

### **PROCESS OF LEFT MARKING FOR INTERNATIONAL STUDENTS**

As LPU has international students, the University has to maintain and update the record of Passport/Visa/FRRO for all the international students.

The record has to be maintained in two ways:

For freshmen or new admission students

For Continuing Students (as and when the dates of requisite documents expire and have to be renewed).

#### **I. For freshmen or new admission students:**

The process followed at the time of admission is as follows:

<b>Step 1</b>	Student Reports to L.P.U.
<b>Step 2</b>	Document verification by Admissions including passport and visa.
<b>Step 3</b>	ID card of student is generated
<b>Step 4</b>	Student is asked whether he/she will stay inside or outside LPU
<b>Step 5</b>	In Case student is staying inside LPU, <b>C Form</b> and <b>FSIS(Foreign Student Information System) No. is generated by Record Cell</b> at Government portal for international students and student is issued bonafide certificate and he/she is directed to get his/her FRRO( <b>Foreigners Regional Registration Office</b> ) registration process completed within 14 days of their arrival in India. Division of Security will support the students for the same.
<b>Step 6</b>	In case student is residing outside LPU, he/she has to submit C Form to FSIV Cell and then FSIS number is generated and student is issued bonafide certificate and he/she is directed to get his/her FRRO registration process completed within 14 days of their arrival in India.
<b>Step 7</b>	It is the responsibility of student to get his FRRO registration completed within 14 days of arrival in India.
<b>Step 8</b>	Division of Security to ensure that student submits the copy of his/her FRRO to FSIV Cell.
<b>Step 9</b>	The start and end dates of Passport, Visa and FRRO to be recorded in the Interface by FSIV Cell. <b>The local mobile number and email id has also to be updated in the records for making communication in future with the students. Undertaking to be given by student that he/she will update the mobile number in Record Cell whenever the number is changed.</b>
<b>Step 10</b>	Towards end of each month, FSIV Cell to submit the status of FRRO registration of all freshmen students to PC office

**II. Action to be taken in case student does not report or reports after prescribed timelines are over for generation of FSIS number or permit number after FRRO registration:**

System to Prompt i.e. Automated Message to be sent on student's UMS and mobile regarding submission of requisite documents					
ACTIVITY	Minimum Time to complete the process	ACTION TO BE TAKEN IN CASE STUDENT DOES NOT REPORT or REPORT AFTER PRESCRIBED TIMELINES ARE OVER			
		From first day of admission up to the 14 <sup>th</sup> day of arrival in India or up to 7 <sup>th</sup> day of taking admission in LPU in case student is coming from different University in India	After 14 days of arrival in India or after 7 days of taking admission in LPU in case student is coming from different University of India	After 30 days of arrival in India or taking admission in LPU in case student is coming from different University in India	After 45 days of arrival in India or taking admission in LPU in case student is coming from different University in India
<b>Generation of FSIS No.</b>	<ul style="list-style-type: none"> <li>Within 14 days of arrival in India or within 7 days of taking admission in LPU(if student is coming from different University in India)</li> <li>If student is coming from different Institute/ University in India, then Student must have N.O.C from the Institute/ University and Transfer Certificate from FRRO office.</li> </ul>	Automated message to be sent daily on parent's and student's UMS and mobile number regarding submission of requisite documents for generation of FSIS number.	<ul style="list-style-type: none"> <li>On 15<sup>th</sup> day or 8<sup>th</sup> day (as the case may be) attendance of the student will be blocked.</li> <li>Automated message to be sent on parent's and student's UMS and mobile number regarding submission of requisite documents for generation of FSIS number</li> </ul>	<ul style="list-style-type: none"> <li>After 30 days, if the student has still not submitted requisite documents, status of student to be updated to DFRO i.e. student has not done his FRRO registration.</li> <li>Message regarding the same will be sent on parent's and student's UMS and mobile number. He/she will also be informed in case of non-compliance of the above within next 15 days; he/she shall be marked LEFT from the University.</li> </ul>	<ul style="list-style-type: none"> <li>After 45 days, if the student has still not submitted the requisite documents, student shall be marked LEFT from the University.</li> <li>Status of student is updated to DIA and Division of Security. Division of Security will further send information to the police station regarding non-reporting of student.</li> <li><b>In case student wants to join back, Division of security to authenticate the where about of the student and the case shall be processed after pay of Rs.5000/- to update his status to Active.</b></li> </ul>
<b>FRRO registration</b>	<ul style="list-style-type: none"> <li>Within 14 days of Arrival in India or within 7 days of taking admission in LPU (if student is coming from different University in India).</li> <li>If student is coming from different Institute/University in India, then Student must have N.O.C from the</li> </ul>	Automated message to be sent daily on parent's and student's UMS and mobile number regarding submission of requisite documents for generation of FSIS number.	<ul style="list-style-type: none"> <li>On 15<sup>th</sup> day or 8<sup>th</sup> day (as the case may be) attendance of the student will be blocked.</li> <li>Automated message to be sent on parent's and student's UMS and mobile number regarding submission of requisite documents for generation of FSIS number.</li> </ul>	<ul style="list-style-type: none"> <li>After 30 days, if the student has still not submitted requisite documents, status of student to be updated to DFRO i.e. student has not done his FRRO registration.</li> <li>Message regarding the same will be sent on parent's and student's UMS and mobile number. He/she</li> </ul>	<ul style="list-style-type: none"> <li>After 45 days, if the student has still not submitted requisite documents, student shall be marked LEFT from the University.</li> <li>Status of student is updated to DIA and Division of Security. Division of Security will further send information to</li> </ul>

