



**BHARATI VIDYAPEETH'S COLLEGE OF ENGINEERING**  
(Approved by AICTE, New Delhi & Affiliated to Guru Gobind Singh Indraprastha University, Delhi)  
(An ISO 9001:2015 Certified Institution)  
A-4, Paschim Vihar, Main Rohtak Road, New Delhi – 110 063

Ref. No.: BVCOE/ND/ADM/SN/097/2024-2025

Date: 08<sup>th</sup> April, 2025

## **UPGRADATION NOTICE**

All the First Year students going to promote in Second Year in A.Y. 2025-2026 and who wish to apply for **Upgradation/Change of Branch on the basis of the performance in First Year**, which will be effective in the 3rd semester for the Academic Session 2025-2026 are herewith informed that as per GGSIPU Circular No. IPU-7/Incharge (Admission)/Upgradation-B.Tech./2025-26/297, dated 04<sup>th</sup> April, 2025, **the last date for applying for upgradation in GGSIPU, Sec 16-C, Dwarka, New Delhi – 110 078 is 30<sup>th</sup> April, 2025.**

The University Upgradation Notice on its website [www.ipu.ac.in](http://www.ipu.ac.in), Application Form and Affidavit Proforma for Upgradation / Change of Branch for A.Y. 2025-2026 can be viewed / downloaded through from the website / link [www.ipu.ac.in/P2025/nt040425900%20\(1\).pdf](http://www.ipu.ac.in/P2025/nt040425900%20(1).pdf)

Further, an application fee of Rs.2,000/- (one time, non-refundable) will be levied from interested and eligible students applying for upgradation / change of branch. The said fee will be deposited in the College Account through our portal link: <https://www.bharatividyaapeethfees.com> under the tab **other fee**.

Students are advised to **submit the filled in upgradation forms duly attested by Exam Cell of BVCOE, New Delhi for verification of Aggregate % of Marks & SGPA along with following documents in Administrative Office latest by 28<sup>th</sup> April, 2025 (Monday) by 03.00 pm.** After this date and time, no form will be accepted:

1. Photograph affixed on the Application Form,
2. Copy of College Identity Card / University Exam Card
3. 1<sup>st</sup> Semester Marksheet attested by Exam Cell
4. Affidavit on non-judicial stamp paper of Rs.10/- only. Format is available at above mentioned link.
5. Proof of JEE CRL (JEE Rank) 2024
6. Payment receipt of Rs.2,000/- in college account

Upgradation means Change of Branch of Engineering Programme by a student in the same college on the basis of merit, subject to availability of vacancies and the sanctioned Intake. It may please be noted that change of shift is not covered in Upgradation Process/Change of Branch and as such is not permitted as per norms of GGSIP University, Delhi.

Principal

Bharati Vidyapeeth  
College of Engineering  
New Delhi-110063

**Copy to:**

1. Vice Principal (Academics)
2. Vice Principal (Admin)
3. HODs (For information of 1st Year Students)
4. Website Incharge (For uploading on the College Website)
5. Administrative Office/Exam Cell/Library
6. Students Notice Board



# Guru Gobind Singh Indraprastha University

Sector 16 C, Dwarka, Delhi-110078

No.: IPU-7/Incharge (Admissions)/Upgradation-B.Tech./2025-26/ 297

Dated: 04/4/25

## NOTICE

**Subject: Upgradation/Change of Branch of the students admitted in 1<sup>st</sup> Semester in the Academic Session 2024-25 in the B.Tech (Engineering programme) on the basis of their performance in 1<sup>st</sup> semester. Upgradation/ Change of Branch will be effective w.e.f. the 3<sup>rd</sup> semester which will commence from the Academic Session 2025-26.**

The students of B.Tech Engineering Programme studying in University Schools of studies, affiliated Colleges/ Institutes of Guru Gobind Singh Indraprastha University, who will be promoted to the third semester in the Academic Session 2025-26 are hereby informed that the process of Upgradation / Change of Branch is being initiated by the University and the Upgradation / Change of Branch will be within the same shift wherever two shifts are functional.

The Upgradation / Change of Branch will be done strictly on the basis of the merit prepared on the basis of marks, i.e. SGPA obtained by the students in the first semester of B.Tech programme subject to availability of vacancies in the University School / Affiliated College / Institute as on **31/03/2025**. The vacant seats as on 31/03/2025 in 3<sup>rd</sup> semester will be considered only within the Sanctioned Intake of the Academic Session in which the students have been admitted in the Academic Session 2024-25. These vacant seats in 3<sup>rd</sup> semester shall be filled through Upgradation / Change of Branch in each programme in the same University School of Studies/ Institute subject to availability of the vacancies.

Upgradation / Change of Branch means Change of Branch of Engineering Programme by a student in the **same college in the same shift on the basis of merit** e.g. a student studying in IT in a particular college can be Upgraded/Change of Branch to any other branch like CSE, ECE, MAE, etc. in the same University School of Studies / Institute subject to availability of vacancies and the sanctioned intake. It may be noted that **Change of Shift** (e.g. from second shift to first or vice versa in the same institute or from one institute to the other) **is not covered under the process of Upgradation/ Change of Branch** and as such it is not permitted.

