

The University of Burdwan

Department of Controller of Examinations
Rajbati, Burdwan

Standard Operating Procedure (SOP)

Regarding Issuance of Notice for Students Intending to Exit at the End of Semester II, IV and students of 4 Year Hons. programme at the end of Semester VI

1. Title

Standard Operating Procedure (SOP) for Issuance of Notice to Students Seeking Exit from Undergraduate Programme at the End of Semester II, IV and students of 4 Year Hons. programme at the end of Semester VI

2. Purpose

This SOP is framed to ensure uniformity, transparency, and timely communication by the Principals/Teachers-in-charge/Officers-in-charge of Colleges regarding the exit option available to Undergraduate students after completion of Semester II, IV and Semester VI under the applicable curriculum and academic regulations.

3. Scope

This SOP shall apply to all affiliated/constituent colleges/institutes offering Undergraduate Programmes under the University.

4. Objectives

The objectives of this SOP are:

1. To inform eligible students regarding the exit option available after completion of Semester II, IV and Semester VI.
 2. To ensure proper dissemination of rules relating to award of UG Certificate/UG Diploma/UG Degree.
 3. To facilitate timely submission and verification of applications.
 4. To maintain proper institutional records and ensure compliance with University Regulations.
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5. Exit Provisions

5.1 Exit after First Year (Semester II)

If a student intends to exit the programme at the end of the First Year after securing **40 credits**, such student shall be awarded a “**UG Certificate**”, provided that:

1. The student successfully completes a **Skill-Based Vocational Course** of additional **4 credits** carrying full marks of **50** (*Theory – 30 marks and Practical – 20 marks*);
2. The course shall be conducted for **8 (eight) weeks during the Summer Term**, preferably from the **3rd week of April to the 2nd week of June** of the First Year;
3. The additional 4 credits shall be treated as a mandatory requirement for award of the UG Certificate;

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4. Such additional credits shall **not be considered for computation of SGPA/CGPA**, though the same shall be reflected in the Grade Card.

A student who exits after Semester II may take **re-entry in Semester III** within a maximum period of **three academic years**, but not before the commencement of classes for Semester III in the next academic year,

Provided that the entire programme must be completed within the maximum period of:

- **Seven years** from the original year of enrolment in Semester I Examination in case of a **4-Year Honours Programme**; and
 - **Six years** from the original year of enrolment in Semester I Examination in case of a **3-Year Degree Programme**.
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5.2 Exit after Second Year (Semester IV)

If a student intends to exit the programme at the end of the Second Year after securing **87 credits**, such student shall be awarded a **“UG Diploma”**, provided that:

1. The student successfully completes a **Skill-Based Vocational Course** of additional **4 credits** carrying full marks of **50** (*Theory – 30 marks and Practical – 20 marks*);
2. The course shall be conducted for **8 (eight) weeks during the Summer Term**, preferably from the **3rd week of April to the 2nd week of June** of the Second Year;
3. The additional 4 credits shall be treated as a mandatory requirement for award of the UG Diploma;
4. Such additional credits shall **not be considered for computation of SGPA/CGPA**, though the same shall be reflected in the Grade Card.

A student who exits after Semester IV may take **re-entry in Semester V** within a maximum period of **three academic years**, but not before the commencement of classes for Semester V in the next academic year,

Provided that the entire programme must be completed within the maximum period of:

- **Seven years** from the original year of enrolment in Semester I Examination in case of a **4-Year Honours Programme**; and
 - **Six years** from the original year of enrolment in Semester I Examination in case of a **3-Year Degree Programme**.
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5.3 Exit after Third Year (Semester VI)

If a student of 4 Year Hons. Programme intends to exit the programme at the end of the Third Year after securing **128 credits**, such student shall be awarded a **“UG Degree”**.

Such candidate should opt the option of exit at the time of filling up of his/her examination form for Semester VI Examination.

A student who exits after Semester VI may take **re-entry in Semester VII** within a maximum period of **three academic years**, but within the commencement of classes for Semester VII in the same academic year, latest by three months.

