



BINOD BIHARI MAHTO KOYALANCHAL UNIVERSITY

Dhanbad, Jharkhand - 826004

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अधिसूचना

दिनांक: 04.01.2025 को सम्पन्न अभिषद की 28 वीं बैठक के मद संख्या: 150/28/24 (1) में अनुमोदन उपरांत उच्च एवं तकनीकी शिक्षा विभाग, रांची के पत्रांक: JSHEC/NEP-01/2024-438 रांची, दिनांक: 04.12.2024 से प्राप्त "Multiple Exit in State Universities of Jharkhand Regulations, Jharkhand, 2024" से सम्बंधित विनियम (Regulation) को अधिसूचित किया जाता है।

कुलपति के अदेशानुसार

ह०/

कुलसचिव

ज्ञापांक:- बि०बि०म०को०वि०/आर / 52 / 2025

प्रतिलिपि:

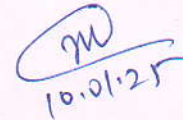
दिनांक 10/01/2025

1. अभिषद् के माननीय सदस्यगण।
2. सभी प्राचार्य, अंगीभूत तथा अल्पसंख्यक सम्बद्ध महाविद्यालय, बि.बि.म.को.वि., धनबाद।
3. सभी पदाधिकारी, बि.बि.म.को.वि., धनबाद।
4. सभी संकायाध्यक्ष, बि.बि.म.को.वि., धनबाद।
5. सभी विभागाध्यक्ष, विश्वविद्यालय स्नातकोत्तर विभाग, बि.बि.म.को.वि., धनबाद।
6. डॉ. हिमांशु शेखर चौधरी, NEP Coordinator, बि.बि.म.को.वि., धनबाद।
7. स्थापना शाखा, बि.बि.म.को.वि., धनबाद।
8. संकायाध्यक्ष, छात्र कल्याण शाखा, बि.बि.म.को.वि., धनबाद।
9. कुलपति/प्रतिकुलपति/कुलसचिव के निजी सहायक को कुलपति/ प्रतिकुलपति/कुलसचिव के सूचनार्थ।
10. University website
11. गार्ड फ़ाइल।



कुलसचिव

बि.बि.म.को.वि., धनबाद।



GOVERNMENT OF JHARKHAND
DEPARTMENT OF HIGHER AND TECHNICAL EDUCATION
(Directorate of Higher Education)
Yojana Bhawan, Nepal House Campus, Doranda, Ranchi-834002 (Jharkhand)
NOTIFICATION

No.: JSHEC/NEP-02/2024-

Ranchi/dated:

In exercise of the powers conferred under Sub-Section 39(1) of the Jharkhand State University Act, 2000, the Governor of Jharkhand hereby approves the following regulations namely: -

Multiple Entry – Multiple Exit in State Universities of Jharkhand Regulations, 2024

1. Short title, application and commencement

- 1.1 This Regulation may be called Multiple Entry – Multiple Exit in State Universities of Jharkhand Regulation, 2024
- 1.2 It shall extend to whole of Jharkhand
- 1.3 They shall come into force from the date of its notification.

2. Definition

In this Regulation, unless otherwise requires in the subject or context-

- a) **“Academic Bank of Credits”** means an academic service mechanism as a digital or virtual or online entity established by the University Grants Commission with the approval of the Central Government, to facilitate students to become its academic account holders, thereby paving the way for seamless student mobility between or within degree-granting Higher Educational Institutions through a formal system of credit recognition, credit accumulation, credit transfers and credit redemption to promote distributed and flexible teaching-learning herewith referred to as ABC;
- b) **“Affiliated College including Linguistic and Regional Minority College”** means educational institution having received privileges of the University as per the provisions of Act and Statute in Jharkhand State University Act, 2000 (as adapted and amended upto date)
- c) **“Constituent College”** means a teaching institution maintained or controlled by the University
- d) **“Credit”** means the standard methodology of calculating one hour of theory or one hour of tutorial or two hours of laboratory work, per week for a duration of a semester (13-15 weeks) resulting in the award of one credit; which is awarded by a higher educational institution on which these regulations apply; and, Credits’ for internship shall be one credit per two weeks of internship, subject to a maximum of four credits;

