



# Visvesvaraya Technological University

“Jnana Sangama”

Belagavi-590 018, Karnataka State

Dr. K.E. Prakash  
REGISTRAR

Phone : (0831) 2498100  
Fax : (0831) 2405467

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## CIRCULAR

**Sub: Change of College for the academic year 2015-2016– reg...**

With reference to the above, the Principals of all colleges (Constituent, Affiliated, Autonomous) under VTU, Belagavi are informed to follow the guidelines given below for permitting Change of College.

1. Change of College is restricted to only odd semesters of B.E. / B.Tech/ B.Arch i.e. III, V and VII B.E./ B.Tech. and additionally for IX incase of B.Arch. In case of Change of College from Autonomous to VTU scheme & vice versa and Change of College is permitted in III and V semesters only.
2. **At present the students admitted in Second Shift and SNO Quota are not eligible for Change of College.**
3. The procedure for Change of College is as per Annexure – I
4. The process must be completed within 15 days from the date of announcement of results.
5. The NOC issued after the last date will not be considered by the University.
6. Change of College with Change of branch is permitted only at the beginning of III semester
7. Fee
  - a) Change of College : ₹ 2,500/-
  - b) Change of College with Change of branch ₹ 5,000/-

Further, the Principals of Engineering Colleges Constituent/ Affiliated to / Autonomous under VTU are hereby requested **not to allow** any students from other Colleges / Universities to seek admission or to attend classes **without prior approval of the University (VTU).**

Encl: As above

BY ORDER

(Prof. K.E. Prakash)  
REGISTRAR.

To,

The Principals of All Engineering Colleges (Constituent/Affiliated/Autonomous) to VTU, Belagavi

Copy to:

1. Hon'ble Vice-Chancellor through the Secretary to VC, VTU, Belagavi
2. The Registrar (Eval.), VTU, Belagavi
3. The Special Officers of all the Regional Offices of VTU
4. The Special Officer of Academic Section, VTU, Belagavi
5. The Case-workers of Academic Section (A1,A2,A3,A4) VTU, Belagavi
6. The Circular file at Dispatch section
7. The Computer Network Centre, VTU, Belagavi

## PROCEDURE FOR CHANGE OF COLLEGE

## NOTE:

1. Requests for Change of College will be entertained only at 3<sup>rd</sup>, 5<sup>th</sup> and 7<sup>th</sup> semester (and 9<sup>th</sup> semester in B.Arch).
2. At present, second shift and SNQ students are not eligible for Change of College.
3. **Requests for change of scheme i.e. VTU to Autonomous or vice versa and Migration from other Universities is considered at 3<sup>rd</sup> or 5<sup>th</sup> semester only (i.e. either after completion of II or IV semester).**
4. Student joining Autonomous Scheme from VTU scheme in the same college shall submit a declaration letter expressing his/her willingness to join the autonomous system and college should take prior approval from VTU for admitting students to Autonomous Scheme.

Sl. No	Change of college		Requirement	Fees to pay	Procedure to be followed
	From	To			
1	VTU-Non Autonomous College- VTU scheme	VTU-Non Autonomous College- VTU scheme	<ol style="list-style-type: none"> <li>1. Student shall be eligible to 3<sup>rd</sup>, 5<sup>th</sup> and 7<sup>th</sup> semester (and 9<sup>th</sup> sem in B.Arch) as applicable.</li> <li>2. Students applying for change of college with change of branch at 3<sup>rd</sup> semester, should have passed in all subjects of I and II semesters.</li> </ol>	Change of College fee of ₹. 2,500/- shall be paid to VTU (₹. 5,000/- if with change of branch at 3 <sup>rd</sup> semester only).	<ol style="list-style-type: none"> <li>1. Obtain No objection Certificates from both relieving and joining college</li> <li>2. Apply to VTU with change of college fee of ₹. 2,500 (₹. 5,000/- if with change of branch at 3<sup>rd</sup> semester only).</li> <li>3. Submit attested copies of Marks cards of previous semesters</li> </ol>
2	VTU- Autonomous College	VTU- Autonomous College	<ol style="list-style-type: none"> <li>1. Equivalence w.r.t. syllabus to be established by the Academic Council of the admitting college as per the rules of the admitting college</li> <li>2. The student should have passed all the subjects with minimum CGPA of 5.0 in the relieving college.</li> <li>3. The student must be eligible in all respects to take admission to the next higher semester.</li> </ol>	<ol style="list-style-type: none"> <li>1. Processing fee for establishing equivalence to be paid to the admitting college</li> <li>2. Change of College fee of ₹.2,500 shall be paid to VTU.</li> </ol>	<ol style="list-style-type: none"> <li>1. Apply for syllabus equivalence to the Academic Council of admitting college &amp; obtain its clearance.</li> </ol> <p><b>After obtaining Equivalence Certificate :</b></p> <ol style="list-style-type: none"> <li>2. Obtain No objection Certificates from both relieving and joining college</li> <li>3. Apply to VTU with change of college fee of ₹. 2,500</li> <li>4. Submit attested copies of Marks cards of previous semesters</li> </ol>
3	VTU Autonomous college	VTU Non-autonomous college- VTU scheme	<ol style="list-style-type: none"> <li>1. Equivalence to be established by VTU</li> <li>2. Student should have passed all the subjects of all the previous semester/s in autonomous college with minimum CGPA of 5.0.</li> <li>3. The student must be eligible in all respects to take admission to the next higher semester.</li> </ol>	<ol style="list-style-type: none"> <li>1. Equivalence fee ₹.10,000/- to be paid to VTU</li> <li>2. Change of College fee of ₹ 2,500/- shall be paid to VTU</li> </ol>	<ol style="list-style-type: none"> <li>1. Apply to VTU for establishing equivalence with authenticated copy of syllabus of the Autonomous college and previous years degree marks cards</li> </ol> <p><b>After obtaining Equivalence Certificate :</b></p> <ol style="list-style-type: none"> <li>2. Obtain No Objection Certificate from both relieving and joining college</li> <li>3. Apply to VTU with change of college fee of ₹ 2,500/-</li> <li>4. Submit attested copies of Marks cards of previous semesters</li> </ol>

