



# Visvesvaraya Technological University

"Jnana Sangama", Belgaum-590 018, Karnataka State

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Ref: VTU/Aca/Aca-cirs/2011-2012/4646

Date: 10 AUG 2011

## CIRCULAR

### Sub: Change of Branch for the academic year 2011-2012- reg...

With reference to the above, the Principals of all colleges (Affiliated, Autonomous) under VTU, Belgaum are informed to follow the guidelines given below for permitting change of branch.

The guidelines for change of branch of students in Engineering College in the beginning of III semester (2<sup>nd</sup> year) B.E./B.Tech. as prepared by AICTE (Guidelines dated 30-08-2001) is enclosed. **Further, at present Second shift students are not eligible for Change of Branch.** You are requested to strictly adhere to these guidelines while implementing the change of branch in your college. **Change of branch shall be implemented by strictly adhere to existing norms and the last date for completing the procedure in the college is 20<sup>th</sup> August, 2011.**

### The following documents shall be sent to the University:

1. Details of the vacancy position in prescribed format as below

Vacancy Position								
1	2	3	4	5	6	7	8	9
Sl. No	Course	Approved Intake in 2010-11	No. of students admitted during 2010-11	No. of students eligible to 3 <sup>rd</sup> sem. for the academic year 2011-12	No. of repeaters students became eligible for the academic year 2011-12	No. of students admitted to 3 <sup>rd</sup> sem from other colleges (CoC)	Total Admitted (5+6+7)	Vacancy (3-8)

2. Copy of the circular inviting applications for change of branch.
3. List of students who have applied for change of branch from various branches with details such as their present branch, branch desired and percentage of marks of I and II semesters and aggregate percentage.
4. List of students applied for change of branch in order of merit.
5. Final list of students who have given change of branch.
6. The copy of consolidated list showing the details of change of branch shall also be submitted to Director Technical Education, Bangalore.

7. Copy of Branch-wise - Vacancy position before Change of Branch along with 3<sup>rd</sup> semester eligible list of students of all branches
8. Attested Photocopies of marks cards of I and II semester of students who have given Change of Branch.
9. **University will not entertain change of branch which are not as per the norms specified above.**
10. The consolidated List of Change Branch implemented should reach the University on or before **25-08-2011. The list received after this date shall not be accepted.**
11. Fees for Change of branch for each student: ₹.2,500/-. A consolidated single DD drawn in favour of Finance Officer, VTU payable at Belgaum has to be sent (individual DD's will not be accepted).

Encl: AICTE guidelines

BY ORDER  
  
(Prof. S. A. Kori)  
REGISTRAR

To,  
The Principals of All Engineering Colleges (Affiliated, Autonomous) under VTU, Belgaum

**Copy to:**

1. Hon'ble Vice-Chancellor through the Secretary to VC, VTU, Belgaum
2. The Office of Registrar, VTU, Belgaum
3. The Registrar (Eval), VTU, Belgaum
4. The Special Officers of all the Regional Offices of VTU
5. The Special Officer of Academic Section, VTU, Belgaum
6. The Case-workers of Academic Section, VTU, Belgaum
7. The Computer Network Centre, VTU, Belgaum for display on website



ALL INDIA COUNCIL FOR TECHNICAL EDUCATION  
NEW DELHI

Guidelines for effecting the change of course of students in an engineering college in the beginning of IIIrd Semester (IInd year).

Title: Guidelines for effecting the Change of course of students in an engineering college.

Taking into consideration, provisions made by various State Governments, various Legal Proceedings on the above subject and in pursuance of the decision of the Hon'ble High Court of Karnataka in ILR 2001 KAR 1864 IN WP No. 38423-427/2000 and etc. dated 7.2.2001, the All India Council for Technical Education (AICTE) hereby makes the following guidelines. These guidelines shall be called as the Guidelines for effecting change of branch at IIIrd Semester (IInd year) level.

1. Branch change at the college level shall be carried out by the Director/Principal of the college.
2. Facility of branch change at the IInd year (IIIrd Semester) level shall be available only to meritorious students and shall not to be considered as a matter of right.
3. These guidelines shall be applicable to all institutions imparting Engineering education in the country including University, University Departments, RECS, autonomous institutes, aided as well as un-aided institutions.

Branch change is permitted at IIIrd Semester (IInd year) only.

5. For the purposes of branch change, the "prescribed intake" shall be the intake prescribed by AICTE for the previous academic session when the students were admitted at 1<sup>st</sup> semester level. Subsequent variations in intake shall have no bearings on the students eligible for branch change.
6. Branch Change is permitted, if the strength in any Branch is not falling below 75% of the prescribed intake.

Branch change can be made only against clear vacancy in a particular branch  
Vacancy(V) being defined as :

$$V = I - (\text{Reg} + \text{Rep})$$

Where

- I = The prescribed Intake for the branch  
Reg = No. of regular students who become eligible to be promoted to IIIrd Semester.  
Rep = No. of students from previous batches who become eligible to join IIIrd Semester (along with regular students)

Branch change shall not be permitted to any course where  $(\text{Reg} + \text{Rep}) > I$ . Under no circumstances, there shall be any exception to the above stipulation.

8. Branch change shall be strictly according to the Merit list prepared by the college on the basis of total marks obtained by a student in 1st year University Examination. Only those students who have passed in all the subjects shall be eligible to apply for change of branch.
9. Change of branch should be completed within 10 days of announcement of I & II semester (1st year) results.
10. Consolidated lists showing the branch change as per above guidelines be sent to DTE and to the University.
11. Excess intake in any branch shall disentitle the college to effectuate any branch change in that discipline, until the punitive measures, such as reduction in intake etc as imposed by AICTE is effective.
12. State/University shall ensure that AICTE is kept informed of any violations in implementing these guidelines or excess admissions made by the college.
13. College/Students shall not be entitled to any relief if the guidelines mentioned above for permitting branch change are not strictly adhered to.

The above guideline comes into effect from the academic year 2001 - 2002.

BY ORDER  
MEMBER SECRETARY  
AICTE

Dated : 30.8.2001