

SKIT/2021/1303

Date: 12-11-2021

## NOTICE

(Change of branch process for B.Tech. III sem. students enrolled in 2020-21)

In reference to RTU letter no. F(23)Exam Conduct/2021/B.Tech./5.220/7664, dated 10-11-2021, this is to notify all the concerned that the change of branch process will be carried out at institute level for B.Tech. III semester students (session 2021-22) enrolled in the academic session 2020-21 level as per the guidelines of Rajasthan Technical University (RTU), Kota.

Applications are invited from all the eligible students of B.Tech. III semester who wish to apply for a change of branch. The change of branch process will be carried out in order of merit on the basis of marks secured by students in their B.Tech. I semester examination. The application form is available with **Mr. Bharat Malhotra** (Mobile no. 9828589919), office of the Director Academics, Vikram Sarabhai Block (Main Academic Block). The completed application form along with marksheets of B.Tech. I semester examination, Class-XII and Class-X must be submitted to Mr. Bharat before November 23, 2021 (up to 2:00 pm). Thereafter no applications will be accepted under any circumstances.

### Schedule for Branch Change Process

Activity	Important Dates
Last date of receiving of applications	: 23-11-2021 (till 2 pm)
Date of display of list of eligible applicants on website/notice boards	: 23-11-2021 (till 4 pm)
Last date of filing objections regarding the list of eligible applicants	: 24-11-2021 (till 10 am)
Last date of withdrawal of his/her application	: 24-11-2021 (till 11 am)
Declaration of final result of change of branch process	: 25-11-2021 till 12 noon)

### Please note very carefully the following important points:

1. Students are advised to read the change of branch rules & 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 this process.
2. The corrections/overwriting in application form will not be accepted.
3. If any student wants to withdraw his/her application, he/she can do so by a written request before 24.11.2021 (till 11 am). However, a student can also withdraw his/her application at the time of counseling by submitting a written request in person.
4. **The process of change of branch will be carried out on 25-11-2021 at 12 noon in the J.C. Bose Seminar Hall, Sir Vishveshvariya Block (Civil Block). In case any student does not present himself/herself for counseling his/her branch will be changed as per the candidate's preference given in the application form and according to merit.**
5. After allotment of the new branch, student should deposit prescribed branch change fee Rs. 600/- through SKIT payment gateway <https://erp.skit.ac.in/payments> latest by 26-11-2021.
6. Student must put their signature on **"From Submission Sheet"** available in office with Mr. Bharat Malhotra.
7. Students must bring their institute ID/Aadhar/any ID while submitting branch change form and also at the time of branch change counseling (Also required for withdrawal)

(Dr. Ramesh Kumar Pachar)  
Principal

**Encl.:** (1) Important points regarding eligibility criterion (2) Availability of vacant seats (3) Eligibility criteria & rules for branch change process issued by the university.

**Copy to:** Director, Director (Academics), Registrar, Dean  
HODs (Engg.), I/c B. Tech. I year, Physics, Chemistry, Maths, English, TPC  
Dy. Registrar, Office of the Director Academics, Exam Cell, Accounts Office, ERP Cell, Hostel Offices,  
Members (Branch Change Committee), Website I/c., All Notice Boards and File



SKIT/2021/ 1304

Date: 12-11-2021

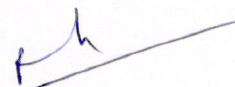
**NOTICE**

(Regarding vacant seats matrix)

The vacant seats are available in different branches for the change of branch process for B.Tech. III semester students during present academic session 2021-22 enrolled in academic session 2020-21 as per the following details:

<b>Name of Branch</b>	<b>Branch (Acronym)</b>	<b>Number of vacant seats under SFS category</b>
Civil Engineering	CE	04
Computer Science & Engineering	CSE	04
Electrical Engineering	EE	34
Electronics & Communication Engineering	ECE	42
Information Technology	IT	02
Mechanical Engineering	ME	161
Computer Science & Engineering (Artificial Intelligence)	CSE(AI)	01

The above mentioned vacant seat matrix may be revised in case a student withdraws his/her admission from the institute in due course of branch change process.



