

INDIAN INSTITUTE OF TECHNOLOGY BOMBAY
Academic Section

No. Acad/UG/COB/2022-23

Date : 13/07/2022

Office Memorandum

Subject: Change of Branch

First year students of B.Tech., Dual Degree and B.S. Programme (2021 batch) admitted through JEE (Advanced) {students admitted through INMO are not allowed} who are desirous to change their branch, may apply online at "<http://portal.iitb.ac.in/asc>" from **13th July 2022 to 17th July 2022**. Please refer page 2 for eligibility criteria and rules regarding change of branch as approved by the Senate.

Procedure:

- 1) Login at <http://portal.iitb.ac.in/asc>
- 2) Go to Forms/Requests -> Change of branch
- 3) Fill the preferences
- 4) Accept the Declaration by clicking the check box "I Agree"
- 5) Save form
- 6) Submit form
- 7) Once submitted, form cannot be unfrozen
- 8) Students are required to fill branch change form themselves only in consultation with their parent/guardian. The form contains a section where applicants are required to self-certify that **"I hereby state that, I have completed all prescribed courses of first two semesters of the B.Tech/ Dual Degree/ B.S. programme and I have no backlog course(s) at the end of the first year. I, undertake to abide by the decision of the authorities for granting me change of branch. The branch allotted to me shall be acceptable and binding on me. I will not ask for any further reconsideration under any circumstances. I understand that Branch change decisions are final and will not be reversed. I hereby certify that branch change form is being submitted with the approval of my parent(s)/ guardian(s).**
- 9) An email with the preferences, after final submission, will go to the student
- 10) Click on "Report problem" for any technical issue

Note :

- Those students who have been qualified in the LASE programme selection process would get the LASE programme as one of the options in their preference list of available branches. They may select the same in order of preferences for branch change (if desired).

Joint Deputy Registrar (Academic)

[Handwritten signature]
13/7/2022

To:

Students' Notices

Copy to:

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

BRANCH CHANGE RULES

Branch change rules are effective from Academic Year 2015-16 for students admitted through JEE (Advanced). 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 FR/DX/DR/W grades at the end of the first two regular registered semesters
 - c) "NP" grade in NOCS shall not be a bar to apply for a branch change (Ref: 250th Senate Meeting)
- 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.
- 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 from any other branch X to branch B due to the strength of branch X falling below its sanctioned strength by more than 25% 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.** Branch change decisions will be final and will not be reversed (Ref: 250th Senate).
- 6.** From the Academic year 2022-2023, the LASE programme would be available for eligible students for branch change. To run the LASE programme, the minimum student strength for the LASE programme should be 10. If less than 10 students are allotted the LASE programme after branch change then that result will be considered as null and void. In such a case, the branch change programme will be re-run without the LASE programme as one of the options. However, as a special case for the Academic year 2022-2023, the minimum student strength to run the LASE programme is reduced from 10 to 06.

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