

07/04/2025

Maharaja Surajmal Institute of Technology
C-4 Janak Puri, New Delhi-110058

Notice for Upgradation / Change of branch

1. Reference to the University Notice No. IPU-7/Incharge(Admissions)/Upgradation-B.Tech/2025-26/297 dated 04/04/2025 regarding Upgradation /Change of Branch of the students admitted in 1st semester in the Academic Session 2024-25 in the B.Tech.(Engineering Programme) on the basis of their performance in 1st semester. Upgradation/ Change of Branch will be effective w.e.f. the 3rd semester which will commence from the Academic Session 2025-26.
2. Those students who wishes to apply for a change of Branch/ Upgradation in Engineering Degree in the third semester of studies will pay a Non Refundable Application fee of Rs. 2000/-(Rupees Two Thousand only) as per the below Bank Details:-

Bank Details:-

Beneficiary Name:- Maharaja Surajmal Institute of Technology

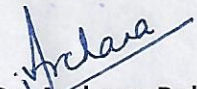
Branch:- C Block Janak Puri-58

A/c. no.- 175901000001658

Bank Name:- Indain Overseas Bank

IFSC CODE:- IOBA0001759

3. The students are notified to submit their Application Forms, along with the proof of submission of Rs. 2000/- and Affidavit in the Admin Office of the Institute positively by 28.04.2025, so that we can submit the list to the University on time.
4. No application will be entertained after 28.4.2025 by the Institute.


Prof.(Dr.) Archana Balyan
DIRECTOR

DIRECTOR

Maharaja Surajmal Institute of Technology
C-4, Janak Puri, New Delhi-110058

Copy to:-

1. HOD- Applied Science for conveying message to the students through the Class Proctors.
2. Admin. Office.
3. Notice Boards.
4. Institute Website.
5. Account Office for information



Guru Gobind Singh Indraprastha University

Sector 16 C, Dwarka, Delhi-110078

No.: IPU-7/Incharge (Admissions)/Upgradation-B.Tech./2025-26/ 297

Dated: 04/4/25

NOTICE

Subject: Upgradation/Change of Branch of the students admitted in 1st Semester in the Academic Session 2024-25 in the B.Tech (Engineering programme) on the basis of their performance in 1st semester. Upgradation/ Change of Branch will be effective w.e.f. the 3rd semester which will commence from the Academic Session 2025-26.

The students of B.Tech Engineering Programme studying in University Schools of studies, affiliated Colleges/ Institutes of Guru Gobind Singh Indraprastha University, who will be promoted to the third semester in the Academic Session 2025-26 are hereby informed that the process of Upgradation / Change of Branch is being initiated by the University and the Upgradation / Change of Branch will be within the same shift wherever two shifts are functional.

The Upgradation / Change of Branch will be done strictly on the basis of the merit prepared on the basis of marks, i.e. SGPA obtained by the students in the first semester of B.Tech programme subject to availability of vacancies in the University School / Affiliated College / Institute as on **31/03/2025**. The vacant seats as on 31/03/2025 in 3rd semester will be considered only within the Sanctioned Intake of the Academic Session in which the students have been admitted in the Academic Session 2024-25. These vacant seats in 3rd semester shall be filled through Upgradation / Change of Branch in each programme in the same University School of Studies/ Institute subject to availability of the vacancies.

Upgradation / Change of Branch means Change of Branch of Engineering Programme by a student in the **same college in the same shift on the basis of merit** e.g. a student studying in IT in a particular college can be Upgraded/Change of Branch to any other branch like CSE, ECE, MAE, etc. in the same University School of Studies / Institute subject to availability of vacancies and the sanctioned intake. It may be noted that **Change of Shift** (e.g. from second shift to first or vice versa in the same institute or from one institute to the other) **is not covered under the process of Upgradation/ Change of Branch** and as such it is not permitted.

The students of second semester (B.Tech) who will be joining 3rd Semester in the session 2025-26 and are desirous of Upgradation/Changing their Branch in the Engineering Programme, within the same institute, may apply to the Dean/Director/Principal of the concerned University School of Studies/ Institute in the proforma enclosed by **30/04/2025** forenoon. The intending eligible students who wishes to apply for a change of Branch / Upgradation in Engineering Degree in the third semester of studies have to pay a Non Refundable Application fee of Rs. 2000/- (Rupees Two Thousand only) to the concerned College/Institute.

