

UGC Commission Circular No. 02/2024

1. As per Section 3.6 of paragraph 3 of this circular, no early exit is permitted for the undergraduate programmes for which students are admitted through UGC.
2. As per Section 3.9 of paragraph 3 of this circular, the application by the student for the fallback should be supported with the exit interview and obtain the Senate approval with the Faculty Board recommendation. With the Senate approval, the examinations branch will do the award of degree.
3. As per Section II of paragraph 2, students are eligible to get the fallback after following the degree programme of normal duration and the maximum period given to complete the degree program.
 - *The curriculum/ by-laws say that students can complete the degree programme within eight (8) academic years, and may apply to decide the maximum period for fallback.*
 - *The curriculum/ by-laws say that students can take a maximum of three (3) attempts for an examination, Section 3.8 of paragraph 3 of this circular is applicable.*
4. As per Section 3.12 of paragraph 3 of this circular, all early exit (postgraduate programmes) and fallback qualifications at the SLQF level 5 or above should be approved by the UGC.
 - *If the undergraduate programme is approved by the UGC only for SLOF level 6 Bachelors Honours degree, we have to get UGC approval for fallback of SLOF level 5 Bachelors degree. Without UGC approval for fallback of SLOF level 5 Bachelors degree, we cannot go for fallback of SLQF level 5 from SLOF level 6.*
5. Section 3.12 of paragraph 3 of this circular says fallback qualifications are for students who have completed maximum period of study required for the full qualification, fall-back qualifications are for students who have completed maximum period of study that has been given for the students to complete the degree programs, but are unable to fulfill all the requirements for the award of that full qualification. So, the class cannot be awarded to the fall-back of SLQF level 5 degree.

The Senate, at its 498th meeting held on 28.08.2026, approved the application for the fallback qualification. The approved application is annexed herewith.

Criteria

- (i) For the award of a **Higher Diploma**, a student should possess a minimum OGPA of 2.00 calculated for all the course units in which the student has scored the highest grade and whose credit values aggregate to 60.

For students who offered a three-year degree (other than the direct-intake students), the qualification shall be designated as: **Higher Diploma in Science** abbreviated as **HDip (Sc)**., and for direct-intake students in Computer Science, the qualification shall be designated as: **Higher Diploma in Computer Science** abbreviated as **HDip (Computer Science)**.

- (ii) For the award of a **Diploma**, a student should possess a minimum OGPA of 2.00 calculated for all the course units in which the student has scored the highest grade and whose credit values aggregate to 30.

For students who offered a three-year degree (other than the direct-intake students), the qualification shall be designated as: **Diploma in Science** abbreviated as **Dip (Sc)**., and for direct-intake students in Computer Science, the qualification shall be designated as: **Diploma in Computer Science** abbreviated as **Dip (Computer Science)**.

APPLICATION FOR FALL-BACK QUALIFICATION

As per the provision in the Commission Circular 02/2024

This application form is meant to be used when students are eligible to get the fallback after following the degree programme of normal duration and the maximum period given to complete the degree program.

<u>A - To be completed by the student</u>				
1.	Student Detail			
	1.1.	Name of the Student		
	1.2.	Registration Number		
	1.3.	Name of the Faculty/ Department of Study		
	1.4.	Year of enrolment in the programme		
2.	Followed Course Details			
	2.1.	Name of degree programme		
	2.2.	Normal duration of the degree programme		
	2.3.	Maximum period given to complete the degree program		
	2.4.	Other maximum limitations for completing the degree programme (number of attempts, etc.)		
3.	Fallback qualification			
	3.1.	Name of the Programme		
	3.2.	Requirements of the fallback programme Vs your achievement	Set requirements	
			Your achievements (Attach the detailed results sheet)	
	3.3.	Reason for requesting fallback qualification	Given maximum period completed (Yes/No)	
			Given maximum attempt completed (Yes/No)	
			Unable to obtain the required GPA/ Credit within the maximum period/ attempt (Yes/No)	
4.	Signature of the Applicant			

B - To be completed by the relevant Dean's Office (May arrange the exit interview with the student)

5.	Submission of Application	
5.1.	Date of submission of the application by the student	
5.2.	Maximum period given to complete the degree program is fulfilled (Yes/No)	
	Maximum attempt given to complete/obtain the grade/marks is fulfilled (Yes/No)	
	Student obtained the required GPA/ credit for the requested fallback qualification (Yes/No)	
5.3.	Faculty Board recommendation obtained (Yes/No) (Annex the faculty board decision)	
	Meeting Number and date	
5.4.	Approval of the Senate obtained (Yes/No) (Annex the Senate decision)	
	Meeting Number and date	
6.	Signature of the Dean of the Faculty	
C - To be completed by Examinations Branch		
7.	Observation of the Examinations Branch	
8.	Signature of AR/SAR/DR Examinations Branch	