also provided the specific marks (or range of marks) corresponding to a grade, then corresponding marks (or mid value of range) shall be used to calculate equivalent percentage.

iii) If the concerned Board / University has awarded grades for individual courses/ subjects and not for the Programme as a whole, and has not provided the specific marks (or range of marks) corresponding to a grade, then the following mechanism shall be considered to calculate marks corresponding to a grade and in turn equivalent percentage:

- The marks assigned to a grade will depend on total number of grades being awarded by the concerned Institute/ University. Top most passing grade will be considered equivalent to 90 percent marks and lowest passing grade will be considered equivalent to 50 percent

marks. For all other grades, the equivalent marks will be assigned in such a way that difference between adjoining grades is always same.

**Example:** If an institute awards 6 grades A+, A, B, C, D and E. Grades from A+ to D are pass grade with A+ as the highest grade and E is the fail grade. In this scenario, A+ will be considered equivalent to 90% marks and D (lowest pass grade) will be considered equivalent to 50% marks. The remaining 3 grades i.e. A, B and C will be equivalent to 80%, 70% and 60% respectively so that difference between adjoining grades is always same.

(e) Persons in employment are not eligible for full-time programme unless otherwise prescribed by regulatory bodies and with the prior approval of the employer.

(f) 5% relaxation in eligibility criteria will be given to North-East applicants i.e. applicants who have completed their Qualifying Exam from North East States and Sikkim. However this relaxation will not be given in programmes where the regulatory bodies have imposed conditions.

(g) If the University participates in any National/State Level Test and/or Counselling conducted by any body or organization designated by Govt. for admission to any programme(s), then the eligibility criteria for admission as notified by that body/organization will be applicable for such admission, unless otherwise prescribed by the University.

(h) Applicants who have done Engineering / Technology or related qualification through Distance Education/ Distance Learning / Correspondence/ Online or any such mode where the mode of delivering education does not require students to be physically present in a traditional setting such as a classroom/ labs in a University or in any of its affiliating Institute/ School/ College, will not be considered for Admissions.

(i) Students who are currently enrolled in LPU in previous batches, may be re-admitted on the basis of previous year eligibility including cut off of eligibility test and/ or National/ State Level Test for the concerned programme (whenever they were admitted) subject to conditions as prescribed by the University.

#### 11. Eligibility Test/Interview

(a) The cut off marks for various Eligibility test(s)/ Interview(s) as prescribed by the University shall be made available on the notice board of Admission Office at University Campus, Phagwara, Punjab or University website (under the head Admissions i.e. <http://www.lpu.in/admissions/admissions.php>).

(b) If an applicant has been provisionally admitted subject to clearing eligibility test, it will be the responsibility of the applicant to apply for/ appear and clear the relevant eligibility test, failing which his admission shall stand cancelled and the applicant shall have no claim whatsoever against the University. Fee and other charges, also including amount paid for provisional registration, paid by the candidate shall stand forfeited and the candidate shall further be liable to pay the fee and other charges for remaining/ entire duration of the programme.

(c) The result of Eligibility test(s)/ Interview(s) will be displayed, on the notice board of the Admission Office at the University Campus, Phagwara (Punjab) and/or may be made available at the University Website (under the head Admissions i.e. <http://www.lpu.in/admissions/admissions.php>) as per Schedule of Admission, in Part-B of Prospectus 2018 unless otherwise specified. No separate intimation will be given to any candidate.

(d) Applicants will have to make their own travel and boarding arrangement at their own cost for

appearing in the Eligibility test, Entrance Test, GD, Interview etc.

