Dr. B.E. Rangswamy Ph.D
Registrar (I/c)

Phone: (0831) 2498100
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Ref: VTU/BGM/Aca-OS/COB/ 2022-23/ 4850   Date : **9 DEC 2022**

CIRCULAR

Sub : **Inviting Applications for Change of College for 3rd and 5th semester UG for the academic year 2022-23 from the students of Affiliated/ Constituent/ VTU departments college – reg...**

Ref : 1 Notification : Regulations Governing Change of College   Vide No. VTU/BGM/OS-Aca/2020-21/1305 dated 21-7-2020
       2 Hon'ble Vice Chancellor's approval dated 8-12-2022 for Notification to invite applications

The interested students may apply for the Change of College for the academic year 2022-23 for **3rd and 5th semesters only.**

1. The procedure and norms for Change of College is as per ref (1)

2. **Schedule of Dates for Change of College :**

S.No.	Particulars	Date
1	Commencement of application on VTU web portal by students	09-12-2022
2	Last date application by students	14-12-2022

2. The No Objection Certificate (NOC)s shall be issued after the date of notification from the University.

3. The NOC issued after the last notified date will not be considered by the University.

4. The NOC of the admitting college shall clearly indicate the vacancy in numerical form as per format specified in Regulations.

5. The Change of College NOC may be issued after completion of Change of Branch at the college level, for 3rd semester.

6. "Change of College is permitted, if the strength in any branch is not falling below 75% of the admissions, at first year level in the respective branch/ branches". Respective College principals are informed note the same, while issuing NOC to students.

7. **University Fees (All are non refundable):**

   a. Registration fees of 500/- in all cases to be paid
   b. All fees to be paid through VTU web portal at **https://prexam.vtu.ac.in/coc** (Contact for web portal entries(if any) 0831-2498130/2498254)
   c. Change of College with Change of branch is permitted only at 3rd semester level

S.No.	Particulars	Fees(Rs)	Documents
1	Change of College – affiliated to affiliated college	8000/-	NOC of both colleges, grades cards/results sheets
2	Change of College with branch – affiliated to affiliated college	15,500/-	NOC of both colleges, grades cards/results sheets
3	Change of College from affiliated to autonomous college	8000/- If Change of College with branch 8000 + 7500 = 15,500	NOC of both colleges, grades cards/results sheets, equivalence letter issued by autonomous College
4	Migration from other Universities and VTU Autonomous College to VTU Non Autonomous Colleges(Affiliated) **(Please see the Note 1 : below)** **Note :** Student must have cleared all subjects of previous semester . Student with backlogs are NOT eligible .	8000/- + 10000/- (equivalence) = 18,000/- If Change of College with Change of Branch 18,000/-+ 7500/- =25,500 /-	NOC of both colleges, grades cards/results sheets, equivalence letter issued by VTU In case the students migrating from other University: NOC from admitting college and clearance from VTU to be uploaded
5	Migration from Other Universities to VTU Autonomous College **(Please see the Note 2 : below)** **Note :** Student must have cleared all subjects of previous semester. Student with backlogs are NOT eligible .	8000/- + 7500/- = 15,500/- If Change of College with Change of Branch 15,500/-+ 7500/- =23,000/-	NOC of both colleges, grades cards/results sheets, Clearance letter issued by VTU

NOTE 1 : The students who are applying for change of colleges from **VTU Autonomous Colleges and also from Other University to VTU affiliated Colleges** have to send the scanned copies of the following document to email ID –sbhalbhavi@vtu.ac.in and office.suptd@vtu.ac.in

   1. Application letter for equivalence addressing to Registrar, VTU Belagavi (on plain paper, giving all contact details like email id and mobile no. of candidate)

2. Marks cards / grade cards of all previous semesters with subject wise - credits earned, Maximum marks, Minimum marks for passing, and marks scored duly attested by college principal (subject verification of original).

3. Previous (passed) semester's scheme and syllabus soft copies of leaving University/college.

Scanned copies should be emailed to – sbhalbhavi@vtu.ac.in with copy to office.suptd@vtu.ac.in and hard copies should be posted to Registrar, VTU Belagavi
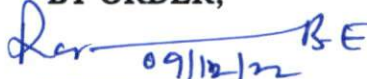
NOTE 2 : The students who are applying for change of colleges from **Other University to VTU Autonomous Colleges** , has to send the scanned copies of the following document to email ID – sbhalbhavi@vtu.ac.in with copy to office.suptd@vtu.ac.in Copy of equivalence issued by the respective autonomous College

1. Marks cards of all previous semesters with subject wise - credits earned, Maximum marks, Minimum marks for passing, and **marks scored** duly attested by college principal (subject verification of original).

Scanned copies should be emailed to – sbhalbhavi@vtu.ac.in with copy to office.suptd@vtu.ac.in and hard copies should be posted to Registrar VTU Belagavi

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

BY ORDER,

REGISTRAR

To,
The Principals of All Engineering Colleges (Constituent/Autonomous/Affiliated/ VTU Departments) 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(I/C) of all the Regional Offices of VTU – for circulation
4. The Director (I/c), ITISMU, Belagavi – with request to upload the circular on VTU website and also for needful to host the application
5. The Special Officers and case workers (Concerned) of Academic Section, VTU, Belagavi
6. The Circular file at Dispatch section