


**OFFICE OF ASSOCIATE DIRECTOR (A)**  
**CIRCULAR**

01 July 2020

3242/AD(A)/COB/ 01 /2020

**CHANGE OF BRANCH IN 2<sup>ND</sup> YEAR**

1. Before the commencement of 3<sup>rd</sup> semester, change of branch is considered based on the performance of the students in 1<sup>st</sup> and 2<sup>nd</sup> Semester examinations, subject to availability of seats.
2. **Eligibility Criteria for Branch Change:** Students are eligible to apply for branch change in 2<sup>nd</sup> year subject to the following: -
  - (a) Students should not have any backlog and have a CGPA not less than 6.5.
  - (b) The branch change will take place subject to the vacancy in the particular branch
  - (c) Sikkim Quota students may opt only if there is a vacancy in the desired branch in the same category. However, if there are no vacancies, the student may apply as a general candidate.
  - (d) If a Sikkim Quota student opts for a general category seat, subject to fulfilling above conditions, he/she has to pay fees as per general quota students.
3. **Forms available:** Interested students are requested to download the form from Institute website/ SMIT App. and mail the filled form at [adoffice@smit.smu.edu.in](mailto:adoffice@smit.smu.edu.in) on or before **08 July 2020**. TG's are requested to disseminate the same to all your respective wards.
4. Regarding any other queries students can contact Associate Director (Academics) or Assistant Registrar (Academics).

  
01/07/2020  
(Prof. (Dr.) Sangeeta Jha)  
Associate Director (A) i/c

Associate Director (A)  
Sikkim Manipal Institute of Technology  
Major Bypass-737136  
East Sikkim

To,

1. 1<sup>st</sup> Year HODs - for information and necessary action please.
2. All HODs - with a request to disseminate the same to all faculty members of respective Departments.

3. Head SMU IT - with a request to upload both circular and Form in Institute website.

copy to

1. Director SMIT - for information please.
2. DCE (T) - for information please.
3. Chairman Admission - for information please.
4. Asst. Registrar (Acad) - for necessary action please.
5. Sr. Executive (Finance) - for necessary action please.
6. Office Supt. - for information please.
7. Student Council VP - to disseminate the same to all student group
8. Student Notice Board





**APPLICATION FORM FOR CHANGE OF BRANCH IN SECOND YEAR**  
(Revised on May 2019)

1. Name in full: **Mr/Ms**..... Regn. No. ....
2. Parent's name ..... Phone No. ....  
(F/M/G#): .....
3. Dept./Branch ..... Sem/Sec. ....
4. Email ID ..... Phone No. ....
5. Hosteller/Day scholar. If hosteller, specify the Hostel/Room No: .....
6. Reason(s) for requesting the change of Branch:.....  
.....
7. Preference of branches for change: 1.....  
2.....  
3.....
8. Supporting Documents attached.  
(i) Letter from parents consenting the change of branch: Yes/No
9. Signature of the student: ..... Date: ...../...../.....
10. Recommended by HOD/ Associate Director (A)\*: ..... Date:.....
11. Approved by Director: ..... Date: .....
12. Duly filled in application should be mailed to [adoffice@smit.smu.edu.in](mailto:adoffice@smit.smu.edu.in) regarding any other queries student can contact Associate Director (A)/ Assistant Registrar (Acad). [Contact No: 03592-246145 OR 03592- 246117/ 246118/ 246119/ 246120 ext: 270, 223, 224]