#### 12. Other Fees

(i) In addition to tuition fee and other charges prescribed under programme details in Part-B of Prospectus 2018, applicants will be required to pay the fee and charges for following and such other facilities/ purposes as and if applicable and/ or announced by the University.

a) Employability Enhancement Programmes (EEP) / Professional Enhancement Programme (PEP)

b) Competence Building Activities including but not limited to Soft skills, Business communication, Personal development, Communication skills or any other related activities conducted in the shape of group / individual classes or group / individual sessions (interactive or otherwise) may be online using web (internet or intranet) or by making use of some software modules or some sort of test series etc.

c) For undergoing additional courses/ certifications like IELTS, TOFEL, Cambridge ESOL etc. to prepare students in English for placements or other purposes.

d) For registering and completing online courses (from various sources like Courseera.org etc.) and/or technical certifications of reputed companies like MCSE, CCNA etc. in addition to or in lieu of courses assigned in programme scheme.

e) Optional or compulsory courses/ subjects/ certifications/ trainings offered in tie-up with industry/ educational/training institute.

f) Various Software / Applications for different platforms like laptop, PC Tablets, Mobile Phones etc. 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

g) Diagnostic / Pre-Assessment / Assessment / Benchmarking Tests

h) Summer school / Summer or Winter classes

i) Placement Registration Fee and Placement Activity Fee

j) Special fee in addition to re-appear/ make up/ examination fee, in case university has to arrange the examination specially or separately for a student or group of students

k) Insurance Premium Fee

l) Initial registration fee for joining / reporting to the University in first term/ semester/ year and term registration fee for joining/ reporting the University in subsequent term(s) / semester(s)/ year(s). (This fee is generally waived off by the University if student joins on time as per the prescribed schedule).

m) Examination Fee

n) Reappear / Make up examination Fee

o) Backlog courses/ subjects

p) Additional courses/ subjects pursued during regular term/semester

q) Pre-Term / Post-Term

r) Workshop / Training / Internship/ Survey etc.

s) Minor Projects/ Major Project/ Capstone/ Live Project/ Entrepreneurship Project etc.

t) Tours including educational tours & Visits including industrial visits

u) Programme Transfer Fee

v) Migration Fee

w) NOC / Migration for joining elsewhere, if permitted

x) Vehicle Registration and/ or Parking Fee

y) Term Evaluation fees, Thesis evaluation fees, Lab, Experimentation & other fees, for M.Phil. & Ph.D programmes and other similar programmes.

z) Transport, Residential Fee (Residence), Residential Fee (Laundry), Residential Fee (Meal)

aa) Membership fee for Professional Bodies

bb) Subscription fee for Newspaper, Magazines, Journals etc.

cc) Alumni fees will be charged from all students in the last semester/ year of the programme which includes convocation and commencement fee. The cost of the robes will be taken before the conduct of convocation from the participants.

dd) Locker/Deposit/Cloak room facilities etc.

ee) Eligibility verification or authentication fees

ff) Various Letters/Certificates issued by the university including but not limited to Character certificate, Migration certificate, Bona fide Certificate, Certificate of residing in Hostel, Certificate specifying certain Course requirements, Academic Transcripts of a term/semester or of year or for whole Programme, Provisional degree/Certificates, Detail Marks Card and any other certificate as issued by the University on Student request or otherwise.

gg) Any expenditure incurred for written / telephonic / electronic / by post communication with the students/parents/guardian etc.

hh) Any expenditure incurred on stationery items/ geometry instruments like charts, maps, scales, rulers, colors, drawing

sheets, stencils, cartridge, Adjustable set squares, triangle metric scale, triangle armstrong scale, parallel bar, sheet holder etc.

ii) Kits / dresses / Uniforms for Sports activities / Cultural & Co-Curricular activities / labs / workshops etc.

jj) Charges incurred on opening bank account and/ or I-Cash Card/ Scholar Card/ Payment Card.

kk) Any other fee/ charges as prescribed by University from time to time.

(ii) Students will be required to pay tuition fee, and other fees/ charges for all terms/semesters also including the term(s) in which student goes on Industry Training/Internship or other activity.

(iii) Government taxes, Levis and such other charges, if any, as and when applicable will be payable by the student and will be added to the fee to be charged from the students.

