

NALSAR UNIVERSITY OF LAW, HYDERABAD

NALSAR Proximate Education

Justice City, Shameerpet, Hyderabad – 500101, Telangana, India.

Phone: +91-40-23498404 / 402 Fax: +91-40-23498403

Web: www.nalsarpro.org www.nalsar.ac.in Email: admissions@nalsarpro.org

ADMISSION NOTIFICATION FOR P G DIPLOMA COURSES - 2017-18

NALSAR (National Academy of Legal Studies and Research) University of Law established by the Andhra Pradesh Act 34 of 1998 is a body corporate having perpetual succession and a common seal. It is a fully residential university engaged in teaching and promoting research in law and allied disciplines. The University campus is located on sprawling 50-acre site abutting the Shameerpet Lake about 26 kilometers from Hyderabad. NALSAR, University of Law is approved by the Bar Council of India & University Grants Commission.

NALSAR Proximate Education (NALSAR Pro) the distance education wing of NALSAR University of Law, Hyderabad imparts professional legal education using web technology and e-learning.

NALSAR Pro offers Post Graduate Diploma courses in Patents Law, Cyber Laws, Media Laws and International Humanitarian Law. The course programmes have been approved by Distance Education Bureau, University Grants Commission.

The Programme has personal Contact classes from frontline experts of academics, industry, legal fraternity and Regulators has already made a mark for its content delivery and pedagogy.

Enrolled candidates can take their exams at Hyderabad and will be backed by updates of course materials through printed material and Web updates.

The Course content and deliveries are as intense as that of regular programmes and prepare the candidates for professional assignments.

These courses can be taken even by working professionals.

NALSAR Proximate Education, NALSAR University of Law, Hyderabad invites applications for admission to the following courses:-

S.No	Name of the Course
1.	One-Year PG Diploma in Patents Law
2.	One-Year PG Diploma in Cyber Laws
3.	One-Year PG Diploma in Media Laws
4.	One-Year PG Diploma in International Humanitarian Law

Eligibility:

Bachelor's Degree or an equivalent Degree in any discipline from any recognized University; Candidates appearing for the final year examination of the qualifying examination are also eligible to apply. However they need to submit their Degree certificate before September 30, 2017 for completion of their admission process.

Admission Procedure:

Interested candidates can 'Apply Online' or 'Download the Application form' made available on the www.nalsarpro.org website. **The hard copy of the duly filled in form has to be submitted to the university in person/ post/ courier to reach us on or before July 31, 2017,** along with other enclosures.

The last date for submission of the Application form with late fee is **August 31, 2017.**

Selection Process:

Direct admission for eligible candidates.

Simultaneous enrolment in programmes of NALSAR Proximate Education / other Universities

As per the Distance Education Council's policy, candidates are not allowed to pursue two Degree Programmes simultaneously. However, a candidate can pursue two programmes simultaneously through distance mode or combination of distance and regular mode from the same or different Universities / Institutions in various combinations, viz.,

- a. One Degree and one Diploma / P G Diploma / Certificate Course
- b. One P G Diploma and one Diploma / Certificate Course
- c. One Diploma and one Certificate Course
- d. Two P G Diplomas
- e. Two Diplomas
- f. Two Certificate Courses

Note: NALSAR Proximate Diploma programmes / other programmes are often conducted on the same date and also the examinations will be held on the same date. Candidates pursuing two diplomas simultaneously are cautioned that they may not be able to attend the classes or exams of two programmes and hence advised to pursue one diploma/or programme in an academic year at NALSAR PRO.

Duration, Continuation and Termination:

The duration of the Course shall be for a period of one year. The maximum period for completion of the Course is three academic years including the year of admission.

Every candidate admitted to the course shall pay the prescribed fees at the time of admission. If a candidate is required to continue the course beyond the academic year because of his/her non- fulfillment of the prescribed requirements for the award of the Diploma, he/she can continue the course for the subsequent two academic years or till all the requirements are completed, whichever is earlier, by paying a Re-registration fee as prescribed for each year.

The candidate should apply for re-registration within three months of expiry of earlier registration.

The marks secured in the papers already earned by the candidate shall be carried forward during the span of the eligibility for the course programme.

At the end of the third academic year if the candidate fails to fulfill all the requirements for the award of the Diploma, the admission stands automatically cancelled. In such cases they need to enroll afresh for the programme.

Misconduct Rules:

The Vice Chancellor on the report and recommendation of the Director of NALSAR Proximate Education can cancel the registration of a candidate and also debar them from examinations and further enrollment if he or she is found to be indulging in abusive, unruly behavior with the faculty or staff of NALSAR Proximate Education. Such behaviors will also include abusive mails, phone calls or defamatory posts or blogs.