One credit for Theory/Tutorial = 15 Hours of Teaching i.e., 15 Credit Hours

One credit for Practicum = 30 Hours of Practical work i.e., 30 Credit Hours

- e) **“FYUGP”** means Four Year Undergraduate Program
- f) **“Higher Education Institutes (HEI’s)”** means the University / Constituent College and Affiliated College established as per the provisions of Act and Statute in Jharkhand State University Act, 2000 (as adapted and amended up to date)
- g) **“NEP”** means the National education Policy, 2020
- h) **“NHEQF”** means National Higher Education Qualifications Framework

- i) **“Registered HEIs”** means Higher Education Institutions established under JSU Act, 2000 and registered on the Academic Bank of Credits Platform.
 - j) **“Regulation”** means Regulation framed under Jharkhand State Universities Act, 2000 (adapted and amended up to date)
 - k) **“University”** means University referred in section 3 of the Jharkhand State Universities Act, 2000 (as adapted and amended up to date)
 - l) **“UGC”** means University Grants Commission established under University Grants Commission Act, 1956
3. **About Multiple Entry-Exit:** The regulation shall enable multiple entry and exit of students in academic programmes of Higher Education Institutions of Jharkhand. The regulation shall provide flexible learning through HEI’s so that student can choose one’s academic pathway leading to the award of certificate, diploma, and degree. The provisions of multiple entry and exit shall reduce the drop-out rate, thus improving Gross Enrolment Ratio (GER), which is one of the major objectives of the National Education Policy, (NEP), 2020.
4. **Academic Bank of Credit**
- a) ABC shall facilitate the students to choose their own learning path to attain a Degree/ Diploma/Certificate, working on the principle of multiple entry and exit as well as anytime, anywhere, and any level of learning.
 - b) ABC shall enable the integration of multiple disciplines of higher learning leading to the desired learning outcomes including increased creativity, innovation, higher order thinking skills and critical analysis.
 - c) ABC shall provide significant autonomy to the students by providing an extensive choice of courses for a programme of study, flexibility in curriculum, novel, and engaging course options across a number of higher education disciplines/ institutions.
 - d) The multiple entry and exit options for students is facilitated at the undergraduate and master’s levels. It would facilitate credit accumulation through the facility created by the ABC scheme in the “Academic Bank Account” opened for students to transfer and consolidate the credits earned by them by undergoing courses in any of the Registered HEIs.
 - e) The ABC allows for credit redemption through the process of commuting the accrued credits in the Academic Bank Account maintained in the ABC for the purpose of fulfilling the credits requirements for the award of certificate/diploma/degree by the Registered HEIs.
 - f) Upon collecting a certificate, diploma or degree, all the credits earned till then, in respect of that certificate, diploma or degree, shall stand debited and deleted from the account concerned of the student.
5. **Academic Levels**
- a) The National Higher Education Qualifications Framework (NHEQF) levels represent a series of sequential stages expressed in terms of a range of learning outcomes against which typical qualifications are positioned/located. Learning outcomes descriptors for qualifications is described in the National Higher Education Qualifications Framework (NHEQF) issued by the University Grants Commission (UGC) on May 2023.
 - b) NHEQF level 4.5 represents learning outcomes appropriate to the first year (first two semesters) of the undergraduate programme of study, while Level 8

represents learning outcomes appropriate to the doctoral-level, postdoctoral and higher programme of study.

Table 1: Levels of Education & Training in NHEQF India.

Level	Stage	Duration	Grades
Level 4.5	Undergraduate (1 year)	1 year (Semesters 1 & 2)	UG Certificate
Level 5	Undergraduate (2 years)	1 year (Semesters 3 & 4)	UG Diploma / UG Diploma (Engg) [#]
Level 5.5	Undergraduate (3 years)	1 year (Semesters 5 & 6)	UG Bachelor
Level 5.5	Bachelor of Vocation (3 years)	3 years (6 Semesters).	(B.Voc) [*]
Level 6	Undergraduate (4 years)/ Undergraduate (4 years)	1 year (Semesters 7 & 8) 1 year (Semesters 7 & 8)	UG Honours/ UG Hons with Research
Level 6	Bachelor's in Engineering / Technology (4 years)	4 years (8 Semesters)	(B.E/ B. Tech) [#]
Level 6	Post Graduate Diploma	1 year	PG Diploma
Level 6.5	Postgraduate	1 year*/ 2 years**	Master's Degree
Level 7	Master's in Engineering / Technology	2 years	(M.E / M.Tech.) [#]
Level 8	Doctoral, Postdoctoral & Higher	3-6 years for Ph.D.	Ph.D. & others

