

H.K.E.SOCIETY'S
P D A COLLEGE OF ENGINEERING, KALABURAGI.

Ref. No: PDACEK/ACA/2025-26/

Date: 24-09-2025


NOTICE

Change of Branch for III Semester

The students are hereby informed that those who wish to apply for **CHANGE OF BRANCH** they should apply in the prescribed form through online mode by using the link (<https://prexam.vtu.ac.in/coc>) Last date as notified by VTU is **28-09-2025**.

Following are the guidelines.

1. Change of Branch shall be available on merit basis and shall not be considered as a matter of right.
2. Change of Branch is permitted if the strength in any branch is not falling below 75% and not exceeding to the prescribed intake.
3. Eligibility to apply for change of branch: The student who has passed in all subjects/courses of I & II semester is only eligible to apply.
4. The students should be eligible to 3rd semester on or before the date of this Notification.
5. Interested students can apply for Change of Branch by using the portal <https://prexam.vtu.ac.in/coc> .
6. **SNQ** Quota students are not eligible for Change of Branch.
7. The student should enclose B.E. I & II Sem. Attested Grade cards copy along with the Order copy of CET / COMED-K / GOI / Management.
8. Branch once Changed cannot be reverted and / or changes again.
9. No students will be permitted to attend the classes in the changed branch before the announcement of the list by the University.
10. Application fee of **Rs: 600/- (non-refundable)** to be paid by student through online mode using the link on <https://prexam.vtu.ac.in/coc> (Contact for web portal entries / technical problems if any) **0831-2498254 / 2498130.**
11. As per VTU notification for Change of Branch fees is **Rs:7500/- (non-refundable)**
12. If any students get Change of Branch, need to pay higher college fees among present branch and changed branch.


PRINCIPAL


Annex A
SCHEDULE OF EVENTS

S. No.	Particulars	Date
1	Commencement of online applications	24-09-2025
2	Last date for students' applying on VTU portal	28-09-2025
3	Last date for Colleges to verify and submit to VTU	30-09-2025
4	Generations of merit list by VTU	3-10-2025
5	Colleges to download and recommend allotment of Change of Branch on web portal and payment of Change of fees of Rs 7500 by the students through online	6-10-2025
6	Submitting of Hard copy of the recommended allotment of Change of Branch by the Colleges duly signed by student and parent / guardian to the University	10-10-2025

16. PLEASE NOTE : THE COLLEGES AND STUDENTS APPLYING FOR CHANGE OF BRANCH ARE INFORMED TO NOTE THE UNIVERSITY NOTIFICATION

a) VTU/BGM/ACA-CIRS/SA/2023-24/4054 DT: 11-11-2023 - COURSES EQUIVALENCE FOR THE STUDENTS WHO ARE SEEKING CHANGE OF BRANCH FOR AT 3RD SEMESTER OF 2022 SCHEME (Copy enclosed).

BY ORDER,

R 23/09/25 *BE*

REGISTRAR

To,

The Principals of All Engineering Colleges - Affiliated, Affiliated-Autonomous, Constituent and VTU PG Departments 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 Finance Officer, VTU, Belagavi
4. The Regional Directors (I/C) of all the Regional Offices of VTU for circulation
5. The Director(I/c), ITISMU, VTU, Belagavi- for kind needful to upload on website and host application
6. All the concerned Special Officer and Case-workers of Academic Section, VTU, Belagavi for necessary action



ವಿಶ್ವೇಶ್ವರಯ್ಯ ತಾಂತ್ರಿಕ ವಿಶ್ವವಿದ್ಯಾಲಯ

(ವಿಶೇಷ ಅಧಿನಿಯಮ ೧೯೯೪ರ ಅಡಿಯಲ್ಲಿ ಕರ್ನಾಟಕ ಸರ್ಕಾರದಿಂದ ಸ್ಥಾಪಿತವಾದ ರಾಜ್ಯ ವಿಶ್ವವಿದ್ಯಾಲಯ)

Visvesvaraya Technological University

(State University of Government of Karnataka Established as per the VTU Act, 1994)

"Jnana Sangama" Belagavi-590018, Karnataka, India



Dr. B.E. Rangaswamy. Ph.D
Registrar

Phone: (0831) 2498100
Fax : (0831) 2405467

Ref: VTU/BGM/Aca-SA/COB/2025-26/3148

Date : 23 SEP 2025

NOTIFICATION

Sub : Inviting Applications for Change of Branch (CoB) for the academic year 2025-26 from colleges - Affiliated/Affiliated - Autonomous/Constituent and VTU departments - reg...

Ref : 1. This office Notification : Regulations Governing the Change of Branch
VTU/BGV/OS-Aca/2020-21/1306 dt: 21-07-2020
2. Executive Council Resolution No. 2.2.1 dated 3-12-2022 (169th meeting)
3. Hon'ble Vice Chancellor's approval dated 22-09-2025 for issuing Notification to invite applications

As per the Clause COB 3 (9) of VTU Regulations Governing the Change of Branch, applications for Change of Branch from eligible students [Refer Clause COB 3 (7)] are invited for the academic year 2025-26.

