

# SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY, LONGOWAL



(Established by MHRD, Govt. of India)  
(Deemed University)

## APPLICATION FORM FOR CHANGE OF BRANCH 4YEARS B.E. PROGRAM

(Before filling this Application please read carefully the Rules for change of branch mentioned overleaf)

Student's Name : \_\_\_\_\_ Mob. No. : \_\_\_\_\_

Father's Name : \_\_\_\_\_ Email. : \_\_\_\_\_

Regn. No. : \_\_\_\_\_ Roll No. : \_\_\_\_\_

C.G.P.A 1<sup>st</sup> Year : \_\_\_\_\_ Category : \_\_\_\_\_

Rank (JEE Main) : \_\_\_\_\_ Present Branch : \_\_\_\_\_

### Options for change of branch:

Priority – I : \_\_\_\_\_

Priority – II : \_\_\_\_\_

Priority – III : \_\_\_\_\_

I have gone through the rules & well conversant with the same. I hereby undertake that the above particular are true & correct as per best of my knowledge and belief. I also understand that the branch/trade once changed shall not be reversible. I shall be fully responsible for the consequences (if any). I fully abide by the decision of the committee.

**Date:**

**Signature of the Candidate**

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**For official use**

**Recommendation:**

**Class Counselor**

**HOD**

**DR (Academics)**

## **Rules for change of Branch B.E. 4Year Programmes**

1. Students admitted to a particular branch of the B.E. course will normally continue studying in that branch till completion.
2. However in special case the Institute may permit a student, admitted through JEE to change from one branch to another after the first year such changes will be permitted, strictly in accordance with the provisions laid down hereafter:
3. Only those students will be eligible for consideration for a change of branch after the I Year, II semester, who have-
  - a) Completed all the credits prescribed in the Ist Year (1st and 2nd semester)
  - b) Obtained a CGPA of not less than 8.5 at the end of the I year, II semester in single attempt only.
4. Students who are repeating I year are not eligible.
5. Application for a change of branch must be made by intending eligible students in the form prescribed for this purpose. The Deputy Registrar / Assistant Registrar (Academics) will call for applications at the end of second semester of each academic year and the completed form must be submitted to him/her within the last date specified in the notification.
6. Students may enlist up to five choices of branch, in order of preference to which they wish to change over. It will not be permissible to alter the choices after the application has been submitted.
7. Change of branch shall be made strictly on the basis of inter se merit of the applicants. For this purpose the CGPA obtained at the end of the I Year II semester shall be considered. Ties will be resolved by the AIEEE rank of the applicants.
8. The applicants may be allowed a change of branch, strictly in the order of merit, subject to the limitation that the present strength of students in any Branch at most can be increased by THREE.
  - a) Subject to the condition that the student strength in a particular branch from which transfer is made, does not fall below 80% of the existing strength.
  - b) For any reason, if a student is denied change of branch, no other student with a lesser CGPA should be permitted for change into that Branch.
9. All change of branch made in accordance with the above rules will be effective from the II Year I semester of the applicants concerned. No change of branch shall be permitted thereafter.
10. All change of branch will be final and binding on the applicants. No students will be permitted under any circumstances to refuse the change of branch offered.