(iv) Unless otherwise specified, the fee for other facilities/ purposes as described above, shall be charged in Indian Currency only. However for International Applicants (for countries other than Bhutan, Bangladesh, Nepal, Sri Lanka and Maldives), Residential/Food/ Transport/ Vehicle fee will be charged in USD.

#### 13. Payment of fees and other charges (Tuition fee, Residential/ Food/ Transport / Vehicle Parking fee, as and if applicable)

(a) The fee(s) and other charges must be deposited by the stipulated date, failing which the seat allotted may be declared as vacant and the seat may be offered to the another candidate. No correspondence or appeal in this regard will be entertained.

(b) In case a student is not able to pay the fee on or before the date prescribed by the university, then



he/she shall seek permissions in writing from the university. However compounding fee, as decided by the university from time to time, may be charged for late submission of fee.

- (c) Separate demand drafts or pay order for payment on account of Tuition fee, Residential/Food/Transport/ Vehicle Parking fee, whichever applicable, may be submitted by the applicant.
- (d) Applicant must always write Applicant Name, Application No. (if any), Name of Faculty, Programme applied for and Programme Code on the backside of the demand draft or pay order or receipt of cash deposit at bank, as applicable.
- (e) Incomplete or wrong demand draft or pay order will not be accepted.
- (f) Cash will be accepted at the University Campus, i.e. LPU campus, Phagwara, Punjab only. No cash payments will be accepted at any other place.
- (g) If the last date for payment of fee is a holiday, the fee should be paid on the first working day after the holiday.
- (h) All type of fee and charges as prescribed by the University and the various facilities provided by the University are subject to revision/change from time to time.
- (i) In case the payment is made through Net Banking/Credit Card/Debit Card, etc., then additional charges (as levied by concerned banks/ mediator/ external agency) for such payments will also have to be paid by applicants.
- (j) In case a student is given waiver of any course(s) in term and is allowed to register for lesser than prescribed number of courses/ subjects, no relaxation or waiver in fee would be given and the full term fee will be charged.

- (k) For Refund of fee, refer to Refund Policy for Indian Applicants mentioned separately.

#### 14. International applicants (including PIO/ OCI/ Foreign Nationals)

- (a) Fee, scholarship & eligibility as mentioned in Part-B of Prospectus 2018 is for Indian Applicants. For International Applicants the fee, scholarship & eligibility will be different as specified on University Website (under the head Admissions i.e. <http://www.lpu.in/admissions/admissions.php>) and/ or in International Booklet 2018.
- (b) The guidelines and procedure related to submission of applications, fee deposit, refund of fee mentioned in Part-C of the Prospectus 2018 are for Indian Applicants. For International Applicants the guidelines and procedure for submission of application, fee deposit and refund of fee are different as specified on University Website (under the head Admissions i.e. <http://www.lpu.in/admissions/admissions.php>) and/ or in International Booklet 2018.
- (c) The International applicants are also required to fulfill all the conditions and comply with regulations, guidelines enforced by concerned foreign country as well as India at their own for the purpose of entry, stay, study and other purposes including but not limited to visas, foreigner regional registration, medical certification etc. Certain details for information purpose are also available on University Website (under the head Admissions i.e. <http://www.lpu.in/admissions/admissions.php>) and/ or in International Booklet 2018.
- (d) For applications accepted for admission, Letter of Admission Offer may be sent either directly or via the nominated agent to the applicant, subject to such

conditions, as prescribed by the University. However, for applications requiring additional information or fulfilling of any sort of eligibility criteria, for acceptance on account of final results or otherwise, Letter of Conditional Admission Offer may be sent by the University.

- (e) For the purpose of getting Letter of Acceptance of admission to any programme, the applicant will have to pay provisional registration fees and other fee and charges (as and if applicable) beforehand, subject to fulfilment of eligibility criteria and other conditions as specified on University Website (under the head Admissions i.e. <http://www.lpu.in/admissions/admissions.php>) and/ or in International Booklet 2018.
- (f) Part Time programmes are not being offered to International applicants.

