



OFFICE OF THE ACADEMIC REGISTRAR

JAGANNATH BAROOAH UNIVERSITY, JORHAT, ASSAM- 785001

(A State University under JBU Act 2023 of the Govt. of Assam, Recognized by UGC Act, 1956
under provision of Section 2(f))

From: **Dr. Surajit Sharma**, M.A., Ph.D.

Academic Registrar i/c

Ref No. JBU/Est./ACR//26/37A

Date: 11.07.2026

NOTICE (MODIFIED)

SOP FOR EXIT PROCESS AND LATERAL ENTRY INTO 7TH SEMESTER FYUGP

1. Students seeking to **exit** after successfully completing two /four /six semesters of study under FYUGP in Jagannath Barooah University shall follow the procedure given below:
 - a. Students must submit an application *in the attached format stating their intention* to exit the programme to the Head, of the Major Department or HOD i/c, with attached copy of 2nd /4th /6th semester grade sheet as evidence of successful completion;
 - b. The application, once forwarded by the HOD or HOD i/c, must be submitted to the Academic Registrar;
 - c. The application will be sent forward to the Controller of Examinations for issue of the official diploma / certificate / Undergraduate Bachelor's Degree in the relevant subject of study.
2. In all cases of **student migration** involving admission to the 3rd, 5th, or 7th Semester of Undergraduate Programmes under the Multiple Entry-Exit and Horizontal Mobility provisions of NEP-2020, whether,
 - a. from one programme to another within Jagannath Barooah University, or
 - b. from one institution to another:

The admission/migration process in such cases shall be undertaken mandatorily and exclusively through the Lateral Entry Portal hosted at assamadm-le.samarth.ac.in, subject to the applicable provisions governing lateral entry and mobility.

3. Lateral entry into the 4th year (7th semester) of FYUGP will be possible only for students who have completed three years of the FYUGP course with Major in any HEI other than Jagannath Barooah University and have earned a minimum 132 credits.
4. Students with less than 132 credits will not be eligible for lateral entry into the 4th year (7th semester) of FYUGP owing to mismatch with the FYUGP curriculum being followed by Jagannath Barooah University, which carries 22 credits per semester and totals 176 credits in eight semesters.
5. However, such students, who have completed six semesters and earned a minimum of 120 credits from other HEIs shall be eligible to apply for **admission** into the **two-year Self-Financing Post Graduate Programme** being offered by selected departments of Jagannath Barooah University, based on merit criteria detailed in the University Prospectus, 2026-27 and available on the Jagannath Barooah University website: <https://jbu.ac.in>.

Sd/-

Dr. Surajit Sharma

Academic Registrar i/c,

Jagannath Barooah University, Jorhat, Assam.

APPLICATION FORM FOR ENTRY/EXIT
(Applicable for the FYUGP / FYIPGP in the Semester System)

Part: A: General Information:

1. Name of the Applicant :

2. Father's Name :

3. Home Address :

.....

PIN Phone

4. Name & Address of the University / College/Institute presently studying:

.....

5. Class presently studying (a) Semester..... (b) Stream.....

c) Roll No. (d) J.B.U. No.....

6. Name of the University / College /Institute from where transfer is sought:

7. Name of the University Department/Centre/College/Institute in where admission is sought:

.....

8. Reason for seeking Transfer (to be supported by documentary evidence):

Part B: Declarations:

9. Declarations by the Applicant:

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge. If anything found to be false or incorrect, I shall be liable to be debarred from appearing in the examinations concerned or face any disciplinary action that deemed fit by the University.

Date:

.....

Signature of the Applicant

10. Declaration by the Registrar / Deputy Registrar (Academic) / Principal of the University /College / Institute from where transfer is sought:

I hereby declare that the above reason stated by the applicant for seeking transfer from our University /college / Institute is true and valid and he/she may be accorded permission for University / college / Institute transfer. I have verified all the documents stated at SI. No. 12

Date:

.....

Signature of the Registrar / Dy. Registrar (Academic) /
Principal with Seal

11. Declaration by the Head of the Department where admission is sought:

I hereby declare that if permission is accorded, the applicant will be admitted in our Department / Centre College / Institute and accordingly his/her admission records shall be communicated to the University on time.

Date:

.....

Signature of the Head with Seal

12. Documents to be submitted:

- a) Transfer Certificate from the University /College / Institute
- b) Documents to justify transfer as per Sl. No. 8 above
- c) Class Attendance Certificate
- d) Records of Internal Assessment of all previous semesters
- e) Attested copies of Grade sheets of all previous semesters
- f) Admission Receipts of all previous semesters
- g) University / College Transfer fee Rs.1,000/- (One Thousand) only).

N.B. Permission for Transfer shall be accorded by the University only in the month of July every academic session. In no circumstances, the University shall grant permission for transfer beyond this month.

FOR OFFICE USE ONLY

Verification:

All requisite information, declaration and documents submitted by the applicant has been verified and found to be correct, Permission for transfer may be granted.

Date:
Academic Registrar Jagannath Barooah University

Recommendation from the Examination Branch:

The permission for transfer of the applicant recommended as above may be accorded provided the applicant takes admission in the University / College/institute by (Date)

Date:
Controller of Exams/Deputy Controller of Exams
Jagannath Barooah University

PERMISSION FOR TRANSFER

Reference: Date:

As recommended by the above, Mr./Ms.is granted permission to take admission in.....University / College in..... Semester on transfer from University/ College / Institute. However, his/her admission shall be valid provided he/she takes admission in the concerned University / College / Institute by (date).

**Academic Registrar
Jagannath Barooah University**

Date: