



ક્રમાંક/બીકેએનએમયુ/એકેડેમિક/૨૫/૨૦૨૬

તા. ૨૪/૦૪/૨૦૨૬

પરિપત્ર

વિષય:

- (1) UG 4th Year (Honours & Honours with Research) માટે માન્યતા / જોડાણ અંગે અરજી મંગાવવા બાબત
- (2) 'Regulations for implementation of UG 4th Year (Honours & Honours with Research)' ના અમલીકરણ બાબત
- (3) સ્નાતક કક્ષાએ સેમેસ્ટર-૭ અને ૮ (ઓનર્સ અને ઓનર્સ વિથ રીસર્ચ) તેમજ બે વર્ષીય અનુસ્નાતક અભ્યાસક્રમનાં પ્રથમ વર્ષના સેમેસ્ટર-૧ અને સેમેસ્ટર-૨ના અભ્યાસક્રમમાં સમાનતા રાખવા બાબત
- (4) સ્નાતક કક્ષાએ સેમેસ્ટર-૭ અને સેમેસ્ટર-૮માં OJT ના ૦૬ ક્રેડિટ (સેમેસ્ટર વાઈઝ)નાં વિકલ્પ રૂપે મેજર વિષયના ૦૪ ક્રેડિટનો કોર્સ અને ૦૨ ક્રેડિટનો રીસર્ચ મેથોડોલોજીનો એમ કુલ ૬-૬ ક્રેડિટના અભ્યાસક્રમ (સેમેસ્ટર વાઈઝ) રાખવા બાબત

સંદર્ભ:

- (1) Letter No. Ref:KCG/NEP/2025-26/2049, Commissionerate of Higher Education, Gandhinagar, Dt.23/12/2025
- (2) KCG and Education Department, Government of Gujarat ધ્વારા વાઈસ ચાન્સેલરની સમિતિની ભલામણોને આધારે ચોથા વર્ષનાં UG તથા એક/બે વર્ષનાં PG કાર્યક્રમો માટે એકરૂપ ક્રેડિટ, અભ્યાસક્રમ અને પ્રવેશ નીતિ માળખું નિયત કરવા અંગેની PPT
- (3) Regulations for implementation of UG 4th Year (Honours & Honours with Research)
- (4) Approval on Academic's note, Dated:24/04/2026

ભક્તકવિ નરસિંહ મહેતા યુનિવર્સિટી સંલગ્ન સર્વે કોલેજોનાં આચાર્યશ્રીઓ તથા અનુસ્નાતક ભવનોના અધ્યક્ષશ્રીઓને સંદર્ભ (૩)ની વિગતે જણાવવાનું કે રાષ્ટ્રીય શિક્ષણ નીતિ-2020 અંતર્ગત વર્ષ: ૨૦૨૬-૨૭થી કોલેજોમાં સ્નાતક ડીગ્રીના ચોથા વર્ષનો પ્રારંભ થનાર હોઈ સંદર્ભ (૪)થી મળેલ મંજૂરી અનુસાર ભક્તકવિ નરસિંહ મહેતા યુનિવર્સિટી સંલગ્ન કોલેજો પૈકી જે કોલેજો સ્નાતક કક્ષાએ ચોથું વર્ષ-ઓનર્સ (UG Fourth year-Honours) અને સ્નાતક કક્ષાએ ચોથું વર્ષ-ઓનર્સ ડીગ્રી રીસર્ચ સાથે (UG Fourth year-Honours with Research) શરૂ કરવા માંગે છે તે સંસ્થાઓ ધ્વારા આ સાથે સામેલ રેગ્યુલેશન્સ અનુસાર નિયત ફોર્મેટમાં નિયમાનુસારની અરજી ફી રૂ. ૫૦,૦૦૦/- (માત્ર સ્વનિર્ભર સંસ્થાઓ



માટે) સાથે તા:૩૦/૦૪/૨૦૨૬, ગુરુવાર સુધીમાં એકેડેમિક વિભાગ ખાતે અરજી મોકલી આપવાની રહેશે. અનુસ્નાતક ભવનોના અધ્યક્ષશ્રીઓએ તા:૩૦/૦૪/૨૦૨૬, ગુરુવાર સુધીમાં એકેડેમિક વિભાગને UG 4th Year (Honours & Honours with Research) શરૂ કરવા માટેનો પત્ર મોકલી આપવાનો રહેશે. જે કોલેજો ધ્વારા આ પૂર્વે ચોથું વર્ષ શરૂ કરવા અંગેનો સંમતિ પત્ર મોકલી આપેલ છે તે કોલેજો ધ્વારા પણ નિયત અરજીપત્રકમાં પુનઃ અરજી કરવાની રહેશે. આ અંગેની વિગત નીચે મુજબ ધ્યાને લેવા વિનંતી.

વર્ષ:૨૦૨૬-૨૭થી અમલી થનાર Fourth Year Undergraduate Programme, including Honours and Honours with Research સંદર્ભમાં ભક્તકવિ નરસિંહ મહેતા યુનિવર્સિટી ધ્વારા અનુસ્નાતક ભવનો અને યુનિવર્સિટી સંલગ્ન કોલેજો માટે રેગ્યુલેશન આ સાથે સામેલ છે જેની તમામ સંબંધિતોએ અમલવારી કરવાની રહેશે. વધુમાં રેગ્યુલેશન-૧૦ અન્વયે કલસ્ટર અંગે અરજી આવ્યેથી અથવા કલસ્ટરની જરૂરિયાત જણાયેથી યુનિવર્સિટી ધ્વારા રેગ્યુલેશન-૧૦ કોલેજોના કલસ્ટર બાબતે શિક્ષણ વિભાગ સાથે પરામર્શન કરી આગળની કાર્યવાહી કરવામાં આવશે જેની સૌ સંબંધિતોએ નોંધ લેવી.