*- Applicable for students of UG Honours/ UG Honours with Research

** - Applicable for students of UG Bachelor

- This shall be applicable only for Technical Education Institutions of Jharkhand approved by AICTE

6. Level Wise Entry and Exit Requirements (Undergraduate Program)

6.1 Level 4.5: UG Certificate:

- Entry1:** Entry shall be based on the Certificate obtained after successful completion of Grade 12 or equivalent stage of education and the marks/grade imposed by the institution.
- Exit 1:** The UG Certificate shall be awarded to the student seeking exit after the successful completion of two-semester with courses of minimum 40 credits and one compulsory vocational course/ internship/ project of 4 credits during the summer vacation.

6.2 Level 5: UG Diploma / UG Diploma (Engg.):

- Entry 2:** Entry shall be based on UG Certificate obtained after completing the first year (two semesters) of the undergraduate programme. Continuation of study or lateral entry in the second year of the undergraduate programme shall be possible for those who have met the entrance requirements, including attainment of prescribed levels as specified in the programme. The continuation of the study shall be based on the evaluation of documentary evidence (including the academic record) of the applicant's ability to pursue an undergraduate programme of study.
- Exit 2:** The Undergraduate Diploma shall be awarded to the student seeking exit after the successful completion of four-semester with courses of minimum 80 credits and one compulsory vocational course/ internship/ project of 4 credits during the summer vacation.

6.3 Level 5.5: Bachelor's Degree

- a) **Entry 3:** The entry requirement is based on the diploma obtained after completing two years (four semesters) of the undergraduate programme. Continuation of study or lateral entry in the third year (fifth semester) of the undergraduate programme shall be possible for those who have met the entrance requirements, including attainment of prescribed levels as specified in the programme. The continuation of the study shall be based on the evaluation of documentary evidence (including the academic record) of the applicant's ability to pursue an undergraduate programme of study.
- b) **Exit 3:** The Bachelor's Degree shall be awarded to the student seeking exit after the successful completion of Six-semester with courses of minimum 120 credits.

6.4 Level 6: Bachelor's Degree (Honours / Honours with Research)

- a) **Entry 4:** An individual seeking admission/ continuation to the Bachelor's Degree with Honours/ Research in a specified field of learning, should have completed all requirements of the relevant 3-year Bachelor's degree. After completing the requirements of a three-year Bachelor's degree, candidates who meet a minimum CGPA of 7.5 shall be allowed to take the Research courses in fourth year of the undergraduate programme. Preference shall be provided to the students securing higher marks/ grade in major paper in case of equal CGPA. In lieu of Research courses (for students securing less than 7.5 CGPA and qualified otherwise) three Advanced Major (disciplinary/ interdisciplinary/ multidisciplinary) courses shall be offered leading to Honours Degree.

In case of non-availability of CGPA, students who secure aggregate 75% marks and above in the first six semesters are allowed to take research stream in the fourth year. They should do a research project or dissertation under the guidance of a regular faculty member of the University/College. The research project/dissertation shall be in the major discipline.

- b) **Exit 4:** On the successful completion of the fourth year, a student shall be awarded a degree (Honours/Research). A Bachelor's degree (Honours/Research) requires a total of 160 credits with 40 credits at level 4.5, 5, 5.5 and 6 of NHEQF including the credits from a research project/dissertation.

6.5 Level 6: Bachelor of Engineering / Technology (B.E. / B. Tech)

- a) **Entry 4:** A candidate with 3 yrs. Bachelor degree in Vocation (B. Voc) with at least 120 credits and of NHEQF Level 5.5.
- b) **Exit 4:** On successful completion of the 4th Year of Four-Year Engineering Program and obtaining 160 credits, a candidate shall be awarded with B.E. / B. Tech equivalent to Level 6 of NHEQF.

- 6.6 **Infrastructure Requirement:** The Departments offering a 4-year UG Degree (Honours with Research) must have the required infrastructure such as the library, access to journals, computer lab and software, laboratory facilities to carry out experimental research work, and at least two permanent faculty members who are recognized as Ph.D. supervisors. The Universities/HEIs may decide on the no. of seats to be provisioned for Honours with Research programme in each subject, provided they meet the infrastructure requirements.

