



Guru Gobind Singh Indraprastha University

"A State University established by the Govt. of NCT of Delhi"

Dwarka, Sector-16/C, Delhi-110078

Website: <http://ipu.ac.in>

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F.No. GGSIPU/Academic/Upgradation/2025-2026/303

Dated:- 07/04/2025

NOTIFICATION

Subject:- Regulation with respect to change of Branch/Upgradation of Students in Engineering Degree Programs/B.Tech in the Third Semester of Studies in the University School of studies (USS) and Affiliated Institutes/Colleges of GGSIP University.

The Academic Council and the Board of Management through circulation has approved vide Agenda Item 01 "the Regulation with respect to change of Branch/Upgradation of Students in Engineering Degree Programs/B.Tech in the Third Semester of Studies in the University School of studies (USS) and Affiliated Institutes/Colleges of the GGSIP University,, The Regulation containing 04 pages is enclosed as Annexure -A for information of all the stakeholders.

This issues with the approval of the Competent Authority.

(Prof. Udayan Ghose)
Director Incharge (Academic)

F.No. GGSIPU/Academic/Upgradation/2025-2026/303

Dated:- 07/04/2025

Copy forwarded to following for information :-

- 1) All Deans/Director, USS, GGSIPU
- 2) COE - I & II, GGSIPU
- 3) Controller of Finance, GGSIPU
- 4) DR (Coordination), GGSIPU
- 5) AR to the Hon'ble VC for kind information to Hon'ble VC please.
- 6) AR to the Registrar for kind information to Registrar please.
- 7) Head, UITS, GGSIPU - for uploading the same on the University website.
- 8) Guard File

Dr. Vijay Kumar
Deputy Registrar (Academic)



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

"A STATE UNIVERSITY ESTABLISHED BY GOVT. OF NCT OF DELHI"

SECTOR-16 C, DWARKA, NEW DELHI - 110078

ANNEXURE "A"

**REGULATION WITH RESPECT TO UPGRADATION/CHANGE OF
STREAM IN THE ENGINEERING PROGRAMMES EFFECTIVE IN THE
03RD SEMESTER OF THE STUDENTS ADMITTED IN THE USS &
AFFILIATED INSTITUTES/COLLEGES OF THE GGSIPU UNIVERSITY**

1. "The change of branch/upgradation of students in engineering degree programs in the 3rd semester of their studies will be governed by the regulations titled 'Regulations Governing the Change of Branch/Upgradation of Students in Engineering Degree Programs in the Third Semester of Studies.'"
2. This Regulation shall only be applicable for students admitted through University counseling (Online, Offline & Management Quota) to the B. Tech. program (Programme Code 131) in the 1st semester in affiliated institutes of the University and University School of Studies, as per the University's Admission Brochure. Students who have been declared not eligible to appear in term-end examinations of 1st semester (detained) are not eligible for consideration under the provisions of this regulation. In addition, students should have completed all the credits prescribed in the first semester of their studies, in their first attempt, without having had to pass any course requirement in the supplementary examination.
3. The Academic Branch of the University will invite the application in each academic year for the Change of Branch/Upgradation of Students in Engineering Degree Programs in the Third Semester of Studies. The intending eligible students shall apply using the prescribed forms alongwith a duly notarized affidavit of Rs.10/- stamped by the Public Notary and paying

the prescribed Non Refundable Application Fee. The completed Form(s) alongwith prescribed affidavit and Non Refundable Application Fee shall be submitted through proper channel by intending eligible students to their concerned Dean/Director/Principal. These required documents, including forms, annexures and affidavits etc, shall be examined and certified by the concerned Dean/Director/Principal of the affiliated institutes/USS. Thereafter, these shall be submitted to the Academic Branch of the University by the last date specified in the notification/notice issued by the University. The concerned Dean/Director/Principal of the affiliated institutes/USS shall deposit the total fees for change of branch/upgradation, received from the interested eligible students, into the University account via online mode or Challan, and submit the payment details/proof to the Academic Branch.

4. No application regarding Change of Branch/Upgradation shall be entertained after the last date for submission of the application form, as notified by the University, under any circumstances.
5. In the case of the University School of Studies, the change of branch/upgradation provision shall be applicable to all Engineering/Technology degree programs, whether integrated or dual degree, except for the B. Tech./M. Tech. (Integrated/Dual Degree) Biotechnology program.
6. The University shall offer the unfilled vacancies from the previous Year/Academic Session of the First Year B. Tech. program (Programme Code 131). Additionally, the vacant seats arising from students whose admission has been cancelled or who have withdrawn their admission in the First Year up to 31st March of the respective year shall also be offered for Change of Branch/Upgradation of Students in Engineering Degree Programs in the Third Semester of Studies. No request for cancellation/withdrawal of admission of students, and thereby the addition of vacant seat(s) for change of branch/upgradation, shall be entertained from any affiliated institutes and University School of Studies (USS) after the stipulated date, i.e., 31st March,

under any circumstances. The vacancies on account of detention will not be considered as vacancy for the purpose of change of branch/upgradation.

7. The process for Change of Branch/Upgradation of Students in Engineering Degree Programs in the Third Semester of Studies may be completed by 31st May of respective year.
8. Resultant vacant seats after the Change of Branch/Upgradation of students shall be offered for counseling of lateral entry to the B. Tech. program.
9. The Change of Branch/upgradation of students in engineering degree programs in the third semester of studies shall strictly be based on the University school/USS -wise, institution-wise, and shift-wise criteria. Students studying in one institution/USS shall be considered for a change of branch/upgradation only within the same institution/USS and the same shift. That is, there will be no change in the institution/USS or shift in which the student was originally admitted in the first semester.
10. The Change of Branch/Upgradation of Students in Engineering Degree Programs in the Third Semester of Studies shall be strictly based on the common merit list of the students (without making any branch-wise differentiation) prepared on the basis of SGPA obtained by the student in the First Semester Examinations conducted by the University. In case of tie between two or more students, the following procedure shall be considered to break tie and decide merit :
 - (A) The student with highest sum of product of marks obtained in each paper and credit assigned to each paper will rank higher.
 - (B) In case tie is not resolved by (A), then the student with highest marks obtained divided by total maximum marks will rank higher.
 - (C) In case tie is not resolved by (B), then the student with highest CRL obtained in JEE Mains will rank higher.

11. Students may enlist 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.
12. Allocation shall be done purely on the basis of common merit of all applicants as prepared by the Academic branch as per process mentioned at sl. No. 10 above.
13. All changes of branch/upgradation made in accordance with this Regulation will be effective from the third (3rd) semester of the respective applicants. No changes of branch shall be permitted thereafter. The University shall not entertain any application or request for a change of branch during the branch change/upgradation process or after its completion under any circumstances.
14. All changes of branch will be final and binding on the applicants. No student will be permitted, under any circumstances, to refuse the change of branch offered.
15. The Change of Branch/Upgradation of Students in Engineering Degree Programs in the Third Semester of Studies shall be carried out by the Academic Branch of the University with the approval of the Hon'ble Vice Chancellor.
16. (a) The University shall charge a Non Refundable Application Fee of Rs.2,000/- (Rupees Two Thousand only) from the Academic Session 2025-2026 onwards from each intending eligible student who applies for a Change of Branch/Upgradation in the engineering Degree Programme (Code 131) in the third semester of studies. This fee may be modified in future with the approval of the Competent Authority.
- 16.(b) The process of Upgradation in the programme B. Design has already been got approved vide Agenda Item No. AC 58.19 by USDI from Academic Counsel held on 19.06.2024.