



**BIRLA INSTITUTE OF TECHNOLOGY  
MESRA, RANCHI**

**STANDARD OPERATING PROCEDURE (SoP)**

**for**

**BRANCH CHANGE AFTER FIRST YEAR**

**(Effective from: A.Y. 2024 – 25 [MONSOON 2024])**

1. **Purpose:** To provide a clear set of guidelines and procedures for students seeking to change their branch after completing their first year (1<sup>st</sup> and 2<sup>nd</sup> Semesters) at BIT Mesra.

2. **Eligibility Criteria:**

- i. Students admitted in the B. Tech and Integrated M.Sc. (Physics) programme shall only be eligible to apply for change of branch after the completion of first year.
- ii. Students must have completed all the prescribed credits of the first year (1<sup>st</sup> and 2<sup>nd</sup> semesters) in the first attempt and must have an average SGPA (1<sup>st</sup> and 2<sup>nd</sup> semesters) as:
  - (a) **8.00** or above for General/EWS/OBC/EBC
  - (b) **7.00** or above for SC/ST
- iii. Students should **not** have received any fail grade (F/F\*/UFM) in any course to be eligible for branch change.
- iv. Students should **not** have faced any disciplinary action or indulged in an act of indiscipline.
- v. Students admitted under GoI/NRI/PIO/OCI/SFFS categories shall **not** be eligible for branch change.

**Note:**

- a. *The seats shall be filled based on category in which the student had taken admission.*
- b. *Branch change shall be done strictly in order of merit, availability of category wise vacancies and preferences opted by the students.*
- c. *In case of a tie between two or more students, branch change shall be done based on CRL of JEE (Main).*
- d. *Sliding/transfer of students may be allowed till the strength does not fall below 65% of the sanctioned intake of the concerned department.*
- e. *Once a branch has been allocated to a student, no request for further change/revert of the allocated branch shall be entertained under any circumstances.*

3. **Application Procedure:**

- i. **Notification:** The Dean (UGS) Office will notify students about the branch sliding process, including important dates and eligibility criteria after the declaration of 2<sup>nd</sup> semester results.
- ii. **Application Form:** Eligible students must fill out the branch sliding application form (as mentioned in the notification).
- iii. **Submission:** Submit the completed application form (as mentioned in the notification) before the deadline.

#### 4. Selection Process:

- i. **Merit List:** A merit list will be prepared based on the average SGPA of the first year (1<sup>st</sup> and 2<sup>nd</sup> semesters).
- ii. **Vacancies:** Branch change shall be subject to the availability of category wise vacant seats in the desired branch.
- iii. **Allocation:** Allocation of branch shall be done strictly in order of merit based on category wise vacancies and opted preferences submitted by the student.

#### **Note:**

- a. **Final Decision:** The decision of the Advisory Committee for Academic Programme (ACAP) shall be final and binding.
- b. **No Changes:** Once the branch change is approved and finalized, no further changes will be entertained.

#### 5. Post-Selection:

- i. **Notification:** The list of students approved for change of branch shall be notified through the Institute website, Head of the Departments, Directors, ERP or any other official communication medium.
- ii. **Documentation:** Complete any necessary documentation or formalities as directed by the Academic Section regarding registration or other allied aspects.

**Contact:** For any queries or further information, students can contact the Academic Section at:

- ❖ Office: [office.deanap@bitmesra.ac.in](mailto:office.deanap@bitmesra.ac.in)
- ❖ Assistant Registrar (Academic Programme): [ar.ap@bitmesra.ac.in](mailto:ar.ap@bitmesra.ac.in)



Dean (UGS)



Dean (PGS)



Registrar