



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

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REGISTRAR

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Ref: VTU/BGM/COB/2020-21/ 2365

Date : 19 SEP 2020

Circular

**Sub: Adhering to the Schedule notified for Change of Branch :
Autonomous College – 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**

3. This office Notification : VTU/BGM/COB/2020-21/2313 dt:16-9-2020

With reference to the above, the following schedule has already been notified on 16-9-2020. In this regard, you are hereby informed to ensure that all the aspiring students shall file their applications on or before the dates notified. The requests after the last date cannot be considered as the same will affect the merit list. Further, the admission of repeaters shall be completed before allotment of Change of Branch.

Schedule of Dates for Autonomous Colleges

S.No	Particulars	Date
1	The Change of Branch process is to be completed within TEN (10) days from the date of announcement of 1 st / 2 nd 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 st / 2 nd semester results / notification for Change of Branch from VTU.	17-9-2020 To 21-9-2020
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))	22-9-2020 To 23-09-2020
4	Generations of merit list by VTU: TWO (02) days after the submission of verified students details by the Colleges (ref(3))	24-09-2020 To 26-09-2020
5	Colleges to download and recommend allotment of Change of Branch : TWO (02) days after the generation of merit list.	28-09-2020 To 30-09-2020

S.No	Particulars	Date
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.	3-10-2020
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.	7-10-2020

The Autonomous Colleges are informed to strictly adhere to the schedule and enable the University to complete the process.

BY ORDER

REGISTRAR

**To,
The of Principals of All Engineering (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