



Ref No:- SBSSU/FZR/ODA/3970

Date:-27/8/26

OFFICE ORDER

All concerned must note the norms for change of course/ stream during admissions. The change will be allowed, subject to the following conditions:

- The change of course/branch will be allowed only once in an admission session.
- The change may be requested within 15 days from the commencement of academic session or the date of admission whichever is later and up to the last date of admission.
- The request must be routed through the office of Registrar and endorsed by the Head of Department of course being shifted from.
- The endorsement by the Head should be communicated within 3-4 days by the department concerned. Else, the requested change will be proceeded with by the academic section.
- This change will be allowed with no additional charges.

These norms will come into effect immediately.

This is issued with the approval of the competent authority dated 27.08.2026.

Rajew Kumar
27/8/26
Dean Academics

CC:

- PA to Hon'ble VC for information
- Registrar for information
- All Deans/ HoDs
- University website