



# Martin Luther Christian University

Nongrah, Dongkietih, Block-1, Shillong-793 006, Meghalaya, India

☎ 0364-253 5420, 253 5437

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

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**Notification No: 65/Academics/MLCU**

**Amendment to the Policy for Late Admission**

Considering the frequency and number of late admissions received by the Admissions Desk, and as recommended by the Administrative Committee at its meeting held on September 23, 2019 and approved by the Board of Management in its meeting held on December 11, 2019, the Late Admission Policy is hereby notified:

**This Notification No. 65 supersedes Notification No. 34.**

**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 with their academic work.
  - c. Students will undergo counselling if required.
  - d. Late admission fee for academic support is applicable if a module (s) is completed by the time the students take admission.

- e. The late admission fee will be charged as per University Policy for all courses. The total fee for the subject shall be shared by the number of students availing the 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. The student 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 para2 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: \_\_\_\_\_

  
\_\_\_\_\_  
Dr Rennie Orson Lakadong  
Registrar

