



MAHARSHI DAYANAND UNIVERSITY, ROHTAK
(A State University established under Haryana Act No. XXV of 1975)
'A' Grade University Accredited by NAAC

No. R&S/R-12/16/ 903

Dated: 18-2-17

To

The Principals/Directors,
All Engineering Colleges/Institutes,
Affiliated with M.D. University,
Rohtak.

Sub: Regarding Change of Branch cases

Sir/Madam,

I am directed to inform you that as per the orders of the Vice-Chancellor, the practice of sending University Nominees for the purpose change of branch of students has been stopped and the colleges/Institutes are required to submit/send the documents in the University for permitting sliding/change of branch cases strictly within stipulated time period.

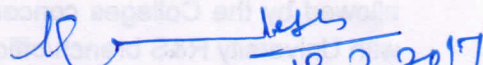
The college/Institute will complete the following guidelines in the matter failing which their requests will be liable to be rejected:-

1. Inter College/Inter University migration in the affiliated Colleges shall be considered/allowed by the University in the second year (3rd Semester) only after finalization of change of branch cases.
2. Branch change is permitted at 3rd semester (2nd year) only. Change of Branch may be allowed by the Colleges concerned on merit basis against vacant seats in consultation with University R&S branch/office.
3. Facility of Branch Change at the second year (3rd Semester) level shall be available only to meritorious student and shall not be considered as a matter of right.
4. Within one week of the declaration of result of 1st semester, concerned College shall invite applications from the eligible students through Notice Board in the college as well as College website for change of branch against the seats lying vacant.
5. After receiving the applications from the eligible students the College/Institute will forward the cases alongwith intake details to the R&S branch of M.D. University, Rohtak.
6. The Branch officer of the R&S branch will scrutinize the cases and decide the change of branch cases.
7. For the purpose of Branch Change, the prescribed "Intake" shall be the intake prescribed by AICTE and approved by the University for the previous academic session when the students were admitted at 1st semester level. Subsequent variations in intake shall have no bearing on the students eligible for Branch change.
8. Change of branch to the students will be allowed in the category in which he/she was admitted. However, if any reserved seat remains vacant, it will be treated as General Category seat.

9. Branch Change can be made only against clear vacancy in a particular Branch.
10. Branch change shall be strictly according to the merit list prepared by the Colleges on the basis of total marks obtained by a student in 1st semester University Examination only and 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. Provided that if after completion of this process, seat(s) in a particular Branch is/are still available and there is no one in the waiting list, request for change of branch from such students who have got re-appear in one paper of the 1st semester may also be considered. For preparing the merit of such students, minimum pass marks of re-appear paper will be added in the marks obtained in the 1st semester.
11. The change of Branch should be completed within 21 days of the announcement of 1st semester result. No application will be considered after 30th September.
12. The net resultant vacancy should be intimated by all the Institutes in the month of April to Haryana State Counseling Society so that these are included in the Seat Matrix for admission and offered to the LEET candidates.
13. The Vice-Chancellor shall be final authority to decide the disputed cases.

Notwithstanding with the stoppage of practice of sending University Nominees for the purpose of Change of Branch where eligible students can be allowed as per above mentioned rules, the College/Institute may make a specific request for deputing the Nominee in case of some technical problem or conflict of interest. This practice has been stopped mainly to avoid putting undue financial burden over the Colleges/Institutes.

Yours faithfully,


Dy. Registrar(R&S), 13.2.2017
for Registrar