The students of second semester (B.Tech) who will be joining 3<sup>rd</sup> Semester in the session 2025-26 and are desirous of Upgradation/Changing their Branch in the Engineering Programme, within the same institute, may apply to the Dean/Director/Principal of the concerned University School of Studies/ Institute in the proforma enclosed by **30/04/2025** forenoon. The intending eligible students who wishes to apply for a change of Branch / Upgradation in Engineering Degree in the third semester of studies have to pay a Non Refundable Application fee of Rs. 2000/- (Rupees Two Thousand only) to the concerned College/Institute.

Deans / Directors / Principal of the University School / affiliated college/ institute shall forward the consolidated list (original and soft copy) in prescribed format alongwith the original copy and soft copy of applications to the office of Director-Incharge (Academic) latest by **04:00 pm of 30/04/2025**. The concerned Dean/Director/Principal of the affiliated institutes/USS shall deposit the total fees per candidate @ Rs. 2000/- for change of branch/upgradation, received from the interested eligible candidates, into the University account via online mode or Challan, and required to enclose the payment details/proof to the Academic Branch. The Deans / Directors / Principal of the University Schools / affiliated colleges / institutes shall also upload the list of candidates who have applied for Upgradation/ Change of Branch on their official website on **30/04/2025**. No application beyond **30/04/2025** will be entertained by the University. The complete list of applications received in time will be displayed on the University website on **07/05/2025 tentatively**. **The cases approved for upgradation / change of branch/programme will be notified latest by 27/05/2025 (tentatively) on the University's Website: [www.ipu.ac.in](http://www.ipu.ac.in).**

The upgradation/change of Branch shall be carried out as per "Regulation with respect to change of Branch/Upgradation of Students in Engineering Degree Programs/B.Tech in the Third Semester of Studies in the University School of studies (USS) and Affiliated Institutes/Colleges of GGSIP University" notified by the University.


It is also informed that under no circumstances, those who have once applied for Upgradation/ Change of Branch and have been subsequently upgraded to any Branch/ Stream as per the options exercise by the candidate shall be allowed to withdraw their application. An affidavit to this effect is also required to be submitted by the students alongwith their application form.

Deans/ Directors/ Principals of the University /affiliated colleges / institutes are requested to forward a compiled list of all applicants alongwith the applications of the students seeking Upgradation/Change of branch, certifying that the details filled by the students have been checked and found correct (both hard & soft copies).

Under no circumstances single application or part list for Upgradation/ Change of Branch will be sent by Deans/ Directors/Principal of the School/ Institute/ College unless there is only one applicant available in the School/ Institute/ College seeking Upgradation/ Change of branch.


The Dean/ Director/ Principal of the University School/ affiliated college / institute are also hereby requested to forward the details of vacant seats in Engineering Degree Programme as on **31/03/2025** for the 3<sup>rd</sup> semester to the Director-Incharge (Academic)) by **15/04/2025** on the prescribed format.

- Encls:** 1. Application for Upgradation/ Change of Branch  
In the B.Tech Programme  
2. Format for Affidavit

  
(Prof. Udayan Ghose)  
Director-Incharge (Academic)

Copy to:

1. Dean USICT, USCT & USAR, GGSIPU
2. Controller of Examinations (Result), GGSIPU for kind Information.
3. All Directors / Principals of the affiliated colleges of GGSIPU
4. Head UITS – for uploading the same on the University website.
5. AR to Hon'ble Vice Chancellor, for kind information.
6. AR to Registrar, for kind information.
7. Guard File

  
(Dr. Vijay Kumar)  
Deputy Registrar (Academic)



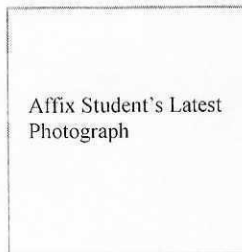
## Application for Up-gradation/Change of Branch in the B.Tech Programmes

(Effective from 3<sup>rd</sup> Semester for the Academic Session 2025-26 within the same Institute/College)

1. Name of student (in capitals) \_\_\_\_\_

2. Name of Father/Mother (in capitals) \_\_\_\_\_

3. Name of the Institute where presently studying \_\_\_\_\_  
(enclosed a photocopy of college identity card/University exam card)



Affix Student's Latest Photograph

4. University Enrolment Number \_\_\_\_\_

5. JEE CRL on the basis of which admission in B.Tech Program was taken by the candidate in the Academic session 2024-2025. \_\_\_\_\_

6. The Branch of Engineering/Programme being pursued at present \_\_\_\_\_  
(In case of institutions having shift, Shift should also be clearly mentioned i.e. 1<sup>st</sup> or 2<sup>nd</sup> Shift)

7. Name of the programme for Upgradation/Change from the present programme in order of preference

1 <sup>st</sup> preference	_____
2 <sup>nd</sup> preference	_____
3 <sup>rd</sup> preference	_____
4 <sup>th</sup> preference	_____
5 <sup>th</sup> preference	_____
6 <sup>th</sup> preference	_____
7 <sup>th</sup> preference	_____
8 <sup>th</sup> preference	_____
9 <sup>th</sup> preference	_____
10 <sup>th</sup> preference	_____

Note: (In case of institutions having shift, Shift should also be clearly mentioned i.e. 1<sup>st</sup> or 2<sup>nd</sup> Shift).  
However, no change in shift is allowed.

