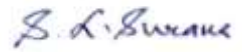


NOTICE

A committee consisting of following members is constituted to carry out the change of branch of B.Tech. students on basis of their result of B.Tech. I Semester.

S.No.	Name of member	Designation & department		Contact No.
1.	Dr. Aakash Saxena	Dy. Head and Asso. Professor Electrical Engineering	Coordinator	9672424999
2.	Mr. Abhishek Gupta	Assistant Professor Electrical Engineering	Member	9462326804
3.	Mr. Ajay Bhardwaj	Assistant Professor Electrical Engineering	Member	9587549119

They will carry out the *change-of-branch* process as per the date, schedule and the university rules.



(Dr. S. L. Surana)
Director (Academics)

Copy to:

Director, Director (D&W), Principal, Registrar
All HOD's-CS, IT, EE, EC, ME, CE & Incharge I Year
Dr. Aakash Saxena, Mr. Abhishek Gupta & Mr. Ajay Bhardwaj
Deputy Registrar, Office (Main Academic block, Administrative Block, Exam Cell)
All Notice Boards
B.Tech. I year students by circulating in all sections and to read the eligibility criteria & important instructions.

MOST IMPORTANT NOTICE
(BRANCH CHANGE)

Applications are invited on prescribed form, from all eligible students of II semester (Shift-I and Shift-II) who wish to apply for a change of branch. The application form is available with **Mr. Amit Kaushik-Office, Vishwakarma Block (Old Academic Block)**. The completed applications must be submitted to Mr. Kaushik latest up to 3.30 pm on 24.05.2016.

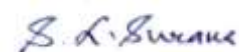
Applications received after this will not be considered. Please note very carefully the following important dates:

1. Last date of receiving applications 24.05.2016 (up to 3.30 pm)
2. Date of publication of list of eligible candidates is 25.05.2016 (10.30 am)
3. Last date of filing objections regarding the list of candidate's 25.05.2016 (up to 2.30 pm). revised list, if any will be published on 25.05.2016 (3.30 pm)
4. **The process of change of branch will be carried out on 26.05.2016 at 2.40 pm in the J.C. Bose seminar hall of Sir Vishveshvaraya Block.**
5. If any student wants to withdraw his/her application, he/she can do so by a written request before 25.05.2016 (up to 3.30 pm). However a student can also withdraw his/her application at the time of counseling.
6. Tentative Seat-Matrix indicating the vacant seats, associated branch and the shift is as mentioned below.

Branch	Shift-I	Shift-II
Civil Engineering	03	-
Computer Science Engineering	00	02
Electrical Engineering	02	03
Mechanical Engineering	01	01
Electronics & Communication Engineering	04	03
Information Technology	02	-

7. Students can apply for a change of branch in his/her existing shift.

Note: Students are advised to go through the university website to know the university rules (RTU) for change of branch. Same are also displayed on the notice boards.



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B.Tech. I year students by circulating in all sections and to read the eligibility criteria & important instructions.

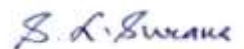
Eligibility Criteria for Change of Branch **(Also Read RTU Rules)**

It is notified to all concerned that the following are the eligibility rules for change of branch.

1. The students must have passed the B.Tech. I semester examination in all components in one attempt with at least 55% marks in aggregate.
2. The students with back papers or whose results have not been declared will not be considered for change of branch.
3. The students admitted under following categories are not eligible for change of branch;
 - a) Physically handicapped category,
 - b) Kashmiri Migrant Category
4. In case any student have applied for re-evaluation/re-totaling of his/her marks of I semester B.Tech. and the result has not been received up to the time of change of branch, then such a student will not be entitled for change of branch on the basis of his/her subsequently revised result.
5. No branch change is permitted against vacant TFWS seat. However a TFWS student may seek branch transfer on non-TFWS (SFS) seat, surrendering the tuition fee waiver seat.
6. In case of tie in merit, priority will be given to students having more marks in theory papers.
7. Students can apply for a change of branch in his/her existing shift only.
8. If a student has applied and not withdrawn his/her application and remains absent during the counseling, his/her branch will be changed as per his/her preference on basis of merit (which is as per university (RTU) guidelines).

Other Important Information:

Student should completely check the filled application form before submitting the same in office. Further they are advised to ***refer to eligibility criteria and procedure of branch change as listed by RTU, Kota on its website.***



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B.Tech. I year students by circulating in all sections and to read the eligibility criteria & important instructions.