7. Level Wise Entry and Exit Requirements (Postgraduate Program)

7.1 Level 6: Post-Graduate Diploma

- (i) **Entry 5:** An individual seeking admission in Post-Graduate Diploma should have completed all requirements of the relevant 3-year Bachelor's degree.
- (ii) **Exit 5:** For those who take exit after successful completion of the first year or two semesters of the 2-year master's programme, PG-Diploma shall be offered after securing 40 credits.

7.2 Level 6: Under-Graduate Honours/ Under-Graduate Honours with Research

- a) The students shall have 02 (two) options to enter into master's programme.
 - (i) Option 1: Students after completing Bachelor's Degree (Level 5.5) shall be allowed to enter into a 02 year/04 semesters Master's programme.
 - (ii) Option 2: Students after completing Under-Graduate Honours/ Under-Graduate Honours with Research/ PG Diploma (Level 6) shall be allowed to enter 01 year Master's Programme.
- b) There shall be no exit option available in this level and the students must secure the minimum requisite credits as per the Credit and Curriculum Framework of the HEI to get the Master's/Postgraduate Degree after securing 40 credits
- c) For postgraduate programmes, there shall be one exit point for those who join the two-year Master's programme. The students may exit the programme after the 1st Year (02 semesters) by securing the requisite credits with a PG Diploma of Level 6 after securing 40 credits.

8. Entry and Exit Requirement for Ph.D Program

The entry and exit requirements for doctoral program shall be governed by University Grants Commission (Minimum Standards and Procedures for Award of Ph.D. Degree) Regulations, 2022 as amended from time to time. There shall be no exit option in this programme.

- 9. **Inter-University Migration:** Inter-University Migration may be allowed only up to Semester V of the Four Year Undergraduate Program (FYUGP) and Semester III of the 2 Year Postgraduate Program.

10. Lateral Entry

- (i) Re-entry at various levels as lateral entrants in academic programmes should be based on the earned credits.
- (ii) Lateral entry of the students shall be allowed only in Semesters III, V & VII of FYUGP and Semester III of 2 Year Postgraduate Program.
- (iii) The student must have cleared the specified credits of all the courses of previous semesters.
- (iv) The master content of the syllabus studied previously by the student must be equivalent.
- (v) Depending upon the academic and physical facilities available, the HEIs may earmark seats for lateral entrants to the second year/third year/fourth year of

FYUGP, if the student has successfully completed the first year/second year/third year of the same programme in any HEI.

11. Re-Entry after Exit

- (i) Re-Entry in any programme is allowed only **within a period of three years after exit** opted by the student subject to the validity of his/her credit as available in the ABC.
- (ii) Students who opt to exit either after completion of the first/ second/ third year and have secured 40/ 80/ 120 credits respectively are allowed to re-enter the degree programme within three years and complete the degree programme within the stipulated maximum period of seven years.
- (iii) Re-Entry may be allowed only if disciplinary/ interdisciplinary/ multidisciplinary Major & Minor courses taken by the student in previous semesters from the same institution or other institution is available in the institution where the student wishes to continue and complete the first-degree programme.
- (iv) Re-Entry is an option for the student and not a compulsion for the institution. It may be allowed considering the availability of seats in the HEI and fulfilment of other criteria by the student as decided by the HEI.
- (v) Minor courses from vocational stream may not be the criteria for re-entry at any stage for the FYUGP.
- (vi) Two months' summer internship completed in first academic year leading to Undergraduate Certificate from any institution shall be considered during entry/exit point of Undergraduate Diploma.

12. Entry/ Re-Entry in Research Courses

- (i) The Higher Educational Institution offering a 4-year UG Degree (Honours with Research) must have the required infrastructure along with other criterions mentioned above in infrastructure requirement of Level 6 in Section 3 of these guidelines.
- (ii) Eligibility to take Research courses in Semester VII is to secure a minimum of 7.5 CGPA or aggregate 75% marks (in case of non-availability of CGPA, the student must secure aggregate of 75% marks) and above up to semester VI along with other criteria of the Institution.
- (iii) Students to be provided with opportunities for research internships under the guidance of a regular faculty member of the University/College or researchers at their own or other HEIs/research institutions, so that students may actively engage with the practical side of their learning and, as a by-product, further improve their employability.
- (iv) The research outcomes of their research project work may be published in peer-reviewed journals or may be presented in conferences/ seminars or may be patented.
- (v) After completion of a rigorous research project in their major area(s) of study in the 4th year of a bachelor's degree (honours with research), the student shall be required to produce a dissertation/thesis.
- (vi) Before submitting the final dissertation/thesis, the student shall make a presentation before the Research Advisory Committee of the Institution concerned, which shall also be open to all faculty members and other research scholars/students of the institute.