યુનિવર્સિટીના વિવિધ વિષયોનાં બોર્ડ ઓફ સ્ટડીઝના ચેરમેનશ્રીઓ તથા સભ્યશ્રીઓ માટે:

- યુનિવર્સિટીના વિવિધ વિષયોનાં બોર્ડ ઓફ સ્ટડીઝના ચેરમેનશ્રીઓ તથા સભ્યશ્રીઓને જણાવવાનું કે સંદર્ભ(૨)ની મંજૂરી તથા સંદર્ભ(૩)ના રેગ્યુલેશન્સ અનુસાર સ્નાતક કક્ષાએ સેમેસ્ટર-૭ અને ૮ (ઓનર્સ અને ઓનર્સ વિથ રીસર્ચ) તેમજ બે વર્ષીય અનુસ્નાતક અભ્યાસક્રમનાં પ્રથમ વર્ષના સેમેસ્ટર-૧ અને સેમેસ્ટર-૨ના અભ્યાસક્રમમાં સમાનતા રાખવા બાબતે રેગ્યુલેશનનો અભ્યાસ કરી પ્રોગ્રામને અનુરૂપ કોર્સમાં ૫૦% કે તેથી વધુ અભ્યાસક્રમમાં સમાનતા રાખી શકાશે. જે અંગેની નિયમાનુસારની કાર્યવાહી કરવાની રહેશે અને વિસંગતતા જણાયે એકેડેમિક વિભાગનો સંપર્ક કરવાનો રહેશે.
- યુનિવર્સિટીના વિવિધ વિષયોનાં બોર્ડ ઓફ સ્ટડીઝના ચેરમેનશ્રીઓ તથા સભ્યશ્રીઓને જણાવવાનું કે સંદર્ભ(૨)ની મંજૂરી તથા સંદર્ભ(૩)ના રેગ્યુલેશન્સ અનુસાર સ્નાતક કક્ષાએ સેમેસ્ટર-૭ અને સેમેસ્ટર-૮માં OJT ના ૦૬ ક્રેડિટ (સેમેસ્ટર વાઈઝ)નાં વિકલ્પ રૂપે મેજર વિષયના ૦૪ ક્રેડિટનો કોર્સ અને ૦૨ ક્રેડિટનો રીસર્ચ મેથોડોલોજીનો એમ કુલ ૬-૬ ક્રેડિટના અભ્યાસક્રમ (સેમેસ્ટર વાઈઝ) રાખવા અંગેની નિયમાનુસારની કાર્યવાહી કરવાની રહેશે.



Tentative Schedule for Permission/Affiliation for UG 4th Year (Honours & Honours with Research)
and

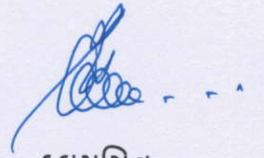
Tentative Schedule for Admission in UG 4th Year (Honours & Honours with Research)

No.	Details / Process	Tentative Date
PERMISSION/AFFILIATION FOR UG 4TH YEAR (HONOURS & HONOURS WITH RESEARCH)		
1	Circular, Implementation of Regulation and Invite Applications from the Affiliated Colleges as well as PG Departments.	24/04/2026 To 30/04/2026
2	Complete the process for affiliation or permission to start Fourth Year Undergraduate Programme, including Honours and Honours with Research. (Through LIC)	Till Date: 08/05/2026
3	Permission / Affiliation Letter given to the colleges as well as PG Departments	Till Date: 12/05/2026
ADMISSION IN UG 4TH YEAR (HONOURS & HONOURS WITH RESEARCH)		
4	Admission Guidelines and Advertisement will be issued	Till Date: 13/05/2026
5	To start admission Process in Fourth Year Undergraduate Programme, including Honours and Honours with Research	01/06/2026 To 06/06/2026

બિડાણ:

1. Regulations for implementation of UG 4th Year (Honours & Honours with Research)
2. વાઈસ ચાન્સેલરની સમિતિની ભલામણોને આધારે ચોથા વર્ષનાં UG તથા એક/બે વર્ષનાં PG કાર્યક્રમો માટે એકરૂપ ક્રેડીટ, અભ્યાસક્રમ અને પ્રવેશ નીતિ માળખું નિયત કરવા અંગેની PPT
3. અરજી ફોર્મ





કુલસચિવ
Registrar

Bhakta Kavi Narsinh Mehta University, Junagadh

પ્રતિ,

- (૧) ભક્તકવિ નરસિંહ મહેતા યુનિવર્સિટી, જૂનાગઢનાં અનુસ્નાતક ભવનોનાં અધ્યક્ષશ્રીઓ તરફ.....
- (૨) ભક્તકવિ નરસિંહ મહેતા યુનિવર્સિટી, જૂનાગઢ સંલગ્ન તમામ કોલેજોના આચાર્યશ્રીઓ તરફ.....
- (૩) વિવિધ વિષયોનાં બોર્ડ ઓફ સ્ટડીઝના ચેરમેનશ્રીઓ, સભ્યશ્રીઓ તરફ....
- (૪) ચોથા વર્ષ ઓનર્સ અથવા ઓનર્સ વિથ રીસર્ચમાં પ્રવેશ મેળવવા માંગતા વિદ્યાર્થીઓ તરફ માહિતીની જાણ સારું....

નકલ રવાના: માનનીય કુલપતિશ્રી/કુલસચિવશ્રીનાં અંગત સચિવશ્રી તરફ...

નકલ રવાના જાણ તથા યોગ્ય કાર્યવાહી અર્થે:- આઈ.ટી.સેલ વિભાગ (વેબસાઇટ પર પ્રસિદ્ધ કરવા અર્થે.)

BHAKTA KAVI NARSINH MEHTA UNIVERSITY JUNAGADH

[Gujarat Public Universities Act No. 15/2023]

ભક્તકવિ નરસિંહ મહેતા યુનિવર્સિટી, જુનાગઢ
(ગુજરાત પબ્લિક યુનિવર્સિટીઝ અધિનિયમ નં. ૧૫/૨૦૨૩)



Regulations for implementation of UG 4th Year (Honours & Honours with Research)

સ્નાતક (UG) ચોથા વર્ષ (ઓનર્સ અને સંશોધન સાથે ઓનર્સ) ના

અમલીકરણ માટેના નિયમો

Government Polytechnic Campus, Bhakta Kavi Narsinh Mehta University Road,
Khadiya, Junagadh-362263, Gujarat (India)

સરકારી પોલીટેકનીક કેમ્પસ, ભક્તકવિ નરસિંહ મહેતા યુનિવર્સિટી રોડ, ખડીયા, જુનાગઢ-૩૬૨ ૨૬૩, ગુજરાત (ભારત)

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Regulations for implementation of UG 4th Year (Honours & Honours with Research)

1. Title and Scope

1.1	These regulations shall be called the “UG 4th Year (Honours and Honours with Research) Regulations, 2026.
1.2	This Regulation governs the structure, approval, implementation, and rules of UG 4th Year Honours and Honours with Research programmes.
1.3	These regulations will be applicable to the Bhakta Kavi Narsinh Mehta University affiliated colleges as well as University Postgraduate Departments (Bhavans).
1.4	These shall come into force from the date of its notification.