8. Complete Postal Address (in capitals) \_\_\_\_\_  
(along with Mobile /Telephone numbers) \_\_\_\_\_

Mobile/Telephone No. \_\_\_\_\_

9. Application fee Rs.2000/- paid  Yes  NO

10. Affidavit on Rs. 10/- non judicial stamped paper duly notarized enclosed  Yes  NO

11. Details of Result  
(Enclose the photocopy of marksheet of the 1<sup>st</sup> semester of B.Tech programme downloaded from the University Website/Issued by the University).

Aggregate % of marks and SGPA obtained in the 1<sup>st</sup> semester of B.Tech programme

% of Marks = \_\_\_\_\_  
SGPA = \_\_\_\_\_  
JEE CRL 2024 = (to photocopy enclosed) \_\_\_\_\_

**Undertaking:** I solemnly affirm that the information furnished above is true and correct in all respects. I have not concealed any information. I realize that if any information furnished herein is found to be incorrect or untrue, I shall be liable to disciplinary action and also forgo my claim to the seat in the college. I also undertake that I will abide by the decision of the University which is the final authority.

\_\_\_\_\_  
Counter Signature of Parent/  
Guardian

\_\_\_\_\_  
Signature of candidate with date

I certify that the above details as mentioned by the student have been examined/checked and certified and the same are true and correct in all respects.

Name:

Signature:

Date:

**FORMAT FOR AFFIDAVIT**

(To be submitted alongwith Application form for Upgradation in B.Tech. programme on non-judicial stamp paper of Rs.10/- duly notarized by Notary Public)

I, \_\_\_\_\_ (Name of the candidate),

S/o./D/o. \_\_\_\_\_ and resident of (Permanent

address) \_\_\_\_\_ do hereby solemnly

affirm and declare that:-

I. I have applied for upgradation in 3<sup>rd</sup> semester of B.Tech. Programme.

II. I was admitted through JEE rank in year \_\_\_\_\_ vide University Enrolment No. \_\_\_\_\_ and \_\_\_\_\_ at present I am studying in

\_\_\_\_\_ (Name of College) \_\_\_\_\_

\_\_\_\_\_ (in Shift, if applicable) in \_\_\_\_\_ (Branch of Engineering).

III. My JEE CRL 2024 is \_\_\_\_\_

IV. I am aware that upgradation process is on the basis of performance (SGPA) in 1<sup>st</sup> semester of B.Tech. programme and subject to availability of vacant seats in a particular branch of engineering in which I am studying.

V. I have cleared all the papers of 1<sup>st</sup> semester of B.Tech. Programme in their first attempt, without having had to pass any course requirement in the supplementary examination.

VI. I want to exercise my option for Upgradation / Change of Branch from present stream i.e. \_\_\_\_\_ to the branch of B.Tech. programme in order of preference as below:-

Preference 1: \_\_\_\_\_

Preference 2: \_\_\_\_\_

Preference 3: \_\_\_\_\_

Preference 4: \_\_\_\_\_

Preference 5: \_\_\_\_\_

Preference 6: \_\_\_\_\_

Preference 7: \_\_\_\_\_

Preference 8: \_\_\_\_\_

Preference 9: \_\_\_\_\_

Preference 10: \_\_\_\_\_

VII. I am aware that the seat falling vacant due to my upgradation will be allotted to some other Student during the process of Upgradation / Change of Branch, therefore, I shall not claim in the seat in old Stream.

VIII. I hereby undertake that in the event of being successful in Upgradation / Change of Branch from my present branch to the branch as per my option, I will not request for withdrawal of my application for upgradation.

IX. I also undertake that after Upgradation I will not make any representation for refusal to accept the allotted option as I am aware that cancellation of my upgradation will jeopardise the sequence of Upgradation affecting other students.

X. I am exercising my option fully under my consciousness with my own desire and free will for Upgradation.

XI. I am forwarding my application for Upgradation / Change of Branch through proper channel i.e. through Dean/ Director/ Principal of the concerned University School/ institute.

**Signature of Student with date/Deponent**

**VERIFICATION**

Verified at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ that the contents of the above Affidavit are true and correct to the best of my knowledge and belief. No part of it is false and nothing has been concealed therefrom. I realize that if any information furnished herein is found to be incorrect or untrue, I shall be liable to disciplinary action and also forego my claim to the seat in the University School/ Affiliated College / Institute. I also undertake that i will abide by the decision of the University which is the final authority.

**Signature of Student with date/Deponent**

**(Signature of Parents/ Guardian)**