- (vii) The HEIs shall have a mechanism using well-developed software applications to detect plagiarism in research work and the research integrity shall be an integral part of all the research activities leading to the award of Honours with Research.
- (viii) Student shall submit the thesis for evaluation, along with (a) an undertaking that there is no plagiarism and (b) a certificate from the Research Supervisor attesting to the originality of the thesis and that the thesis has not been submitted for the award of any other degree/diploma to any other HEI.
- (ix) The thesis submitted by a student shall be evaluated by his/her Research Supervisor and at least one external examiner who is expert in the field. The examiner should be academician with a good track record of scholarly publications in the field. The viva-voce board shall consist of the Research Supervisor and the external examiner. The viva-voce shall be open to the members of the Research Advisory Committee/ faculty member's/ research scholars and students of the institute. HEIs may formulate appropriate rules/ordinances to effect these provisions.
- (x) The viva-voce of the student to defend the thesis shall be conducted if the external examiner recommends acceptance of the thesis after incorporating any corrections suggested by them. If the external examiner recommends rejection, the Higher Educational Institution concerned shall send the thesis to an alternate external examiner from the approved panel of examiners, and the viva-voce examination shall be held only if the alternate examiner recommends acceptance of the thesis. If the alternate examiner does not recommend acceptance of the thesis, the thesis shall be rejected, and the student shall be declared ineligible for the award of Honours with Research degree.
- (xi) In case of rejection of the thesis, the student must get the thesis approved in upcoming session to be eligible for the Honours with Research Degree. If the student wishes to pursue the Honours programme instead of the Honours with Research Programme, then he/she has to clear Advance Major courses of 12 credits offered in the eighth semester of any upcoming session, subject to not breaching the overall time limit of 7 years for completion of academic programme under FYUGP.
- (xii) The HEI shall complete the entire process of evaluating the thesis, including the declaration of the viva-voce result, within the stipulated semester time.
- (xiii) The HEI may identify potential/competent students and allow to carry the research work under the guidance of one of the faculty members even before enrolment in Semester VII. However, the minimum overall 7.5 CGPA (in case of non-availability of CGPA, the student must secure aggregate of 75% marks) up to Semester VI is required to be eligible for Honours with Research programme in FYUGP.

13. Mechanism for Assessment of Credit Based Internship

- (i) All HEI's through their Placement Cell / Office shall ensure that the students requiring compulsory internship for Undergraduate Certificate and Undergraduate Diploma are provided with sufficient opportunities for availing internships preferably in organisations relating to the academic domain of the student.
- (ii) The Placement Office of all HEI's shall prepare and send an 'Internship Evaluation Form' to all the employer under whom student have been assigned/selected for internship. The evaluation of the student may be done as

per the letter grade awarded by the employer to the student mentioned in the indicative Internship Evaluation Form.

- (iii) A sample indicative Internship Evaluation Form has been provided in the Annexure-1 for the HEI's to refer to. HEI's may create their own evaluation form as per their requirements.

14. Adherence

All HEIs must ensure strict compliance with the guidelines on Multiple Entry – Multiple Exit issued by the UGC as amended from time to time.

By order of the Governor of Jharkhand,

Sd/-

(Rahul Kumar Purwar)

Principal Secretary to Government

Memo No.: JSHEC/NEP-02/2024-

Ranchi/dated:

Copy to :- The Superintendent, Government Press, Doranda, Ranchi for publication in the next issue of the Government Gazette. Instructions are given to provide 100 copies of printed manuals to the Higher and Technical Education Department, Jharkhand, Ranchi.

2. Departmental Nodal Officer of e-Gazette for information and publication in e-Gazette.

Sd/-

(Rahul Kumar Purwar)

Principal Secretary to Government

Memo No.: JSHEC/NEP-02/2024-

Ranchi/dated:

Copy to :- Accountant General, Jharkhand, Ranchi for information.