The NALSAR University Academic Mis-Conduct Regulations, as approved by the Executive Council of the University will apply suitably for NALSAR Proximate Education

Teaching Methodology:

Reading Materials - The candidates will be provided with the printed modules of materials prepared by NALSAR Pro. The Modules are prepared by subject experts and will cover the detailed syllabi. Such materials have to be supplemented by the candidate with their own readings in the Net or other available materials. For P.G. Diploma in International Humanitarian Law the reading materials will be uploaded in the site and no print material will be supplied.

Web Support - The candidates will be provided with the login ID & password to access the website after confirmation of admission to the course Programme. The soft copy of the modules, the power point presentations and videos of the contact seminar classes and previous year question papers will be uploaded in the website. The access to the website will be deactivated after the completion of the academic year and will be revived on continuation of the course after payment of the Re-registration fee.

Contact Seminar Classes - Contact Seminar classes will be held for two-three days, twice during the course on weekends at Hyderabad. The attendance to contact seminar classes is not compulsory, but strongly advisable to attend the same, as they are important to understand and successfully complete the course. The videos of the classes will be uploaded on the dedicated website.

Examinations:

Each candidate is expected to write an examination in four papers at the end of the year for 100 marks each. The examination will be conducted by the NALSAR Proximate Education. The schedule of examinations shall be issued by at least 30 (thirty) days ahead of the examinations.

The candidate intending to appear for the said examination has to fill in and submit the examination form before the set deadline to NALSAR Proximate Education department. The candidate has an option of writing all or some of the papers during the annual examination / supplementary examinations.

Annual Examinations will be held every year during the month of April/ May at Hyderabad. University may consider conducting the examination at any other identified centre subject to approval from the UGC and also the feasibility to conduct the same at those cities.

The Supplementary Examinations are conducted in the month of November / December at Hyderabad for those candidates who could not appear in the annual examination / those who could not clear any/all the papers, after due payment of the supplementary examination fee.

Whenever the candidate is repeating the examination the candidate can appear either in the annual / supplementary examinations within the span of his eligibility for the course programme, after due payment of the examination/re-examination & Re-registration fee as prescribed by the university. **Fee once paid for exams is non-refundable and cannot be carried forward.**

Fee Structure:

Post Graduate Diploma in Patents Law / Cyber Laws / Media Laws

Details	Patents Law	Cyber Laws	Media Laws
Course Fee	Rs. 25,000/-	Rs. 17,500/-	Rs. 15,000/-
Convocation Fee	Rs.1,500/-	Rs.1,500/-	Rs.1,500/-
Late Fee	Rs. 1000/-	Rs. 1000/-	Rs. 1000/-
Supplementary Examination Fee / Re-Examination Fee** (per paper beyond the first year)	Rs. 500/-	Rs. 500/-	Rs. 500/-
Re-registration Fee*** (per paper for every academic year beyond the first year)	Rs. 1000/-	Rs. 1000/-	Rs. 1000/-
Re-evaluation Fee (per paper)	Rs. 1000/-	Rs. 1000/-	Rs. 1000/-
Note : The fee once paid is not refundable under any circumstances			

Post Graduate Diploma in International Humanitarian Law

Details	Indian (Rs.)	SAARC Countries (USD)	Other Countries (USD)
Course Fee	Rs. 12,000/-	240 USD	350 USD
Convocation Fee	Rs.1,500/-	30 USD	50 USD
Late Fee	Rs. 1000/-	Rs. 1000/-	Rs. 1000/-
Supplementary Examination Fee / Re-Examination Fee** (per paper beyond the first year)	Rs. 500/-	10 USD	15 USD
Re-registration Fee*** (per paper for every academic year beyond the first year)	Rs.1,000/-	20 USD	30 USD
Re-evaluation Fee (per paper)	Rs.1,000/-	15 USD	15 USD
Note : The fee once paid is not refundable under any circumstances			

** For each paper beyond the first year of admission during the span of eligibility.

*** For each year beyond the first year of admission during the span of eligibility.

Note:

1. Incomplete applications will not be considered for admission. Any concealment of required information or furnishing wrong information will amount to cancellation of admission at any time.
2. **All the admissions are provisional** and the University reserves the right not to consider the candidature of any candidate for admission and / or to cancel the admission any time on the basis of the Misconduct rules.
3. Change of Course is not permitted once the admission formalities are over.
4. The University reserves the right to modify / revise the admission procedure, course curriculum, the examination pattern and the fee structure from time to time.