2. Definitions

- (1) “ABC” means Academic Bank of Credit;
- (2) ‘Act’ means the Gujarat Public Universities Act, 2023;
- (3) “Affiliated college” means a college which has been granted affiliation by the Bhakta Kavi Narsinh Mehta University;
- (4) ‘Annexure’ means a section or table of subsidiary matter at the end of these Regulations;
- (5) “Authorities” means the authorities of the university as specified by or under the Act;
- (6) “BoM” means Board of Management;
- (7) “College” means a college constituted by the university, or affiliated to the university, situated in the university’s jurisdiction;
- (8) “Constituent College” means a college or an institution maintained by the University;
- (9) “conducted college” means a college maintained and managed by the university;
- (10) “Convocation” means a ceremonial assembly of a University, normally held for conferring degrees, diplomas, certificates, academic distinctions and other awards to its eligible candidates;
- (11) “Course” means a paper focused on improving the skill and knowledge of a participant, offered by and it is directed toward a degree program;
- (12) “Dean/s” means the Dean/s of the University appointed as per the Act;
- (13) “Declared admission policy” means such policy for admission to a course or program of study as may be offered by the university or college or recognized institution and published in the prospectus;

- (14) “University Department” means a department conducting research, providing consultation and extension services, and teaching a particular subject or a group of subjects in the university campus;
- (15) ‘Employee’ means, an individual who works for employer; university / an institution /a college during employment with recognized rights and duties assigned.
- (16) ‘Employer’ means, a university / an institution /a college that hires employees offering salary in exchange for the assigned work of teaching and or work assigned thereof”
- (17) “Faculty” means the principal academic coordinating authority of the university in respect of studies and research in relation to the subjects included;
- (18) “Fee” means tuition fees, other fees and charges, including developmental charges; paid for imparting education;
- (19) “Hostel” means a place of residence for the students of the university or a college or an institution, provided, established, maintained, by the university or college or institution, as the case may be;
- (20) “Institution” means an academic institution of learning, other than a college, associated and admitted to the privileges of the university;
- (21) “Management” means the trustees or the managing or governing body, by whatever name called, of any trust registered under the Gujarat Public Trusts Act- 2011, or any society registered under the Indian Societies Registration Act, 1860 or a Company registered under section 8 of the Companies Act, 2013, under the management of which one or more colleges or recognized institutions or other institutions of higher learning, are conducted and admitted to the privileges of the university:

Provided that, in relation to any college or institution established or maintained by the Central Government or the State Government or a local authority like a Municipal Council or Municipal Corporation, it means, respectively, the Central Government or the State Government or the Municipal Council or the Municipal Corporation, as the case may be;

- (22) “Self-financing course” means the course/programme conducted by a university, college or self-financed institute on self-finance basis as approved by the university;
- (23) “Self-financing institute” means the institute functioning on self-finance basis which has obtained previous sanction of the State Government and affiliated/constituted with the university/Government or such component authorities or approved institutions without Government Grant;
- (24) “State Government” means, The Government of Gujarat;

- (25) “teacher” means full time approved professor, associate professor, assistant professor, reader, lecturer, librarian, principal, Director of an Institution, deputy or assistant librarian in the university, college librarian, Director or Instructor of physical education in any university department, conducted, affiliated or autonomous college, autonomous institution or department or recognised institution of the university;
- (26) ‘Temporary appointment’ means an appointment made on purely temporary basis as per the provisions made in the Act;
- (27) “university” means any of the state universities mentioned in the The Gujarat Public Universities ACT, Schedule;
- (28) “university department” means a department established and maintained by the university as prescribed by these Statutes, conducting research, providing consultancy and extension services, and teaching a particular subject or a group of subjects;
- (29) “university teacher” means a full-time teacher appointed by the university;
- (30) “Vice-Chancellor” means the Vice-Chancellor of the Bhakta Kavi Narsinh Mehta University;

3: TYPES OF PROGRAMMES

3.1 UG Honours

- Eligibility: Completion of all six semester without any backlog.
- Student is to complete Semester 7 & 8.
- OJT is not compulsory
- If student is not opting OJT, he/she should opt one course of 4 credit from Major Course and one course of 2 credit of SEC in each semester i.e in semester 7 and in semester 8.
- Total credits of UG Honours: 176

3.2 UG Honours with Research

- Eligibility: Minimum 75% marks till Semester 6 (aggregate)
- Mandatory: Research Project / Dissertation (12 credits). Six Credit in Semester-7 and Six Credit in Semester-8.
- Total credits of Honours with Research: 176

4: APPROVAL & RECOGNITION

4.1	No college shall be permitted to commence the fourth-year UG programme without obtaining prior formal approval from the University, depending upon a favourable recommendation from the Local Inspection Committee (LIC).
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4.2	University PG Departments shall be permitted the fourth-year UG programme (UG Honours or Honours with Research or both) with prior approval from the University Authority. LIC is not mandatory for PG programmes running in the department.			
4.3	Any college/PG Department intending to offer the Fourth Year of the UG Programme (Honours / Honours with Research/both) must submit a formal application in the Prescribed Format (Annexure-1) to the Registrar's office with prescribed fee Rs.50,000/- (One-time application fees). There are no application fees for PG Departments/Government/Grant-in-Aid Colleges.			
4.4	Composition of the Local Inspection Committee (LIC) (One from each category)			
	From Authority/ NEP Committee	Relevant Subject Expert	Representative from Govt. College	If Needed (Hon'ble Vice-chancellor shall appoint)
	• BoM / Executive Council Member/ Academic Council member • NEP Coordinator/ Nodal Officer • Dean / Associate Dean of the concerned faculty	• Head of the university PG Department of the concerned subject /BoS Chairman of the concerned subject • Subject Expert (external-except of applicant college/department) of the concerned subject	• Principal of Govt College • Teacher of Govt College	Engineer / IT Expert
4.5	LIC Evaluation Criteria for recognition The Local Inspection Committee shall evaluate the applicant institution based on the following weighted criteria. A minimum aggregate score of 50% (and no "Zero" in mandatory compliance) is required for a positive recommendation.			

Marking scheme for UG Honours:

SN	Component	Minimum Requirement / Standard	Maximum Marks
1	Classrooms	• Minimum of 2 rooms for the 4th-year.-10 Marks • Adequate seating (≥ 60 students per room) -10 Marks • Ventilation, lighting, cleanliness-5 Marks • Smart classroom / projector facility-5 Marks • Exclusive use for 4th Year UG-5 Marks	30
2	Computer Lab/Science Lab.	• Minimum 10 computers/laptops-5 Marks • Latest configuration-5 Marks • Internet connectivity-5 Marks • Required software (subject-specific)-5 Marks • Adequate equipments for practicals – 5 Marks • Storage facilities (chemicals/equipment) - 5Marks • Cleanliness and maintenance - 5 Marks • Adequate stock of chemicals/reagents/materials – 5 Marks	20