Sd/-

(Rahul Kumar Purwar)

Principal Secretary to Government

Memo No.: JSHEC/NEP-02/2024-438

Ranchi/dated: 04/12/2024

Copy to :- Principal Private Secretary to the Departmental Minister/Joint Secretary, Chief Secretary Office, Jharkhand, Ranchi /All Departmental Additional Chief Secretaries/Principal Secretaries/Secretaries, Jharkhand/Secretary, Jharkhand Public Service Commission, Ranchi/Director, Higher Education / Registrar, Ranchi University, Ranchi/ Vinoba Bhave University, Hazaribag/ Binod Bihari Mahato Koylanchal University, Dhanbad/Sido Kanhu Murmu University, Dumka/ Kolhan University, Chaibasa/ Nilamber Pitamber University, Medininagar, Palamu/ Jamshedpur Women's University, Jamshedpur/Dr. Shayama Prasad Mukherjee University, Ranchi/Jharkhand Raksha Shakti University, Ranchi/ Jharkhand Technical University, Ranchi for information and necessary action/Shri Kumar Chandan, MIS Officer is directed to send the resolution to departmental e-Governance cell for uploading to the departmental portal.

R

4.12.24

(Rahul Kumar Purwar)

Principal Secretary to Government

[Signature]

[Signature]

INTERNSHIP EVALUATION FORM

A. Internship Particulars

Name of the Intern: _____

Name and address of the employing organization

City _____ Pincode _____ Tel. No. _____

Name and designation of the executive to whom the trainee directly reported

Name: _____ Designation _____

Tele No. _____ Email: _____

Period of Internship a) Date of joining _____ b) Date of relieving _____

Period of leave granted, if any _____

Reason for leave _____

Date on which the final report was submitted _____

Is the report confidential? Yes ☐ No ☐*If yes, then please attach a letter with this evaluation form stating that report is confidential.*Has permission been granted to the trainee to retain a copy of the project report? Yes ☐ No ☐**B. Organizational Exposure**Was there an orientation programme before the Internship began? Yes ☐ No ☐

Of the total number of days of training, for how many days was the trainee out of the organization for data collection? _____ Days.

C. Project Specific Details

Title of the project _____

Objective(s)/ Brief description

Was the trainee asked to make a presentation of the project report? Yes ☐ No ☐

Was the trainee given a feedback on the project report and other components?
of the Internship?

Yes ☐ No ☐

D. Overall Evaluation

Overall evaluation of the trainee as a prospective manager based on his/her performance, problem solving and learning capabilities observed. A reference for the specific qualities for each of the Letter Grades is also provided below.

Overall Rating	Letter Grade	Grade Point Average	Tick Wherever Applicable
Outstanding	O	10	
Excellent	A+	9	
Very Good	A	8	
Good	B+	7	
Above Average	B	6	
Average	C	5	
Pass	P	4	
Fail/Absent	F	0	

In case you have assessed the trainee's performance is below **Letter Grade 'C'**, kindly give us in detail, the reasons for the same on a separate sheet.

Any other comment : _____

Grade	Description relating to participant attainment in the internship
O	Work of exceptionally high quality showing excellence in understanding of subject matter, appreciation of the issue, analysis, and evaluation.
A+	Work showing very high level of excellence in understanding of the subject matter. Possessing high ability of problem solving and analytical bend of mind.
A	Work of high quality showing excellence in understanding of subject matter, appreciation of the issue, analysis and evaluation.
B+	Work showing adequate subject matter knowledge and attention to detail. Possessing ability to perform regular activities and has adequate but not sufficient details of the activities to be performed.
B	Work showing a good / strong grasp of subject matter though not necessarily of finer points
C	Work showing a knowledge of subject matter and understanding with some lapses and inadequacies
P	Work showing some knowledge of subject matter and understanding with major gaps in execution.
F	Work lacks breadth and depth, has gaps of significant nature that shows participant's understanding and coverage is inadequate

Details of the Executive Evaluating the Trainee

Name: _____

Designation: _____

Address: _____

City _____ Pincode _____

Tele No. _____ Email: _____

Signature: _____ Date: _____

PLEASE SEND SOFT COPY OF DULY FILLED FORM THROUGH EMAIL <Contact Details of University / College>