

NOTICE

(Regarding Change of Branch Process 2023-24)

In reference to RTU letter no. F(23)Exam Conduct/2023-24/5.220/4829-4836 dated 29-09-2023, the change of branch process 2023-24 for III semester B.Tech students (enrolled in session 2022-23) will be carried out in physical mode at the institute level as per the guidelines/amendments of Rajasthan Technical University (RTU), Kota.

Applications are invited from the eligible students who wish to apply for a change of branch through application form available with Mr. Bharat Malhotra, Office of the Director Academics, Ground Floor, Vikram Sarabhai Block (Main Academic Block). The complete application form along with mark-sheets/ score card of I semester B.Tech examination, JEE (Main) Exam 2022, class-XII and class-X must be submitted to Mr. Bharat Malhotra before October 07, 2023. Thereafter, no applications will be accepted under any circumstances.

Schedule for Change of Branch Process 2023-24

Activity		Critical Date
Last date of receiving of applications	:	07-10-2023
Display of list of eligible applicants on website- https://www.skit.ac.in/important-links/branch-change-process.html	:	09-10-2023
Last date of filing objections regarding the list of eligible applicants	:	10-10-2023
Declaration of final list after branch change	:	12-10-2023

Please note very carefully the following points:

1. Students are advised to read the change of branch rules of RTU, Kota & other relevant notices available on the notice boards/ Student's ERP/ institute's website-
<https://www.skit.ac.in/important-links/branch-change-process.html> before applying for change of branch process.
2. The overwriting in application form and changes in branch preferences will not be accepted.
3. Student must put their signature on "Form Submission Sheet" available with Mr. Bharat Malhotra.
4. Students must bring their institute ID/Aadhar/any ID at time of submission of application form and counseling session.
5. **The counseling session for change of branch will be held on 12-10-2023 at 12.30 pm in J.C. Bose Seminar Hall, Sir Vishveshvariya Block (Civil Block).** In case any student remains absent during counseling his/her branch will be changed as per the candidate's preference given in the application form and according to merit.



(Dr. Ramesh Kumar Pachar)
Principal

Copy to:

Director, Director (Academics), Registrar, Dean

HODs (Engg.), Incharge B. Tech. I year, Physics, Chemistry, Maths, English, TPC, OSA, OFA

Dy. Registrar, Office of the Director Academics, Exam Cell, Accounts Office, ERP Cell, Hostel Offices, Members (Branch Change Committee), Website Incharge, All Notice Boards

III semester B.Tech students by circulation

All concerned must note that the following are the important points regarding eligibility criteria and rules for the change of branch process 2023-24

1. The student must have passed the I semester B.Tech examination in all components in one/single attempt with an aggregate SGPA ≥ 5.50 .
2. The student with back papers or whose result has not been declared due to any reason will not be considered for change of branch.
3. The student admitted under Physically Challenged/ Ex-Serviceman/ Kashmiri Migrants/ PMSSS categories will not be eligible for change of branch.
4. In case of result declaration of re-evaluation/ re-totaling of I semester B.Tech examination after branch change process, student will not be entitled for branch change based on revised result.
5. No branch change is permitted against vacant TFWS & EWS seats. However such student may seek branch transfer on non TFWS/EWS seat.
6. In case of tie in merit among the students, priority will be given to the students in the following order:
 - a) Total grade points earned in all theory subjects in I semester B.Tech exam. The grade points shall be calculated as per the table printed on the back page of university's mark-sheet.
 - b) Grade points earned in Engineering Mathematics-I.
 - c) Merit of admission as per JEE (Main).
 - d) Percentage obtained in Mathematics subject at XII Class Examination.
 - e) Date of Birth, elder student shall be given priority.
7. The separate merit list and process for branch change will be based on following categories (separate for female candidates):

(i) SC	(ii) ST	(iii) OBC	(iv) General
--------	---------	-----------	--------------

Any surplus vacant seat of SC category shall be transferred to ST category and vice-versa. After this, surplus vacant seat of each category will be added to General category.
8. The vacant seat matrix will be displayed on institute's website- <https://www.skit.ac.in/important-links/branch-change-process.html> before change of branch process.
9. The change of branch will be carried out as per RTU guidelines in the order of merit. The entire process is dependent on the availability of vacant seats, students' merit & the preferences given by students. No change of branch shall be permitted thereafter.
10. Student can withdraw his/her application at time of change of branch counseling by a written request in person.
11. In case any student remains absent during counseling his/her branch will be changed as per the candidate's preference given in the application form and according to merit.
12. The branch allotted to the student during change of branch process will be final and no change will be permitted once this process is over. It is an entirely interdependent process.
13. The allotment of new branch will be provisional till approved by RTU, Kota. The newly allotted branch will be effective from III semester in the academic session 2023-24. Such students should deposit their prescribed branch change fee Rs. 700/- through SKIT Payment Gateway <https://erp.skit.ac.in/payments> latest by 13-10-2023.