

SCHOOL OF LAW AND FORENSIC SCIENCES
APEX PROFESSIONAL UNIVERSITY

Pasighat : Arunachal Pradesh

No.: Annexure -**C-03**

Date: 1st March, 2021

ADMISSION NOTIFICATION 2021

for

MASTER OF LAW (LL.M.)

1. LL.M. Program

The aim of the LLM program is to provide a range of local, national, international and global themes for study in a critical legal perspective. It aims to provide considerable freedom to individual students to devise their own program by choosing from the varied options available. The program is majorly research based while offering students the flexibility of choosing research areas within the modules and for their dissertation. The LLM program equips students with skills for global research enabling them to adapt, innovate and apply their knowledge to international legal issues. It helps lawyers to understand not only the legal and regulatory environment in which businesses operate, but also comprehend corporate governance, the principles of finance and accounting, and the economic and financial frameworks of transactions with an ability to deal with different types of legal issues and laws.

1.1 Program Outcomes (PO)

PO1: Train students to think, communicate, and practice as international legal experts with the confidence to practice anywhere in the world.

PO2: Develop a deepened understanding of law in a variety of contexts.

PO3: Develop the ability to analyze, articulate and write on the subject.

PO4: To encourage cutting edge research into the Law as exemplified by international best practice

1.2 Eligibility Criteria for the Admission

- a. The candidate should be passed in LLB from BCI Approved University / College or equivalent by Bar Council of India.
- b. Candidates who have appeared or will be appearing at the qualifying examination and whose result is still awaited 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 by the last date as specified by the University

1.3 Intake Capacity : Each Specialization 30 Intake

1.4 Duration: 2 (Two) Years



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 East Siang, Arunachal Pradesh.

1.5 Tuition Fee

- a. A candidate selected for admission to the **LL.M.** Program shall be given admission to the First Semester of the Course on payment of the following fee:

1	Admission Fee	INR.10,000	One time
2	Registration Fee	INR.5,000	One time
3	Tuition Fee	INR.59,000	Per Annum
4	Annual Charges	INR.10,000	Per Annum
5	Examination Fee	INR.5,000	Per Semester
6	Caution Money	INR.5,000	Refundable
7	Library Deposit	INR.5,000	Refundable

- b. If any student wants to pay semester wise tuition fee (in two installments), then need to pay Rs. 3000/- (three thousand only) extra charges.
- c. If any student wants to pay tuition fee quarterly (in four installments), then need to pay Rs. 5000/- (five thousand only) extra charges.
- d. Students need to pay Annual Charges along with the first instalment of Tuition Fees.
- e. While refunding the caution money, Rs.3000/- (Three Thousand Only) shall be deducted towards membership fee of APU Alumni Association.
- f. Prescribed Tuition Fees will be revised upward every year but will not increase beyond 10% each year.
- g. 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
- h. In addition to above fees and other charges prescribed in the website / Prospectus, applicants will be required to pay the fee and charges for such other facilities / purposes as and if applicable and / or as announced by the University from time to time.
- i. Cash will be accepted at the University Campus, i.e. APU campus, Pasighat only. No cash payments will be accepted at any other place.
- j. For Refund of fee, refer to Refund Policy for Indian Applicants mentioned in the University website.
- k. All types 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.
- l. If the last date for payment of fee is a holiday, the fee should be paid on the first working day after the holiday.




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2. APPLICATION SCHEDULE

- a. Online Application Process will begin from 01-03-2021.
- b. If Apex Professional University is your unequivocal first choice, then we would urge you to consider applying through Early Decision.
- c. Admissions is offered in Three Phases, which are bifurcated as below :

Admission Phase	Application Deadline	Early Decision Benefits
Phase -I: Very Early Decision	31st May, 2021	Admission & Registration Fee Waived
Phase -II: Early Decision	31st July, 2021	Admission Fee Waived
Phase -III: Regular Decision	30th Sep,2021	No Fee Waived

- d. Early Decision Phase I starts as early as March and continues till the end of May. The subsequent phases (Phase II and III) are conducted only, if the seats in the concerned Programme remain vacant.
- e. Application for Admission will not be entertained after the due date. However, under certain exceptional circumstances, the Vice Chancellor may allow late admissions and application for refund for such admissions will not be entertained.
- f. The Tuition Fee(s) and other charges must be deposited by the stipulated date, failing which the seat allotted may be cancelled and declared as vacant & the seat may be offered to the other candidate. **No correspondence or appeal in this regard will be entertained.**
- g. 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 permission in writing from the Vice Chancellor. However compounding fee, as decided by the university from time to time, may be charged for late submission of fee.
- h. 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 admission, in any case, if granted due to any reason, shall be cancelled and the applicant shall 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 the remaining / entire duration of the programme.


