PU/2025/162

August 13, 2025

CIRCULAR

Sub: Change of Program in the 2nd Year (III Semester) for the students of B.Tech, BCA, B-Design and MBA - 2024 Batch

Ref: Circular no.: PU/2025/155 dated August 09, 2025

This is to inform the students of Academic Year 2024–2025 batch, who wish to change their current program of study, may please submit an application form for the same available at the Office of the Registrar. Please refer to the checklist below:

a. The duly completed Application form for change of program.
b. Copies of grade sheets for the 1st and 2nd Semesters attested by Office of Controller of Examination.
c. Payment receipt of Rs. 1,000/- as a processing fee (to be paid at the Cash Counter).

The above documents should be submitted to the Office of the Registrar no later than **August 18, 2025**. The approved list of Students permitted for Change of Program, will be announced thereafter. Incomplete application forms and those submitted after the deadline will be rejected.

Eligibility Criteria:

a. CGPA at the end of the II Semester as mentioned in the respective PRC.
b. The student should not have any backlog in Semester I and Semester II.
c. The student should not have fee dues/ arrears from the previous academic year.

Important Notes:

a. Program change will be permitted based on availability of seats and eligibility.
b. Once a program change is approved, it is mandatory for the student to continue in the new program until graduation as well as adhere to the Academic Regulations.
c. The Fee for the remaining period of study shall be paid as per the Fee structure applicable to the New program for the relevant batch.
d. A migration charge of Rs. 9,000/- is applicable, once approved and accepted.

Registrar