		Adequate working space (minimum 15 students' capacity) - 5 Marks	
3	Library & Journals	100 subject-specific books/e-Copies-10 Marks - Updated editions (last 5–10 years)-5 Marks - Minimum 10 journals (Online/Hard Copy/E-Copy)-5 Marks - INFLIBNET / N-LIST access-5 Marks - Reading space & digital access-10 Marks	20
4	ICT Facilities	- Wi-Fi (minimum 50 Mbps) - 5 Marks - Campus-wide connectivity- 5 Marks - LMS / Digital teaching tools - 10 Marks - Technical support staff - 5 Marks	10
5	Faculties	- Minimum 2 full time qualified teachers (PhD /NET/GSET) of the concerned major subject - 10 Marks - Minimum 1 qualified teacher (PhD /NET/GSET) of the minor subject - 5 Marks - Teaching experience (≥ 3 years) - 5 Marks - Availability of qualified (PhD /NET/GSET) visiting faculty - 5 Marks Note: - The applicant college/university department can appoint visiting teachers/contractual teachers. - Contractual teachers should be appointed as per University rules. (advertisement on website or newspaper, interview, appointment order, university approval of the teacher etc)	20
		Total	100

Marking scheme for UG Honours with Research:

SN	Component	Minimum Requirement / Standard	Maximum Marks
1	Classrooms	- Minimum of 2 rooms for the 4th-year.-10 Marks - Adequate seating (≥ 60 students per room) -10 Marks - Ventilation, lighting, cleanliness-5 Marks - Smart classroom / projector facility-5 Marks - Exclusive use for 4th Year UG-5 Marks	30
2	Computer Lab/Science Lab	For subjects of Science Disciplines: - Laboratory facilities for the subject - 10 Marks - Adequate working space (minimum 15 students capacity) - 5 Marks - Proper ventilation, lighting, safety compliance, Cleanliness and maintenance - 5 Marks - Adequate equipments for practicals – 05 Marks - Adequate stock of chemicals/reagents/materials, storage facilities (chemicals/equipment) - 5Marks - Minimum 10 computers/laptops and Internet Facilities - 5 Marks OR For subjects without Science Disciplines: - Minimum 10 computers/laptops - 10 Marks - Latest configuration - 5 Marks	20

		• Internet connectivity - 5 Marks • Required software (subject-specific)-5 Marks • Adequate working space (minimum 15 students' capacity) - 5 Marks	
3	Library & Journals	• 100 subject-specific books/e-Copies-10 Marks • Updated editions (last 5–10 years)-5 Marks • Minimum 10 journals(Online/Hard Copy/E-Copy)-5 Marks • INFLIBNET / N-LIST access-5 Marks • Reading space & digital access-10 Marks	20
4	ICT Facilities	• Wi-Fi (minimum 50 Mbps) - 5 Marks • Campus-wide connectivity- 5 Marks • LMS / Digital teaching tools - 10 Marks • Technical support staff - 5 Marks	10
5	Faculties	• Minimum 2 full time Ph.D. Research Supervisors of the concerned major subject - 10 Marks • Minimum 1 qualified teachers (PhD /NET/GSET) of the minor subject - 5 Marks • Teaching experience (≥ 3 years) - 5 Marks • Availability of qualified (PhD /NET/GSET) visiting faculty - 5 Marks Note: • The applicant college/university department can appoint visiting teachers/contractual teachers. • Contractual teachers should be appointed as per University rules. (advertisement on website or newspaper, interview, appointment order, university approval of the teacher etc)	20
		Total	100

- **Mandatory Compliance:**

- Fire NOC
- Building Use Permission

NOTE:

- The colleges desiring to apply for UG Honours and Honours with Research should have to get 50% marks in each programme.
- The member of LIC should give proportionate marking during evaluation as per existing facilities available.

5: ELIGIBILITY OF INSTITUTIONS

5.1 Colleges: Must have:

- Adequate infrastructure as per prescribed format
- Qualified faculty
- Capability to run Sem 7 & 8 continuously

5.2 PG Departments

- All PG departments shall start UG Honours OR Honours with Research OR Both, but they have to follow the process. (As per 4.3)
- Research programme only where Minimum 2 Ph.D. supervisors are available.

6: ADMISSION RULES:

6.1	Mode of Admission: Admission to the Fourth Year Undergraduate Programme (Honours and/or Honours with Research) shall be conducted through a Centralized Admission Process (CAP) administered by the University or any other rules decided by the Authority time to time.
6.2	Allotment of Seats: The allotment of seats shall be carried out as per admission process guidelines in University Teaching Departments (PG Departments) and Affiliated / Constituent/Conducted Colleges which will be published separately. The University shall ensure optimal utilization of available seats in all institutions.
6.3	Basis of Admission: Admission shall be granted strictly on the basis of: a) Merit, determined by the performance of the candidate up to Semester VI (Aggregate from Semester-I to VI). b) Reservation Policy, as applicable under the rules of the Government of Gujarat and University norms. c) Admission shall be given in the student's major subject only. d) When merit of two or more students are same, tie-breaker rule will be applied as per admission process guidelines.
6.4	Prohibition of Transfer: No inter-institutional transfer or change of programme shall be permitted once a student is admitted to the Fourth Year Undergraduate Programme.
6.5	Separate Admission: Separate merit lists for the following programmes should be published: a) UG Honours Programme b) UG Honours with Research Programme
6.6	Authority of the University: In case of any discrepancy/issue, the decision of the University regarding admission, merit preparation, and allotment of seats shall be final and binding on all applicants and institutions.
6.7	Admission Timeline: The University shall notify in advance to ensure timely completion of the admission process: ○ Schedule of admission ○ Last date of application

	○ Merit Rules/ Tie-Breaker Rule ○ Counselling/allotment rounds etc.
6.8	Mandatory Criteria for Admission to UG 4th Year (Honours with Research): ○ Admission shall be given in the student's major subject only. ○ Student must have secured a minimum of 75% marks in aggregate up to Semester VI. ○ Students admitted to Honours with Research shall mandatorily undertake a dissertation/project work in the Maor subject during Sem-VII and VIII.