Provided that the entire programme must be completed within the maximum period of:

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- **Seven years** from the original year of enrolment in Semester I Examination in case of a **4-Year Honours Programme**; and
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6. Duties and Responsibilities of the Principals/Teachers-in-charge/Officers-in-charge:

6.1 Issuance of Notice

The Principals/Teachers-in-charge/Officers-in-charge shall issue a formal notice inviting applications from eligible students willing to exit the programme within 15 days from the commencement of classes of Semester II/IV/VI.

The notice shall clearly specify:

- Eligibility criteria and required credits;
 - Requirement of completion of the Skill-Based Vocational Course, as the case may be;
 - Last date for submission of applications;
 - Mode of submission of application;
 - Consequences and academic implications of exit;
 - Re-entry provisions under University Regulations.
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6.2 Publication of Notice

The notice shall be:

- Displayed on the College Notice Board;
 - Uploaded on the College Website;
 - Circulated through official communication channels such as student portal, email, or departmental groups etc.
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6.3 Counselling and Guidance

The Principals/Teachers-in-charge/Officers-in-charge shall arrange counselling sessions through Heads of Departments, Mentors, or Academic Counsellors to guide students regarding:

- Academic consequences of exit;
 - Eligibility for UG Certificate/UG Diploma;
 - Re-entry provisions;
 - Career and higher education implications.
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6.4 Verification of Eligibility

The Principals/Teachers-in-charge/Officers-in-charge shall ensure verification of:

- Credits earned by the student;
 - Completion/enrolment of the mandatory Skill-Based Vocational Course;
 - Examination results;
 - Clearance of institutional dues.
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6.5 Maintenance of Records

The College/Institute shall maintain:

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- Applications received from students;
 - Verified list of eligible students;
 - Attendance and completion records of mandatory requirement of skilled based vocational courses;
 - Copies of forwarding letters sent to the University.
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6.6 Forwarding to University

The Principals/Teachers-in-charge/Officers-in-charge shall forward a consolidated list of eligible students, opting for exit, to the University/Competent Authority within the stipulated timeline along with necessary supporting documents.

7. Procedure Flow

1. Publication of Notice by College
 2. Submission of Application by Student
 3. Counselling and Guidance
 4. Verification of Credits and Eligibility
 5. Verification of Skill-Based Vocational Course Requirement
 6. Preparation of Consolidated List
 7. Forwarding to University
 8. Award of UG Certificate/UG Diploma/UG Degree
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8. Suggested Timeline

Activity	Timeline
Issuance of Notice	Within 15 days from the commencement of classes of Semester II/IV/VI
Submission of Applications	Within 15 days from date of notice
Verification by College	Within 7 working days
Forwarding to University	Within 7 working days after verification
For Semester VI Examinees	Candidates must confirm their option for exit at the time of filling up of Exam. Forms of Semester VI

9. Indicative Notice Format

NOTICE

Students who intend to avail the exit option at the end of Semester II/IV and Semester VI, are hereby informed to submit their applications in the prescribed format to the College Office on or before _____.

Students are advised to carefully note the eligibility criteria regarding minimum credits and mandatory completion of the Skill-Based Vocational Course required for award of UG

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Certificate/UG Diploma. Students of 4 Year Hons. Programme, who are willing to exit after successful completion of Semester VI, are hereby informed to submit their applications in plain paper.

Students are further advised to consult their departmental mentors/counselors etc. before submission of applications.

Incomplete or delayed applications shall not be entertained.

Date: _____

Place: _____

Principal/TIC/OIC
(Name of the College)

10. Preservation of Records

All records relating to exit applications and vocational course completion shall be preserved for a minimum period of seven years from the original year of enrolment of a student in semester I or as prescribed by the University.

11. Effective Date

This SOP shall come into force with immediate effect and shall remain valid until amended or superseded by the competent authority.

By the order of the Hon'ble Vice chancellor

Dated: Burdwan

11.06.2026

Controller of Examinations