

# Office of the Academic Affairs Indian Institute of Technology Guwahati

## NOTICE



Ref. No.: IITG/Acad/194/06/2024/10909

Date: 10/04/2024

### **SUB: BRANCH/DISCIPLINE CHANGE FOR ELIGIBLE BTECH FIRST YEAR STUDENTS FROM 2023 BATCH**

Eligible B Tech students from 2023 batch who are completing their first year of B.Tech. programme and interested for changing branch/discipline within B Tech programme are hereby requested to submit their preferences by login to the Academic ERP portal [<https://academic.iitg.ac.in/ssso/>] from **12<sup>th</sup> April to 18<sup>th</sup> April 2024**.

Please note that after successful submission of the preferences, the student should download the PDF of ***Request for Change of Discipline*** and get the recommendation from the Faculty Advisor (FA) and the Head of the Academic Division (HoD). The signed hard copy should reach the Academic Affairs section by 22<sup>nd</sup> April 2024. Without the recommendation of the FA and HoD on the signed hard copy, the preferences filled online will not be considered.

*The Student are requested to carefully submit their choices because once submitted they cannot alter their preferences.* However, based on the advice of the FA/HoD, if any changes are to be made in the preferences, FA/HoD can delete the preferences on the ERP portal so that the student can re-submit the preferences.

1. Only those students will be eligible for consideration of a change of branch after the second semester, who have completed all the common credits required in the first two semesters of their studies, in their first attempt, without having had to pass any course requirement in supplementary examination.
2. Students may enlist their choices of branch, in order of preference, to which they wish to change over. It will not be permissible to alter the choices once application has been submitted.
3. Change of branch shall be made strictly in order of merit of the applicants. For this purpose, the CPI obtained at the end of the second semester shall be considered. In case of a tie, the JEE (Advanced) rank of the applicants will be considered.
4. The applicants may be allowed a change of branch strictly in order of *inter se* merit, subject to the limitation that the strength of a branch should not fall below the existing strength by more than ten percent and should not go above the approved total intake of the branch by more than ten percent.
5. All changes of branch made in accordance with the above rules will be effective from the third semester of the applicants concerned. No change of branch shall be permitted after this.
6. All changes of branch will be final and binding on the applicants. No student will be permitted, under any circumstances, to refuse the change of branch offered.

This is issued with the approval of the Competent Authority.

Dr. Subhajit Choudhury  
HoS (Academic Affairs)