



**DAVIET**  
ENGINEERING FUTURES  
THROUGH INNOVATION

# DAV INSTITUTE OF ENGINEERING & TECHNOLOGY

Kabir Nagar, Jalandhar, Punjab - 144 008



Melanchi Dayanand Birth  
Sahasrabati 100th Anniversary  
1925-2025

**(A Unit of Dayanand Anglo Vedic College Trust & Management Society)**

**Accredited by NAAC with "A+" Grade & Recognized by UGC under Section 2(f)**

Approved by AICTE; Affiliated to IKG-PTU, Jalandhar | Managed by DAV College Managing Committee, New Delhi

Ref. No. : DAVIET/2025-26/164

Dated 20/05/2025

## Office Circular

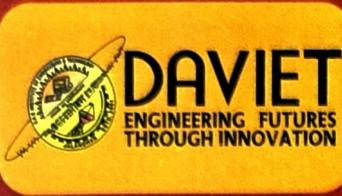
In partial modification to office circular DAVIET/2025-26/164 dated 12.05.2025, the last date for submission of application to apply for change of branch is extended till Friday, dated 23.05.2025.

All other conditions and procedure remains same (copy attached).

The process of change of branch shall be carried out on 27.05.2025 at 11:00 A.M. in Seminar Hall of the institute.

**Dr. Jagjit Malhotra**  
**Principal (Offg.)**

1. HOD (Applied Science) - for circulation amongst the students of Batch 2024.
2. Supdt. (Admn. & A/cs.)
3. Sh. Bhagat Singh - for uploading the information on Institute Website.
4. Mr. Chander Shekhar, Clerk
5. Mr. Rohit Handa, Clerk (Examination) Please make a student list after verification of the result.
6. Information Corner and all Notice Boards including Hostels.



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Ref. No. : DAVIET/2025-26/164

Dated : 12.05.25

## Office Circular

All the students of **B.Tech. – 1<sup>st</sup> Year Batch 2024** are hereby informed that as per the instructions of IKG PTU vide letter no. IKGPTU/DA/2025/117 dtd. 05.05.2025, students can opt for change of branch subject to following conditions:-

1. The change of branch shall be carried out prior to commencement of the 3<sup>rd</sup> semester and shall be on the basis of result of 1<sup>st</sup> semester within same Campus/Institute of IKGPTU.
2. **Only those students who have passed all the subjects of 1<sup>st</sup> semester can participate in the change of branch process.**
3. In case of Tie in grades/marks, the following mechanism will be considered:
  - (i) Firstly, the marks of 10+2 will be considered.
  - (ii) Secondly, the marks of 10<sup>th</sup> will be considered.
  - (iii) Finally, date of birth will be considered to break the tie (if any).
4. The option for change of branch will not be applicable on the students admitted under Tuition Fee Waiver Scheme (refer to clause xii of notification no. 13/60/08-11E2/1797 dated 23.05.2011 issued by Department of Technical Education & Industrial Training (Technical Education Branch-II), Government of Punjab).

The interested students are required to fill the form, attach a copy of result notification of 1<sup>st</sup> semester and submit it to Mr. Chander Shekhar, Clerk in Administrative Office (R&D Block, Ground Floor) by **13/05/2025, 2:00 p.m.** The students who are unable to submit hard copy of the application form may send scanned copy of the same on whatsapp No. **9888553164** or email at **deansa@davietjal.org** Application form and IKG PTU notification for change of branch is available on the website of the Institute **<https://davietjal.org/wp-content/uploads/2025/05/Branch-Change.pdf>** as well as Reception. The process of change of branch shall be carried out on **13/05/2025 at 03:00 p.m.** in the **Seminar Hall (Core - Block)** of the Institute. Seats are available in CSE, ECE, EE, ME, CE and CSE AI&ML branches.

