

## Visvesvaraya Technological University

"Jnana Sangama", Belagavi - 590 018, Karnataka State

Dr. A S. Deshpande B.E. M.Tech., Ph.D., REGISTRAR

Ref: VTU/BGM/OS-Aca/2020-21/ 1305

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Date : 2 1 JUI 2020

### **NOTIFICATION**

Sub: Regulations Governing the Change of College - reg...

Ref: Executive Council Resolution. No. 2.1.5 dt: 27th May, 2020

Pursuant to the aforesaid Executive Council Resolution, the "Regulations Governing the Change of Branch are hereby notified.

- 1. These Regulations are applicable with effect from the academic year 2020-21 and onwards.
- 2. These Regulations are uniformly applicable to Affiliated, Autonomous and Constituent Colleges under VTU.

You are hereby directed to bring the contents of these regulations to the notice of all the concerned and to follow them scrupulously.

Encl: as above

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REGISTRAR

To,
The of Principals of All Engineering (Affiliated/ Autonomous/ Constituent)
Colleges under the ambit of VTU, Belagavi

### Copy to:

- 1. Hon'ble Vice-Chancellor through the Secretary to VC, VTU, Belagavi for kind information
- 2. The Registrar (Evaluation), VTU, Belagavi
- 3. The Regional Directors (I/C) of all the Regional Offices of VTU for circulation
- 4. The Computer Network Centre, VTU, Belagavi- to upload on VTU website
- 5. PS to Registrar, VTU, Belagavi
- 6. All the concerned Special Officer and Case-workers of Academic Section, VTU, Belagavi

## VISVESVARAYA TECHNOLOGICAL UNIVERSITY "Jnana Sangama", Belagavi



## VTU Regulations Governing the Change of College

Applicable from the academic year 2020 - 21 and onwards

Approved vide Executive Council Resolution Number 2.1.5 dated: 27-05-2020

June, 2020

Visvesvaraya Technological University, BELAGAVI - 590 018.

## VISVESVARAYA TECHNOLOGICAL UNIVERSITY, BELAGAVI REGULATIONS FOR CHANGE OF COLLEGE AT B.E/B.TECH./B.Arch./B.Plan. DEGREE **PROGRAMMES**

(Approved Vide Executive Council's resolution Number 2.1.5 Dated 27-5-2020)

#### Short Title, Applicability and Commencement: COC 1

- These Regulations shall be called "VTU Regulations for Change of College at a. B.E./B.Tech./B.Arch./B.Plan. 2020"
- These regulations shall be applicable to all B.E./B.Tech./B.Arch./B.Plan. b. Programmes being conducted by the University at its Affiliated, Autonomous and Constituent colleges.
- These regulations shall come into force from the date of their notification by the c. University.

#### COC 2 Definitions:

In these regulations unless the context requires otherwise or it is specifically defined:

- 'AICTE' means the All India Council for Technical Education, established in New a. Delhi by an Act of Parliament in 1987.
- 'AIU' means the Association of Indian Universities established in New Delhi by Ъ. registration in 1967 under Society Registration Act, 1860
- 'UGC' means the University Grants Commission established in New Delhi by an c. Act of Parliament in 1956.
- 'University' means the Visvesvaraya Technological University (VTU) with its d. headquarters at Belagavi
- 'Executive Council (EC)', 'Academic Senate (AS)', 'Board of studies (BOS)', e. mean the respective Authorities of the University.
- 'Vice Chancellor' means the Vice Chancellor of the University. f.
- 'Registrar' and 'Registrar (Evaluation)' mean respectively the Registrar and g. Registrar (Evaluation) of the University.
- 'Principal' means the executive head of an affiliated/ constituent/ autonomous h. college under the university.
- 'Intake / Sanctioned Intake' means the number of students sanctioned for i. admission in a year to a programme.
- 'Admission / actual admission ' means the actual number of students admitted j. to the a particular programme

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VTU Regulations for Change of College applicable from the academic year 2020-21

- k. 'Programme' means it is an educational Programme in a particular stream/ branch of Engineering/branch of specialization leading to award of the Degree. It involves events/activities, comprising of lectures/tutorials/laboratory work/field work, outreach activities/project work/vocational training/viva voce/ seminars/ internship/assignments/ presentations/ self-study etc., or a combination of some of these.
- **1. 'Branch'** means Specialization or discipline of B.E./B.Tech. Degree Programme, like Civil Engineering, Mechanical Engineering, Textile Engineering, etc.
- **m.** Academic Year: Refers to the sessions of two consecutive semesters (odd followed by an even) including periods of vacation.
- Semester: Refers to one of the two sessions of an academic year each session being of sixteen weeks duration (with working days greater than or equal to ninety). The odd and even semesters shall be as per the University academic calendar.
- Course: Usually referred to as 'papers' and is a component of a Programme. All Courses need not carry the same weightage. The Courses should define learning objectives and learning outcomes. A Course may be designed to comprise lectures/tutorials/laboratory work/field work/outreach activities/project work/vocational training/viva voce/seminars/term papers/assignments/presentations/self-study etc., or combination of some of these.
- p. Credit: Refers to a unit by which the Course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of lecture or two hours of laboratory/practical Courses/ tutorials/ fieldwork per week etc.
- **q.** Audit Courses: Means the Knowledge/ Skill enhancing Courses without the benefit of a grade or credit for a Course
- r. Choice Based Credit System (CBCS): Refers to customizing the Course work, through Core, Elective and soft skill Courses, to provide necessary support for students to achieve their goals.
- s. 'COC' means change of College
- t. 'COB' means change of branch
- **x. Affiliated means** college under temporary or permanent affiliation granted by the University
- y. Autonomous means college under VTU granted autonomous status by UGC and VTU

VTU Regulations for Change of College applicable from the academic year 2020-21 3

**Z** SNQ means supernumerary quota

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#### No Objection Certificates COC 3

- i) The admitting college shall issue No Objection Certificate (Annx -A) only if there is availability of seats within the sanctioned intake in respective branch.
- ii) The relieving College shall issue No Objection Certificate (Annx -B) only if the actual admissions will not fall below 75% of the admitted students at first level in the respective branch.
- iii) The colleges (relieving and admitting) shall issue No Objection certificates
  - a) in the prescribed format only as notified by the University
  - b) after the announcements of respective even semester results against the notification in this regard by the University.
- iv) No college shall issue No Objection certificates after the last date as notified by the University under any circumstances.
- v) The students shall obtain No Objection certificates from relieving college and admitting college.
- vi) The student shall apply to the University,
  - a) in the prescribed application format (Annx -C)
  - b) No Objection certificates obtained from both the colleges
  - c) Non refundable fee and
  - d) other documents as notified by the University in this regard.
- iv) The University after verifying the application of the students will issue its No objection certificate.
- v) No student will be permitted to attend the classes in the new college until the receipt of the No objection certificate from the University. The student may continue to attend classes in the old college. The attendance and CIE would be transferred to the new college once the University issues the NOC.
- vi) The student then may seek admission in the new college and complete the Programme as per the provisions of the Regulations governing the respective programmes
- (vi) Earn the credits decided by the University as per applicable regulations of the respective programme

VTU Regulations for Change of College applicable from the academic year 2020-21 £1.07.2000.

### COC 4 Change of College

- a) Transfer of students from one VTU affiliated college to another VTU affiliated college is permitted with the following conditions.
  - i) Transfer of students from one VTU affiliated college to another VTU affiliated college shall be permitted only at the beginning of the third and fifth semesters of B.E./B.Tech./B.Arch. /B.Plan., subject to
    - a) satisfying all clauses of COC 3 above
    - b) satisfying the eligibility as defined under the vertical progression of the respective programme/s

# b) Transfer of students from an Autonomous to Affiliated college under VTU is permitted with the following conditions.

- i) Transfer of students from VTU Autonomous college to VTU affiliated college shall be permitted only at the beginning of the third and fifth semester for B.E./B.Tech./ B.Arch./B.Plan., subject to:
  - a) satisfying all clauses of COC 3 above
  - b) Students who are seeking transfer must have passed in all the Courses of all the previous semesters (nil 'F" grade from all the previous semesters).
- (ii) Complete additional Course/s, if any, as per the decision of concerned bodies, i.e. Dean / Board of Studies, as applicable for establishing equivalence between the two schemes. A grade-card shall be issued to that effect. Additional Course/s shall not be considered for the eligibility criteria prescribed for promotion, calculation of SGPA and CGPA. However, a pass in the additional Courses, if any, is mandatory before the completion of Degree.