7. Conferment of Degree:

7.1	Award of Degree: Upon successful completion of the prescribed requirements of the Four-Year Undergraduate Programme, the University shall confer the following degrees: a) Bachelor's Degree (Honours) b) Bachelor's Degree (Honours with Research) The degree shall specify the name of the discipline/subject.
7.2	Equivalence of Degrees: Both the Bachelor's Degree (Honours) and the Bachelor's Degree (Honours with Research), awarded upon the successful completion of eight (8) semesters and the accumulation of the requisite credits (e.g., 176 credits), shall be treated as eligible qualifications for application into direct admission for a Ph.D. Programme. Provided that a candidate should have a minimum of 75% marks in a 4-year/8-semester bachelor's degree programme in aggregate or its equivalent grade on a point scale wherever the grading system is followed

8. The Intake Capacity and Fee Structure:

8.1	Nature of Programme: The Fourth Year Undergraduate Programmes, namely: 1) UG Honours 2) UG Honours with Research Note: ➤ The Fourth Year Undergraduate Programmes shall be conducted on a self-financed basis in PG Departments of University. ➤ The Fourth Year Undergraduate Programmes shall be conducted by the Government and Grant-in-Aid colleges as per Government of Gujarat Rules.
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	➤ The Fourth Year Undergraduate Programmes shall be conducted on a self-financed basis in affiliated colleges which are run on self-financed mode.
8.2	Intake Capacity: PG DEPARTMENTS: a) The intake capacity for all PG departments shall be 60 for UG Honours and 30 for UG Honours with Research. AFFILIATED COLLEGES: b) The intake capacity for All discipline programmes shall be 100 for UG Honours and 60 for UG Honours with Research. c) No institution/department shall admit students in excess of the intake approved by the University without taking prior permission of the university.
8.3	Fee Structure for UG Honours/Honours with Research: (Self-Finance programmes only) a) The fee for programmes run under the faculties of Science, Life Sciences, Computer Science shall be Rs.15,000/- per semester and UG Honours with Research shall be Rs.20,000/- per semester. b) The fee for programmes run under the faculties of Commerce and Management shall be Rs.7,500/- per semester and UG Honours with Research shall be Rs.10,000/- per semester. c) The fee for programmes run under the faculties of Humanities and Social Sciences, Arts, Rural Studies, Home Science shall be Rs.7,500/- per semester and UG Honours with Research shall be Rs.10,000/- per semester.

9. Academic Parity and Course Structure:

9.1	Academic Parity of Programmes: The 50 % or more parity may be maintained and alignment in the curriculum in the following programmes: a) UG Fourth Year (Honours) b) UG Fourth Year (Honours with Research) c) First Year of two-year PG Programme. All above programmes should be of NCeF Level 6 as per SoP of NEP-2020 published by Education Department, Government of Gujarat.
9.2	Scope of Parity: The parity shall include: a) Core (Major) courses

	b) Credit structure and distribution c) Level of academic rigor and learning outcomes d) Assessment and evaluation standards
9.3	Course Structure: a) Without OJT (Total 22 Credits): Each semester shall include a combination of: a) Four Major (Core) Courses of four credit each b) One Minor Course of four credit c) One Skill Enhancement Course of ‘Research Methodology’ of two credit (b) With OJT (Total 22 Credits): Each semester shall include a combination of: a) Three Major (Core) Courses of four credit each b) One Minor Course of four credit c) On Job Training (OJT) of six credit in major discipline only. (c) Honours with Research (Total 22 Credits): Each semester shall include a combination of: a) Three Major (Core) Courses of four credit each b) One Minor Course of four credit c) Research Project of six credit in major discipline only

10: CLUSTER SYSTEM:

10.1	Definition of Cluster System: The “Cluster System” refers to a collaborative arrangement among two or more affiliated colleges within the jurisdiction of the University for the purpose of offering the Fourth Year Undergraduate Programme (Honours and Honours with Research) through sharing of academic, physical, and human resources.
10.2	Eligibility for Formation of Cluster: The following institutions may form a cluster: a) Institutions under Same Management/ trust/society. b) Government / Grant-in-aid colleges shall form clusters separately c) Self-financed colleges shall form clusters separately. d) Fourth Year UG programme may be conducted at one identified campus using shared faculty. e) Prior written consent of Management and Faculty concerned shall be mandatory.

10.3	Type-wise Clustering: - Government / Grant-in-aid colleges shall form cluster. - Self-financed colleges shall form clusters separately.
10.4	Geographical Limits: Cluster formation shall be restricted to Colleges within the same district or not more than 20 kilometres of distance for ease of student mobility and feasible transport arrangements.
10.5	Memorandum of Understanding (MoU) for Cluster: - All participating institutions shall enter into a formal MoU, duly approved by the University. - There will be one 'Lead Institution' among the cluster colleges. - The MoU shall clearly specify: - Academic responsibilities - Sharing of courses and teaching load - Financial arrangements - Infrastructure sharing (labs, library, ICT, playground etc) - Student facilities like Transportation/Hostel etc - Examination and evaluation responsibilities - No cluster shall operate without University approved MoU.
10.7	Academic Functioning in Cluster: - Students may: - Study partly in the parent institution and - Partly in partner institution(s) - Timetable shall be jointly prepared to avoid clashes - Academic parity shall be maintained across: - Honours - Honours with Research
10.8	Resource Sharing: The following resources may be shared: - Faculty (including research supervisors) - Laboratories and equipment - Library and digital resources - ICT infrastructure - Research facilities - Transportation

10.9	Research Collaboration (For Honours with Research): a) Faculty from different institutions may jointly: • Guide research projects • Supervise dissertations b) Multidisciplinary research projects shall be encouraged c) Cluster institutions shall promote: • Joint seminars • Research workshops • Industry collaboration
10.10	Governance Structure of Cluster: Each cluster shall have a) Cluster Coordination Committee: • Representative of each institution • One Coordinator (nominated) b) Academic Coordination Committee • Principals / Heads • Senior faculty members • External experts (if required)
10.11	Functions of CCC and ACC: • Academic planning • Timetable coordination • Monitoring quality
10.12	Financial Provisions: a) Financial arrangements shall be mutually agreed in MoU b) Cost sharing may include Faculty Remuneration, Infrastructure Usage, Transport and Logistics. c) Fee shall be as prescribed by the University.
10.13	Admission and Student Management: a) Admission shall remain centralized at University level or as may be decided by the cluster colleges. b) Students shall be registered in a parent institution and they shall be allowed to attend courses in cluster institutions.

10.14	Continuity and Student Protection: a) Once admitted, students shall be allowed to complete the programme within the cluster b) Cluster institutions shall ensure that there should not be any disruption in teaching, availability of faculty and facilities.
10.15	Approval of Cluster: a) Proposal for cluster formation shall be submitted to the University. b) Approval shall be granted based on: • Infrastructure • Faculty availability • MoU compliance
10.16	Monitoring and Review: a) The University will conduct inspections and review cluster performance annually and grant approval, grant approval with specific conditions/suggestions or withdrawn approval. b) In cases where approval is granted subject to conditions or suggestions, the concerned institutions shall comply with the same within a period of three months from the date of communication. c) Failure to comply within the stipulated period may result in withdrawal of approval, without prejudice to the interests of the students already admitted.
10.17	General Conditions: a) All cluster institutions shall continue to remain affiliated to the University b) Degree shall be awarded by the University c) UGC / NEP/University norms shall be applicable d) If any question/dispute arises regarding the interpretation or implementation of the regulations, action will be taken by the University to issue amended regulations.