**(Dr. Ramesh Kumar Pachar)**  
**Principal**

**Copy to:**

Director, Director Academics, Registrar, Dean

I/c B. Tech. I Year, HODs (Engg.+BSH+DMS, TPO)

Dy. Registrar, Office of Director Academics, Accounts, Exam Cell, ERP Cell, Hostel Office  
Members (Branch Change Committee)

Website In-charge- To upload on website of the institute

All Notice Boards

File



**Eligibility Criteria and Rules for Change of Branch Process**  
**for B.Tech. III semester students (session 2021-22) enrolled in session 2020-21**

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

1. The student must have passed the I semester B.Tech. examination in all components in one/single attempt with an aggregate SGPA  $\geq 5.50$ .
2. Student with back papers or whose result has not been declared shall not be eligible for change of branch.
3. Student who has applied for re-evaluation/re-totaling of his/her marks of B.Tech. I semester examination and the result has not been declared at the time of change of branch process then such a student will not be entitled for branch change on the basis of his/her subsequently revised result.
4. The student admitted under following categories is not eligible for change of branch:
  - (a) Physically Handicapped
  - (b) Kashmiri Migrants/ PMSSS
5. **No branch change is permitted against vacant TFWS & EWS seats.** However a TFWS/EWS student may seek branch transfer on non TFWS/EWS seat as per merit and existing rules of branch change.
6. **In case of tie in merit, priority will be given to students in the following order:**
  - i) Total grade points earned in all theory subjects in B.Tech. I sem. exam. The grade points shall be calculated as per the table printed on the back page of university's mark-sheet.
  - ii) Grade points earned in Engineering Mathematics-I.
  - iii) Merit of admission as per JEE(Main).
  - iv) Percentage obtained in Mathematics subject at XII Class Examination.
  - v) Date of Birth, elder student shall be given priority.
7. 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.
8. Once application has been submitted by student, no changes in branch preferences will be permitted later on. However, student can withdraw his/her application before change of branch counseling.
9. The branch allotted to the student during branch change process will be final and no change will be permitted once this process is over. It is an entirely interdependent process.
10. The allotment of new branch will be provisional till approved by RTU. The newly allotted branch will be effective from B.Tech. III semester in the academic session 2021-22.
11. The entire branch change process will be held in physical (offline) mode as per RTU guidelines.



SKIT/2021/ 1305

Date: 12-11-2021

**OFFICE ORDER**

(Regarding constitution of Branch Change Committee)

As per the guidelines received from RTU, Kota, a committee of the following members is constituted to carry out the change of branch process for B.Tech. III semester students (during current academic session 2021-22) enrolled in academic session 2020-21 on the basis of marks obtained in B.Tech. I semester examinations against vacant seats in different branches (if any):

**Dr. R. K. Jain**

Dean and Incharge Examination Cell

Chairman

**Dr. Sangeeta Vyas**

Head, Student Affairs & Professor, Deptt. of Chemistry

Member-1

**Dr. Anurag Sharma**

Associate Professor, Deptt. of Chemistry  
Mob.- 9460386437

Member-2

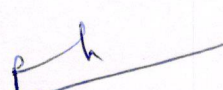
**Mr. Ajay Kumar Sharma**

Assistant Professor, Deptt. of Physics  
Mob.- 8829019281

Member-3

**PLEASE NOTE:**

1. The committee will initiate the change of branch process as per the schedule of the institute and the university guidelines (**copies enclosed**)
2. The relevant circulars/guidelines/schedule issued by the institute/university are available on the institute's website- <https://www.skit.ac.in/important-links/branch-change-process.html>
3. The committee must submit the complete report to the undersigned.

  
(Dr. Ramesh Kumar Pachar)  
Principal

Copy to:  
Members, Branch Change Committee





Rajasthan Technical University, Kota

राजस्थान तकनीकी विश्वविद्यालय, कोटा

Rawatbhata Road, Akelgarh Kota- 324010

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

No.F(23)Exam Conduct/2021/B.Tech./5.220/7664

Dated: 10.11.2021

**BRANCH CHANGE CIRCULAR**

**The Principal/Director,  
All B.Tech Colleges/Institutions,  
Under jurisdiction of RTU, Kota**

**Sub: Regarding Change of Branch in B.Tech. III Semester Session  
2021-22 for the Students Enrolled in Session 2020-21 in B.Tech I  
Semester**

