



# Indira Gandhi Delhi Technical University for Women

ACADEMIC BRANCH

F. No. IGDTUW/Acad./Up-gradation(63)/2018-19 | 193

19<sup>th</sup> July 2018

## NOTICE

**Subject:-Up-gradation/change of B.Tech. in 3<sup>rd</sup> Semester students for the Academic Session 2018-19 - regarding.**

In pursuance to communication no. F.3(26)2018-IGDTUW-Exam/202 dated 4<sup>th</sup> July 2018 received from Dean (Examination Affairs) regarding inviting applications for up-gradation of the students of 2<sup>nd</sup> year, B.Tech. programme on the basis of their performance in the first year.

The students who have been promoted to 3<sup>rd</sup> semester, 2<sup>nd</sup> year of B.Tech. programme for the current academic session 2018-19, **the up-gradation of discipline is permitted within the University**. The up-gradation shall be done strictly on the basis of their obtained marks during academic session 2017-18, i.e. total average percentage secured in 1<sup>st</sup> and 2<sup>nd</sup> Semester obtained by the students in B.Tech. Programme. In reference to Minutes Third Meeting of the Academic Council vide resolution **Item No. 3.06** dated 23-05-2014, the applicants may kindly note that a maximum of **5%** of the sanctioned intake for the Academic Session 2018-19 in which the students desirous for admission, shall be filled up through up-gradation/change of Branch.

Students of 2017-18 batch of B.Tech. Programme desirous of up-gradation may apply in the prescribed form attached herewith from **20<sup>th</sup> July 2018 to 2<sup>nd</sup> August 2018**. The complete form in all respect may please be forwarded through their respective concerned HoD(s) to the Academic Branch, Academic Block, IGDTUW. The signed and duly forwarded applications must reach the above said address latest by on or before 5:00 pm of 2<sup>nd</sup> August 2018 failing which no application will be considered/allowed for Branch Upgradation. **The cases approved for Branch Up-gradation will be notified on 10<sup>th</sup> August 2018 through the University website**. The students should note it that no request to withdrawal for up-gradation will be entertained.

An undertaking to this effect may also be submitted by the student alongwith their application form. (Application Format alongwith undertaking is also enclosed for the convenience of the student(s)).

This issues with the approval of the Competent Authority.

C.  
A. N. 111  
19.7.18  
(Virendir Singh)  
Consultant (D.R.)

Copy for information and necessary action to:-

1. All HODs (IT, ECE, CSE, MAE & ASH), IGDTUW
2. Dean (Academic Affairs), IGDTUW
3. Dean (Examination Affairs), IGDTUW
4. Dy. Dean (Student Welfare), IGDTUW
5. Dy. Finance Officer
- ✓ 6. System Analyst with the request to kindly upload in the **STUDENT NOTICE** on the University website.
7. PS to Hon'ble Vice-Chancellor, IGDTUW
8. Consultant (PA) to Registrar, IGDTUW All Notice Boards
9. Guard file



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## ACADEMIC BRANCH

Application for Up-gradation/ Change of Branch in the B.Tech. programme for the session 2018-19 from 3<sup>rd</sup> Semester for the Academic Session 2018-19 within the same University)

1. Name of Student (in capitals) \_\_\_\_\_
2. Name of Father/Mother (in capitals) \_\_\_\_\_
3. Name of the Discipline/ Programme \_\_\_\_\_  
Presently pursuing  
(Enclose Photocopy of I-card)
4. University Enrollment Number \_\_\_\_\_
5. Name of the programme for Up-gradation/ Change from the Present programme in order of  
1<sup>st</sup> Preference \_\_\_\_\_  
2<sup>nd</sup> Preference \_\_\_\_\_  
3<sup>rd</sup> Preference \_\_\_\_\_
6. Complete Postal Address (in capitals) \_\_\_\_\_  
(Alongwith Mobile/ Tele. numbers) \_\_\_\_\_  
Mobile/ Telephone No. \_\_\_\_\_

Affix Student's Latest Photograph with self attested

### 7. Details of Result

(Enclose the photocopy of marksheet of 1<sup>st</sup> & 2<sup>nd</sup> semester of B.Tech. programme downloaded from the University Website) % of marks and Average Percentage secured in 1<sup>st</sup> and 2<sup>nd</sup> Semester of B.Tech. programme.

(1) 1<sup>st</sup> Semester (2017-18) % of marks \_\_\_\_\_

(2) 2<sup>nd</sup> Semester (2017-18) % of marks \_\_\_\_\_

(3) Average Percentage secured in 1<sup>st</sup> and 2<sup>nd</sup> Semester \_\_\_\_\_

I certify that the above details are correct. I am for forwarding my application for up-gradation/ change of stream through proper channel i.e. through HoD of the concerned stream.

Dated \_\_\_\_\_

Signature of the student \_\_\_\_\_

Recommendation and forwarded by the concerned HoD (Signature with stamp)

Dean (AA)

Format for Affidavit

(To be submitted Application form for upgradation in B. Tech Programme on plain Paper)

I \_\_\_\_\_ (name of the candidate),  
D/o \_\_\_\_\_ and resident of (permanent address  
\_\_\_\_\_ hereby solemnly affirm and declare that:-

- i) I have applied for up gradation in 3<sup>rd</sup> semester of B. Tech Programme
- ii) I was admitted in year \_\_\_\_\_ vide University enrolment no. in \_\_\_\_\_ and at present I am studying in B. Tech \_\_\_\_\_ (stream/ branch)
- iii) That I am aware that upgradation process is on the basis of performance (Weighted average in 1st semester of B. Tech Programme and subject to availability of vacant seats in the stream.
- iv) I have cleared all the papers of 1st & 2<sup>nd</sup> semester of B. Tech Programme.
- v) I want to exercise my option for upgradation / change of stream from present i.e. \_\_\_\_\_ to the stream of B. Tech Programme in order of preference as

below:-

Preference 1: \_\_\_\_\_

Preference 2: \_\_\_\_\_

Preference 3: \_\_\_\_\_

- vi) I am aware that the seat falling vacant due to my upgradation will be allotted to some other student during the process of up gradation. I hereby undertake that in the event of I being successful in upgradation / change of stream from my present branch/ stream to the branch as per my option, I will not request for withdrawal of my application for upgradation
- v. That 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 jeopardize the sequence of upgradation affecting other students.
- vi. I am exercising my option fully under my consciousness with my own desire for Upgradation

I am forwarding my application for upgradation / change of stream through proper channel i.e. through Dean/ Director of concerned stream.

(Signature of the student with date)

**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 there from. I realize that if any information furnished herein found to be incorrect or untrue, I shall be liable to disciplinary action and also forego my claim to the seat in the University. I also undertake that I will abide by decision of the University which is final authority

.(Signature of Parents/ Guardian)

(Signature of the student)