	Institute/University and Transfer Certificate from FRRO office.			will also be informed in case of non-compliance of the above within next 15 days; he/she shall be marked LEFT from the University.	the police station regarding non-reporting of student. <ul style="list-style-type: none"><li>• <b>In case student wants to join back, Division of security to authenticate the where about of the student and the case shall be processed after pay of Rs.5000/- to update his status to Active.</b></li></ul>
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***III. For Continuing Students (as and when the dates of requisite documents expire and they have to be renewed)***

The two major areas where check has to be imposed are as mentioned below:

1. Renewal of Passport-In case validity of passport has expired.
2. Renewal of FRRO-In case registration and extension of stay in India was done for a limited period of time and renewal of FRRO has to be done.

***IMPORTANT NOTE: The case of renewal shall be processed only if the student has appeared in examination (regular, re-appear or backlog) in previous six months (i.e. one term) or has a minimum attendance of 10% in a term.***

System to Prompt i.e. Automated Message to be sent on student's UMS and mobile regarding submission of requisite documents						
ACTIVITY	Minimum Time to be given to student for submission of request for renewal	ACTION TO BE TAKEN IN CASE STUDENT DOES NOT REPORT or REPORT AFTER PRESCRIBED TIMELINES ARE OVER				
		At the start of minimum time given to student	When 20 days are left for the expiry of Passport or FRRO	Immediately after crossing of the expiry date	After 30 days of crossing of the expiry date	Non-Reporting after 90 days of crossing of the expiry date
<b>Renewal of Passport</b>	6 Months before expiry date	<ul style="list-style-type: none"> <li>Automated messages for giving reminder to be sent on parent's and student's UMS and mobile number for the submission of renewal request.</li> <li>Reminder Messages to be sent at regular intervals i.e. when 180 days are left, when 150 days are left, 100 days are left, 75 days are left, 25 days are left and finally when 15 days are left.</li> </ul>	<ul style="list-style-type: none"> <li>If the student has still not reported, his/her attendance will be blocked.</li> <li>Message regarding the same will be sent on parent's and student's UMS and mobile number.</li> </ul>	<ul style="list-style-type: none"> <li>Attendance shall continue to be blocked until student reports.</li> <li>Message regarding the same will be sent on parent's and student's UMS and mobile number.</li> <li>Student status to be updated to DFRO.</li> </ul>	<ul style="list-style-type: none"> <li>Status of student is updated to TEMP i.e. temporary marked for non-reporting.</li> <li>Message regarding the same will be sent on parent's and student's UMS and mobile number. He/she will also be informed in case of non-compliance of the above, he/she shall be marked LEFT from the University.</li> </ul>	<ul style="list-style-type: none"> <li>Student shall be marked Exit from the FSIS portal.</li> <li>Student shall be marked LEFT from the university.</li> <li>Status of student is updated to DIA and Division of Security. Division of Security will further send information to the police station.</li> <li><b>In case student wants to join back, Division of security to authenticate the where about of the student and the case shall be processed with penalty of Rs 5000/- to update his status to Active.</b></li> </ul>
<b>Renewal of FRRO</b>	2 Month before expiry date	<ul style="list-style-type: none"> <li>Automated messages for giving reminder to be sent on parent's and student's UMS and mobile number for the submission of renewal request.</li> <li>Reminder Messages to be sent at regular intervals i.e. when 60 days are left, 45 days are left, 30 days are left and finally when 15 days are left.</li> </ul>	<ul style="list-style-type: none"> <li>If the student has still not reported, his/her attendance will be blocked.</li> <li>Message regarding the same will be sent on parent's and student's UMS and mobile number.</li> </ul>	<ul style="list-style-type: none"> <li>Attendance shall continue to be blocked until student reports.</li> <li>Message regarding the same will be sent on parent's and student's UMS and mobile number.</li> <li>Student status to be updated to DFRO.</li> </ul>	<ul style="list-style-type: none"> <li>Status of student is updated to TEMP i.e. temporary marked for non-reporting.</li> <li>Message regarding the same will be sent on parent's and student's UMS and mobile number. He/she will also be informed in case of non-compliance of the above; he/she shall be marked LEFT from the University.</li> </ul>	<ul style="list-style-type: none"> <li>Student shall be marked Exit from the FSIS portal.</li> <li>Student shall be marked LEFT from the university.</li> <li>Status of student is updated to DIA and Division of Security. Division of Security will further send information to the police station.</li> <li><b>In case student wants to join back, Division of security</b></li> </ul>