**Application for Commencement of Fourth Year UG Honours or Honours with Research
(attached separately)**

MEMORANDUM OF UNDERSTANDING (MoU)
(For Implementation of UG 4th Year - Honours & Honours with Research
under Cluster System)

This Memorandum of Understanding (MoU) is made on this ____ day of ____, 20

BETWEEN

[Name of College/Institution – Lead Institution],
Affiliated to Bhakta Kavi Narsinh Mehta University,
Having its address at _____,
(hereinafter referred to as the “Lead Institution”)

AND

[Name of Partner College/Institution 1],
Affiliated to _____ University,
Address: _____

AND

[Name of Partner College/Institution 2],
(Include more institutions as required)
(hereinafter collectively referred to as the “Partner Institutions”)

1. PREAMBLE

WHEREAS:

- a) The University has introduced the **Fourth Year Undergraduate Programme (Honours and Honours with Research)** under NEP.
- b) The participating institutions intend to collaborate under a **Cluster System** for effective implementation of the programme.

2. OBJECTIVE

The objective of this MoU is to:

- a) Facilitate implementation of UG 4th Year programmes through **resource** sharing
- b) Promote multidisciplinary learning and research
- c) Optimize use of faculty, laboratories, and infrastructure

3. SCOPE OF COLLABORATION

The collaboration shall include:

- a) Joint offering of:
 - UG Honours
 - UG Honours with Research
- b) Sharing of:
 - Faculty (including research supervisors)
 - Laboratories and equipments
 - Library and ICT facilities
 - Transportation
- c) Conduct of:
 - Teaching and practical sessions
 - Research guidance and dissertation supervision

4. ACADEMIC ARRANGEMENTS

- a) Students shall be admitted through University centralized admission process or as may be decided by the cluster colleges.
- b) Students will attend courses at 1) the Lead Institution, and/or 2) At Partner Institutions
- c) Timetable shall be jointly prepared to avoid clashes.
- d) Academic parity shall be maintained as per University regulations.

5. ROLES AND RESPONSIBILITIES

5.1 Lead Institution

- Coordinate academic planning
- Maintain student records
- Liaise with University authorities

5.2 Partner Institutions

- Provide agreed academic and infrastructural support
- Ensure availability of faculty and facilities
- Participate in teaching and evaluation

6. FACULTY SHARING

- a) Faculty may be shared among institutions based on Subject requirements and/or Workload distribution
- b) Research supervision (for Honours with Research) will be Jointly undertaken and/or Assigned across institutions

7. INFRASTRUCTURE AND FACILITY SHARING

The institutions agree to share:

- Classrooms
- Laboratories
- Library resources
- ICT facilities
- Transportation

Students shall have access to facilities of all partner institutions as per schedule.

8. FINANCIAL ARRANGEMENTS

a) Financial sharing shall be as mutually agreed, including:

- Faculty remuneration (if applicable)
- Infrastructure usage
- Operational costs

b) Fee shall be as prescribed by the University.

c) No institution shall charge additional fees without approval.

9. STUDENT SUPPORT SERVICES

a) Institutions shall ensure Transport facilities (if required), Hostel accommodation (where available)

b) Students shall be informed in advance regarding movement between institutions.

10. RESEARCH COMPONENT (FOR HONOURS WITH RESEARCH)

a) Research projects shall be jointly supervised where required.

b) Institutions shall facilitate Multidisciplinary research and access to research facilities

11. GOVERNANCE AND COORDINATION

a) A **Cluster Coordination Committee** shall be constituted comprising:

- One representative from each institution
- One Coordinator (nominated)

b) The Committee shall oversee:

- Academic planning
- Implementation
- Monitoring

12. DURATION OF MoU

This MoU shall remain valid for a period of **three years**, unless terminated earlier.

13. TERMINATION

a) This MoU may be terminated: 1) By mutual consent, or 2) By either party with one month prior to end of academic term.

b) However, students already admitted shall be allowed to complete the programme.

14. DISPUTE RESOLUTION

Any dispute arising out of this MoU shall be resolved amicably between institutions, or referred to the University, whose decision shall be final and binding to all cluster colleges.

15. COMPLIANCE

All institutions shall comply with:

- University rules and regulations
- UGC guidelines
- Government norms

16. MISCELLANEOUS

- a) This MoU does not create any legal partnership beyond academic collaboration.
- b) Any amendment shall be made only with mutual written consent.

SIGNATORIES

For Lead Institutions

Name: _____

Designation: _____

Signature: _____

Seal

For Partner Institution 1

Name: _____

Designation: _____

Signature: _____

Seal

For Partner Institution 2

Name: _____

Designation: _____

Signature: _____

Seal



BHAKTA KAVI NAR SINH MEHTA UNIVERSITY
JUNAGADH
APPLICATION FORM

For

UG 4th Year (Honours & Honours with Research)

(College/Institute to be Filled)

Name of the College:

Type of College:

Programme: 4th Year Honours/ Honours with Research/Both

Application Fees Details: Fees paid through: Online/ DD

(In case of DD: Submit in favour of “Registrar, Bhakta Kavi Narsinh Mehta University, Junagadh)

Transaction ID:

Date of Transaction:

BHAKTA KAVI NAR SINH MEHTA UNIVERSITY

(1) General Information

1.1	Name of the College/Institution:	
1.2	Address of the college	
1.3	Year of Establishment	
1.4	Type of Institution: (Govt / Aided / Unaided / Autonomous)	
1.5	Affiliation Status: (Permanent / Temporary)	
1.6	Courses Offered: (UG/PG/Diploma/Certificate)	
1.7	Purpose of Application/Inspection for granting permission to start: ☐ 4th Year UG (Honours) ☐ 4th Year UG (Honours with Research) Academic Year: _____	
1.8	Name of the Principal	
1.9	NAAC Accreditation Status & Grade	

(2) Management & Governance

2.1	Name of Trust/Society									
2.2	Registration Details (No. & Date)									
2.3	Governing Body Composition									
2.4	Director/Managing Trustee's Name									
2.5	List of Courses/Programmes with Intake run by the Trust/College:									
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 10%;">No.</th> <th style="width: 40%;">Name of the Programme</th> <th style="width: 20%;">UG/PG</th> <th style="width: 30%;">Intake</th> </tr> <tr> <td style="height: 30px;"></td> <td></td> <td></td> <td></td> </tr> </table>	No.	Name of the Programme	UG/PG	Intake					
No.	Name of the Programme	UG/PG	Intake							

(3) Faculty Details

3.1	Total Teaching posts (Major Subject wise & Minor subject wise)																			
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 10%;">No.</th> <th style="width: 20%;">Name of Teacher</th> <th style="width: 15%;">Major Subject/ Minor Subject</th> <th style="width: 20%;">Qualifications</th> <th style="width: 15%;">Experience</th> <th style="width: 15%;">Recognition (Yes/No)</th> <th style="width: 15%;">Ph.D. Guide (Yes/No)</th> </tr> <tr> <td style="height: 60px;"></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	No.	Name of Teacher	Major Subject/ Minor Subject	Qualifications	Experience	Recognition (Yes/No)	Ph.D. Guide (Yes/No)												
No.	Name of Teacher	Major Subject/ Minor Subject	Qualifications	Experience	Recognition (Yes/No)	Ph.D. Guide (Yes/No)														

