

OFFICE OF THE REGISTRAR : : SIBSAGAR UNIVERSITY

SU/ACR/Academic/Misc/2026/532

Date : 19-06-2026

Notification for Minor change in FYUGP 3rd Semester

This is to inform all the Heads of the Departments and the 3rd Semester students of the Four-Year Under-Graduate Programme (FYUGP) of Sibsagar University that certain students of FYUGP may be allowed to change Minor in 3rd Semester subject to fulfillment of the basic eligibility conditions, availability of seats and follow-up of proper procedure. The Basic eligibility conditions, Maximum limit, Procedure and Selection criteria etc. for change of Minor in the Academic Session 2025-26 are stated below.

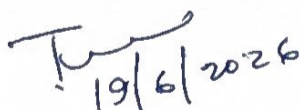
A. Basic eligibility conditions for applying for change of Major – Minor :-

Change of Minor subject shall be permitted from one to another which is subject to availability of seats in that particular Minor subject. (e.g. If a student has studied Chemistry as Major and Physics as Minor in 1st & 2nd Semesters and now he/she wishes to change Minor from Physics to Mathematics, he/she will apply to HoD of Mathematics for changing Minor from Physics to Mathematics)

B. Maximum limit for Minor change :- Maximum limit shall be determined on the basis of the availability of vacant seats in the Minor subject in the respective Department/Subject.

C. The Procedure and Selection Criteria for change of Major – Minor :-

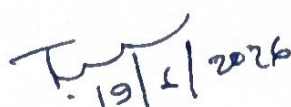
1. The desiring student shall apply in the prescribed format to the Head of the Department to which he/she wishes to change his/her Minor to another subject. (**Explanation:** If a student having Minor in Geology desires to change his/her Minor to Chemistry, he/she shall apply to the HoD of Chemistry for change of Minor to Chemistry.)
2. The last date of receiving applications/intimations for Minor change is 24-06-2026 (Wednesday) up to 4.00 pm.
3. On 25-06-2026, each HoD (*Minor subject concerned*) shall calculate the expected number of vacant seats that may be available in the Department on the basis of vacancies and applications submitted by desiring students.
4. On 26-06-2026, each HoD (*Minor subject concerned*) shall prepare a List of Permitted Students for Minor change and paste the List in the Departmental Notice Board and send a copy of the same to the Academic Registrar i/c for necessary updating in the University web portal.
5. After the List of Permitted Students for Minor change has been updated in the web portal of Sibsagar University, the same can not be reversed.
6. Simultaneously, the update about Minor change shall get reflected in the Online Class Attendance System of the University as well as a centralized List of Permitted Students of all subjects shall be available on the Notice Board.
7. The whole process shall be completed by 30-06-2026.


19/6/2026

(Dr. Tridib Mahanta)
Academic Registrar i/c

Copy to :-

1. The OSD to the Honourable Vice Chancellor for his kind appraisal
2. The Registrar for information
3. All Deans for information
4. All the HoDs for information and necessary action
5. The Controller of Examinations i/c for information
6. Guard file


19/6/2026

(Dr. Tridib Mahanta)
Academic Registrar i/c



SIBSAGAR UNIVERSITY

(Format of Application for Change of Minor Subject in Academic Session – 2026-27)

To,

Date :/...../.....

The Head of the Department of
(*to which the student wants to change his/her Minor*)
Sibsagar University

Subject : Application for change of Minor

Sir/Madam,

With reference to the subject cited above, I have the honour to request to permit me to change my present Minor subject i.e. to

.....

Yours faithfully

Full signature :

Class Roll Number :

Current Minor subject :

Mobile number :