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3. ADMISSION PROCEDURES

Application for admission to **LL.M.** Program shall be through online mode only. No other means of application will be accepted. To complete the online application process candidates need to register with name, mobile number and eMail ID and fill the online application form, upload latest photo & important documents and submit the form with an online payment.

APU takes into account special talents or successes that might not appear on a transcript. We look for applicants who are curious, determined, and creative. Admissions decisions are based on the totality of available information about each applicant, and a careful evaluation of the candidate's past accomplishments and future promise. **Applicants are advised to check the eligibility criteria before they apply.**

3.1 How to Submit Online Application

- a. The applicant has to register on the online admission portal of the University by filling the Application form - **<https://admission.apexuniversity.edu.in>**

i. **STEP –I: Register Yourself**

Fill up the Registration Form for Admission 2021. Once you have registered, you will receive an automated email with a verification link. Clicking on the link will verify your eMail ID and allow you to fill out your Online Application for Admission 2021 and to upload the required documents.

ii. **STEP-II: Fill Application Online**

Fill up the application for Admission online and upload photographs and relevant documents.

iii. **STEP –III: Pay Application Fee**

Pay an application processing fee of Rs. 900/- via Credit Card / Debit Card / UPI / Netbanking. The application processing fee is non-refundable. The registration for Online Admission would be considered complete only when the applicant has paid the Application processing fee.

iv. **STEP – IV: SUBMIT APPLICATION BY POST**

On completion of the above-mentioned steps, Download and take a print out of the submitted online application and dispatch along with complete enclosures in all respects by courier or speed post to:



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Director (Admissions)
APEX PROFESSIONAL UNIVERSITY,
NH -515, Gumin Nagar, Pasighat Smart City,
District East Siang - Arunachal Pradesh - 791102

The University shall not be responsible for any postal delay or loss in transit.

v. **STEP – V: Payment of Fees to Confirm Admission**

Once the admission is approved by the University, applicants shall be provided with a link to pay their fees. The admission shall be cancelled if the applicant has not paid the fee within the allocated time. On successful payment of fees, the applicant is granted provisional admission.

vi. **STEP - VI: Physical Verification of the Submitted Documents**

The uploaded documents shall be verified by the University in due course of time. If at this stage, the documents submitted by the applicants are found to be faulty, the admission shall be cancelled immediately, without refunding of the fee.

- b. 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 are issued.

4. **DOCUMENTS TO BE KEPT READY**

Here is the complete list of all the documents needed to complete your application:

1. A valid email address which should be active till the end of the admission process
2. A valid and active mobile number
3. Photograph in JPG Format (not more than 2 MB)
4. Scanned copy of Class X certificate in PDF or JPG Format (not more than 2 MB)
5. Scanned copy of Class XII certificate in PDF or JPG format (not more than 2 MB)
6. Scanned copy of LL.B. Degree certificate in PDF or JPG format (not more than 2 MB)
7. Scanned Copy of Address Proof - Aadhar Card / Voter ID Card / Passport
8. Credit Card or Debit card or UPI or Net Banking to pay the application fee.
9. Review admission requirements and make sure you are aware of deadlines.

Applicants shall be fully responsible for all the information they upload, including all the certificates and documents.

5. **SCHOLARSHIP & FINANCIAL AID**

APST Scholarship Scheme provides financial assistance to the Scheduled Tribe students of Arunachal Pradesh, so as to enable them to pursue Higher Education. Scholarship is issued by the Directorate of Higher & Technical Education, Govt. of Arunachal Pradesh. The University Management will not entertain the queries related to irregularities or non-receipt of Scholarship under any circumstances.

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6. SPECIAL FEATURES OF THE PROGRAM

6.1 Innovative Teaching Pedagogy

In our block Teaching System, you'll take only one course at a time, fully immersing yourself in that subject. This approach enables you to learn more with less stress, with deeper understanding and better retention of the course material. You'll also enjoy stronger connections with your professors and classmates—and you'll never have to contend with a nerve-wracking finals week!

6.2 Internships

Internships are mandatory according to the BCI norms. To get into a Corporate Law Firm, a student needs guided internship experience. Internships are to be planned and pursued keeping in mind the skills which can be sharpened for a high-paying job with the focussed guidance provided by the experienced faculty. This way, students are exposed to experiential learning and skill enhancement techniques.

