



Visvesvaraya Technological University
"Jnana Sangama", Belgaum-590 018, Karnataka State

REGISTRAR

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CIRCULAR

Sub: Change of College/Change of Branch for the academic year 2010-2011- reg..

With reference to the above, the Principals of all colleges affiliated to VTU, Belgaum are informed to follow the guidelines given below for permitting change of branch and change of college.

CHANGE OF COLLEGE:

1. Change of college is restricted to only odd semesters of B.E. / B.Tech/ B.Arch i.e. III, V and VII B.E./ B.Tech. and additionally for IX incase of B.Arch.
2. A student who desires to get change of college has to produce **original No Objection Certificates (NOC)** from the following colleges and DTE and submit the same with a University fee of Rs. 2,500/- within the last date
 - a. NOC from relieving college
 - b. NOC from joining college- NOC issued must certify that after admitting the student under consideration the sanctioned intake of the particular branch will NOT exceed(i.e. the sanctioned intake, admitted and the vacancy should be clearly figured out in the NOC) .
 - c. NOC from DTE, Bangalore
3. **Last Date:** The process must be completed within 15 days from the date of announcement of results.
4. The NOC issued after the last date will not be considered by the University.

With respect to students who wish to change their branch, they are permitted only at B.E./B.Tech. III semester level and only after Change of Branch at college level of the admitting institution along with the change of college are required to pay an additional fee of Rs. 2,500/- to the University. i.e. for change of college with change of branch they have to pay a fee of Rs. 5,000/-

CHANGE OF BRANCH:

The guidelines for effecting change of branch of students in an Engineering College in the beginning of III semester(2nd year) B.E./B.Tech. prepared by AICTE is enclosed. You are requested to strictly adhere to these guidelines while effecting the change of branch in your college.

While sending the details of change of Branch effected, the information should include the following:

1. Copy of the Notification calling for applications for change of branch.
2. List of students who have applied for change of branch from various branches with details such as their present branch, and branch desired, and percentage of marks of I and II semesters put together.
3. List of students applied for change of branch in order of merit.
4. Final list of students who are given change of branch.

5. A consolidated list showing the details of branch change must also be submitted to DTE, Bangalore.
6. The DTE shall prescribe a check list to be furnished by colleges immediately after effecting the change of branch.
7. The Final list of students after effecting Change of Branch if received without fees will be kept pending until receipt of fees.
8. Branch-wise – Vacancy position before Change of Branch and after Change of Branch along with 3rd semester eligible list of all branches
9. Attested Photocopies of passed marks- cards of I and II semester of students
10. Fees for Change of branch for each student : Rs. 2,500/-
11. Vacancy position for change of branch shall be submitted in the following format.

Vacancy Position								
1	2	3	4	5	6	7	8	9
S.No	Course	Intake for 2009-10	Admission for 1 st Sem. For the academic year 2009-10	No. of students eligible to 3 rd sem. For the academic year 2010-11	No. of repeaters students became eligible for the academic year 2010-11	Total Admitted (5+6)	Vacancy (3-7)	Indicate the change of college, if any

Any fee payable to the University should be in the form of D.D. drawn in favour of "Finance Officer, VTU, Belgaum" and payable at Belgaum.

Please Note: The last dates to a) effect Change of branch at college level and b) submit the consolidated list to University will be notified in due course.

Encl: AICTE guidelines

**BY ORDER
sd/-
REGISTRAR**