CGC UNIVERSITY MOHALI

Shaping Tomorrow, Today

UPPER LOWER CASE POLICY



CGC UNIVERSITY, MOHALI
ਸੀਜੀਸੀ ਯੂਨੀਵਰਸਿਟੀ, ਮੋਹਾਲੀ
Established under Punjab Private Universities Policy 2010 (Act No. 11 of 2025)
Registrar Office
ਰਜਿਸਟਰਾਰ ਦਫ਼ਤਰ

Ref. No.: CGCU/2025-26/ 214 Date: 13/01/2026

Notification

This is for the information of all concerned that students who failed to fill regular examination form of current semester and want to register in upper semester, will be considered under Upper Lower-Case Policy w.r.t. students admitted under CGC University.

The same policy is being notified with immediate effect for information and necessary compliance.

This is published with the approval of Competent authority.

13.1.26.

Registrar

CGC University, Mohali

Copy to:

- Hon'ble Chancellor Sir – for his kind information please through SM
- Worthy Managing Director - for his kind information please through SM
- Executive Director – for kind information please
- Director (Academics) – for information and necessary action.
- Director (SPG) – for information and necessary action.
- CFAO- for information and necessary action.
- Associate Director (Admissions & Marketing) – for information and necessary action please
- GM (International Affairs) – for information and necessary action please

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UPPER LOWER CASE POLICY

1. Purpose:

This policy defines the rules, procedures, and applicable fees for students who have failed to fill the examination forms of a lower semester but seeking registration/ have registered in the upper semester of same course.

2. Scope:

This policy is applicable to all courses and programs offered by the University where semester-wise registration and examinations are conducted.

3. Definition (Upper-Lower Case):

An Upper Lower Case refers to a situation where a student:

- Was eligible to appear in the lower semester examination, but
- Failed to fill the examination form for that lower semester, and
- Subsequently registered/admitted in the upper semester of the same course.

4. Eligibility for Re-admission under Upper-Lower Case:

A student may be considered under this policy if:

- The student failed to fill the regular examination form of the lower semester within the prescribed timeline and consequently could not attend the regular examination of lower semester.
- The student has attended more than 75% of lectures in the said lower semester.
- The student seeking registration/has already registered in the upper semester of the same course, immediately after lower semester (i.e. without break).
- The student has cleared all his dues of the lower semester.
- The case is verified and approved by the concerned academic/administrative authority.

Note: The student who is applying for upper lower case consecutively in two semesters, will not be eligible to file application and will only allow to get readmission in lower semester.

5. Fee Structure:

Students falling under the Upper Lower Case category shall be required to pay the following fees:

Fee Type	Amount
Re-admission Fee	Rs. 10,000
Upper Lower Case Fee	Rs. 5,000
Total Payable	**Rs. 15,000**

Note: These fees are **mandatory and non-refundable**.

6. Procedure:

1. The student must apply through a prescribed Application Form for consideration under the Upper Lower Case category within 15 working days of the commencement of the new semester. No application will be accepted except exceptional cases.
2. The application shall be verified by the department and forwarded to the competent authority.
3. Upon approval, the student must deposit the prescribed fees within the notified timeframe.
4. After fee payment, the student will be permitted to:
   - Appear as a reappear candidate for the lower semester examination, and
   - Continue academic activities in the upper semester as per institutional rules.

7. Examination and Academic Status:

- Permission under this policy does not guarantee promotion or passing of the lower semester.
- The student must clear the lower semester examination as per university/institutional examination rules.
- Failure to comply may affect future progression.

8. Authority and Discretion:

The CGC University reserves the right to:

- Accept or reject any application under this policy.
- Modify the policy or fee structure with prior notification.
- Take disciplinary action in cases of false information or misrepresentation.

9. Effective Date:

This policy shall come into effect from the date of approval by the competent authority and shall remain applicable until further notice.

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APPLICATION FORM FOR UPPER-LOWER CASE

1. Student Details:

Name of Student: _____ Enrollment Number: _____

School_____ Course:_____

Current Semester: _____Lower Semester_____ Exam Session of Lower Semester: _____

Current Exam Session: _____ Mobile Number: _____

2. **Reason for failure to fill the Lower Semester Examination Form:**

_____

_____

_____

_____

3. **Declaration by the student:**

I, _____S/D/o Sh._____ hereby declare that the information furnished above is true and correct to the best of my knowledge. I acknowledge that I failed to submit the examination form of the lower semester within the stipulated time and subsequently registered in the upper semester.

I fully understand and agree that:

1. My case is governed by the Upper Lower Case Policy of the institution.
2. I shall pay the prescribed Re-admission Fee and Upper Lower Case Fee.
3. Grant of permission does not ensure promotion or passing of the lower semester examination.
4. I undertake to abide by all rules, regulations, and decisions of the institution.

Place: _____ _____

Date: _____ Signature of Student

To be filled in by the Concerned Department

4. Subject wise Lower Semester Attendance record (Theory Subjects):

SN	Subject Name	Subject Code	Lecture delivered	Lecture attended	Signature of Subject Teacher

*use separate sheet in case of more subjects needs to be added.

_____ _____ _____

Signature of Class In-charge Signature of HOD Signature of Dean (concerned School)

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_____ _____

Checked & Verified by Approved by