6.3 Clinical Courses

Clinical Courses are an important segment of the curriculum where students learn by 'doing'. BCI - mandated Clinical Courses. These courses are further split and allocated into different semesters with greater focus on content. The thrust is on skills associated with Moot Court, Mediation, Trial, Drafting, etc.

6.4 Legal Aid Clinic

Legal Aid Clinic [LAC] at APU School of Law is an important facet in the life and learning of law students. The Legal Aid Clinic [LAC] offers the students an opportunity to interact with the general public and provide deserving members of the community legal guidance to their problems. Generating awareness among the community regarding various laws and sensitising the society towards better compliance of laws is also a key objective of Legal Aid Clinic [LAC].

6.5 Special Lectures by Eminent Jurists Etc.

This provides opportunities for students to enhance their problem solving skills, reasoning and critical judgement analysis, facilitates expansion of the mental horizon and improves skills in examining legal issues, Interactions increase confidence levels and the student is better equipped to meet the challenges of the world.

6.6 Seminars, Webinars and Tutorials

Provision for these activities ensure a continuous and result oriented interaction which provide ample opportunities for students to hone their communication skills and have their concepts clear.

6.7 Holistic Development

The University provides a modern gurukul environment for the all round development of the Student. The curriculum is broad based and flexible. The unique mentor-mentee concept ensures a constant interaction between faculty and student. Special classes are held on leadership, teamwork and analytical skills.

6.8 Computer Training

The Current scenario envisages computer literacy and training as an integral part of the curriculum, data available for study, interpretation and analysis can be easily accessed. The judiciary, today has accepted the fact that conventional and non conventional techniques need to be blended for an effective outcome.

6.9 Career Counseling

Services of experts are made available to the students. These experts are drawn not only from the legal field but also from the corporate, industry and entities of social standing. Such guidance suggestions go a long way in facilitating the student to make decisions on career options more easier.

7. FACILITIES FOR STUDENTS

- 7.1 **Hostel facility:** Hostel facilities are available on a very limited level. Students can get it on merit-cum-need based basis. Preference is given to outstation students. Hostels of the University which are well equipped especially built for students pursuing higher education.
- 7.2 **Library and Reading Room Facilities:** The University has an excellent library service system. Apart from old literature on **law**, the library is well equipped with latest materials on various **branches of law** and some sister disciplines. The Library regularly subscribes to a good number of national and International journals, **law** reports of repute and established recognition.
- 7.3 **Computer Lab:** A computer lab with forty terminals has been established in the APU Computer Centre for the students. The computer lab is fully air conditioned and has a Internet Connectivity and necessary database for students. The lab has a technical Computer expert for the guidance and instructions to the students besides their regular faculty member.
- 7.4 **Community Service:** National Service Scheme (NSS) provides diversified opportunities to students to develop their personality through community services. It is mandatory for all APU students to join NSS. This scheme is under the Ministry of Youth Affairs and Sports, Government of India.
- 7.5 **Student Clubs:** At APU, students are encouraged to become a member of different clubs and committees. With different clubs, APU connects students to a platform where they can exchange knowledge, build awareness and receive recognition.
- 7.6 **Khel Utsav:** At APU, sports form one of the important aspects of a student's

development. APU organizes Khel Utsav every year to inculcate the spirit of competitiveness among students.

- 7.7 **Do what you Love:** Events and activities are a very important part of students' life in a University. APU provides amazing opportunities to students for trying things they never had the chance to do. They get complete support in order to ensure that each event is of a high standard and all objectives are met. Activities include anything from extracurricular, academic activities to talent shows & Zalwa - Cultural fests.

8. Evaluation System

- 8.1 The Term End Examination will be conducted online (preferably) or on OMR sheet.
- 8.2 The Term End Examination shall be Multiple Choice Questions (MCQ).
- 8.3 The Term End Examination will be conducted by the Controller of Examination and paper will be set by the External Paper Setter.
- 8.4 **Internal Assessment Marks:** Keeping in view the above, the University has decided that the continuous Internal Assessment in each course as per APU Regulation No. 15(3)(d) shall be as below.