(4) Infrastructure

4.1	Land & Building							
	• Total Land Area: • Built-up Area: • Ownership: Own / Lease • Fire NOC (Mandatory) • BUP (Building Use Permission) (Mandatory)							
4.2	Classrooms • Number of classrooms • Seating Capacity: • Smart classroom/ Projector: • ICT Enabled: Yes / No							
4.3	Laboratories (if applicable) <table border="1" style="margin-top: 10px;"> <thead> <tr> <th>Lab Name</th> <th>Equipment Status</th> <th>Adequacy</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Lab Name	Equipment Status	Adequacy				
Lab Name	Equipment Status	Adequacy						
4.4	LIBRARY & LEARNING RESOURCES Total • Seating Capacity: • Total Books: • Journals (National/International): • E-Resources (INFLIBNET/N-LIST): • Research Journals Availability: Yes / No • Digital Library Access: Yes / No							
4.5	ICT Facilities • No. of Computers: • Seating Capacity: • Internet Bandwidth: • Required Software: • Wi-Fi (minimum 50 Mbps) • LMS / Digital teaching tools							
(5) Student Support & Facilities								
5.1	Hostel Facility: Yes / No							
5.2	Grievance Redressal Mechanism/ Internal Complaints Committee (ICC)							
5.3	Anti-Ragging Committee: Yes / No							

5.4	Placement Cell	
5.5	SC/ST Cell: Scholarships	
5.6	Women Development Cell	
(6) FINANCIAL RESOURCES		
6.1	Source of Income	
6.2	Audited Statements Available: Yes / No	
6.3	Fee Structure	
6.4	Financial Stability	
(7) Research Supervisors Availability		
7.1	Number of PhD-qualified faculty:	
7.2	Recognized Research Guides:	
7.3	Publications in last 5 years:	

Signature of Trustee



Signature of Principal

Standard Operating Procedure (SOP)

For awarding Undergraduate Certificate, Diploma and Degree after exit of first year, second year and third year under NEP- 2020

1. Introduction

The National Education Policy (NEP) 2020 introduces a flexible framework for undergraduate education, allowing students to exit after the first, second or third year of under Graduation with appropriate certifications. This flexibility is operationalized through the curriculum and Credit framework for Undergraduate programmes (CCFUP) issued by the University grants Commission dtd. 12/12/2022 along with standard Operating procedure (SOP) and government resolution No. KCG/admin/2023-24/0607/kh1, dtd.11/07/2023 issued by Education Department, Government of Gujarat.

2. Objective

This Sop Provides Comprehensive information on the processes involved in awarding certificates, diplomas and degree after exiting the first, second and third years to eligible students respectively.

3. Provision of Awarding UG Certificate, UG Diploma, and Degrees

- 1. UG Certificate:** Students who opt to exit after completion of the first year and have secured 44 credits will be awarded a UG certificate if, in addition, they complete Internship or one vocational course of 4 credits related to major discipline of respective degree program. These students are allowed to re-enter the degree programme within three year and complete the degree programme within the stipulated maximum period of seven years.
- 2. UG Diploma:** Students who opt to exit after completion of the second year and have secured 88 credits will be awarded the UG diploma if, in addition they complete internship or one vocational course of 4 credits related to major discipline of respective degree program. These students are allowed to re-enter within a period of three years and complete programme within the maximum period of seven years.
- 3. 3-Year UG Degree:** Students who opt to exit after completion of the third year and have secured 132 credits will be awarded the Degree in major discipline with 50% of total credits of respective degree program. These students are allowed to re-enter within a period of three years and complete the degree programme within the maximum period of seven years.
- 4. 4-year UG Degree (Honours):** A four- year UG Honours degree in the major discipline with 50% of total credits will be awarded to those who complete a four-year degree programme with 176 credits.
- 5. 4-year UG Degree (Honours with Research):** students who secure 75% marks and above in the first six semesters and wish to undertake research at the undergraduate level can choose a research stream in the fourth year. They should do a research project or dissertation under the guidance of a faculty member of the University/College. The research project/dissertation will be in the major discipline. The students who secure 176 credits and 50% credits in major discipline, including 12 credits from a research project/dissertation, are awarded UG Degree (Honours with research) in major discipline.

4. Credit Framework

There are following Three/Four – Years UG programme with Multiple Entry and Multiple Exit Options as per government resolution No. KCG/admin/2023-24/0607/kh1, dtd.11/07/2023 issued by Education Department Government of Gujarat.

NCRF Credit Levels	Qualification Title	Credit Requirements	No. of Semesters	Year	Remarks
4.5	UG Certificate	44+4	2	1	Internship/Vocational Course of 4 credits in addition to 44 credits are required to get Ug certificate
5.0	Ug Diploma	88+4	4	2	Internship/Vocational course of 4 credits in addition to 88 credits are required to get UG Diploma
5.5	Three Year Bachelor's Degree	132	6	3	132 Credits include compulsory Internship of 4 Credits
6.0	Bachelor's Degree Honours OR Bachelor's Degree Honours with Research	176	8	4	

5. Role of the Student

1. Student who wish to get certificate or diploma after completion of first year securing 44 credits and 88 credits respectively, need to accomplish internship/vocational course of 4 credits in relevant filed.
2. Student who wish to get degree after completion of third year securing 132 credits need to intimate to department/college for exit from respective program by application.
3. Student shall have to intimate to department/college for joining of Internship/vocational course offered by the university in respective program/faculty by application.
4. Student shall have to pay fees of vocational course as prescribed by the university, if any.
5. Student shall have to intimate to department/college on successful completion of Internship/vocational course offered by the University in respective program/faculty by application.
6. Student can re-enter within a period of three years after exit of the program from first, second or third year and complete the degree programme within the maximum period of seven years.
7. Application and payment for certificate / diploma as per schedule announced by the University.

6. Role of the Department/College

1. On receipt of application from the student for exit after completion of first year or second year to get certificate or diploma respectively, department/college shall ensure the student has secured 44 or 88 credits and opted the internship or vocational course in relevant filed for certificate or diploma respectively and shall forward the details to the University (Examination section).