  
(Dr. Jagjit Malhotra)  
offg. Principal

### Copy to:-

1. HOD (Applied Science) – for circulation amongst the students of Batch 2024.
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3. Sh. Bhagat Singh – for uploading the information on Institute Website.
4. Mr. Chander Shekhar, Clerk
5. Mr. Rohit Handa, Clerk (Examination) Please make a student list after verification of the result.
6. Information Corner and all Notice Boards including Hostels.

**DAV INSTITUTE OF ENGG. & TECHNOLOGY, KABIR NAGAR, JALANDHAR**  
**APPLICATION FORM FOR CHANGE OF BRANCH (BATCH 2024-2025)**

**Nose:** Before applying for the change of branch, students are advised to read the revised instructions carefully available at University/Institute website & Institute information corner.

1. Name \_\_\_\_\_

2. Father's Name \_\_\_\_\_

3. Branch \_\_\_\_\_ Univ. Reg. No. \_\_\_\_\_ Category \_\_\_\_\_

4. SGPA in 1<sup>st</sup> Semester \_\_\_\_\_

5. Current Branch \_\_\_\_\_

6. Preferences for change in branch

**Sr. No**

**Name of Branch**

1

\_\_\_\_\_

2

\_\_\_\_\_

3

\_\_\_\_\_

Dated: \_\_\_\_\_ Signature of Student \_\_\_\_\_ Mobile No. \_\_\_\_\_

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For Office Use Only

Recommendation of the Committee

(A) Committee recommends the change of branch from \_\_\_\_\_ to \_\_\_\_\_ as per norms.

Signatures of Committee Members

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_

Acceptance by the student

(B) I accept the change of branch as recommended at (A) by the Committee

Signature of student

Order by the Principal

Recommendation of the committee & acceptance of the change in branch by the student is approved.

Principal (o)

# I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY JALANDHAR (REGISTRAR OFFICE)

Estd. Under Punjab Technical University Act, 1996 (Punjab Act No. 1 of 1997)

IKGPTU/REG/NF/Acad/140

Dated: 30.04.2025

## NOTIFICATION

**Sub.: Branch upgradation norms of the University from admission session 2024-25 onwards.**

The following procedure shall be followed for change of branch (for B. Tech. 1<sup>st</sup> Year students Only) from admission session 2024-25 onwards:

1. The change of Branch shall be called as Branch Upgradation.
2. The change of branch shall be carried out prior to commencement of the 3<sup>rd</sup> Semester and shall be on the basis of result of 1<sup>st</sup> semester within same Campus/Institute of IKGPTU.
3. Only those students who have passed all the subjects of 1<sup>st</sup> semester can participate in the change of branch process.
4. In case of Tie in grades / marks, the following mechanism will be considered:
  - (i) Firstly, the marks of 10+2 will be considered.
  - (ii) Secondly, the marks of 10<sup>th</sup> will be considered.
  - (iii) Finally, date of birth will be considered to break the tie (if any).
5. The option for change of branch will not be applicable on the students admitted under Tuition Fee Waiver Scheme (refer to clause xii of notification No. 13/60/08-11E2/1797 dated 23.05.2011 issued by Department of Technical Education & Industrial Training (Technical Education Branch-II), Government of Punjab).

This notification is issued with the approval of the Hon'ble Vice Chancellor on 17.04.2025 (on hard file) vide eOffice File No. I-25/37/2022-ACAD (Computer No. 66094).

This supersedes all the previous notifications/office orders issued in this regard.

  
(Dr. S.K. Misra)  
Registrar

Endst. No. IKGPTU/REG/NF/Acad/141-146

Dated: 30.04.2025

A copy of the above is forwarded to the following for information and necessary action please.

1. Secretary to Vice Chancellor: for kind information to Hon'ble Vice Chancellor.
2. Dean (Academics).
3. HoD (Teaching), IKGPTU Main Campus.
4. Controller of Examination.
5. All Director/Principal (Constituent Campuses/Affiliated/Autonomous Colleges of IKGPTU).
6. DR (ITS): for upload on University website.

  
(Dr. S.K. Misra)  
Registrar