4	VTU Non-autonomous college- VTU scheme	VTU Autonomous college	<ol style="list-style-type: none"> <li>1. Equivalence w.r.t. syllabus to be established by the Academic Council of the admitting college as per the rules of the admitting college.</li> <li>2. The student should have passed in all the subjects under VTU Scheme.</li> </ol>	<ol style="list-style-type: none"> <li>1. Processing fee for establishing equivalence to be paid to the admitting college.</li> <li>2. Change of College fee of ₹. 2,500 /- shall be paid to VTU.</li> </ol>	<ol style="list-style-type: none"> <li>1. Apply for syllabus equivalence to the Academic Council of admitting college &amp; obtain its clearance.</li> </ol> <p><b>After obtaining Equivalence Certificate :</b></p> <ol style="list-style-type: none"> <li>2. Obtain No objection Certificates from both relieving and joining college</li> <li>3. Apply to VTU with change of college fee of ₹. 2,500</li> <li>4. Submit attested copies of Marks cards of previous semesters</li> </ol>
5	Other University college	VTU Non-Autonomous college- VTU scheme	<ol style="list-style-type: none"> <li>1. The candidate must have requisite academic eligibility at 10+2 as per VTU norms.</li> <li>2. The candidate should have passed all the subjects of the previous semesters</li> <li>3. Clearance from VTU is mandatory in respect of recognized status of parent University</li> <li>4. Equivalence w.r.t syllabus to be established by VTU</li> </ol>	<ol style="list-style-type: none"> <li>1. Equivalence fee ₹ 10,000/- to be paid to VTU.</li> <li>2. Change of College fee of ₹ 2,500 shall be paid to VTU.</li> </ol>	<ol style="list-style-type: none"> <li>1. Apply to VTU for establishing equivalence with authenticated copy of syllabus of the Parent University, previous years degree marks cards and 10+2 marks card</li> </ol> <p><b>After obtaining Equivalence Certificate :</b></p> <ol style="list-style-type: none"> <li>2. Obtain No Objection Certificate from joining college</li> <li>3. Obtain Migration from parent University</li> <li>4. Apply to VTU with change of college fee of ₹. 2,500/-</li> <li>5. Submit attested copies of Marks cards of previous semesters</li> </ol>
6	Other University college	VTU- Autonomous College	<ol style="list-style-type: none"> <li>1. The candidate must have requisite academic eligibility at 10+2 as per VTU norms.</li> <li>2. Clearance from VTU is mandatory in respect of recognized status of parent University</li> <li>3. Equivalence w.r.t syllabus to be established by the Academic Council of the admitting college as per the rules of the admitting college</li> <li>4. Student should have passed all the subjects of all the previous semester/s in parent University.</li> </ol>	<ol style="list-style-type: none"> <li>1. Processing fee for establishing equivalence to be paid to the admitting college</li> <li>2. Clearance fee of ₹.5,000 and Change of College fee of ₹.2,500 shall be paid to VTU.</li> </ol>	<ol style="list-style-type: none"> <li>1. Apply to VTU for obtaining clearance certificate with processing fee of ₹.5,000 with attested copies of previous year/s degree marks cards and 10+2 marks card.</li> </ol> <p><b>After obtaining Clearance certificate :</b></p> <ol style="list-style-type: none"> <li>2. Obtain No objection Certificate and Equivalence Certificate from admitting college</li> <li>3. Obtain Migration from parent University</li> <li>4. Apply to VTU with change of college fee of ₹. 2,500/-</li> <li>5. Submit attested copies of Marks cards of previous semesters</li> </ol>

  
**REGISTRAR**  
**VTU, Belagavi**