



APPLICATION FORM FOR COURSE CHANGE

Student Name		Father's Name	
Enrollment No.		Roll No.	
Course / Program		Faculty / School	
Current Semester / Year		Academic Session	
Email ID		Mobile No.	

COURSE CHANGE DETAILS

Current Course	
Requested Course	
Reason for Course Change	

DOCUMENTS ATTACHED

☐ ID Card ☐ Latest Marksheet / Grade Card ☐ Fee Receipt ☐ No Dues Certificate ☐ Other

DECLARATION

I hereby declare that the information furnished above is true and correct to the best of my knowledge and belief. I understand that course change is subject to seat availability, eligibility, and university rules/merit criteria.

Date: _____

Parent's Signature

Student's Signature

FOR OFFICE USE ONLY

Application Received On		Application No.	
Academic Eligibility	☐ Eligible ☐ Not Eligible	Fee / No Dues Status	☐ Cleared ☐ Pending
Allocated Branch		Status	☐ Approved ☐ Rejected
Remarks			
Admission Manager (Signature & Date)	Dean / HOD (Signature & Date)	Registrar Office (Signature & Seal)	



श्री Davara University

Established under Chhattisgarh Private Universities (Establishment and Operation) Act, 2005

NH-30, Davara Educational Campus, Naya Raipur (C.G.) – 493661

registrar@davarauniversity.in | www.davarauniversity.in



REGISTRAR OFFICE

STUDENT BRANCH CHANGE – PROCESS FLOW

Step	Process / Activity	Responsible Office	Help Desk / Contact Person	Flow
1	Student writes application and obtains approval from parent/guardian.	Student	Mr. Mohit Dhruw (9201737189) Ms. Jyoti Kamlesh (9755914310)	↓
2	Student submits the application to the relevant Admission Staff for approval.	Student	Mr. Mohit Dhruw (9201737189) Ms. Jyoti Kamlesh (9755914310)	↓
3	Relevant Admission Staff forwards the application to the concerned Dean for review.	Student	Mr. Mohit Dhruw (9201737189) Ms. Jyoti Kamlesh (9755914310)	↓
4	The concerned Dean forwards the application to the Registrar Office through student.	Student	Mr. Mohit Dhruw (9201737189) Ms. Jyoti Kamlesh (9755914310)	↓
5	Application is submitted in the Registrar Office and the concerned staff will verify the fees from the Accounts Department.	Registrar Office	Mr. Mohit Dhruw (9201737189) Ms. Jyoti Kamlesh (9755914310) Ms. Babita Rani (6261933258)	↓
6	Related staff will take approval from the Registrar.	Registrar Office	Mr. Mohit Dhruw (9201737189) Ms. Jyoti Kamlesh (9755914310)	↓
7	After approval, the relevant staff updates the branch change details in MIS.	Registrar Office	Mr. Mohit Dhruw (9201737189) Ms. Jyoti Kamlesh (9755914310)	↓

DOCUMENTS REQUIRED

- Branch Change Application (duly signed)
- Parent/Guardian Approval
- Latest Marksheet / Grade Card
- Fee Receipt (Latest)
- Student ID Card Copy
- Any other document as required by the University

IMPORTANT INSTRUCTIONS

- ✓ Students must clear all outstanding dues before applying.
- ✓ Branch change is subject to seat availability and University norms.
- ✓ Incomplete applications or applications without required approvals will not be processed.
- ✓ The decision of the Competent Authority shall be final.
- ✓ After branch change, students must follow the curriculum and rules of the new branch.
- ✓ Keep a copy of all approved documents and the final letter for future reference.

HELP DESK

ADMISSION & PROCESS SUPPORT
Mr. Mohit Dhruw 9201737189
Ms. Jyoti Kamlesh 9755914310

ACCOUNTS RELATED QUERIES
Ms. Babita Rani 6261933258

OTHER DEPARTMENTS
Change Dean | Exam Cell | Accounts
Admission Staff | ERP Department



Together We Serve, Together We Grow.