



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

Dr. A S. Deshpande B.E. M.Tech., Ph.D.,  
REGISTRAR

Phone : (0831) 2498100  
Fax : (0831) 2405467

Ref: VTU/BGM/COB/2020-21/2313

Date :

16 SEP 2020

**NOTIFICATION**

**Sub: Inviting Applications for Change of Branch (CoB) for the academic year 2020-21 from college (Affiliated, Constituent and Autonomous) – reg...**

**Ref: 1. This office Notification : VTU/BGV/OS-Aca/2020-21/1306  
dt: 21-07-2020**

**2. Hon'ble Vice Chancellor's approval dated 16-09-2020 for  
Notification to invite applications**

As per the Clause COB 3 (9 ) of VTU Regulations Governing Change of Branch, application for Change of Branch from eligible students [Refer Clause COB 3 (7)] are invited for the academic year 2020-21.

**Instructions for applying for Change of Branch :**

1. Fees applicable for Change of Branch from the eligible students is as under:
  - a) **Application fee** of Rs. 500/- (non refundable) to be paid by each student through online mode using the link on [www.vtu.ac.in](http://www.vtu.ac.in)
  - b) **University fee** of Rs. 5,000/- (non refundable) to be paid by each student who is recommended by the College for approval of Change of Branch. This amount is to be paid by the students at their respective Colleges which in turn, the Colleges need to transfer to the University along with the list of students who have been recommended for Change of Branch for approval by the University.
2. **Web-link for applying for CoB : <https://preexam.vtu.ac.in/coc>.** (Contact for web portal entries(if any) 0831-2498130/2498188/2498133)
3. Change of Branch can not be claimed as matter of right.
4. Prior to applying, the student shall verify his / her eligibility for the Change of Branch after the announcement of first year (I and II semester) results.
5. It is hereby clarified that the application for Change of Branch does not guarantee the approval of change of Branch (Clause COB 3 (9(b))).

6. Application once submitted cannot be edited/resubmitted.
- 7. The last date for applying is as mentioned in the Schedule-Refer Annx - I**
8. No requests/applications would be entertained after the last date as notified by the University. (Clause COB 3 (9(c)))

**Confirmation of applications from Respective Colleges:**

- 1. The respective Colleges shall verify and confirm the entries made by the students by logging in web portal using their resume entry credentials provided by VTU. Please refer Schedule - Annx - I .**
2. If the entries are found to be incorrect, the colleges shall put remark on the same in the field specified and make the final submission to the University.
3. It's the responsibility of the Institutes to ensure that the correct data is submitted to the University for further processing. The College (Autonomous Colleges) shall verify the CGPA carefully and other entries made by the students and confirm the same.

**Generation of Merit list by University:**

1. The University will prepare the merit list as per the clause (Clause COB 3 (9(d))) based on the applications submitted online by the students and confirmed by the respective college.
- 2. The above merit list will be provided to the respective colleges through web-portal which can be downloaded by using their login credentials. Please refer the Schedule - Annx - I.**
3. The Change of Branch must be recommended for allotment by the College to the students as per the merit list prepared by the University and strictly in the order of merit, not exceeding the vacancies as per the prescribed formula.
- 4. The College shall recommend the allotment of the Change of branch through web portal as per the Schedule - Annx - I. The hard copy of the same shall also be submitted along with prescribed fees for Change of Branch to the University for approval as per Schedule. Please refer Annx- I.**



**The following points are to be noted while submitting the details and documents to the University.**

1. The College must operate ONLY as per the merit list as notified by the University through web portal
2. Certification from the Principal / Head of the Institute stating that change of branch has not been permitted to students admitted in SNQ.

### **3. Computing Vacancies:**

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

Where,

**V** – No. of vacancies available for change of branch

**I** – Approved / Sanctioned intake for the branch as per AICTE/VTU approval

**Reg** – Regular and eligible students as per vertical progression norms admitted to 3<sup>rd</sup> semester. **(The students who are not eligible as per vertical progression norms and permitted to 3<sup>rd</sup> semester as per Special Regulations notified vide No. VTU/PA/2020-21/1386 dt: 24-7-2020 for Aug/ Sept. 2019-20 examinations of VTU should not be included while calculating the vacancies.)**

**Rep** – Repeaters took admission to 3<sup>rd</sup> semester

4. Details of the vacancy position in prescribed format as per the **Table – II- Annx I**
5. Final list of students who have been recommended for approval of Change of Branch in the following format – **Table – II (To be obtained from web portal)**

S.No.	Name	USN	S.No. in University Merit list	Existing Branch	COB allotted as per merit list	* Signature of	
						Stu dent	Pare nt

6. 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 **(to be obtained from web portal)**

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

**PS : \* (If getting sign of parents is difficult, college must get it confirmed with the parents either through phone or email and mention accordingly.)**

7. The 3<sup>rd</sup> semester eligible list of students as per vertical progression norms of all branches signed by the Principal.
8. Attested Photocopies of marks cards/ grade cards of I and II semester of students who have applied and allotted the Change of Branch.
9. Before submission of the list to the University, the college shall get the sign of the students and also confirmation from the parents as mentioned above. If any student withdraws the application, the same shall be recorded and submitted to the University along with parent's concurrence. In case, if the candidate withdraws or cancel after the final allotment, he/she may be liable to pay the prescribed fine levied by the University.
10. Branch once changed cannot be reverted and / or changed again.
11. Late submission of the list by the college under any circumstances is not accepted.
12. The process of Change of Branch at the College level shall be completed as per prescribed norms. If any vacancy exists at 3<sup>rd</sup> semester level after the Change of Branch, then the College may issue NOC for Change of College.
13. 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.
14. No student will be permitted to attend the classes in the changed branch before the announcement of the list by the University.