# c) Transfer of students from one Autonomous to another Autonomous college, under VTU is permitted with the following conditions.

- i) Transfer of students from one VTU Autonomous college to another VTU autonomous college shall be permitted only at the beginning of the third and fifth semester for B.E./B.Tech./B.Arch./B.Plan., subject to
  - a) satisfying all clauses of COC 3 above
  - b) Students who are seeking transfer must have passed in all the Courses of all the previous semesters (nil 'F" grade from all the previous semesters).
- ii) Complete additional Course/s, if any, as per the decision of concerned bodies i.e. academic Council of admitting college, on establishing equivalence between

VTU Regulations for Change of College applicable from the academic year 2020-21

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two schemes. A Grade card shall be issued to that effect. Additional Course/s shall not be considered for the eligibility criteria prescribed for promotion, calculation of SGPA and CGPA. However, a pass in the additional Courses, if any, is mandatory before the completion of Degree.

# d Transfer of students from Affiliated College to Autonomous college, under VTU is permitted with the following conditions.

- i) Transfer of students from one VTU affiliated college to another VTU autonomous college shall be permitted only at the beginning of third and fifth semester B.E./B.Tech./B.Arch./B.Plan, subject to
  - a) satisfying all clauses of COC 3 above
  - b) Students who are seeking transfer must have passed in all the Courses of all the previous semesters (nil 'F" grade from all the previous semesters).
- ii) Complete additional Course/s, if any, as per the decision of concerned bodies i.e. academic Council of admitting college, on establishing equivalence between two schemes. A grade-card shall be issued to that effect. Additional Course/s shall not be considered for the eligibility criteria prescribed for promotion, calculation of SGPA and CGPA. However, a pass in the additional Courses, if any, is mandatory before the completion of Degree.

# e) Transfer of students from Day College to Evening College only with respect to Diploma Lateral Entry students

Transfer of students from Day College to Evening College shall be permitted only at the beginning of the fifth and seventh semesters for B.E./B.Tech. subject to

- a) satisfying all clauses of COC 3 above
- b) satisfying all clauses of a and b of COC 4 above, as applicable

  Note: Such transfers at seventh semester will be subject to the scrutiny and
  recommendation of University's Equivalence Committee.

### Further, the student has also to submit

- a) Appointment letter from employer
- b) Documentary proof: Date of joining, experience
- c) No Objection Certificate from employer for continuation of study

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d) No Objection Certificate from Director of Technical Education, Govt. of Karnataka

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### f) Other University to VTU Affiliated and Autonomous Colleges

- a) Eligibility for applying:
  - In the case of students seeking transfer from Universities other than VTU the following conditions shall be satisfied:
- i) The students must satisfy the entry level academic qualification for UG programmes as notified by VTU, AICTE, & State Government from time to time
- ii) Transfer is permitted only if the parent University has AICTE approval in case of Indian University and recognition of AIU, in case of foreign University.
- iii) The students must have passed in all the Courses of I and II semesters for admission to III semester and I to IV semester for admission to V semester
- iv) No transfer shall be permitted to VII semester B.E./B.Tech./B.Plan. Programme of VTU from any other Universities.
- v) No transfer shall be permitted to VII and IX semester B.Arch. Programme of VTU from any other Universities
- vi) The student has to satisfy all clauses of COC 3 above along with he /she has to submit Migration certificate from University at the time of admission to the college.
- vii) The student has to complete an additional Course/s, if any, as per the decision of concerned bodies, i.e. Dean / Board of Studies / equivalence Committee/ Academic Council, as applicable for establishing equivalence between the two schemes. A grade-card shall be issued to that effect. Additional Course/s shall not be considered for the eligibility criteria prescribed for promotion, calculation of SGPA and CGPA. However, a pass in the additional Courses, if any, is mandatory before the completion of the Degree.