Instructions for applying for Change of Branch :

1. Fees applicable for Change of Branch from the eligible students is as under:
 - a) Application fee of Rs. 600/- (non refundable) to be paid by each student through payment link in the online application (<https://prexam.vtu.ac.in/coc>)
 - b) University fee of Rs. 7,500/- (non refundable) to be paid by each student who is recommended by the College for approval of Change of Branch. This amount is to be paid by the student through online payment link for the students who have been recommended by for change of branch by the college for approval of the University.
2. Web-link for applying for CoB : <https://prexam.vtu.ac.in/coc> (Contact for web portal entries/ technical problems (if any) 0831-2498254/ 2498130)
3. The College must inform all the interested students to apply using this portal.
4. Change of Branch cannot be claimed as matter of right.
5. Eligibility to Apply for Change of Branch : The student who has passed in all subjects / courses of I / II semester is only eligible to apply (Ref (2) above). Hence, prior to applying, the student shall verify his / her eligibility for the Change of Branch after the announcement of first year (I and II semester) results.
6. The student should be eligible to 3rd semester on or before the date of this Notification.
7. It is hereby clarified that the application for Change of Branch does not guarantee the approval of change of Branch [Clause COB 3 (9(b))].

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8. Application once submitted cannot be edited / resubmitted.
9. The last date for applying is as mentioned in the Schedule-Refer Annx - A
10. No requests/applications would be entertained after the last date as notified by the University. (Clause COB 3 (9(c)))

Confirmation of applications from Respective Colleges:

1. The respective Colleges shall verify and confirm the entries made by the students by logging in web portal using their resume entry credentials provided by VTU. Please refer Schedule - Annx - A.
2. If the entries are found to be incorrect, the colleges shall put remark on the same in the field specified and make the final submission to the University.
3. It's the responsibility of the Institutes to ensure that the correct data is submitted to the University for further processing. The College (Autonomous Colleges) shall verify the CGPA carefully and other entries made by the students and confirm the same.

Generation of Merit list by University:

1. The University will prepare the merit list as per the clause (Clause COB 3 (9(d))) based on the applications submitted online by the students and confirmed by the respective college.
2. The above merit list will be provided to the respective colleges through web-portal which can be downloaded by using their login credentials. Please refer the Schedule - Annx - A.
3. The Change of Branch must be recommended for allotment by the College to the students as per the merit list prepared by the University and strictly in the order of merit, not exceeding the vacancies as per the prescribed formula.
4. The College shall recommend the allotment of the Change of branch through web portal as per the Schedule - Annx -III. The college has to ensure that the all the students whose change of branch is recommended by the College shall pay the change of branch fees of Rs. 7500/- through online payment link. The hard copy of the same shall also be submitted along with prescribed fees for Change of Branch to the University for approval as per Schedule. Please refer Annx- III.

The following points are to be noted while submitting the details and documents to the University.

1. The College must operate ONLY as per the merit list as notified by the University through web portal.
2. Certification from the Principal / Head of the Institute stating that change of branch has not been permitted to students admitted in SNQ.
3. Computing Vacancies:

Note : Vacancy shall be computed after the results of the Makeup examination (Supplementary examination) . Strict adherence in this regard is observed.

$V = I - (\text{Reg} + \text{Rep})$

Where,

V - No. of vacancies available for change of branch

I - Approved / Sanctioned intake for the branch as per AICTE/VTU approval except SNQ, GOI, PMS Quota, J&K, PIO etc

Reg - Regular and eligible students as per vertical progression norms admitted to 3rd semester.

Rep- Repeaters took admission to 3rd semester

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4. Details of the vacancy position in prescribed format as per the **Table - I**
5. Final list of students who have been recommended for approval of Change of Branch in the following format - **Table - II** (To be obtained from web portal)

S.No.	Name	USN	S.No. in University Merit list	Existing Branch	COB allotted as per merit list	* Signature of	
						Student	Parent

6. The list of all students who have applied but not allotted change of branch shall be submitted by the college to the University in the following Format - **table - III** (to be obtained from web portal)

S.No.	Name	USN	Sl.No. in University Merit list	Existing Branch	COB Applied	Reason for non allotment of COB	Approval of Application	* Signature of	
							Yes/No	Student	Parent

PS : * (If getting sign of parents is difficult, college must get it confirmed with the parents either through phone or email and mention accordingly.)

7. The Principal's signed list of students who meet the requirements for vertical progression in each branch for the third semester must be submitted to the university.
8. Attested Photocopies of marks cards/ grade cards of I and II semester of students who have applied and allotted the Change of Branch shall be submitted to the University.
9. Before submission of the list to the University, the college shall get the sign of the students and also confirmation from the parents as mentioned above. If any student withdraws the application, the same shall be recorded and submitted to the University along with parent's concurrence. In case, if the candidate withdraws or cancel after the final allotment, he/she may be liable to pay the prescribed fine levied by the University.
10. Branch once changed cannot be reverted and / or changed again.
11. Late submission of the list by the college under any circumstances is not accepted.
12. The process of Change of Branch at the College level shall be completed as per prescribed norms. If any vacancy exists at 3rd semester level after the Change of Branch, then the College may issue NOC for Change of College.
13. After the submission of the list by the colleges, the University will verify the same as per Regulations and announce the final list of students who have given the Change of Branch.
- 15 No student will be permitted to attend the classes in the changed branch before the announcement of the list by the University.

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