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**Guru Gobind Singh Indraprastha University**  
**Sector 16 C, Dwarka, Delhi-110078. Website : www.ipu.ac.in**

No.IPU-7/JR(Acad.)/Upgradation-B.Tech./2015-16/9093

Dated : 05/04/16

To

- (i) Dean, USICT and USCT
- (ii) Director/Principal of affiliated colleges conducting B.Tech. Programme

**Subject: Upgradation/Change of Branch** of the students admitted in 1<sup>st</sup> Semester in the academic session 2015-16 in the B.Tech (Engineering programme) on the basis of their performance in 1<sup>st</sup> semester. Upgradation/ Change of Branch will be effective w.e.f. the 3<sup>rd</sup> semester which will commence from the **Academic Session 2016-17**.

Dear Sir / Madam,

You are aware that students can seek upgradation/change of branch in Engineering programme within the same college / institute on the basis of the performance in 1<sup>st</sup> Semester and upgradation/ change of branch will be effective in the 3<sup>rd</sup> semester starting in the Academic Session 2016-17. To streamline the procedure with a view to bring transparency in the system, it has been decided that all the students desirous of such upgradation/ change of branch be given sufficient information about this rule to enable them to exercise this option. It is suggested that the enclosed notice be prominently displayed on the Notice Boards and Website of your Institute / College. Not only this, the teachers of your college/institute may also be asked to inform the students about the same. It will be greatly appreciated if a compliance report in this regard is sent to the University.

Further, to dispose off all such applications in time strictly on the basis of merit, it has been decided that the interested candidates make an application in the enclosed format and apply through the Dean/Director/ Institute to Joint Registrar (Academics), Administrative Block, Guru Gobind Singh Indraprastha University, Sector 16C, Dwarka, Delhi-110078. The last date for receipt of such applications is **29<sup>th</sup> April, 2016 (Friday) upto 5.00 p.m.**

Vacancies only on account of cancellation of admission of students will be considered for the process of upgradation/ change of branch. The students who have failed to report in the college at all after paying the full fee and students who have failed to deposit balance fee after allotment of seat be issued notices by the college authorities intimating that their admission is being recommended for cancellation due to failure to report in the college, the college authorities are advised to get the admission cancelled of such students who have failed to deposit balance fee after allotment of seat and who have failed to report in the college. The vacancies on account of detention will not be considered as vacancy for the purpose of upgradation/ change of branch.

Deans/ Directors/ Principals are requested to forward a compiled list (hard & soft copy) of all applicants alongwith the applications of the students seeking upgradation/ change of branch, certifying that the details filled by the students have been checked and found correct, as per performa enclosed as Annexure- A. Under no circumstances any individual application for upgradation/ change of branch will be sent by Deans/ Directors/Principal of the School/ Institute/ College unless there is only one applicant available in the School/ Institute/ College seeking upgradation/ change of branch.

You are also requested to send the vacancy position for the third semester (beginning on 01<sup>st</sup> August, 2016) of B.Tech. programme to the undersigned on or before 29<sup>th</sup> April 2016 positively, as per performa enclosed as Annexure-B and Annexure-C.

Issued for strict compliance please.

Thanking you,

Yours faithfully,

  
(Geefa Mahajan)

Assistant Registrar (Academics)

Encl: As above.