### COC 5 Change of College with Change of Branch for B.E./B.Tech.:

Change of College with Change of branch is permitted only at the beginning of the 3rd semester level of B.E./B.Tech. and satisfying the following:

- a. All the regulations of Change of Branch as prescribed by the University
- b. All the clauses of COC 3 above

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- c. No change of branch is permitted to B.Arch. and B.Plan programmes
- Foreign national student admitted under any category/quota is not permitted for COC 6 change of college.
- Fee waiver (SNQ) category students are not eligible for Change of College as per COC 7 Karnataka State Government norms (or as notified by the State Government from time to time)

#### Repeal and Savings: COC 8

- Notwithstanding anything contained in these Regulations, the provisions of any guidelines, orders, rules or regulations in force at the University shall be inapplicable to the extent of their inconsistency with these Regulations.
- The University shall issue such orders/instructions, and prescribe such 2 format/procedure, as it may deem fit to implement the provisions of these Regulations.

#### Interpretation: COC 9

- Any question as to the interpretation of these Regulations shall be decided 1 by the Vice Chancellor, whose decision shall be final and binding.
- The University shall have the powers to issue clarifications to remove any 2 doubt, difficulty or anomaly which may arise during the implementation of the provisions of these Regulations.
- The University may issue any amendments if necessary with the approval of 3 the competent authorities.

Visvesvaraya Technological University. BELAGAVI - 590 018.

### COLLEGE LETTER HEAD

Annexxure A

### NOC FORMAT OF ADMITTING COLLEGE

Mr./Ms	with USN	is
Mr./Ms	or Change of College. This bjection to admit the aforesaid s The vacancy po follows. Sanctioned intake:	college tudent to sition for
<ol> <li>is eligible to seek admission to</li></ol>	ota	ıcipal,
COLLEGE LET	TER HEAD	
	Ann	exxure B
NOC FORMAT OF REI	LIEVING COLLEGE	
presently studying in  [college] has substitution This college has student. The vacancy position for change Sanctioned intake :  Vacancy: It is hereby confistudent the vacancy of the brain admissions.  It is further certified that: The aforesai	omitted application for Change of some objection to relieve the of college of this college is as Admissions to some of the firmed that after relieving the each will not fall below 75% of distudent	(name) f College. aforesaid f follows. semester. aforesaid of actual
<ol> <li>is eligible to seek admission to</li></ol>	ota	s of the
Date: Place:	Signature of Prin with name and Seal of the Colle	- '



# Visvesvaraya Technological University "JnanaSangama"

Belagavi - 590 018, Karnataka State

### Annexure C

## :APPLICATION TO UNIVERSITY FOR CHANGE OF COLLEGE:

	STATE OF THE PARTY		
1.	Name	:	
2.	University Seat Number (USN)	:	
3.	Name of Admitting College	:	
4.	Name of Relieving College	<u>  :</u>	
5.	Semester for which COC is sought	:	
6.	Documents Attached	<u> </u> :	
	a) NOC of Admitting College	:	Yes/ No
	b) NOC of Relieving College	<u>  : _</u>	Yes/ No
	c) NOC of Employer (if applicable)	<u> </u> :	Yes/ No/ Not applicable
	d) NOC of DTE (if applicable)	:	Yes/ No/ Not applicable
	e) Equivalence of Academic Council (as applicable)	:	Yes/ No/ Not applicable
	f) Approval of AICTE (as applicable)	:	Yes/ No/ Not applicable
	g) Approval of AIU (as applicable)	:	Yes/ No/ Not applicable
7.	Correct Postal Address with e-mail and contact number	:	
8	Payment of Prescribed fee (non refundable)	:	To be paid through online payment (visit www.vtu.ac.in/online-fee)
	a) Amount	:	
	b) Transaction ID	:	
	c) Date of Transaction	:	

	a) Amount	:	
	b) Transaction ID	:	
	c) Date of Transaction	<u>:</u>	
Date:			
Place:			
	ture of Parent/ Guardian full name		Signature of Candidate
	Acknow	wledgemer	it
Receiv	ved the application for Change of Co	ollege of	on
	·		
			Signature & Date of VTU Staff
			_