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NALSAR Proximate Education

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Website: www.nalsarpro.org www.nalsar.ac.in

Email: admissions@nalsarpro.org nalsarpro@nalsar.ac.in

Last Date for Receipt of filled in Application Form: July 31, 2017

Application Form
for
Admission to Post-Graduate Diploma in

 (Write clearly from the options given below)

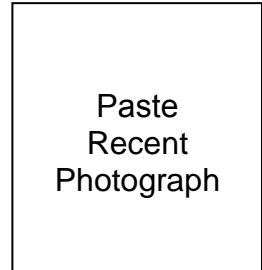
(Options: Patents Law/ Cyber Laws / Media Laws / International Humanitarian Law)

1. Personal Details

Name of the Applicant: Mr./Ms. _____
 (in capital letters as it appears in Degree certificate)

Date and Place of Birth: _____

Gender: Male Female Blood Group: _____ Nationality _____



Address: (Any subsequent change in the address may please be intimated immediately by e-mail)

 District: _____ State: _____ Pin code: _____ Country: _____

Phone no. :(with Country and State code): _____ Mobile: _____

Fax: _____ email: _____ (mandatory and should be clearly written in legible hand writing)

Details of Parents:

Particulars	Mother	Father
Name		
Profession		
Contact Phone No. & email id		

2. Details of the Qualifying Examination passed (start from Bachelor’s Degree):

Examination	Year of Passing	University	Marks		
			Max.	Obtained	Percentage

Note: Applicant is required to indicate a tentative date of the result in case; he/she is appearing for the qualifying examination or awaiting for the results and submits the Declaration letter in the format enclosed along with the Application form.

3. Details of courses (either regular / distance mode) enrolled **at present** at NALSAR university or any other institution / University

Year of enrolment	Duration	Name of the Course	Level of the Course (Certificate/Diploma/ PG Diploma / UG Degree / PG Degree)	Mode (Regular/ Distance)	Name of the Institution

4. Details of professional experience (if employed):

Institution / Organization	Designation	Period	
		From	To

The Professional Data (i.e. Qualification, Experience and contact E – mail IDs provided by me can be shared with consultants and other employers.

I agree / I dis-agree (Tick appropriate box)

5. Mode of Course Fee Payment: Tick your option

1. Demand Draft:

DD should be in favour of “Registrar, NALSAR Pro A/c”, payable at Hyderabad

Name of the issuing Bank & Branch	
Draft No. & Date	
Amount	

(Please write your Name & mobile no. at the back of the Demand Draft)

2. Bank Transfer:

Bank account details:

Amount: _____

Account Holder: NALSAR Proximate Education

Account No. : 418454270

IFS Code: IDIB000B052 / Swift Code: IDIBINBBHIM

Bank details: Indian Bank, Barkatpura, Hyderabad - 500 027

UTR No. / Reference No. / IMPS Transaction No. : _____

List of documents enclosed (Tick the documents enclosed along with the application form):

1. Attested Copy of the marks statement of X Standard (SSC), statement of marks and the Degree Certificate (i.e. an examination equivalent to Graduation) by Gazetted Officer / Notary
2. **In case of request for change of name, enclose affidavit along with copy of Gazette Notification. In case of candidates whose name changes after their marriage, they should also submit the marriage certificate along with copy of Gazette Notification.**
3. Two stamp size and one passport size photographs
4. Demand Draft / Online payment receipt consisting of Course Fee.

Note

1. The Fee payment should consist of entire Course Fee. The convocation fee has to be paid when called for at the time of convocation.
2. The downloaded Application form along with enclosures has to be sent to -“ The Assistant Registrar, NALSAR PROXIMATE EDUCATION” NALSAR University of Law, Justice City, Shameerpet, Medchal Dist., Hyderabad-500101(Old Pin code - 500078) Phone: 040-23498404/02

DECLARATION BY THE CANDIDATE

I declare that the particulars given above are correct and that no relevant information has been concealed. In case, any information is found to be false, my admission shall stand automatically cancelled at any time.

Date : _____

Place: _____

SIGNATURE OF THE CANDIDATE

Note: Any concealment of required information or furnishing wrong information will amount to cancellation of admission at any time.
The downloaded Application Form shall be printed only on one side of A4 size paper.
The University is not responsible for any delay including postal delay.
The Fee once paid towards the Course will not be refundable under any circumstances.

Declaration Letter format for candidates awaiting results/ certificates

Dt. _____

To
NALSAR PROXIMATE EDUCATION
NALSAR University of Law
Justice City, Shameerpet,
Hyderabad – 500 101
Ph. 040-23498404/402

Dear Sir,

Sub: Declaration for submission of attested copy of Provisional / Original Degree Certificate

I have applied for P.G. Diploma Programme offered by NALSAR Pro. I have appeared for my final year examinations and awaiting results. I would be receiving my Provisional / Original Degree Certificate by _____. I hereby declare that I would be submitting the same before **September 30, 2017**. I understand and agree to the condition that my non-submission of attested copy of original Degree or Provisional Degree Certificate by **September 30, 2017** will result in the cancellation of my admission and there will be no refund of the fee paid by me.

I am enclosing along with my Application form and the attested copies of Mark sheets of all my previous year results.

I have read the above clauses and agree to abide by the same.

Yours sincerely

Signature :

Name :

Phone No. :

E-mail ID :