

The University of Burdwan

Department of Controller of Examinations
Rajbati, Burdwan

Standard Operating Procedure (SOP)

Regarding Lateral Entry from 3-Year Degree Programme to 4-Year Honours Programme under CCFUP of NEP 2020

1. Purpose

This Standard Operating Procedure (SOP) lays down the procedure for granting lateral entry from the 3-Year Undergraduate Degree Programme to the 4-Year Honours Programme in accordance with the examination regulations under CCFUP of NEP 2020 of the University of Burdwan.

2. Scope

This SOP shall apply to all eligible students who have successfully completed the 3-Year Degree Programme under the University of Burdwan and seeking admission to Semester VII of the 4-Year Honours Programme.

3. Eligibility Criteria

A candidate shall be eligible for lateral entry into the 4-Year Honours Programme provided that:

1. The candidate has successfully completed the 3-Year Degree Programme (up to Semester VI).
2. The candidate has secured a minimum **CGPA 7** (equivalent to 70% marks) in Semester VI.
3. The candidate has no arrears/backlog in any of the first six semesters.
4. The candidate fulfils all other conditions prescribed by the University from time to time.

4. Seat Allocation

- 4.1 The College may create additional seats up to **10% over and above the sanctioned intake** of the concerned Major subject of 4 Year Hons. Programme exclusively for that particular academic year. Such enhanced seats shall not be carried forward for the subsequent years.
- 4.2 Creation of such additional seats shall be subject to **prior approval of the authority of University of Burdwan.**
- 4.3 Any unfilled or vacant seats in the concerned Major subject may also be utilized for admitting eligible candidates through lateral entry.

5. Application Procedure

The College shall issue a notification inviting applications from eligible candidates after publication of the Semester VI results.

Candidates shall submit an application in plain paper along with a copy of Semester VI marksheet-cum-grade card addressed to the Principal/Teacher-in-charge/Officer-in-charge of the College concerned.

6. Preparation of Merit List

1. The College shall prepare a merit list, based on the CGPA obtained by eligible applicants, following the reservation Rule of the Govt. of West Bengal.
2. Only candidates having no arrears in any of the first six semesters shall be considered.
3. In case of a tie, the College may apply the University-approved tie-breaking criteria following the Admission Notice issued by the University at the time of their admission in



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Semester I. [For example, the Admission Notice issued by the University in the year 2023 will be applicable for the intending candidates for lateral entry with University Examination Roll prefix "23".

7. Approval and Admission

1. The College shall obtain prior approval from the University authority for the creation of additional seats, wherever applicable.
2. Admissions shall be made strictly based on merit list subject to availability of seats.
3. The admission process shall be completed within the schedule as mentioned in the University Examination Regulation under CCFUP of NEP 2020.

8. Academic Requirements

Students admitted through lateral entry shall:

1. Be admitted directly to Semester VII of the 4-Year Honours Programme.
2. Study **two Minor Courses**, one each in Semester VII and Semester VIII.
3. The Minor Courses shall be offered in the subject that the student had chosen as **Minor Subject-2 in Semester IV**.

9. Responsibilities

9.1 College

- To issue admission notification.
- To verify eligibility and supporting documents.
- To prepare and publish the merit list.
- To obtain University approval for additional seats, if required.
- To complete admissions within the stipulated timeline.
- To maintain all admission records.

9.2 University

- To grant approval for additional seats, if required.
- To monitor compliance with the applicable regulations.
- To issue further instructions, if required.

11. Interpretation

Any matter not specifically covered in this SOP shall be governed by the relevant regulations, ordinances, notifications, and directions issued by the University of Burdwan from time to time. In case of any conflict, the provisions of the University regulations shall prevail.

By the order of the Hon'ble Vice chancellor

Handwritten signature

Dated: Burdwan
27.07.2026



Controller of Examinations