



OFFICE OF THE DIRECTOR - CUM- PRINCIPAL  
RAJIV GANDHI GOVT. ENGINEERING COLLEGE KANGRA AT  
NAGROTA BAGWAN, KANGRA 176047 (HIMACHIAL PRADESH)  
PH. /FAX: 01892-249188, E-MAIL: RGGEC.OFFICE@GMAIL.COM  
WEBLINK: rggec.ac.in

NO: -RGGEC/NGB/Trg.(Branch Change)/2024- 01

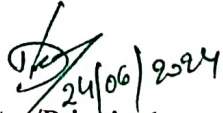
Dated: 24/06/2024

## Student Notice for Change of Branch

With reference letter received from HPTU vide letter no. HimTu-3(Acad)-3488 dated 15-06-2024, the interested and eligible students of 1<sup>st</sup> year (Batch 2023-24) of all Engineering branches (i.e. excluding B. Arch.) desirous of change of their branch in the forthcoming 3rd semester may apply on the prescribed performa "Application Form for Change of Branch" (copy attached as Annexure-A) along with proof (DMC/Result Card) of successful completion of 1st semester on or before 5<sup>th</sup> July, 2024. Change of branch would be in accordance with Clause 9 of the HPTU Ordinance No. 12 (copy attached as Annexure-B).

Students are advised to apply for the change of branch in hard form by personally visiting the training branch of the college or send the duly filled and signed application form through on [academic.rggec@gmail.com](mailto:academic.rggec@gmail.com). Number of seats available in each branch is appended below:-

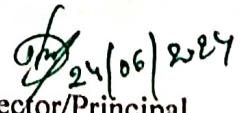
Sr. No.	Branch	No. of seats available
1.	Civil Engg.	1
2.	Mech. Engg.	1
3.	Electronics & Communication Engg.	2
4.	Electrical Engg.	4

  
24/06/2024  
Director/Principal  
Rajiv Gandhi Govt. Engg. College  
Kangra at Nagrota Bagwan

Endstt No. RGGEC/NGB/Trg.(Branch Change)/2024/- 3903 - 06 Dated: 24/06/2024

Copy to

1. All HODs/OICs for information.
2. OIC Academics, Mr. Harsh Kumar, for information.
3. Dr. Vicky Kumar, AP ECE cum OIC website with a request to upload this notice on institute website.
4. Student Notice Board.

  
24/06/2024  
Director/Principal  
Rajiv Gandhi Govt. Engg. College  
Kangra at Nagrota Bagwan

cl



OFFICE OF THE DIRECTOR – CUM- PRINCIPAL  
RAJIV GANDHI GOVT. ENGINEERING COLLEGE KANGRA AT  
NAGROTA BAGWAN, KANGRA 176047 (HIMACHAL PRADESH)  
PH. /FAX: 01892-249188, E-MAILRGGEC.OFFICE@GMAIL.COM  
WEBLINK: rggec.ac.in

**APPLICATION FOR CHANGE OF BRANCH**  
(Valid for Batch: 2023-2027 only)

Name of the Student: \_\_\_\_\_

D.O.B. \_\_\_\_\_ Mobile No. \_\_\_\_\_

Father Name \_\_\_\_\_ Email of Student \_\_\_\_\_

University Roll No. \_\_\_\_\_

Existing Branch of Student \_\_\_\_\_

SGPA (1<sup>st</sup> Sem.) .....Pass/Reappear (pls. tick)

Branch to which want to Migrate \_\_\_\_\_

Whether admitted in a special category in 1<sup>st</sup> semester: Yes/No (pls. tick)

If yes, please tick appropriate category:

TFW (Tuition Fee Waiver)/BHA (Beti Hai Anmol)/Kashmiri Migrant

Enclosure: Copy of DMC/result card of 1<sup>st</sup> semester

Date: -

Signature of Student

**UNDERTAKING BY THE PARENT/GUARDIAN OF THE STUDENT**

I ..... (name of parent/guardian), F/O/G/O Mr.....  
(name of the student) studying in 2nd semester of CE/ME/EE/ECE (pls. tick) is fully aware that  
my ward is applying for inter-branch migration [from..... (name of the present  
branch) to..... (name of branch to which the student wants to migrate)].

(Name & Signature of Parent/Guardian)

Provided further that there are no outstanding dues in the Department/Hostel/ Library/NCC/NSS, etc. against the name of the candidate.

- (b) A student who has been granted temporary withdrawal from the Institute under the provisions of Clause 8(a) will be required to pay fees/charges (except tuition fees and hostel dues) during the period of leave. However, fees once paid will not be refunded.
- (c) Normally, a student shall be permitted only once to withdraw from the program.

#### 9. Change of Branch

- (a) Normally a student admitted to a particular branch of the undergraduate program will continue studying in that branch till completion.
- (b) However, in special cases the University may permit a student admitted through centralized counseling to change the branch of studies after the first year (first two semesters) subject to the following conditions:
  - (i) Such change will be considered only at the end of the second semester.
  - (ii) Only 5% students will be permitted to change their branch on merit basis subject to availability of seats.
  - (iii) The students who have successfully completed the first semester will be eligible for consideration for change of branch subject to the availability of vacancies.
  - (iv) After change of branch the number of students in that branch should neither fall below the sanctioned intake by more than five percent nor should go above the sanctioned intake.
- (c) The process for the change of branch must be made by inviting applications from eligible students on the prescribed form at the end of second semester of each academic year.
- (d) All change of branch/program made in accordance with the above rules shall be made within twenty one (21) days from the commencement of the third semester. No change of branch shall be permitted thereafter.

#### 10. Structure of the Program

- (a) Each department shall have a curriculum for the program offered by it duly approved by the Academic Council.
- (b) The complete programme of study will consist of following categories of courses distributed over eight semesters ( 6 semesters for lateral entry students):
  - (i) a general core program comprising Languages/Communication Skills, Humanities, Basic Sciences, Engineering sciences and Engineering Arts;