



Visvesvaraya Technological University

“Jnana Sangama”

Belagavi - 590 018, Karnataka State

r. H.N. Jaganatha Reddy B.E.,M.E.,Ph.D.
REGISTRAR

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Ref: VTU/BGM/Aca-OS/ COC/2017-18/4052

Date : 22 AUG 2017

CIRCULAR

Sub: Change of College for 3RD SEMESTER for
the academic year 2017-2018- reg...

Ref: Hon'ble Vice-Chancellor approval dated : 21-08-2017
for issue of Notification

With reference to the above, the Principals of all colleges (Constituent, Affiliated, Autonomous) under VTU, Belagavi are informed to follow the norms / guidelines given below for permitting Change of College for 3rd semester for the year 2017-18.

PLEASE NOTE: PRESENTLY CHANGE OF COLLEGE AT ONLY 3RD SEMESTER LEVEL IS BEING CONSIDERED.

Norms to be followed:

1. Any student seeking change of college for 3rd semester shall continue in CBCS scheme only as per VTU/BGM/Aca-OS/ CBCS/2017-18/16 dt: 1-4-2017
2. Backlog papers if any from I and II semester of Non-CBCS, shall be cleared in non-CBCS scheme only, in the admitting college.
3. The Principals of both admitting college and relieving college shall verify and confirm the eligibility of student w.r.t. vertical progression
4. In case of candidates migrating in the following category shall not have any backlog papers from I year
 - a) Other Universities to VTU
 - b) Other Universities to Autonomous scheme
 - c) VTU to Autonomous scheme
 - d) Autonomous scheme to VTU scheme
 - e) Autonomous scheme to Autonomous scheme
5. The students admitted in Second Shift and SNQ quota are not eligible for Change of College (Govt. Order ED 21 TEC 2015 , dt: 31-5-2016).
6. The procedure and norms for Change of College is as per Annexure – I
7. The process must be completed within 15 days from the date of announcement of results respective even semesters i.e. . 5th September, 2017

Contd..2

8. The NOCs shall be issued after the date of notification from the University.
9. The NOC issued after the last notified date will not be considered by the University.
10. The NOC of the admitting college shall clearly indicate the vacancy in numerical form.
11. Change of College with Change of branch is permitted only at the beginning of III semester
12. University Fees :
 - a) Change of College :Rs. 5,000/-
 - b) Change of College with Change of branch Rs. 10,000/-
 - c) Migration from other University to VTU and Autonomous to VTU: Syllabus Equivalence Rs. . 10,000/- and Rs. 5,000/-
 - d) Migration from Other University to Autonomous College : Clearance Certificate : Rs. 5,000 and Rs. 5,000/-

Fees shall be paid in the form of D.D. drawn in favour of Finance Officer, VTU, Belagavi.

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 VTU, Belagavi.


Encl: As above

BY ORDER,
Sd/-
REGISTRAR,
VTU, BELAGAVI

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 - for kind information
2. The Registrar (Eval.), VTU, Belagavi
3. The Regional Directors of all the Regional Offices of VTU
4. The Special Officer of Academic Section, VTU, Belagavi
5. The Concerned Case-workers of Academic Section VTU, Belagavi
6. The Circular file at Dispatch section
7. The Computer Network Centre, VTU, Belagavi


REGISTRAR, 21.08.17
VTU, BELAGAVI

PROCEDURE FOR CHANGE OF COLLEGE FOR UG COURSES

NORMS:

1. Requests for Change of College will be entrained only at 3rd, 5th and 7th semester (and also 9th semester in case B.Arch).
2. **Change of Branch only at III semester**
3. **Second shift and SNQ students are not eligible for Change of College.**
4. Requests for change of scheme i.e. **VTU to Autonomous or vice versa** is considered at 3rd or 5th semester only (i.e. either after completion of II or IV semester).
5. 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 required to pay the fee of Rs. 1,500/-.

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

S. No	Change of college		Requirement	Fees to pay	Procedure to be followed
	From	To			
4	VTU Non-autonomous college- VTU scheme	VTU Autonomous college	<ol style="list-style-type: none"> 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. 2. The student should have passed in all the subjects under VTU Scheme. 	<ol style="list-style-type: none"> 1. Processing fee for establishing equivalence to be paid to the admitting college. 2. Change of College fee of ₹. 5,000 /- shall be paid to VTU. ** 	<ol style="list-style-type: none"> 1. Apply for syllabus equivalence to the Academic Council of admitting college & obtain its clearance. <p>After obtaining Equivalence Certificate :</p> <ol style="list-style-type: none"> 2. Obtain No objection Certificates from both relieving and joining college 3. Apply to VTU with change of college fee of ₹. 5,000
5	Other University college	VTU Non-Autonomous college- VTU scheme	<ol style="list-style-type: none"> 1. The candidate must have requisite academic eligibility at 10+2 as per VTU norms. 2. The candidate should have passed all the subjects of the previous semesters 3. Clearance from VTU is mandatory in respect of recognized status of parent University 4. Equivalence w.r.t syllabus to be established by the Equivalence Committee of VTU 	<ol style="list-style-type: none"> 1. Equivalence fee ₹ 10,000/- to be paid to VTU. 2. Change of College fee of ₹ 5,000 shall be paid to VTU. ** 	<p>After obtaining Equivalence Certificate :</p> <ol style="list-style-type: none"> 2. Obtain No Objection Certificate from joining college 3. Obtain Migration from parent University 4. Apply to VTU with change of college fee of ₹. 5,000/-
6	Other University college	VTU- Autonomous College	<ol style="list-style-type: none"> 1. The candidate must have requisite academic eligibility at 10+2 as per VTU norms. 2. Clearance from VTU is mandatory in respect of recognized status of parent University 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 4. Student should have passed all the subjects of all the previous semester/s in parent University. 	<ol style="list-style-type: none"> 1. Processing fee for establishing equivalence to be paid to the admitting college 2. Clearance fee of ₹. 5,000 and Change of College fee of ₹. 5,000 shall be paid to VTU. ** 	<ol style="list-style-type: none"> 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. <p>After obtaining Clearance certificate :</p> <ol style="list-style-type: none"> 2. Obtain No objection Certificate and Equivalence Certificate from admitting college 3. Obtain Migration from parent University 4. Apply to VTU with change of college fee of ₹. 5,000/-

Please Note : ** if change of college with change of branch(only at III semester) is requested then fee of Rs. 10,000 shall be paid.

Sd/-

REGISTRAR
VTU, Belgaum