



**SARVAJANIK
UNIVERSITY**

INCLUSIVE | INTEGRATED | INNOVATIVE

SARVAJANIK UNIVERSITY
R.K. Desai Marg, Athwalines, Surat - 395001, Gujarat, India
Contact: 9979102021/9712930321
Email: admin@sarvajanikuniversity.ac.in
info@sarvajanikuniversity.ac.in

Circular

Subject: Circulation of Approved Guidelines for Extension of Term at SarvajaniK University

This is to inform all constituent colleges, principals, and concerned departments that the **Guidelines for Extension of Term at SarvajaniK University** as well as the **Term Extension Request Form** have been approved in the **19th Academic Council meeting held on 22nd August 2025 by Resolution No. AC19_15**.

Henceforth, all requests for extension of term shall be made strictly in accordance with the approved guidelines and by submitting the prescribed *Term Extension Request Form* within the stipulated timeline.

All colleges and principals are hereby requested to circulate these guidelines among the concerned stakeholders and ensure compliance.

With Regards,

SU/20250908/0737
Dt. : 08/09/2025




I/c. Registrar
SarvajaniK University,
Surat.

Encl: 1. The Guidelines for Extension of Term at SarvajaniK University.
2. Term Extension Request Form.



Guidelines for Extension of Term

All Deans, Principals, and Students of the constituent colleges of SarvajaniK University are hereby informed of the **Term extension policy** applicable to all ongoing programs:

Enrolment Validity Structure

Program Duration (N Years)	Enrolment Validity	Total Validity (Years)
1	N+1	2
2	N+2	4
3	N+2	5
4	N+3	7
5	N+3	8

Sr. No.	Program	Actual Duration	Max. Duration Permitted
1	IMCA	5	7

Students shall be eligible for **term extension** *only for the purpose of clearing backlogs after expiry of the enrolment validity* under the following conditions:

1. **All terms** of the program have been granted as per respective program regulations.
2. *The student has **appeared in all semester examinations (CCE, SEE & other internal and external component) during the valid term.***
3. The student has **studied all semesters/years** of the program.

Important Guidelines

- Term will be granted for the period of **one year** only.
- Only **backlog subjects** can be cleared under term extension.
- On successful clearance, the student shall be eligible for the **award of the degree**.
- A **term extension fee of Rs. 5000** shall be applicable.
- During the extended period, the student shall be considered as a **private student** and **no awards, ranks, or merit recognition** will be granted to such students.
- For any queries, kindly contact Exam Section – SU office.

All constituent colleges are directed to **communicate this policy to students** and ensure timely **implementation of necessary procedures**.





**SARVAJANIK
UNIVERSITY**

INCLUSIVE | INTEGRATED | INNOVATIVE

SARVAJANIK UNIVERSITY
R.K. Desai Marg, Athwalines, Surat - 395001, Gujarat, India
Contact: 9979102021/9712930321
Email: admin@sarvajanikuniversity.ac.in
info@sarvajanikuniversity.ac.in

Term Extension Request Form

Enrollment No.		Date of Request :	
Student Full Name			
Institute Name			
Program			
Year of Admission			
Mobile Number			
Email			
Address			
Reason for Request :			
I hereby declare that the information given above is true & correct to the best of my knowledge.			
Sign. Of Applicant:		Date:	
Dean's Remark: -			
Forwarded through			
Principal / Dean / Director		Institute Stamp	
For Office Use			
Term extended in past ? Yes / No		Term Granted ? : Yes / No	
If yes, mentioned the duration _____		Term Granted till : ___/___/___	
Fees	Mode	Transaction ID / Ref. No.	
Rs. 5000 /-	<input type="checkbox"/> Cash <input type="checkbox"/> Online <input type="checkbox"/> Bank		
Document Procced by:	Name	Designation	Signature