S. No	Activity Under Continuous Internal Assessment	Weightage %
1	Mandatory Internal written Examination (Best Out of 2)	50%
2	Seminars / Presentations / Assignments / Research Paper	20%
3	NSS / Sports / Cultural Programmes (Participation in 2 activities in each semester along with Independence Day and Republic Day functions)	10%
4	Attendance in Online and in Classroom (below 70% - Zero marks)	10%
5	Teacher Assessment (Discipline and Behaviour in the Classroom and / or Digital Platform)	10%



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9. PROGRAM STRUCTURE

A candidate selected for admission to the Integrated B.A.LL.B. Program shall be required to pursue study on a regular basis with following papers of the subject:

FIRST YEAR

FIRST TERM					
Paper Code	Title of the Course & Paper Title	Credits	I.A. Marks	T.E.E.	Total Marks
LLM-101	Law and Justice in a Globalizing World	5	30	70	100
LLM-102	Comparative Public Law	5	30	70	100
LLM-103	Research Methods and Legal Writing	5	30	70	100
LLM-104	Creative Thinking (<i>Online</i>)	5	30	70	100
SECOND TERM					
LLM-201	Judicial Process	5	30	70	100
LLM-202	Comparative Constitutional Law	5	30	70	100
LLM-203	Comparative Jurisprudence	5	30	70	100
LLM-204	Emotional Intelligence	5	30	70	100



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SECOND YEAR

THIRD TERM - Corporate and Commercial Law					
Paper Code	Title of the Course & Paper Title	Credits	I.A. Marks	T.E.E.	Total Marks
LLM-301	Corporate and Commercial Law	5	30	70	100
LLM-302	Intellectual Property Rights	5	30	70	100
LLM-303	International Trade Law	5	30	70	100
LLM-304	Leadership Skills (<i>Online</i>)	5	30	70	100
THIRD TERM - Criminal and Security Law					
LLM-305	Criminal Justice Processes	5	30	70	100
LLM-306	Criminal Justice Administration	5	30	70	100
LLM-307	Police Law and Administration	5	30	70	100
LLM-308	Leadership Skills (<i>Online</i>)	5	30	70	100
THIRD TERM - Constitutional and Administrative Law					
LLM-309	Constitutional and Administrative Law	5	30	70	100
LLM-310	Human Rights and Humanitarian Law	5	30	70	100
LLM-311	Police Law and Administration	5	30	70	100
LLM-312	Leadership Skills (<i>Online</i>)	5	30	70	100
THIRD TERM - Family and Social Security Law					
LLM-313	Family Law	5	30	70	100
LLM-314	Law and Social Transformation In India	5	30	70	100
LLM-315	Labour and Employment Law	5	30	70	100
LLM-316	Leadership Skills (<i>Online</i>)	5	30	70	100

FOURTH TERM					
Paper Code	Title of the Course	Credits	I.A. Marks	T.E.E.	Total Marks
LLM-401	Teaching and Research Aptitude	5	30	70	100
LLM-402	Dissertation	10	--	--	200
LLM-403	Viva Voce	5	--	--	100

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10. CALENDAR OF EVENT

Academic Semester (1st July to 31st December)	
1. Re-registration: a. Without late Fee b. With late Fee of Rs. 1,000/-	15th July 20th July
2. Commencement of Classes	16th July Onwards
3. Application for Term End Examination a. Without late Fee b. With late Fee of Rs. 1,000/-	30th October 10th November
4. Hall Ticket issued on	25th November
5. Term End Examination	3rd Dec. to 22nd Dec.
6. Announcement of Result	10th January
Calendar Semester (1st January to 30th June)	
1. Re-registration: a. Without late Fee b. With late Fee of Rs. 1,000/-	15th January 25th January
2. Commencement of Classes	16th January Onwards
3. Application for Term End Examination a. Without late Fee b. With late Fee of Rs. 1,000/-	20th April 30th April
4. Hall Ticket issued on	15th May
5. Term End Examination	19th May to 10th June
6. Announcement of Result	10th July
VACATIONS : Summer :11th June to 10th July Winter :24th Dec to 05th January	
Working Days : Monday to Saturday Teaching Days : Monday to Friday	
Note:	
<ul style="list-style-type: none"> <i>In the event of the last date being a holiday, the next working day shall be deemed as the last date.</i> No separate notification shall be issued for Re-registration Fee, Examination and Vacation. 	

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11. INTERNATIONAL STUDENT

- a. International Applicants the fee, scholarship & eligibility will be different as specified on University Website and/ or in International Booklet.
- b. The International applicants are also required to fulfill all the conditions and comply with regulations, guidelines enforced by concerned foreign countries as well as by 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 the University Website and/ or in the International Booklet.
- c. 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
- d. 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 and/ or in International Booklet.
- e. Part Time Programmes are not being offered to International applicants.