2. On receipt of application from the student for exit after completion of third year, department/college shall ensure the student has secured 132 credit and shall forward the details to the University (Examination Section).
3. Department/college shall conduct the both examinations i.e. CCE &SEE as per guidelines of NEP- 2020 and submit the marks to the University (Examination Section).
4. On receipt of application from the student regarding completion of internship/vocational course in relevant field, department/college shall ensure the student has successfully completed the internship/vocational course and shall forward the details to the University (examination section) and update the marks of internship/vocational course through online portal of the university.
5. Department/college is responsible for allocating a teacher as a coordinator for internship and further communication with concern agency/institution/company/industry as per SOPs issued by the University.
6. Department/college should provide guidance to students regarding exit options and the implications for their academic and professional trajectories. This includes counselling on career paths and further educational opportunities.

7. Role of the University

1. The University will monitor the implementing of the SOPs issued by the Government of Gujarat, ensuring that exit options are available and properly administered. This involves overseeing the adherence to the Curriculum and Credit framework and ensuring that department/college comply with the established guidelines.
2. The University will frame the vocational courses along with the fees of various disciplines/faculty/specialization through Board of studies, Faculty and Academic Council.
3. On receipt of the information of marks of internship/vocational course through online portal from the department/college, University shall award the certificate and diploma to eligible students who exit after the first or second year respectively.
4. The University shall issue certificate duly signed by registrar to the candidates who have successfully completed the internship/vocational course at the end of the first year/second year as the case may be.

Proforma for Application to intimate joining of internship/vocational Course after completion of First/Second Year to get Certificate/Diploma.

[Student's Name]

[Student's Roll Number]

[Student's Course & Year]

[Date]

To,

The Principal,

[Name of College]

[College Address]

Sub: Application to intimate joining of Internship/Vocational Course after completion of first/second year to get certificate/diploma.

Respected Sir/Madam,

I, [Student's Name], have successfully completed the First Year/Second Year of [Name of program] in the [Month and Year] from [Name of college] and wish to exit from the program.

I Would like to inform you that I have joined an internship at [Name of Company]/Vocational course offered by [Name of college/University] from [start Date] to get certificate/diploma after exit of first year/second year of [Name of program].

I am attaching the marksheets of First year and/Second year of [Name of program] and details of the internship/vocational course for reference.

I will comply with all academic requirements and complete internship/vocational course as per the guidelines of the University.

Yours Sincerely,

[Student's Name & Signature]

[Student's Mobile Number]

[Student's Email ID]

Encl: 1. Copy of Marksheets

2. Details of internship/vocational course

Proforma for Application to intimate the Completion of Internship/vocational Course after completion of First/Second Year to get Certificate/Diploma.

[Student's Name]

[Student's Roll Number]

[Student's Course & Year]

[Date]

To,

The Principal,

[Name of College]

[College Address]

Sub: Application to intimate Completion of Internship/Vocational Course after completion of first/second year to get certificate/diploma.

Respected Sir/Madam,

I, [Student's Name], have successfully completed the First Year of [Name of program] in the [Month and Year] from [Name of College/Department] and wish to exit from the program.

I Would like to inform you that I have Successfully completed an internship at [Name of Company]/Vocational course offered by [Name of college/University during [Start Date and End Date] to get certificate/diploma after exit of first year/second year of [Name of program].

I am attaching the completion certificate of internship/marksheet of vocational course for reference.

I request you to kindly do the needful to award certificate/diploma.

Yours Sincerely,

[Student's Name & Signature]

[Student's Mobile Number]

[Student's Email ID]

Encl: 1. Completion Certificate of internship/marksheet of vocational course

Proforma to intimate the joining of internship/vocational Course after completion of first/second year to get certificate/diploma to the University by College.

On letter head of the College/Department

[No.]

[Date]

To,
The Controller of Examinations,
Bhakta Kavi Narsinh Mehta University, Junagadh

Sub: Intimation of joining of Internship/Vocational Course after completion of first/Second year to get certificate/diploma.

Respected Sir/Madam,

With reference to above mentioned subject, we would like to inform you that the following students from our college have successfully completed the First Year/Second Year and wish to exit from the program. They have joined the internship/vocational course to get certificate/diploma after exit as per details attached herewith.

Sr. No.	Enrolment No.	Name of Student	Name of Program	Year Completed (First/Second)	Credit Earned (44/88)	Course joined (Internship/Vocational course)	Certificate/Diploma

Kindly take the note of it.

Yours faithfully,

[Principal's Name & Signature]

Encl: As above

Proforma to intimate the completion of Internship/Vocational Course after completion of first/second year to get certificate/diploma to the University by College/Department.

On letter head of the College/Department

[No.]

[Date]

To,
The Controller of Examinations,
Bhakta Kavi Narsinh Mehta University, Junagadh

Sub: Intimation of completion of Internship/Vocational Course after completion of first/Second year to get certificate/diploma.

Respected Sir/Madam,

With reference to above mentioned subject, we would like to inform you that the following students from our college have successfully completed the First Year/Second Year and wish to exit from the program. They have completed the internship/vocational course to get certificate/diploma after exit as per details attached herewith.

Sr. No.	Enrolment No.	Name of Student	Name of Program	Year Completed (First/Second)	Credit Earned (44/88)	Course Completed (Internship /Vocational course)	Certificate/ Diploma

We have informed the students to apply and pay the fees for certificate/diploma as per schedule announced by the University. Kindly issue the certificate/diploma as requested by the students.

Yours faithfully,

[Principal's Name & Signature]

Encl: As above

Proforma for Application to intimate to exit from the Third Year of Program

[Student's Name]

[Student's Roll Number]

[Student's Course & Year]

[Date]

To,

The Principal,

[Name of College]

[College Address]

Sub: Application to intimate exit from the third year of Program

Respected Sir/Madam,

I, [Student's Name], have successfully completed the Third Year of [Name of program] in the [Month and Year] from [Name of college/Department] and wish to exit from the program.

I am attaching the marksheets of First year and/Second/Third year of [Name of program] and details of the internship/vocational course for reference.

I will submit online application for award for degree as and when announced by the university along with prescribed fees.

Yours Sincerely,

[Student's Name & Signature]

[Student's Mobile Number]

[Student's Email ID]

Encl: 1. Copy of Marksheets

2. Details of internship/vocational course

Proforma to intimate regarding exit of students after third year to get degree to the the
University by College/Department.

On letter head of the College/Department

[No.]

[Date]

To,
The Controller of Examinations,
Bhakta Kavi Narsinh Mehta University, Junagadh

**Sub: Intimation of students after third year to get degree to the University by
College/Department.**

Respected Sir/Madam,

With reference to above mentioned subject, we would like to inform you that the following students from our college have successfully completed the Third Year and wish to exit from the program to get degree.

Sr. No.	Enrolment No.	Name of Student	Name of program

We have informed the students to apply and pay the fees for degree as per schedule announced by the University. Kindly issue the degree as requested by the students.

Yours faithfully,

[Principal's Name & Signature]