Deans / Directors / Principal of the University School / affiliated college/ institute shall forward the consolidated list (original and soft copy) in prescribed format alongwith the original copy and soft copy of applications to the office of Director-Incharge (Academic) latest by **04:00 pm of 30/04/2025**. The concerned Dean/Director/Principal of the affiliated institutes/USS shall deposit the total fees per candidate @ Rs. 2000/- for change of branch/upgradation, received from the interested eligible candidates, into the University account via online mode or Challan, and required to enclose the payment details/proof to the Academic Branch. The Deans / Directors / Principal of the University Schools / affiliated colleges / institutes shall also upload the list of candidates who have applied for Upgradation/ Change of Branch on their official website on **30/04/2025**. No application beyond **30/04/2025** will be entertained by the University. The complete list of applications received in time will be displayed on the University website on **07/05/2025 tentatively**. **The cases approved for upgradation / change of branch/programme will be notified latest by 27/05/2025 (tentatively) on the University's Website: www.ipu.ac.in.**

The upgradation/change of Branch shall be carried out as per "Regulation with respect to change of Branch/Upgradation of Students in Engineering Degree Programs/B.Tech in the Third Semester of Studies in the University School of studies (USS) and Affiliated Institutes/Colleges of GGSIP University" notified by the University.


It is also informed that under no circumstances, those who have once applied for Upgradation/ Change of Branch and have been subsequently upgraded to any Branch/ Stream as per the options exercise by the candidate shall be allowed to withdraw their application. An affidavit to this effect is also required to be submitted by the students alongwith their application form.

Deans/ Directors/ Principals of the University /affiliated colleges / institutes are requested to forward a compiled list of all applicants alongwith the applications of the students seeking Upgradation/Change of branch, certifying that the details filled by the students have been checked and found correct (both hard & soft copies).

Under no circumstances single application or part list for Upgradation/ Change of Branch will be sent by Deans/ Directors/Principal of the School/ Institute/ College unless there is only one applicant available in the School/ Institute/ College seeking Upgradation/ Change of branch.


The Dean/ Director/ Principal of the University School/ affiliated college / institute are also hereby requested to forward the details of vacant seats in Engineering Degree Programme as on **31/03/2025** for the 3rd semester to the Director-Incharge (Academic)) by **15/04/2025** on the prescribed format.

- Encls:** 1. Application for Upgradation/ Change of Branch
In the B.Tech Programme
2. Format for Affidavit


(Prof. Udayan Ghose)
Director-Incharge (Academic)

Copy to:

1. Dean USICT, USCT & USAR, GGSIPU
2. Controller of Examinations (Result), GGSIPU for kind Information.
3. All Directors / Principals of the affiliated colleges of GGSIPU
4. Head UITS – for uploading the same on the University website.
5. AR to Hon'ble Vice Chancellor, for kind information.
6. AR to Registrar, for kind information.
7. Guard File


(Dr. Vijay Kumar)
Deputy Registrar (Academic)



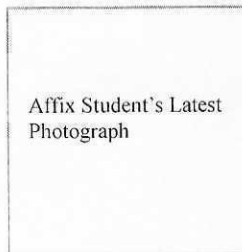
Application for Up-gradation/Change of Branch in the B.Tech Programmes

(Effective from 3rd Semester for the Academic Session 2025-26 within the same Institute/College)

1. Name of student (in capitals) _____

2. Name of Father/Mother (in capitals) _____

3. Name of the Institute where presently studying _____
(enclosed a photocopy of college identity card/University exam card)



Affix Student's Latest Photograph

4. University Enrolment Number _____

5. JEE CRL on the basis of which admission in B.Tech Program was taken by the candidate in the Academic session 2024-2025. _____

6. The Branch of Engineering/Programme being pursued at present _____
(In case of institutions having shift, Shift should also be clearly mentioned i.e. 1st or 2nd Shift)

7. Name of the programme for Upgradation/Change from the present programme in order of preference

1 st preference	_____
2 nd preference	_____
3 rd preference	_____
4 th preference	_____
5 th preference	_____
6 th preference	_____
7 th preference	_____
8 th preference	_____
9 th preference	_____
10 th preference	_____

Note: (In case of institutions having shift, Shift should also be clearly mentioned i.e. 1st or 2nd Shift).
However, no change in shift is allowed.

