

# SDM College of Engineering & Technology, Dharwad

## Change of Branch- Policy & Procedure

SDMCET offers an opportunity for students to change the branch. The change of branch is permissible only at the entry level of 3<sup>rd</sup> semester.

### **Eligibility:**

1. Completion of all the courses of the first two semesters in the first attempt.
2. Student should apply in the prescribed form. (these forms are available at the cash counter, administrative office. Obtain the application form by paying Rs.100/-).
3. Change of branch shall be strictly in order of merit of the students (a merit list will be prepared and displayed on the notice board for the information of students) and as per VTU rules & regulations. In the case of tie, PCM marks of the students obtained at +2 level will be considered.

### **Terms:**

- a) The change of branch will be given only if the vacancy is available in the branch. Further, that just applying for a change of branch does not entitle anybody to claim the change.
- b) Minimum number of students in a branch shall remain at 75% after effecting the Change.
- c) Change of branch option once exercised cannot be withdrawn or canceled and one has to continue with opted/selected branch of Engineering.
- d) Selected students who opt change of branch have to pay fees as applicable.
- e) Please note that students who had taken admission under **Super Numerary Quota (SNQ) are not eligible for Change of Branch.**

### **Procedure :**

- Interested students shall apply for change of branch in the prescribed application forms to the Head of the Institution along with the marks cards of previous 2 semesters.
- Eligible applicants will be called for the counseling process along with their parents and they will be allotted the required branch as per the merit list prepared for the purpose, if the vacancy is available in the branch.
- Allotted students shall pay the prescribed university fees towards the change of branch.