



Rajasthan Technical University, Kota

राजस्थान तकनीकी विश्वविद्यालय, कोटा

Rawatbhata Road, Akelgarh Kota – 324010

Ph No.-0744-2473014, 2473931 email- examconduct@rtu.ac.in

No. F(23)Exam Conduct/2025-26/5.220/ 1687-1693

Dated: 02/06/2025

BRANCH CHANGE CIRCULAR, 2025-26

1. Dean Faculty Affairs
University Departments (U.D.), RTU, Kota
2. The Principal/Director
All B. Tech. Colleges/Institutions
Under jurisdiction of RTU, Kota

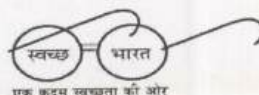
Sub: Regarding online process for branch change in B. Tech. III semester session 2025-26 (only for the students enrolled in the session 2024-25 in B. Tech. I Year).

Sir/Madam,

The result of B. Tech I semester Exam has already been declared, you are requested to carry out the process for change of branch as mentioned below:-

1. The Colleges/Institutions are required to go through the notification no. F(17)/Acad./2010-11/9347-57 dated 17.07.2013, amended notification no. RTU/Acad./F(17)04/Branch Change/19/586-94 dated 17.05.2019, 2nd amended notification no. RTU/Acad./F(17)04/20/289-91 dated 10.08.2020 and 3rd amendment notification no. RTU/Acad./F(17)04/22/8041-44 dated 03.09.2022 are available at RTU Website. The amended rules of branch change shall be effective on the students admitted/enrolled in the session 2024-25. (copies attached)
2. Detailed instructions and formats for change of branch at college level are being attached herewith. Colleges are required to complete the process at their own level following the norms decided by RTU.
3. The University has adopted online process for receiving of information and requisite fee for change of branch. Therefore, you are requested to go through the RTU online college portal i.e. www.rtu.sumsraj.com (Branch Change Session 2025-26) and furnish the details of branch change at online panel within prescribed time period.
4. The payment of prescribed fee **Rs. 700/- each student** for branch change should be made through online gateway system provided at online college portal. The payment of branch change shall not be accepted through other physical modes (viz. DD/Challan).

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5. Colleges failed to submit online branch change information and fee at online panel within schedule period, the branch change process completed at the college level shall not be approved and no branch change will be permitted.
6. Colleges/Institutions are required to circulate the branch change rules amongst the students and display it on college notice board/website.
7. Critical dates/schedule for branch change process is as below:-

Sr. No.	Branch Change Activities	Critical Date
i.	Initiating process of branch change (as per rules/norms) at college level.	w.e.f. 09.06.2025 to 05.07.2025
ii.	Declaration of final list after branch change	09.07.2025
iii.	Uploading details of branch change students at online college panel www.rtu.sumsraj.com (Branch Change Session 2024-25)	Up to 10.07.2025
iv.	Making of online payment through online gateway system	Up to 14.07.2025
v.	Submission of hard copy of system generated list & challan and details in prescribed formats along with relevant documents of branch change students	Up to 21.07.2025 (through speed post or in person to The COE, RTU, Kota)

8. The colleges are also required to submit the branch change data & statistics in the prescribed formats (enclosed) and submit it to RTU in hard copy.

Encl:-As above

(Prof. Vivek Pandey)
Controller of Examination

Copy to:- for information and necessary action

1. P.S. to HVC
2. Chief Proctor, UD, RTU, Kota
3. DR (Exam)
4. Web master RTU Kota :-To upload on RTU website
5. Data Processing Agency, RTU
6. Guard file

(Satya Pal Yadav)
Assistant Registrar (Exam)

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NAME OF PRINCIPAL WITH MOBILE NO.-----

E-MAIL ID OF COLLEGE :

NAME OF EXAM INCHARGE WITH MOBILE NO. :

FOR COLLEGE ONLY

S. NO.	NAME OF STUDENT	FATHER'S NAME	B. TECH. I-SEM ROLL NO.	(SGPA ≥ 5.50) OF MARKS IN B. TECH. I-SEM MAIN EXAM 2024-25	STATUS (REAP-23/MGMT/DIRECT/) (EXCLUDING PH,KM/PMSSS &TFWS STUDENTS)	OLD BRANCH	CHANGED BRANCH	APPROVED/NOT APPROVED	PAID BRANCH CHANGE FEE	DETAIL OF PAID AMOUNT			
										NAME OF BANK	DD NO. /CHALLAN NO.	DATE	AMOUNT
	1	2	3	4	5	6	7	8	9	10	11	12	13
1									700/-				
2									700/-				
3									700/-				
4									700/-				
5									700/-				
6									700/-				
7									700/-				
8									700/-				
9									700/-				
10									700/-				

NAME OF COLLEGE : NAME OF THE PRINCIPAL WITH MOBILE NO. :
E-MAIL ID OF COLLEGE :
NAME OF EXAM INCHARGE WITH MOBILE NO. :

[illegible]

2. PLEASE SEND ABOVE INFORMATION BRANCH WISE AND SHIFT WISE ON SEPARATE SHEET
3. PLEASE ALSO ENCLOSED B.TECH. I-SEM. PASS MARK SHEET WITH 55% (SGPA $\geq$ 5.50) MARKS OF THE STUDENTS.
4. PLEASE SEND BRANCH CHANGE FEE Rs. 700/- FOR EACH STUDENT

5. WITHOUT COMPLETE INFORMATION IN RTU FORMATE, NO CASE WILL BE COSIDERED.

SIGNATURE & SEAL OF PRINCIPAL