



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

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Ref: VTU/BGV/OS-Aca/2020-21/ 1306

Date : 21 JUL 2020

NOTIFICATION

Sub: Regulations Governing the Change of Branch - reg...

Ref: Executive Council Resolution. No. 2.1.5 dt: 27th May, 2020

Pursuant to the aforesaid Executive Council Resolution, the "**Regulations Governing the Change of Branch**" are hereby notified.

1. These Regulations are applicable with effect from the academic year 2020-21 and onwards.
2. These Regulations are uniformly applicable to Affiliated, Autonomous and Constituent Colleges under VTU

You are hereby directed to bring the content of these regulations to the notice of all the concerned and to follow them scrupulously.

Encl: as above

To,
The of Principals of All Engineering (Affiliated/ Autonomous/ Constituent) Colleges under the ambit of VTU, Belagavi

BY ORDER

21.07.2020
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Copy to:

1. Hon'ble Vice-Chancellor through the Secretary to VC, VTU, Belagavi for kind information
2. The Registrar (Evaluation), VTU, Belagavi
3. The Regional Directors (I/C) of all the Regional Offices of VTU for circulation
4. The Computer Network Centre, VTU, Belagavi- to upload on VTU website
5. PS to Registrar, VTU, Belagavi
6. All the concerned Special Officer and Case-workers of Academic Section, VTU, Belagavi

VISVESVARAYA TECHNOLOGICAL UNIVERSITY
“Jnana Sangama”, Belagavi



VTU Regulations Governing Change of Branch

Applicable from the academic year 2020-21

Approved vide Executive Council Resolution Number 2.1.5 dt: 27-5-2020

May 2020



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VISVESVARAYA TECHNOLOGICAL UNIVERSITY, BELAGAVI
REGULATIONS FOR CHANGE OF BRANCH AT B.E./B.TECH. DEGREE PROGRAMMES
(with effect from the academic year 2020-21]
(Approved Vide Executive Council's resolution Number 2.1.5 Dated 27-5-2020)

COB 1 Short Title, Applicability and Commencement:

- 1 These Regulations shall be called "VTU Regulations for Change of Branch at B.E./B.Tech. 2020".
- 2 These Regulations shall be applicable to all B.E./B.Tech. Programmes being conducted by the University at constituent, affiliated and autonomous colleges under the University.
- 3 These Regulations shall come into force from the date of their notification by the University.

COB 2 Definitions:

In these Regulations, unless the context requires otherwise or it is specifically defined:

- 1 **'AICTE'** means the All India Council for Technical Education established at New Delhi by an Act of Parliament in 1987.
- 2 **'University'** means the Visvesvaraya Technological University (VTU) with its Headquarters at Belagavi
- 3 **'Vice Chancellor'** means the Vice Chancellor of the University.
- 4 **'Registrar'** and **'Registrar (Evaluation)'** mean respectively the Registrar and Registrar (Evaluation) of the University.
- 5 **'Principal'** means the executive head of an Affiliated/ Constituent/ Autonomous college under the university.
- 6 **'Intake/ sanctioned Intake'** means the number of students sanctioned by VTU, AICTE and State Govt. for admission in a year for a programme/Department.
- 7 **'Admission/ Actual Admissions'** means the number of students admitted to a particular programme
- 8 **'Programme'** means it is an educational Programme in a particular stream/branch of Engineering/branch of specialization leading to the award of the Degree. It involves events/activities, comprising of lectures/tutorials/ laboratory work/field work, outreach activities/project work/vocational training/viva - voce/ seminars/ internship/assignments/ presentations/ self-study etc., or a combination of some of these.
- 9 **'Branch'** means Specialization or discipline of B.E./B.Tech. Degree Programme,

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like Civil Engineering, Mechanical Engineering, Textile Engineering, etc.

