Dated: - 12th February 2014

As per University rules & regulations, students are allowed to change of Branch / Course in B.Tech 2nd Semester only on the basis of 1st year marks obtained, on merit basis as per following conditions:-

The Lingaya’s University rules permit the change of branch in 2nd Semester only. A few seats may fall vacant in various branches. The branch change will be strictly based on the marks obtained in B.Tech 1st year.

Students who are desirous to change the branch, may apply in the prescribed form, which can be obtained from University website www.lingayasuniversity.edu.in, and submit by March 3, 2014 to the Academic Section

Merit list will be displayed in the notice Board on 10.03.2014 (students who will apply for branch change are hereby directed to check their marks entered in the merit list if any discrepancy found, inform to Academic Section immediately)}

The rules for change of branch of the University are appended below.

- Facility of a branch change at the second year (2nd semester) level shall be available only to meritorious students and shall not be considered as a matter of right.

- Branch change can be made only against clear vacancy in a particular branch.

- Branch change shall be strictly accordingly to the merit list prepared by the Academic Section on the basis of marks obtained by a student in 1st Year Examination only. Only those students, who have passed in all the subjects on the last date of submission of application, shall be eligible to apply for change of branch.

Dean (AA)

To,
Student Notice Boards, Account Section, Academic Section, & Library

C/c to
P.A. to the CEO, PVC & Pro-Chancellor, for kind information
Registrar, Jt. Registrar, COE – for kind information
The HOD’s (for information to the students through Class Counselors)
Kindly put a copy on departmental notices board for information to the students
To,
The Dean Academic Affairs,
Lingaya’s University, Faridabad

Sir,
I am a student of Lingaya’s University, Faridabad. I request you to kindly change my branch if a vacancy exist, as per University rules.

Name: : …………………….. Univ. Roll No. : ……………………

Present Branch : …………………….. Sec. Roll No. : ……………………

(1st Semester)

1st Sem Marks / CGPA …………………… / …………………… (% of Marks) ……………………

(Photocopy of 1st Semester Mark-sheet is enclosed) If Mark-sheet not distributed to the students. Form can be deposit with an internet downloaded mark-sheet copy) & after receiving the mark-sheet, copy will be deposit separately to Academic Section

Preference of branch’s

<table>
<thead>
<tr>
<th>1st Preference</th>
<th>2nd Preference</th>
<th>3rd Preference</th>
</tr>
</thead>
</table>

I have filled in the form myself after consulting my parents. The change of branch will be binding or me, it permitted.

Recommendations by

Class Counselor/H. O. D. Signature of the Students

Signature, Father of student

Receipt

(for office use only)

Entered Sl. No……………………… Dated:………………………

Name of the Student ……………………………….. Roll No………………….. Sec. Roll

No………. Original Branch……………………………..

Signature of Receiving Officer (Academic)