

INDIAN INSTITUTE OF TECHNOLOGY BOMBAY

No.Acad/UG/COB/2015-2016

Academic Section

Date: 02/05/2016

Office Memorandum

Subject : Change of Branch

First year students of B.Tech., Dual Degree & 4 Yr. B.S., Programme who desire to give preferences for change of branch can now apply online at “<http://portal.iitb.ac.in/asc>”. Only eligible students will have this link enabled (to check eligibility please refer Rule Book at <http://www.iitb.ac.in/newacadhome/UGRuleBook201628April.pdf>)

Procedure :

- Login at <http://portal.iitb.ac.in/asc>
- Click “Change of branch”
- Fill preferences.
- Save form.
- Submit form.
- Once submitted a form can not be unfrozen.
- Students are required to fill branch change form in consultation with their parent/guardian. The form contains a section where applicants are required to self-certify this requirement. [“I hereby certify that branch change form is being submitted with approval of my parent(s)/guardian(s)”]
- An email with the preferences, after final submission, will go to the student.
- Students should submit hard copy of form (duly signed) in Academic office by 31st May 2016.

The rules regarding change of branch as approved by the Senate are enclosed herewith for information.

Deputy Registrar(Academic)

To,

1. Main Building Notice Board
2. All Department Notice Board
3. All Hostel Notice Board

Cc:

1. Dean (AP)
2. Dean (SA)
3. Convener, UGAPEC
4. All Heads of Departments
5. The Head, Application Software Cell

Branch change rules effective from Academic Year 2015-16 for students admitted thru JEE

Students are eligible to apply for a change of branch/programme after completing the first two semesters and before the start of the third semester.

1. The Eligibility Criteria for applying for a change of branch / programme are:
 - (a) completion of the prescribed course credits in the first two semesters
 - (b) no backlog at the end of the first year
 - (c) secured a CPI of:
 - At least 8 for general and OBC category students;
 - and at least 7 for SC, ST and PD category students.
2.
 - a. Before beginning the allocation, additional seats are made available in each branch, limited to a maximum of 10% of its sanctioned strength
 - b. While students are allotted seats of general and reserved type during admission, this data is not used during branch change. Each available seat may be occupied by students of any category. For students of SC/ST/PD category, concession in eligibility criteria is given as per rule 1.
3. An eligible student's request for a shift from branch A to branch B will be considered valid if any one of the following two sets of criteria are satisfied.
 - Set 1** (a) the CPI of the student is at least 9
(b) there is a seat available in Branch B
 - Set 2** (i) There is a seat available in Branch B
(ii) The strength in branch A, from which a change is being sought, does not fall below its sanctioned strength by more than 25%.
(iii) there is no student with higher CPI who is currently being denied a change of branch to "B" due to rule (ii)

Procedure

Among all valid requests, a student with the highest CPI is chosen and a shift performed.

If a student with CPI x is shifted from branch A to branch B then every student with CPI x with a request for branch B will be shifted to branch B, even if their request violates (ii) above. If necessary, extra seats will be created to accommodate them. Shifts as above are performed as long as there are valid requests.

Note that even though a student may have been allotted a seat of lower preference earlier due to unavailability of a seat of higher preference, his/her request for the higher preference seat may become valid later because of availability of seats.

4. All branch transfers can be effected only once at the beginning of the second academic year. No application for change of branch during the subsequent academic years will be entertained.
5. Students may be permitted to change from B.Tech. to Dual Degree Programme in the same department at the end of third and fourth semesters subject to the department's recommendations.