

Student Exchange Check List

S. No.	Heads	Activities	Timeline
1	Pre publishing of all the positions	Announcement upload on UMS	February/August beginning
		Emails to HOF, HOS, HOD, Coordinators	
2	Confirmation of the seats at Partner University (through emails)	Collection of data - responses & seats	February/August beginning
		Updated announcement upload on UMS	
3	Follow -up with HOD and Coordinators	After coordination with HOD/HOS	Fortnightly
4	Info-sessions/webinars	Set monthly calender	Wednesdays
	Sessions in schools	After coordination with HOD/HOS	Fortnightly
5	Incoming calls from students/Outgoing calls to students	-	As required
	Student counselling (Telephonic/Face to face)	As and when student arrives	As required
6	Parent counselling	-	As required
7	Processing fee payment from student (ICTP/STEX Accounts Google sheet update and email to Accounts dept.)	Send LPU Bank details to student after receiving their interest for STEX on studyabroad@lpu.co.in	As and when student sends email to studyabroad
	Course pre-mapping from DAA (STEX Mapping Google sheet update with university courses link & email to DAA)	Email to Kamal Sharma Ma'am, updatation of Google sheet with PU courses link	Immediately after receiving payment from student
8	Application form, CV, Paspport size photo, Copy of passport from student	Send email to students with Application form	As required
9	Interview round 1	Coordinate with DIA	After eceiving the necessary documents form students
	Interview round 2	Coordinate with faculty, send email to faculty with student's Application form, CV and Evaluation form.	
10	Recommendation from the HOW	HOW approval and signature required	After conducting both rounds of interviews
	Consent letter, Indemnity Bond and Affidavit	Send email to students with these forms	After receiving recommendation from HOW

11	Document collection for partner university as per Google sheet	See documentation Google sheet for reference	After receiving Consent letter, Indemnity Bond and Affidavit
12	Nomination to partner university (alongwith required documents. See documentation Google sheet for reference)	-	After all documents are collected
13	Learning Agreement (with Partner university)	Help students in filling out the learning agreement with the mapped courses from DAA	After receiving email from partner university
14	Offer letter/Acceptance letter by partner university	-	
	Payment by students to Partner university (for accomodation & other expenses)	-	
15	VISA processing	Set up of VISA appointment in VFS office	After receiving the Acceptance letter by PU
	Departure of students	-	After VISA confirmation
16	Photos/ Videos of the students	Required for records and social media promotion	After students reach there
17	Arrival of students to LPU	-	
	Receivng of Transcripts from students	-	After students arrive in LPU
18	Duty Leave/Attendance rectification	Collect details of students like - Reg. no., Last date of sem exam at PU, Date of arrival in Lpu, Joing date of LPU, Commencement date of sem in LPU	After getting the reequred student mobility details
	Backlog registration	Send the PU academic transcripts to Kamal Ma'am for final course mapping	After receiving their transcripts
19	Result rectification	After final course mapping	After receiving their transcripts
20	Social Media Promotion (Photos/Videos)	Photoshoot, videoshoot. Coordinate with Himanshu Sir (BD dept.)	As required

Note: Semester exchange Google sheet has to be updated on a regular basis after each and every step during student's application stages. Consent letter, Indemnity Bond, Affidavit has to be thoroughly checked & verified.