						to authenticate the where about of the student and the case shall be processed with penalty of Rs 5000/- to update his status to Active.
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***IV. In case student has no record of appearing in any type of examination i.e. regular, re-appear or backlog in previous six months or has attendance less than 10% ,the case shall be processed by Record Cell as follows:***

Case	Passport or FRRO are Valid	Passport or FRRO has expired
Student Reported to University after six months or later ( Willing to go back)	<ul style="list-style-type: none"> <li>Student has to pay the fee up to the last attended term i.e. term having more than 10% attendance.</li> <li>In case student has not attended any term in the University, he/she has to pay the fee of 1<sup>st</sup> term.</li> <li>Student has to submit Gap certificate i.e. an affidavit mentioning that the student was not involved in any illegal activities during the period when he was not reporting to the University.</li> <li>Student has to submit C Form for the period when he was not reporting to the University.</li> <li>Bonafide Certificate will be sent to FRRO office for Deporting student back to his country.</li> </ul>	<ul style="list-style-type: none"> <li>Student has to pay the fee up to the last attended term i.e. term having more than 10% attendance.</li> <li>In case student has not attended any term in the University, he/she has to pay the fee of 1<sup>st</sup> term.</li> <li>Student has to submit Gap certificate i.e. an affidavit mentioning that the student was not involved in any illegal activities during the period when he was not reporting to the University.</li> <li>Student has to submit C Form for the period when he was not reporting to the University.</li> <li>Bonafide Certificate will be sent to FRRO office for Deporting student back to his country</li> </ul>
Student Reported to University after six months or later ( Willing to continue)	<ul style="list-style-type: none"> <li>Student has to pay the fee up to the last attended term i.e. term having more than 10% attendance.</li> <li>In case student has not attended any term in the University, he/she has to pay the fee of 1<sup>st</sup> term.</li> </ul>	<ul style="list-style-type: none"> <li>Student should get a new visa from his country to be eligible to continue the program.</li> </ul>

	<ul style="list-style-type: none"><li>• Student has to submit Gap certificate i.e. an affidavit mentioning that the student was not involved in any illegal activities during the period when he was not reporting to the University.</li><li>• New FSIS number to be generated.</li><li>• Student Registration to FRRO will be conditional and recommended only for one semester.</li><li>• Student has to submit C Form for the period when he was not reporting to the University.</li><li>• Student has to report to Higher Authority for continuing the program.</li><li>• <b>In case student wants to join back, Division of security to authenticate the where about of the student and the case shall be processed after pay of Rs.5000/- to update his status to Active</b></li></ul>	<ul style="list-style-type: none"><li>• Student Registration to FRRO will be conditional and recommended only for one semester.</li><li>• <b>In case student wants to join back, Division of security to authenticate the where about of the student and the case shall be processed after pay of Rs.5000/- to update his status to Active</b></li></ul>
Student Did not report to the University	Information regarding the same to be given in the FRRO office by Division of Security.	Information regarding the same to be given in the FRRO office by Division of Security.
<b>*Important Note:</b> In case student is not claiming his/her exit/return bonafide in both the cases mentioned above, and then information of student is updated to DIA and Division of Security. Division of Security will further send information to the police station.		