



# VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY BURLA

ବୀର ସୁରେନ୍ଦ୍ର ସାଏ ବୈଷୟିକ ବିଶ୍ୱବିଦ୍ୟାଳୟ

(A UGC Recognized State Government University by an Act of Assembly, Estd. -1956)

P.O. Engineering College, Burla, Dist: Sambalpur, Odisha, (India) -768 018

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No. VSSUT/ACD/490/2025

Dated: 24/06/2025

## **NOTICE**

This is to inform all the current first year (2024 Entry batch only) B.Tech. students that applications for branch change are now open as per academic regulation, **clause 9.0**.

### **Eligibility Criteria:**

1. Only students who have cleared the 1<sup>st</sup> and 2<sup>nd</sup> semester examinations in one attempt, in their current branch, are eligible to apply for a branch change.
2. The minimum CGPA requirement for eligibility is 8.0.
3. Availability of seats in the desired branch will be a determining factor.
4. Students having any pending dues or disciplinary issues are not allowed to apply for the branch change.

### **Application Process:**

1. Fill out the online Branch Change Application Form using the link <https://forms.gle/SWHygi1VogVfZvPU8> on or before **30<sup>th</sup> June 2025**.
2. Attach scanned copy of "Application Profoma for Change of Branch" signed by parent / guardian and student in PDF / JPG format.
3. Submit hard copy of "Application Profoma for Change of Branch" by Hand / Courier / Speed Post / Regd. Post by **03/07/2025**.

### **Selection Process:**

1. The decision regarding branch change applications will be based on merit and the availability of seats in the desired branch. Meeting the eligibility criteria does not guarantee a branch change. In case of a tie among the applicants, it will be resolved by their respective JEE main 2024 rank.
2. The list of all eligible applicants ranked in decreasing order of their CGPA, along with their preferences, will be displayed on the University Notice Board and Website on **05/07/2025**. Any request for withdrawal of application must be submitted through mail by **08/07/2025**.
3. The list of students approved for branch change as per recommendation of the Branch Change Committee (BCC) will be displayed on the University Notice Board and Website on **10/07/2025**.
4. All decisions regarding branch changes are considered final and obligatory for the applicants. It's imperative to understand that once notified, no student will be permitted, under any circumstances, to reject the offered change of branch.
5. For students admitted under the Self Financing or Regular Scheme, any change in branch will not affect their fee structure. They will continue to pay the same amount of fees in their respective scheme until the completion of the B.Tech Programme.

**Note: The students whose hard copies are received in Academic Section will be considered for branch change even if they have applied online.**

Sd/-

Dean, Academic Affairs

Dated: 24/06/2025

Memo No. VSSUT/ACD/491/2025

Copy to:

1. University Notice Board / All Wardens of all Halls of Residence for information.
2. All HoDs / HoPs / Deans / COE / COF / PICs / Director, IQAC for information.
3. Dean, Faculty & Planning with a request to facilitate in uploading of this notice in the University Website.
4. PA to Registrar for information.
5. PA to VC for kind information of Hon'ble Vice-Chancellor.

Sd/-

Dean, Academic Affairs

## **APPLICATION PROFORMA FOR CHANGE OF BRANCH**

1. Name :
2. Registration Number :
3. Semester :
4. Existing Department :
5. CGPA up to 2<sup>nd</sup> Semester 2025 :  
(Minimum CGPA 8.00 or more)
6. Branches to which change is requested in order of preference:
  - 1.
  - 2.
  - 3.
  - 4.
7. Whether passed / cleared all subjects (Theory / Laboratory / Design / Drawing ) of 1<sup>st</sup> & 2<sup>nd</sup> Semester examinations in one attempt : YES / NO

Full Signature of the student (with date)

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### **UNDERTAKING BY THE STUDENT**

I Sri / Miss \_\_\_\_\_, a student of 3<sup>rd</sup> Semester B.Tech \_\_\_\_\_ Branch do I hereby undertake to accept whatever branch is allotted to me out of the choices as exercised by me at Sl.No.6 above. Further, I know that the branch so allotted to me shall be deemed to be final and no further change / reversal of branch shall be allowed under any circumstances.

Counter Signature of Parents / Guardian (with date)

Full Signature of the student (with date)

### **NO OBJECTION CERTIFICATE**

I have no objection to the changes of branch allotted by the University to my Son / Daughter / Ward

Full Signature of the Parents / Guardian (with date)