



**NOTIFICATION**

**Branch Change for B.Tech 1<sup>st</sup> Year, 2018**

This is to notify to all the first year B. Tech students that interested student may apply for Branch Change through their own ERP account. **Final decision on the branch change will be notified only after the approval of the Senate.**

1. Instruction for registering online:  
>Go to view profile >next go to branch change request.  
>choose the preference for branch change >Submit after accepting declaration.
2. The minimum eligibility criterion for branch change is **8.00 CGPA (upto 2<sup>nd</sup> sem)**. The allotment will be made based on the number of vacant seats and CGPA of the applicant after 2<sup>nd</sup> Semester, subject to the condition that no branch will have lesser than 75 % of the allotted seat capacity or exceed the total allotted seat capacity after branch change AND/OR any other condition suggested by Senate.
3. Students can give maximum two choices of branch.
4. Once a branch is allotted to the student as per his/her choice and based on the selection criteria, the student will not be able to choose back his/her previous branch.
5. Please note that students who are applying for branch change are directed to make 3<sup>rd</sup> sem course registration as usual, using their present roll number. After Branch Change confirmation, selected list (if approved by Senate) will be declared through a notification in the Institute website. The students selected for Branch Change will have to report to the Academic Office for necessary changes in all records.

Dean (AA)

Copy to:

1. Director's office, for kind information of the Director
2. All HoDs, for information.
3. AR (Acad), for information and needful.
4. Concerned file, for record.