Lamrin Tech Skills University Punjab

SBS Nagar, Punjab. Pin: 144533

University School of Engineering & Technology (USET)

IMPORTANT INSTRUCTIONS

1. University School of Engineering & Technology (USET), LTSU Punjab wishes all parents / guardians a very cheerful and flourishing forthcoming Academics session. It is mandatory for all students to follow the University/USET's rules and Academic Calendar. The academic session will be starting on **27th July'26**. The timings would be from 9:00am to 4:00pm. **Registration is mandatory on 27th July'26.**
2. The semester fee and Hostel fee, if applicable, must be deposited on or before the specified dates without fail.
3. No student will be allowed to sit in MSTs exams unless he/she obtains **a minimum of 75% of attendance in Theory as well as Practical subjects**. Leave applications on the ground of sickness must be accompanied by a medical certificate, prescription slip, medical reports and fitness certificate, issued by the competitive doctor (MBBS/MD), within 2 days of rejoining the classes.
4. Getting pass in every MST is must i.e. min. 40%marks, otherwise student will be marked fail in internal awards. Once after entering the campus, if student misses classes he/she will have to face disciplinary action. As per academic policy student must obtain atleast 50% credits in a year to get promoted to next year.
5. The use of mobile phone with Bluetooth, Camera and/or FM is strictly banned in the academic premises. If anyone is found using such mobile phones, his/her mobile phones will be confiscated and no excuse will be entertained. Students who are found using drugs/alcohol or involved in violence/ groupism/ unionism would be expelled from the USET/LTSU immediately.
6. The code of formal dress on specific days (as conveyed by department) will be strictly followed and wearing of cap on any day in the class/lab. is not allowed. Defaulters will be marked ABSENT for the whole day. Display of institutions I-Card on student's person is compulsory even on non-dress days.
7. Disciplinary action would be taken against the student found indulged in any form of indiscipline/ damaging/ breaking/ spoiling university's property / furniture.
8. Students securing merit position and/or top three position holders of each academic year per stream in the final university exams and/or having 100% attendance would be awarded suitably.
9. It shall be student's responsibility to **keep himself/herself well versed with the instructions /guidelines/ internal awards/ attendance of the school/university as shared/displayed on notice board**, and the school/university shall not be responsible for informing him/her separately of any notice, new directions etc..
10. The USET/LTSU is entitled to make mandatory for a student to carry out research, training, industrial visits, seminar, study tours, interviews, placement activities and other activities in or outside the institute, related to course of study or otherwise and other co-curricular, extra curricular and such other activities and student will pay additional charges for such activities.
11. In order to establish a parent–teacher rapport there will be a Parent-Teacher Meet in the campus during each semester. The date would be informed later. It is expected that parents would definitely attend the Meet for better interaction which would benefit their son's/daughter's/ward's academic career and give us true feedback to serve you in a more better way.

Dean USET

** It is mandatory to submit this document duly signed at the time of registration.*

UNDERTAKING TO BE SIGNED BY STUDENT

I,..... S/o..... Class ..... Semester .... Univ.Roll No.....
do hereby solemnly affirm and undertake that I will follow the above rules.

Place.....
Date.....

.....
(Signature of Student)

UNDERTAKING TO BE SIGNED BY THE PARENT /GUARDIAN

I,..... S/o / D/o ..... do hereby solemnly affirm and undertake that:

1. My son/daughter/ward, ... has submitted this application form for regular programme with full understanding and with my express permission, and shall hold myself responsible for his/her good conduct and behavior as a student of this Institute and adherence to the provisions.
2. I shall myself responsible for payment of all his/her fees and other charges during his /her stay in the Institute and pending dues, or any other charges etc.
3. I shall, myself, be responsible for any sort of liability arising and any civil or criminal case lying against my son/daughter/ward during the course of study in the Institute.
4. I endorse the undertaking given by my son /daughter/ward.
5. The institute may discontinue my wards stay for breach of any rules or otherwise and I shall not be entitled to refund of admission fees, hostel fees, and bus fees or any other fees or charges and I shall be liable to pay the pending fees, or any other charges etc.

Place .....
Date .....

(Full signature of the Parent/Guardian) .....
Guardian name & Relationship with student .....
Postal Address: .....
Contact No(s) .....