8. Complete Postal Address (in capitals) _____
(along with Mobile /Telephone numbers) _____

Mobile/Telephone No. _____

9. Application fee Rs.2000/- paid Yes NO

10. Affidavit on Rs. 10/- non judicial stamped paper duly notarized enclosed Yes NO

11. Details of Result
(Enclose the photocopy of marksheet of the 1st semester of B.Tech programme downloaded from the University Website/Issued by the University).

Aggregate % of marks and SGPA obtained in the 1st semester of B.Tech programme

% of Marks = _____
SGPA = _____
JEE CRL 2024 = (to photocopy enclosed) _____

Undertaking: I solemnly affirm that the information furnished above is true and correct in all respects. I have not concealed any information. I realize that if any information furnished herein is found to be incorrect or untrue, I shall be liable to disciplinary action and also forgo my claim to the seat in the college. I also undertake that I will abide by the decision of the University which is the final authority.

Counter Signature of Parent/
Guardian

Signature of candidate with date

I certify that the above details as mentioned by the student have been examined/checked and certified and the same are true and correct in all respects.

Name:

Signature:

Date:

FORMAT FOR AFFIDAVIT

(To be submitted alongwith Application form for Upgradation in B.Tech. programme on non-judicial stamp paper of Rs.10/- duly notarized by Notary Public)

I, _____ (Name of the candidate),
S/o./D/o. _____ and resident of (Permanent address) _____ do hereby solemnly

affirm and declare that:-

- I. I have applied for upgradation in 3rd semester of B.Tech. Programme.
- II. I was admitted through JEE rank in year _____ vide University Enrolment No. _____ and _____ at present I am studying in _____ (Name of College) _____ (in Shift, if applicable) in _____ (Branch of Engineering).
- III. My JEE CRL 2024 is _____
- IV. I am aware that upgradation process is on the basis of performance (SGPA) in 1st semester of B.Tech. programme and subject to availability of vacant seats in a particular branch of engineering in which I am studying.
- V. I have cleared all the papers of 1st semester of B.Tech. Programme in their first attempt, without having had to pass any course requirement in the supplementary examination.
- VI. I want to exercise my option for Upgradation / Change of Branch from present stream i.e.

_____ to the branch of B.Tech. programme in order of preference as below:-

- Preference 1: _____
- Preference 2: _____
- Preference 3: _____
- Preference 4: _____
- Preference 5: _____
- Preference 6: _____
- Preference 7: _____
- Preference 8: _____
- Preference 9: _____
- Preference 10: _____

- VII. I am aware that the seat falling vacant due to my upgradation will be allotted to some other Student during the process of Upgradation / Change of Branch, therefore, I shall not claim in the seat in old Stream.
- VIII. I hereby undertake that in the event of being successful in Upgradation / Change of Branch from my present branch to the branch as per my option, I will not request for withdrawal of my application for upgradation.
- IX. I also undertake that after Upgradation I will not make any representation for refusal to accept the allotted option as I am aware that cancellation of my upgradation will jeopardise the sequence of Upgradation affecting other students.
- X. I am exercising my option fully under my consciousness with my own desire and free will for Upgradation.
- XI. I am forwarding my application for Upgradation / Change of Branch through proper channel i.e. through Dean/ Director/ Principal of the concerned University School/ institute.

Signature of Student with date/Deponent

VERIFICATION

Verified at _____ on this _____ day of _____ that the contents of the above Affidavit are true and correct to the best of my knowledge and belief. No part of it is false and nothing has been concealed therefrom. I realize that if any information furnished herein is found to be incorrect or untrue, I shall be liable to disciplinary action and also forego my claim to the seat in the University School/ Affiliated College / Institute. I also undertake that i will abide by the decision of the University which is the final authority.

Signature of Student with date/Deponent

(Signature of Parents/ Guardian)