- 10 **Semester:** Refers to one of the two sessions of an academic year, each session being of sixteen weeks duration (with working days greater than or equal to ninety). The odd and even semesters shall be as per the University academic calendar.
- 11 **Academic Year:** Refers to sessions of two consecutive semesters (odd followed by an even) including periods of vacation.
- 12 **Course:** Usually referred to as 'papers' and is a component of a Programme. All Courses need not carry the same weightage. The Courses should define learning objectives and learning outcomes. A Course may be designed to comprise lectures/ tutorials/ laboratory work/ field work/ outreach activities/project work/ vocational training/ viva voce/ seminars/ term papers/assignments/ presentations/ self-study etc., or combination of these.
- 13 **Credit:** Refers to a unit by which the Course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of lecture or two hours of laboratory/practical Courses/ tutorials/ fieldwork per week etc.
- 14 **Audit Courses:** Means the Knowledge/ Skill enhancing Courses without the benefit of a grade or credit for a Course.
- 15 **Choice Based Credit System (CBCS):** Refers to customizing the Course work, through the Core, Elective and Soft skill Courses, to provide necessary support for the students to achieve their goals.
- 16 **'COC'** means change of College
- 17 **'COB'** means change of branch
- 18 **'Affiliated College'** means college under temporary or permanent affiliation granted by the University
- 19 **'Autonomous College'** means college under VTU, granted autonomous status by UGC and VTU
- 20 **'SNQ'** Means Supernumerary Quota
- 21 **Reg** - Regular admission
- 22 **Rep-** Repeater admissions under various categories

COB 3 **Procedure for Change of Branch:**

- 1 Branch change is to be done at the college level only.
- 2 Branch change is permitted at the beginning of III semester (II year) only for B.E/B.Tech. programs. Branch change is not permitted for B.Arch./B.Plan. programmes.

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- 3 For the purposes of branch change, “**Sanctioned intake ‘I’**” shall be the intake prescribed by AICTE for the previous academic session when the students were admitted at 1st semester level. Subsequent variations in intake shall have no bearing on the students eligible for the branch change.
- 4 For the purposes of branch change, “**Admissions (A)**” shall be actual admissions at first year level in the respective branch/branches. This admission at first year level excludes all supernumerary admissions viz: fee waiver quota (SNQ), J&K quota, PIO, GIO, PM quota etc.
- 5 Branch change is permitted, if the strength in any branch is not falling below 75% of the admissions (A) at first year level in the respective branch/ branches.
- 6 Branch change shall not be permitted in any course where (Reg + Rep) \geq I. Under any circumstances, there shall be NO exception to the above stipulation.
- 7 **Who is eligible to apply for Change of Branch:**
 - a) Only those students (irrespective of admitted quota) who are eligible for III semester as per vertical progression regulations of the University shall be eligible to apply for change of branch.
 - b) Fee waiver (SNQ) category students are not eligible for Change of branch as per Karnataka State Government norms (or as notified by the State Government from time to time)
 - c) Diploma Lateral Entry students are not eligible for Change of branch
 - d) Students admitted to second shift are eligible for Change of branch
 - e) GOI admitted students are eligible for applying the Change of Branch, however, their application will be considered under sanctioned intake only.
 - f) Foreign national and PIO quota students are eligible for applying the Change of Branch, however, their application will be considered under sanctioned intake only. These cases could be considered only if vacancies exist after Change of Branch of regular students.
- 8 **Vacancy for Change of Branch:**
 - a) Branch change can be made only against the clear vacancy in the particular branch. Vacancy , ‘V’ being defined as:

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

Where,

I = Sanctioned intake for the branch

Reg = Number of regular students who become eligible to be promoted to III semester as per vertical progression norms

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of the University, excluding all supernumerary admissions viz: SNQ, GOI , PIO etc.

Rep= Number of students from previous batches who become eligible to join III semester (along with regular students)

- b) The vacancy shall be calculated in every branch within **Ten (10) days** after the declaration of first year (I and II semester) SEE examination results of that academic session.
- c) The vacancy shall not depend on re-evaluation.
- d) The College should submit the vacancy position in each branch as stipulated in Table - I

9 **Procedure for applying for Change of Branch and Generation of Merit list:**

Application:

- a) The University will invite applications for Change of Branch for the academic year.
- b) The students shall apply to the University with the non refundable application fee as fixed and notified by the University in this regard. Before applying, the student shall verify his / her eligibility for change of branch after the announcement of first year (I and II semester): SEE results. However, it is hereby clarified that the application for change of branch does not guarantee the approval of change of Branch.
- c) No requests/applications would be entertained after the last date as notified by the University.

Merit List :

- d) On the basis of applications received, University will prepare the merit list of the respective colleges. While preparing the merit list,
 - i) the students who have passed in all subjects shall be placed above, as per CGPA
 - ii) the students who have failed in few subjects, but eligible to seek admission to 3rd semester as per vertical progression shall be placed below as per number of courses failed and as per CGPA.
 - iii) the foreign students(admitted any quota) and students admitted under PIO, GOI etc. will be placed last in the merit list as per clauses 9 (d (i) and (ii))
- e) The merit list so generated will be sent back to the college/s for allotment of Change of Branch as per these regulations.
 - i) Merit list does not depend on the re-evaluation process.