Sir/Madem

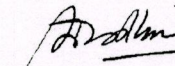
The result of B. Tech I Semester Exam 2021 has already been declared. You are therefore requested to go through following process of change of branch as mention below:-

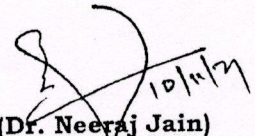
1. The College/Institutions are required to go through the notification no. F(17)/Acad./2010-11/9347-57/Dated 17.07.2013 and amended notification no. RTU/Acad./F(17)04/ Branch Change /19/586-94 Dated 17.05.2019 available at RTU Website. The change of branch rules shall be effective from session 2020-21.
2. Colleges/Institutions are required to circulate the branch change rules among students and display it on college notice board/website.
3. Colleges/Institutions are required to initiate the process of branch change from or after **15 Nov.2021** and the process should be completed up to **25 Nov. 2021** as per rules. The list of branch change students shall be submitted to the Controller of Examination, RTU latest by **05 Dec. 2021** along with all relevant documents and prescribed fee.
4. The colleges are required to submit the branch change data & statistics in the prescribed formats (enclosed) along with branch change fee **Rs.600/-** per student through bank challan/demand draft in favor of Rajasthan Technical University, Kota.

Encl:-As above

Copy to:-

1. P.S. to HVC
2. Registrar
3. Dean, Academic Affairirs
4. Coordinator, LEEP 2020, C.E.G. Jaipur
5. DR (Exam)
6. Web master RTU Kota :-To upload on RTU website
7. Data Processing Agency
8. Guard File

  
(Prof. Dharendra Mathur)  
Controller of Examination

  
(Dr. Neeraj Jain)  
Deputy Registrar (Exam)





# RAJASTHAN TECHNICAL UNIVERSITY

No.: RTU/Acad./F(17)04/20/ 289-91

Date: 10.08.2020


## 2<sup>nd</sup> Amendment in Notification of Branch Change Rules

Ref.: 1. F(17)Acad./2010-11/9347-57, dtd. 17.07.2013.  
2. RTU/Acad./F(17)04/BranchChange/19/586-, dtd. 17.05.2019.

In continuation to the above notifications of branch change, it is notified that -


"No Branch Change is permitted against vacant EWS seat. However, a EWS student may seek branch change on Non-EWS seat as per merit and existing rules of branch change".

This bears the approval of competent authority.

  
(Prof. D.K. Palwalia)  
Dean, Academic Affairs

C.C.to:

1. PS to HVC
2. All Deans
3. All Affiliated Instittues of RTU - for wide publicity among the students.

  
(Diwakar Joshi)  
Dy. Registrar, A/A





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**OFFICE OF THE DEAN ACADEMIC AFFAIRS**  
**RAJASTHAN TECHNICAL UNIVERSITY**

AKELGARH, RAWATBHATA ROAD, KOTA-324010  
Ph-0744- 2473015, website : www.rtu.ac.in, email : dean.academic@rtu.ac.in

No.: RTU/Acad./F(17)04/Branch Change/19/ 586-94

Date: 15.05.2019  
17.

**AMENDMENT IN NOTIFICATION**

In partial modifications of the notification no. RTU/F(17)Acad./2010-11/9347-47, dated 17.07.2013 regarding Change of Branch Rules, existing point no.1 of Eligibility Criteria and point no. 11 of Procedure is hereby amended, as per following, in view of guidelines for new scheme of Credit Based Choice System (CBCS) implemented from session 2018-19 :

**ELIGIBILITY CRITERIA**

Point No. 1 :

The student must have cleared the I semester B.Tech. examination in all components in one/single attempt with an aggregate SGPA  $\geq 5.50$ .

**PROCEDURE**

Point No.11 :

In case of a tie in merit among the students, priority for the branch change shall be given to the student on the basis of following order :

- (A) Total Grade Points earned in all the theory subjects in B.Tech. I Semester Examination. 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(1FY-2-01).
- (C) Merit of Admission as per JEE (Main).
- (D) Percentage obtained in Mathematics subject at XII Class Examination.
- (E) Date of Birth, elder student will be given priority.

