**Ref. No.:** \_\_\_\_2106\_\_\_\_/ACD **Dated:** 23/07/2024

**NOTICE**

**Branch Change for 2nd year (1st year completed) B. Tech Students: 2024-25**

**Last date for submission of hard copy of the application: 03.08.2024 (Friday)**

The 2nd year B. Tech. (3rd sem.) students continuing in session 2024-25, interested in changing their branch, are required to apply **through a Google form on or before August 2, 2024 (Friday) by 4.00 PM.** In addition, they have to submit a hard copy, i.e., the print out of the Google form received by their mail, forwarded by the respective HOSs/HODs on or before **August 3, 2024** (Saturday) by 4.00 PM, **failing** which their cases will not be considered. The following criteria are specified for branch change:

1. The student must have obtained CGPA of 8.0 or above after 2nd semester.
2. They must have cleared all papers of 1st semester and 2nd semester in one attempt (i.e. having no backlogs at 1st& 2nd semester).
3. The students who want to change from self-financing courses to regular courses will continue to pay the fees of self-financing courses and the students who want to change from regular course to self-financing course, have to pay the fees of self-financing courses.
4. A change of branch may be accorded subject to the condition that the consequent total student strength in the ‘gainer’ branch shall not exceed 10% of the sanctioned seats and the net student strength in the ‘loser’ branch shall not deplete by more than 10% of its sanctioned student strength.
5. In the event of a tie of CGPA, it will be resolved by the JEE main rank.
6. Change of branch as per merit is final and binding. No consideration will be made for further change or cancellation. The schedule for branch change is as follows:
7. Last date of submission of Google form for branch change 02.08.2024
8. Last date of submission of application 03.08.2024
9. Date of notification of merit list 06.08.2024
10. Last date of withdrawal 07.08.2024
11. Date of final allotment 09.08.2024
12. Date of registration of new branch 12.08.2024

The link for the Google form is: <https://forms.gle/qgdDPRUHwDWTyxvR6>

**Sd/-**

**DEAN, ACADEMIC AFFAIRS**

Copy to:

1. HoSs/HODs / COE Examination / CoF for information and necessary action.
2. Notice boards / hostel notice boards for information for eligible B. Tech. students.

**APPLICATION FOR BRANCH CHANGE (B. TECH STUDENTS):2024-25**

**Last date of Submission of Option: 02.08.2024 (Friday)**

|  |  |  |
| --- | --- | --- |
| **1** | **Name of Student** |  |
| **2** | **Contact details** | **Mobile No:**  **Email:** |
| **3** | **Student's Registration No** |  |
| **4** | **All India JEE General Rank**  **(copy of JEE main rank to be enclosed)** |  |
| **5** | **Branch in which the student is continuing at present.** |  |
| **6** | **SGPA secured in 1st year.**  **(download grade-sheets of 1st & 2nd sems. from our website & attach)** | 1. **1st sem:** 2. **2nd sem:** |
| **7** | **Option for New Branch in the order of preference.** | **1.**  **2.**  **3.**  **4.** |

**Date: Signature of Student**

**Verified by Student's Advisor Forwarded by HOS/HOD**

Memo No. Dt.

Copy to Dean, Academic Affairs for necessary consideration for change of branch as per provisions of the Academic Regulations.