ಆಕ್ಷೇಪಣಾರಹಿತ ಪ್ರಮಾಣ ಪತ್ರ : ಪ್ರವೇಶ ನೀಡುವ ಕಾಲೇಜು					
ನೇ ಸೆಮಿಸ್ಟರ್ನಲ್ಲಿ ಒಂದು ಕಾಲೇಜಿನಿಂದ ಮತ್ತೊಂದು ಕಾಲೇಜಿಗೆ ವರ್ಗಾವಣೆ ಮೇರೆಗೆ ಅಥವಾ ಕೋರ್ಸ ಬದಲಾವಣೆಯೊಂದಿಗೆ					
ಕಾಲೇಜು ವರ್ಗಾವಣೆ ಬಯಸಿದ ವಿದ್ಯಾರ್ಥಿಯನ್ನು ಪರಿಗಣಿಸುವ ಕಾಲೇಜು ನೀಡಬೇಕಾದ ಆಕ್ಷೇಪಣಾರಹಿತ ಪ್ರಮಾಣ ಪತ್ರ.					
ಕುಮಾರ/ಕುಮಾರಿ ಕಾಲೇಜಿನಲ್ಲಿ					
ಸೆಮಿಸ್ಟರ್ನಲ್ಲಿ ವ್ಯಾಸಂಗ					
ಮಾಡುತ್ತಿದ್ದು, ನಮ್ಮ ಕಾಲೇಜಿನಲ್ಲಿ ವರ್ಗಾವಣೆ ಮೇರೆಗೆ ಪ್ರವೇಶ ಹೊಂದಲು ಸಂಬಂಧಪಟ್ಟ ಕಾಲೇಜಿನಿಂದ ಆಕ್ಷೇಪಣಾರಹಿತ ಪ್ರಮಾಣ ಪತ್ರ					
ಸಲ್ಲಿಸಿದ್ದಾರೆ. ಇವರನ್ನು ನಮ್ಮ ಕಾಲೇಜಿನಲ್ಲಿ ವರ್ಗಾವಣೆ ಮೇರೆಗೆ ಪ್ರವೇಶ ನೀಡಲು ಅಭ್ಯಂತರವೇನೂ ಇರುವುದಿಲ್ಲ. ವರ್ಗಾವಣೆ ಮೇರೆಗೆ					
ಇವರಿಗೆ ಪ್ರವೇಶ ನೀಡಿದಾಗ ಕೋರ್ಸಿನಲ್ಲಿ ಇನ್ ಟೆಕ್ ಗಿಂತ ಹೆಚ್ಚುವರಿ ಪ್ರವೇಶವಾಗುವುದಿಲ್ಲವೆಂದು					
ಪ್ರಮಾಣೀಕರಿಸಲಾಗಿದೆ. ಸದರಿ ಕೋರ್ಸಿನಲ್ಲಿ ಮಂಜೂರಾತಿ ಸ್ಥಾನಗಳು ಸದರಿ ಕೋರ್ಸಿನಲ್ಲಿ ಪ್ರವೇಶವಾಗಿರುವ ಸ್ಥಾನಗಳು					
ಸದರಿ ಕೋರ್ಸಿನಲ್ಲಿ ಖಾಲಿಯಿರುವ ಒಟ್ಟು ಸ್ಥಾನಗಳು					
ಸದರಿ ವಿದ್ಯಾರ್ಥಿಯು ೧) SNQ/II Shiftನಲ್ಲಿ ಪ್ರವೇಶ ಪಡೆದಿರುವುದಿಲ್ಲವೆಂದು ಪ್ರಮಾಣೀಕರಿಸಲಾಗಿದೆ.					
೨) ವಿಶ್ವವಿದ್ಯಾಲಯದ Vertical Progressionನಅನ್ವಯ ಸೆಮಿಸ್ಟರಗೆ ಪ್ರವೇಶ ಪಡೆಯಲು					
ಅರ್ಹತೆಯನ್ನು ಪಡೆದಿರುತ್ತಾರೆ.					
೩) MPC :ಅನ್ವಯವಾಗುವುದಿಲ್ಲ/ ಶಿಕ್ಷಾವಧಿ ಪೂರ್ಣಗೊಂಡಿರುತ್ತದೆ.					
ಳ) ವಿತಾವಿಯ ಪ್ರಸಕ್ತ ನಿಯಮಾವಳಿ/ ಸುತ್ತೋಲೆಗಳ ಆನ್ವಯ Scheme£್ನು					
Semester/year ನಲ್ಲಿ ಮಹಾವಿದ್ಯಾಲಯ ತರಗತಿಗಳನ್ನು ನಡೆಸುತ್ತಲಿದೆ.					