#### 15. Change of Programme

An applicant, who wishes to change the stream/specialization of the programme or to change from one programme to another, will have to fill the Programme Transfer Form [to be obtained from Admission Office at the University Campus, Phagwara (Punjab) or from designated camp offices of the University or such other places as specified by the University or can be downloaded from the University Website (under the head Admissions i.e. <http://www.lpu.in/admissions/admissions.php>)] and deposit the form along with the programme transfer fee i.e. ₹ 1000/- or USD 50

However, such a change/transfer will be purely at the discretion of the University subject to,

- (a) seat availability in the programme/ stream to which transfer is applied
- (b) fulfilment of eligibility and other admission requirements and
- (c) any other condition prescribed by the University

Provided further that application in this regard shall be submitted as per the following schedule in the Admission Office at the University Campus, Phagwara (Punjab) or at designated camp offices of the University or such other places as specified by the University only.

- i) Indian Applicants must submit the application for programme transfer for the programme to which transfer is sought.
- ii) International Applicants must submit the application for programme transfer within 15 days after last date of admission for the programme to which transfer is sought.

Notwithstanding the schedule mentioned above, in case the student is found ineligible in a specific programme or for any other reason, the University may transfer the programme of a student based on his request or otherwise.

#### Important Note :-

- (a) The student whose programme transfer is accepted by the University will be liable to pay the Tuition Fee and other charges as prescribed for the programme in which transfer has been done.
- (b) In case a student is allowed to transfer to a programme having lesser fee, the balance will be adjusted in the fee of next term.
- (c) In case Programme transfer is done after the start of session, then no compensation for loss of Attendance or for any component of continuous assessment will be given.

#### 16. Change of Residential facility

An applicant who wishes to change the category (from standard room to luxury apartments or vice versa, from air-cooler to air-conditioned or vice versa) or room pattern (e.g. 4 seater to 3 seater, 1 seater to 2 seater etc.) of Residential facility, has to apply for the same on prescribed form to Hostel Allotment Cell, Division of Admissions and such applications

may be processed as per the following criteria:

- (a) Application for changing the category or room pattern received before the start of session may be processed subject to availability of rooms in the requested category and room pattern.
- (b) Application for upgrading the category (i.e. from standard rooms to luxury apartments or from air-cooler to air-conditioned) or upgrading the room pattern i.e. from higher capacity room pattern (e.g. from 4 seater to 3 seater) received after the start of session may be processed subject to availability of rooms in the requested category and room pattern.

- i) In case change is sought before the completion of semester, fee as per upgraded category and room pattern shall have to be paid for the full academic session. For example if student seeks transfer from 4 seater to 3 seater, two month after the start of session and if his application for change of residential facility is accepted then he has to pay the residential fee of 3 seater for the full academic session even if he/she has stayed in 4 seater for two months or so.
- ii) In case change is sought after the completion of semester, fee as per upgraded category and room pattern shall have to be paid for one semester only. For example if student seeks transfer from 4 seater to 3 seater after one semester and if his application for change of residential facility is accepted then he has to pay the residential fee of 3 seater for one semester only.

- (c) Appl(c)Application for change of residential facility resulting in downgrading the category or room pattern i.e. from Apartment to standard room or from air-conditioned to air-cooler or from lower capacity room pattern to higher capacity room pattern (e.g. 3 seater to 4 seater) or from Air-conditioned to air cooler, will not be permitted after the start of session.
- (d) The clauses mentioned above are applicable for change of residential facility. For withdrawal/leaving residential facility, clauses as mentioned under the head 'Refund Policy for Indian Applicants' in Part-C of Prospectus 2018 will be applicable.

#### 17. Change of Meal Plan

If a student seeks transfer from one meal category to another [Standard/ Regional/ Continental (if offered)], then the student shall apply for the same on the prescribed form to Hostel Allotment Cell, Division of Admissions and the same may be processed as per the following criteria:

##### (a) Before the start of session

If the request is submitted before the start of session, the same may be processed without any charges subject to availability of meal category and number of seats in that category.