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ii) Ties in interse will be resolved by the percentage obtained at 10+2 level of the applicants.

f) The merit list as notified by the University shall be displayed on the Notice boards of the respective colleges.

10 **Submission of list of students who have been allotted change of branch to University :**

One single Consolidated list prepared as per the merit list mentioning the change of branch shall be sent to the University as prescribed in Table -II on or before the date as notified by the University along with

- The details the vacancy position as submitted earlier by the college
- The College will operate the merit list as notified by the University
- Certification from the Principal that he/she has not permitted change of branch to students admitted in SNQ.
- Details of the vacancy position in prescribed format as below **Table - I**

| Vacancy Position | | | | | | | |
|------------------|-------------------|---|--|--|---|--------------------------|------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| S. No. | Program me/branch | Sanctioned Intake (I) in previous academic year _____ | No. of students admitted (A) during previous academic year _____ | No. of students eligible to 3 rd sem. for the present academic year _____ | No. of repeater students eligible to 3 rd sem. for the present academic year _____ | Total Admitted (T) (5+6) | Vacancy (3-7 i.e. I-T) |
| | | | | | | | |

e) Final list of students who have been allotted change of branch in the following format - **Table - II**

| S.No. | Name | USN | Sl.No. in University Merit list | Existing Branch | COB allotted as per merit list | Signature of | |
|-------|------|-----|---------------------------------|-----------------|--------------------------------|--------------|--------|
| | | | | | | Student | Parent |
| | | | | | | | |

f) The list of students who have applied but not allotted change of branch shall be submitted by the college to the University in the following Format - table - III

| S. No. | Name | USN | Sl.No. in University Merit list | Existing Branch | COB Applied | Reason for non allotment of COB | Signature of | |
|--------|------|-----|---------------------------------|-----------------|-------------|---------------------------------|--------------|--------|
| | | | | | | | Student | Parent |
| | | | | | | | | |

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- g) the 3rd semester eligible list of students of all branches signed by the Principal.
- h) Attested Photocopies of marks cards/ grade cards of I and II semester of students who have applied and allotted the Change of Branch.
- i) Before submission of the list to the University, the college shall invite both student and parent and obtain their signature. If any student withdraws the application, the same shall be recorded and submitted to the University along with parent signature.
- j) Branch once changed cannot be reverted and / or changed again.
- k) Late submission of the list by the college under any circumstances is not accepted.
- l) The process of Change of Branch at the College level shall be completed as per prescribed norms. If any vacancy exists at 3rd semester level after the Change of Branch, then the College may issue NOC for Change of College.
- m) After the submission of the list by the colleges, the University will verify the same as per Regulations and announce the final list of students who have given the Change of Branch.
- n) No student will be permitted to attend the classes in the changed branch before the announcement of the list by the University.
- COB 4 These regulations shall be applicable to all institutions under this University Affiliated, Autonomous Institutes, Aided, Un-aided, Government, Religious/ linguistic minority institutions, Constituent institutions, etc. The process of change of branch may be carried out by the University for Autonomous and affiliated Colleges independently based on the announcement of I / II semester SEE results.
- COB 5 The branch change is only a facility extended at II year (III Semester) level and shall be available only to eligible student in the order of merit.
- COB 6 Change of branch shall not be considered as a matter of right.
- COB 7 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 VTU/AICTE is effective.
- COB 8 The University shall inform/report to AICTE about any violations in implementing these Regulations or excess admission made by the college.
- COB 9 College/students shall not be entitled to any relief, if the regulations mentioned above for permitting branch change are not strictly adhered to.

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COB 10 Repeal and Savings:

- 1 Notwithstanding anything contained in these Regulations, the provisions of any guidelines, orders, rules or regulations in force at the University shall be in applicable to the extent of their inconsistency with these Regulations.
- 2 The University shall issue such orders/instructions, and prescribe such format/procedure, as it may deem fit to implement the provisions of these Regulations.

COB 11 Interpretation:

- 1 Any question as to the interpretation of these Regulations shall be decided by the Vice Chancellor, whose decision shall be final and binding.
- 2 The University shall have the power to issue clarifications to remove any doubt, difficulty or anomaly which may arise during the implementation of the provisions of these Regulations.
- 3 The University may issue any amendment, if necessary, with the approval of the competent authorities.

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