ದಿನಾಂಕ: ಪ್ರಾಂಶುಪಾಲರ ಸಹಿ ಮತ್ತು ಸೀಲ್					
ಆಕ್ಷೇಪಣಾರಹಿತ ಪ್ರಮಾಣ ಪತ್ರ: ಬಿಡುಗಡೆ ಮಾಡುವ ಕಾಲೇಜು					
ನೇ ಸೆಮಿಸ್ಟರ್ ನಲ್ಲಿ ಒಂದು ಕಾಲೇಜಿನಿಂದ ಮತ್ತೊಂದು ಕಾಲೇಜಿಗೆ ವರ್ಗಾವಣೆ ಮೇರೆಗೆ ಅಥವಾ ಕೋರ್ಸ ಬದಲಾವಣೆಯೊಂದಿಗೆ ಕಾಲೇಜು					
ವರ್ಗಾವಣೆ ಬಯಸಿದ ವಿದ್ಯಾರ್ಥಿಯು ಬಿಡುಗಡೆ ಹೊಂದುವ ಇಂಜಿನೀಯರಿಂಗ್ ಕಾಲೇಜು ನೀಡಬೇಕಾದ ಆಕ್ಷೇಪಣಾರಹಿತ ಪ್ರಮಾಣ ಪತ್ರ.					
ಕುಮಾರ/ಕುಮಾರಿ ಕೋರ್ಸಿನಲ್ಲಿ					
ಪ್ರವೇಶ ಪಡೆದು ಸೆಮಿಸ್ಟರ್ನಲ್ಲಿ ವ್ಯಾಸಂಗ ಮಾಡುತ್ತಿದ್ದಾರೆ. ಇವರು ಈಗ					
ಕಾಲೇಜಿನಿಂದ					
ಬಿಡುಗಡೆ ಮಾಡಲು ಆಭ್ಯಂತರವೇನು ಇರುವುದಿಲ್ಲ. ಸದರಿ ವಿದ್ಯಾರ್ಥಿಯನ್ನು ಈ ಕಾಲೇಜಿನಿಂದ ಬಿಡುಗಡೆ ಮಾಡಿದಂತೆ ಸಂಬಂಧಿತ ಕೋರ್ಸಿನಲ್ಲಿ					
actual admissions ಶೇ. ೭೫ ಕ್ಕಿಂತ ಕಡಿಮೆಯಾಗುವುದಿಲ್ಲವೆಂದು ಪ್ರಮಾಣೀಕರಿಸಲಾಗಿದೆ ಹಾಗೂ ಸದರಿ ಕೋರ್ಸಿನ ಪ್ರವೇಶ ಮಿತಿ					
ಪ್ರವೇಶವಾಗಿರುವ ಸ್ಥಾನಗಳು ಮತ್ತು ಖಾಲಿ ಇರುವ ಸ್ಥಾನಗಳು					
ಸದರಿ ವಿದ್ಯಾರ್ಥಿಯು ೧) SNQ/II Shiftನಲ್ಲಿ ಪ್ರವೇಶ ಪಡೆದಿರುವುದಿಲ್ಲವೆಂದು ಪ್ರಮಾಣೀಕರಿಸಲಾಗಿದೆ.					
೨) ವಿಶ್ವವಿದ್ಯಾಲಯದ Vertical Progressionನಅನ್ವಯ ಸೆಮಿಸ್ಟರಗೆ ಪ್ರವೇಶ ಪಡೆಯಲು					
ಆರ್ಹತೆಯನ್ನು ಪಡೆದಿರುತ್ತಾರೆ.					
೩) MPC :ಅನ್ಯಯವಾಗುವುದಿಲ್ಲ/ ಶಿಕ್ಷಾವಧಿ ಪೂರ್ಣಗೊಂಡಿರುತ್ತದೆ.					
೪) ವಿತಾವಿಯ ಪ್ರಸಕ್ತ ನಿಯಮಾವಳಿ/ ಸುತ್ತೋಲೆಗಳ ಅನ್ವಯ Schemeನ್ನು					
Semester/year ನಲ್ಲಿ ಮಹಾವಿದ್ಯಾಲಯ ತರಗತಿಗಳನ್ನು ನಡೆಸುತ್ತಲಿದೆ.					
ದಿನಾಂಕ: ಪ್ರಾಂಶುಪಾಲರ ಸಹಿ ಮತ್ತು ಸೀಲ್					