##### (b) After the start of session

In case the request is from meal category with lower fee to meal category with higher fee (for eg. From Standard Meal to Continental Meal), then the student needs to pay the difference in fee along with his application for change in meal category and the application may be processed subject to availability of meal category and number of seats in that category.

- In case the request is from meal category with higher fee

to meal category with lower fee (for eg. From Continental Meal to Standard Meal), then the student may change the meal category subject to availability of meal category and number of seats in that category. However the difference in fee of two meal categories, if any, will not be refunded.

- (c) Student can apply for change of food facility once only. Once the requested change has been processed, no further request regarding the same may be entertained.
- (d) The clauses mentioned above are applicable for change of meal facility. For cancellation of meal facility, clauses as mentioned under the head 'Refund Policy for Indian Applicants' in Part-C of Prospectus 2018 will be applicable.

#### 18. Transfer from Transport facility to Residential facility

If a student seeks transfer from Transport facility to Residential facility, then the student shall apply for the same on the prescribed form to Hostel Allotment Cell, 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 R 500/- or USD 50 subject to availability of seats and other conditions. However, there will be no relaxation in residential/ laundry fee (if opted) i.e. the student has to pay fee for residential/ laundry (if opted) for the full academic session.
- c) 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 for Indian Applicants' in Part-C of Prospectus 2018 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 a fresh.

#### 19. 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 advanced 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) Applicant will obtain the prospectus and fill the application form for admission
- ii) In addition to Application form for admission, student will also fill the "Application Form for Admission with advanced standing (Migration from other University/Institute)"
- iii) 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 Syllabi 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 submitted 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.
- iv) The student will submit the above documents to Division of Admissions at the University Campus, Phagwara (Punjab).
- v) The dealing official will verify the details entered by applicant in various forms and verify the certificates from originals.
- vi) 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
- vii) After the grant of approval from the competent authority of the University, applicant will be required to deposit the fee and other prescribed charges.
- viii) Migration cannot be claimed as a matter of right and may be refused by the University without assigning any reason.
- ix) Condition of 'Promotion to Next year' and such other conditions, rules etc. as prescribed by the University will be applicable to the migrated student.
- x) No relaxation in examination rules of this University shall be permitted to migrated students.
- xi) Conditions, if any, imposed by any regulatory body for migration purpose, shall also be applicable.

#### (i) Applicable Fees

- Processing fee of R 2,000/- or USD 100 to be deposited along with "Application Form for Admission with advanced standing (Migration from other University/Institute)".
- In case the admission with advanced standing is approved applicant will be required to pay
  - Migration fee of R 3,000/- or 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 may list the courses/ subjects passed by student in the previous University/ Institute that have been considered equivalent by the University.

#### 20. 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 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 2018. 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/- or USD 50 . 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/- or USD 50. 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/- or USD 75. The application must be approved by the Dean of concerned discipline.  
'Last date for reporting/ joining' the university may prescribe 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. 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 2018 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.

**(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 R 1000/- or USD 50. 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 R 2000/- or USD 75. The application must be approved by the Dean of concerned discipline.

'Last date for 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 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 2018 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/- or USD 50 . 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

R1000/- or 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 R 2000 /- or USD 75 . 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.

21. 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.

## 22. 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 deemed 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 organization.

- (i) It is mandatory for the student to procure at least one text book for each course and carry bag 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 (for scheduled timing for academic purposes only and subject to conditions) 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, 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 deemed 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) Faculty/ Curriculum related information will be available on the University website
- (t) The nomenclature used in "Part B – Programme Details" of Prospectus 2018 may be different from the nomenclature of degree / diploma certificate, as applicable to be awarded, for the concerned programme.
- (u) Nomenclature of programmes, degree or the prefix/suffix may be changed by the university or the regulatory body.

23. In case of any matter not covered here in 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.