12. GENERAL RULES FOR STUDENTS

- a. 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.
- b. Seat will be allotted on merit basis; however the University may change at any time the mode of seat allotment for admission to any programme.
- c. Merit list will be prepared on the basis of the admission criteria as provided in the Programme details, subject to the weightage for different components / parameters as decided by the University from time to time.
- d. For the purpose of admission to any programme, the University may decide to prescribe and/or amend and/or withdraw cut-off marks/ percentage at any time during the admission period.
- e. *In case student does not join or does not report to the university or leave the university after joining but before appearing for Term End Exams of First Term with or without information, then he may not be considered as admitted and the seat consequently falling vacant may be filled through lateral entry or otherwise as decided by the University.*
- f. It is mandatory for the student to procure at least one text book for each course and carry a bag in each semester/ year (as the case may be).

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- g. 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 (scheduled timing for academic purposes only & subject to conditions) is provided by the University.
- h. It is the responsibility of the students to procure and install Licenced/ 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.
- i. 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.
- j. Students are required to open their account in any of the branches available in the Pasighat, District East Siang, Arunachal Pradesh.
- k. **Attendance Conditions:** Students of the university are expected and encouraged to attend all the classes of every Program. 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 a student's absence due to medical reasons & other genuine exigencies. After considering the relaxation of 5%, it is mandatory for students to have a minimum of 75% attendance in aggregate, subject to a minimum of 65% attendance in individual subjects. ***The students whose attendance in the semester falls short, shall not be allowed to appear in the Term End Examinations.***
- l. For freshers (i.e. first year students) the schedule for the start of session / term (reporting schedule) will be available on the University website. For subsequent term(s) / semester(s), the schedule for the start of session / term will be specified in the Calendar of Events (Clause 8 of this notification).
- m. If a student absents himself from the classes continuously for seven days his name shall be struck off the Register.
- n. **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 or from designated admission offices of the University or such other places as specified by the University or can be downloaded from the University Website) and deposit the form along with the programme transfer fee. However, such a change/transfer will be purely at the discretion of the University subject to seat availability in the programme/ stream

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- to which transfer is applied, fulfilment of eligibility & other admission requirements and any other condition prescribed by the University.
- o. Any programme(s) of the University may be offered in different shifts (any timings of morning or afternoon or evening shift or on holidays) as deemed appropriate by the University.
 - p. Students may be asked to come to the University before or after the regular timings of the classes & even during Sundays, Holidays, Vacations for different activities including but not limited to cultural, co-curricular, sports, placements, workshops, training, examinations & additional classes.
 - q. 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.
 - r. Chewing of Tobacco, Pan-Masala, Gutkha / Betel Nut etc. and smoking or indulging in any kind of intoxication in or outside the campus shall be dealt with strictly.
 - s. Students must note that they should not indulge in ragging in or outside the premises of the University. In case of any complaint of ragging, the student complained against will face immediate suspension, enquiry and punishment which may extend up to expulsion from the University and lodging of criminal proceedings.
 - t. Students must behave properly inside and outside the classes. Any student, who misbehaves, indulges in misconduct and indiscipline, uses unfair means in the examinations shall be strictly dealt with as per rules.
 - u. Students shall be required to observe the Dress Code prescribed by the University.
 - v. *Students will have to abide by the rules and regulations of the University and the Bar Council of India as issued from time to time.***
 - w. If an applicant is found ineligible for admission on verification of the document(s) at any stage or otherwise 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 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 the remaining / entire duration of the programme. The verification process including authentication from certificate issuing authority (if required) may take one year or more after the start of session. So students must ensure themselves regarding their eligibility before taking admission to safeguard their career.
 - x. If the number of admissions for undergraduate programme(s) is less than 20 and

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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.

- y. The University reserves the right to introduce, modify or withdraw or discontinue any programme/ course at any point of time.
- z. In case of any matter not covered herein and/ or for interpretation of any content herein, the decision of the Vice Chancellor shall be final and binding on all concerned.

FOR MORE INFORMATION visit University website www.ApexUniversity.edu.in
or

Contact Helpdesk +91- 8800838839 / eMail ask@apexuniversity.edu.in

ADVICE TO STUDENT

"Read and Retain this Notification till you complete the Program from APU"



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Copy to

1. EA to Chancellor - APU, for Information of the Hon'ble Chancellor
2. PS to Pro Chancellor - APU, for Information of the Hon'ble Pro Chancellor
3. PA to Vice Chancellor - APU, for Information of the Respected Vice Chancellor
4. Controller of Examination - APU, for necessary action
5. Chief Finance Officer - APU, for fee Management
6. Concerned Heads of the School - APU, for Implementation and necessary actions.
7. Concerned Admission Counselor - APU, for Information and necessary action
8. Guard File
9. Office Copy