BY ORDER

16.09.2020  
REGISTRAR

To,

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

**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 Director, Computer Network Centre, VTU, Belagavi- for kind needful
6. All the concerned Special Officers and Case-workers of Academic Section, VTU, Belagavi

# Annexure – I

## Schedule of Dates

1. The Change of Branch process is to be completed within TEN (10) days from the date of announcement of 1<sup>st</sup> / 2<sup>nd</sup> semester B.E./B.Tech. results OR within TEN days from the date of issue of this notification from VTU, whichever is earlier.
2. Last date for students' applying on VTU portal within THREE (03) days from date of announcement of 1<sup>st</sup> / 2<sup>nd</sup> semester results / notification for Change of Branch from VTU
3. Last date for Colleges to verify and submit to VTU within two (02) days from closing of date of student's application (ref 2))
4. Generation of merit list by VTU: TWO (02) days after the submission of verified students details by the Colleges (ref(3))
5. Colleges to download and recommend allotment of Change of Branch : TWO (02) days after the generation of merit list.
6. Submitting of Hard copy of the recommended allotment of Change of Branch by the Colleges duly signed by student and parent / guardian to the University within THREE (03) days after submitting the softcopy on the VTU portal
7. Provisional approval of Change of Branch by the University : THREE (03) days after the receipt of duly signed Hard copies of recommended allotment of Change of Branch from the College.

  
16.9.2020.  
REGISTRAR  


Table – I

## Vacancy Position

S.No.	Branch	Intake	No. of students admitted to I sem/ I year 2019-20 (excluding all supernumerary admissions)	No. of eligible students for 3 <sup>rd</sup> semester 2020-21 (excluding all supernumerary admissions) (*Reg)	No. of repeaters admission to 2020-21	Total no. of students admitted before COB (5+6)	Vacancy (3-7)	No. of students out going due COB etc	No. of CoB allotted (incoming)	Final no. of students after COB (7-9-+10) (always be $\leq$ col. 3)	Remarks 75% of admissions is maintained after COB (Yes/ No) $(11/4) \times 100$
1	2	3	4	5	6	7	8	9	10	11	12

Note:

**Computing Vacancies:**

V = I - (Reg+ Rep)

Where,

V – No. of vacancies available for change of branch

I- Approved / sanctioned intake for the branch by AICTE/VTU

\*Reg – Regular and eligible students as per vertical progression norms admitted to 3<sup>rd</sup> semester ((The students who are not eligible as per vertical progression norms and permitted to 3<sup>rd</sup> semester as per Special Regulations with regards to Examination and Academic Calendar for UG and PG Programme 2019-20 and Research Programmes notified vide No. VTU/PA/2020-21/1386 dt: 24-7-2020 of VTU should not be included as regular students. { Col 5})

Rep- Repeaters who are admitted to 3<sup>rd</sup> semester

## Annexure – I

### Schedule of Dates for Autonomous Colleges

<b>1</b>	The Change of Branch process is to be completed within TEN (10) days from the date of announcement of 1 <sup>st</sup> / 2 <sup>nd</sup> semester B.E./B.Tech. results OR within TEN days from the date of issue of this notification from VTU, whichever is earlier.	----
<b>2</b>	Last date for students' applying on VTU portal within THREE (03) days from date of announcement of 1 <sup>st</sup> / 2 <sup>nd</sup> semester results / notification for Change of Branch from VTU.	<b>17-9-2020</b> <b>To</b> <b>21-9-2020</b>
<b>3</b>	Last date for Colleges to verify and submit to VTU within two (02) days from closing of date of student's application (ref 2))	<b>22-9-2020</b> <b>To</b> <b>23-09-2020</b>
<b>4</b>	Generations of merit list by VTU: TWO (02) days after the submission of verified students details by the Colleges (ref(3))	<b>24-09-2020</b> <b>To</b> <b>26-09-2020</b>
<b>5</b>	Colleges to download and recommend allotment of Change of Branch : TWO (02) days after the generation of merit list.	<b>28-09-2020</b> <b>To</b> <b>30-09-2020</b>
<b>6</b>	Submitting of Hard copy of the recommended allotment of Change of Branch by the Colleges duly signed by student and parent / guardian to the University within THREE (03) days after submitting the softcopy on the VTU portal.	<b>3-10-2020</b>
<b>7</b>	Provisional approval of Change of Branch by the University : THREE (03) days after the receipt of duly signed Hard copies of recommended allotment of Change of Branch from the College.	<b>7-10-2020</b>

  
16.9.2020