Indira Gandhi Delhi Technical University For Women

(Established by Govt. of Delhi vide Act 09 of 2012)

Kashmere Gate, Delhi-110006

ACADEMIC BRANCH

Dated: 10-08-2017

NOTICE

Sub: Up gradation/Change of Branch of the B.Tech. 3rd Semester students.

Attention of B.Tech. students who have been promoted to 3rd Semester is drawn to the University rules as per which the Up-gradation of discipline is permitted within the University. The upgradation shall be done strictly on the basis of the marks i.e. Weighted Average obtained by the students in the 1st and 2nd Semesters of B.Tech Programme subject to availability of vacancies. Applicants may note that a maximum of 5% of the sanctioned intake of the Academic Session in which the students were admitted shall be filled through up-gradation/change of branch.

Students of 2016-17 batch of B.Tech. Programme desirous of upgrading their branch may apply Online **from 10th August 2017 to 14th August 2017** through the "Examination Portal" link available at http://igdtuw.ac.in under the tab Examination and forward the printed copy of application through the concerned HoD to the Academic Branch, IGDTUW.

> **Procedure for filling Online Branch Upgrade Application**
> 1. Log in to Exam portal
> 2. Go to tab "**Apply for Up-gradation**".
> 3. Read terms and condition. If agreed, check Agree box and proceed.
> 4. Fill your preferences through drop down control box.
> 5. Click on **Proceed Application**
> 6. Click on **Submit** and then **Freeze**.
> 7. **Take print out** of the Application, verify the contents and submit the duly signed application to the Room No : 188, **Academics Branch, Admin. Block, Ground Floor, IGDTUW**
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> The signed and duly forwarded Applications must reach the above address latest by 5:00 pm of 14th August 2017 failing which candidates will not be considered for Branch Upgrade.

The cases approved for Branch Upgrade will be notified on **16th August 2017** at 5:00 pm on the University's website.

Students should note that no request to withdraw the upgrade request will be entertained once the Online Application and printed copy of Application is submitted by the student. An undertaking to this effect is also to be submitted by the students along with their application form.

For any query/ assistance students may send an email on support.exam@igdtuw.ac.in

Consultant (DR-Academics)

Copy to:
1. Deans/HoDs (CSE, IT, MAE, ECE) with the request to circulate the notice among students and to provide wide publicity.
2. In charge, Website with the request to upload the document on the website of the University for the information of the students
3. PS To VC, IGDTUW
4. PA to Registrar, IGDTUW