



RAJIV GANDHI INSTITUTE OF PETROALEUM TECHNOLOGY, JAIS, AMETHI

Branch Change Request Form

Dated: _____

To,

The Dean (Academic Affairs)

RGIPT, Jais Campus

Subject: **Change of Branch**

I hereby apply for a change of branch and giving below necessary particulars.

Name of Student			
Roll No.		Present Branch	
Programme			
Category (Please (✓))	GEN / OBC / SC / ST/ PwD	CPI	
E-Mail		Mobile No.	
Preference of Branch for Change			

I _____ hereby state that, I have no backlog course(s) at the end of 3rd Semesters and there has been **NO** in-disciplinary case against me.

DECLARATION

I, undertake to abide in the decision of the authorities for granting me change of branch. The branch allotted to me shall be acceptable and binding on me. I will not ask for any further reconsideration under any circumstances.

Signature of Parent/Guardian

Signature of Student



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RULES FOR CHANGE OF BRANCH

An undergraduate student enrolled in any academic programme/branch, is eligible for change of branch/programme at the end of the first year provided, subject to the strength constraints of the departments, using the following criteria:

1. Change of branch/programme is a privilege and not right and would be awarded normally to meritorious students only.
2. Application for change of branch/programme should be made at the end of first year second semester of undergraduate programme to the Dean (Academic Affairs).
3. Applicants Cumulative Point Index (CPI) up to the semester in which application is made should be equal to or greater than 8.0 and without any fail grade/backlogs.
4. There should not be any case of in-disciplinary action made by the applicant.
5. The eligible applicants shall be allowed change of branch strictly on the basis of inter-se-merit as reflected in their CPI, In case the CPI of more than one student seeking change of branch is same, their inter-se-merit shall be decided on the basis of their ranks in JEE Advance.
6. While making the change of branch of a student, the strength of a class should not fall below the existing strength by more than 20%. For the purpose, the strength refers to the total strength of students in the class of a given branch excluding the failures.
7. The change of branch is only possible with the same caste category and seat is vacant in the desired branch.
8. All such transfers can be effected only once at the beginning of the second academic year. No application for change of branch during the subsequent academic year will be entertained.
