



Martin Luther Christian University

Nongrah, Dongkatieh, Block-1, Shillong-793006, Meghalaya, India

☎ 0364-2535420, 2535437

e-mail: admin@mlcuniv.in, www.mlcuniv.in

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Policy for Late Admission

In terms of Section 22, sub section (2) of the Martin Luther Christian University Act 2005, read with Statute 6.3.1 of the Martin Luther Christian University Statutes and Rules 2016, as recommended by the Academic Council meeting held on February 14, 2017 and as approved by the Board of Governors at its meeting held on March 23, 2017, the Policy for Late Admission is, hereby, notified.

POLICY

Understanding that the students often have valid reasons for late applications, the University recommends the following policy for late admissions:

1. Regular admissions shall be continued till 30 days after the first day of classes
2. After the close of admissions and up to thirty days , students may be admitted with the following provisions:
 - a. Students shall be admitted with a specific undertaking that it may not always be possible for the student to catch up with classes, in spite of extra academic support and in which case the University will not be held liable
 - b. These students will be mentored by individual faculty member(s) to catch up their academic work
 - c. Students will undergo counselling if required
 - d. Payment of a fee as per the number of hours for extra classes required. The number of hours will be determined by HOD in consultation with the faculty of the department
 - e. The faculty member(s) will be paid according to the University policy for extra classes

- f. A log of the supplementary learning and CFE will be maintained and signed by the student, faculty member and HOD and forwarded to the Dean Academics for academic and administrative processing
 - g. She/he may be permitted to proceed to the second Semester according to the Promotion Policy of the University
3. Late admissions may be permitted after two months of the first day of classes with the approval of the Vice Chancellor and subject to para 2 above

UNDERTAKING


I _____ son / daughter of _____, having read the Policy for late admission, understand that it may not be possible for me to catch up with classwork, inspite of extra academic support given by the University.

I understand that I need to be regular for the supplementary learning classes for which I have to sign in a Log book maintained at the department.

I agree that I have to pay a one time late fee which amounts to _____ for the extra academic support given to me.

Contact Number: _____

Signature: _____



DD Ingty

Registrar