The other conditions of the notification dated 17.07.2013 shall remain same.

This bears the approval of HVC on file no. F(23)Exam. Conduct/2019/5.220 at para no. 9 dated 14.05.2019.

(Sunita Daga, RAS)  
Registrar

C.C.to:

1. Joint Secretary, Technical Education Deptt., Govt. of Rajasthan, Jaipur
2. PS to HVC
3. Dean, FOEA/Dean, UD/Dean, Student Welfare/ Controller of Examinations/ Chief Proctor, UD, RTU Kota
4. PA to Registrar - to put up at the time of agenda preparation of Academic Council for reporting purpose.
5. Principal/Director- RTU Affiliated Engineering Colleges
6. Webmaster- to upload this amended notification on RTU website.

(Sunita Daga, RAS)  
Registrar

15.5.19



## RAJASTHAN TECHNICAL UNIVERSITY, KOTA

No.F(17)Acad./2010-11/ 9347-57

Date:- 16.07.2013

### Notification

17

As per approval of 13<sup>th</sup> Academic Council, following branch change rules shall be effective from session 2013-14

### Change of Branch Rules

*Rules for Change of Branch for the students effective from III semester B.Tech.*

### ELIGIBILITY CRITERIA

The following will be the eligibility criteria for change of branch –

1. The student must have passed the B.Tech. I Sem. examination in all components in one attempt with at least 55% marks in the aggregate.
2. The student with back papers or whose result have not been declared due to any reason will not be considered for change of branch.
3. The student admitted under physically challenged category, ex-serviceman, PIO/NRI & Kashmiri migrant will not be eligible for change of branch.
4. In case any student has applied for re-valuation of his/her marks of I sem. 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 revised result (received after the change of branch has been affected).
5. No branch change shall be permitted from one shift to the other in colleges having two shifts permitted by AICTE.

### PROCEDURE

1. Applications for change of branch will be invited by the Director/Principal of the respective Engineering Colleges immediately after the notification by the University.
2. The student will be required to fill up the prescribed application form enclosing therewith a photocopy of the B.Tech. I sem. examination mark sheet (copy of web result) of that year. The student can give as many preferences as possible.
3. A seat matrix shall be prepared by the respective college as per the details of the drop out students out of the students admitted in the previous year.
4. (a) Govt. aided colleges will prepare separate merit list and process for branch change in following categories (separate for female candidates):
  - (i) SC
  - (ii) ST
  - (iii) OBC
  - (iv) General Category
- (b) For private colleges, the list will be prepared on the basis of overall merit of the B.Tech. I sem. result. The list of students of branch change shall be submitted to University within 15 days of commencement of session (III sem.) or declaration of result of I sem. whichever is later.

Contd...2

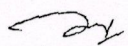


5. Any surplus vacant seat of SC category shall be transferred to ST category and vice-versa. After this, surplus vacant seat of each category shall be added to general category. In this regard, guidelines/directions issued by Government from time to time shall be followed.
6. In a particular branch, the strength of students should not fall short of 75% of the enrolled students in the B.Tech. I sem. in that branch in that year.
7. Under no circumstances, due to change of branch, the number of seats in a particular branch in a college shall exceed the number approved by the AICTE to that colleges.
8. All students desirous of change of branch and who have applied for the same in time will be called for counseling and considered for change of branch as per merit and conditions laid down above (6&7). However, at the time of the counseling, if any student wishes to withdraw his/her application, he/she can do so in writing. In case any student does not present himself/herself for counseling his/her branch will be changed as per the candidate's preference given in the application form and according to merit.
9. No branch change is permitted against vacant TFWS seat. However, a TFWS student may seek branch transfer on non-TFWS seat, surrendering tuition fee waiver seat.
10. Following fee structure shall be applicable for various types of transfer :
  - (a) GAS to GAS - The student will continue to be in the GAS category after change of branch.
  - (b) SFS to SFS - The student will continue to be in SFS category after change of branch.
  - (c) GAS to SFS - The fee category of the student will be of SFS category.
  - (d) SFS to GAS - The student will continue to be in the SFS category. The SFS to GAS vacated by the student (of SFS category) will also be SFS seat.
11. In case of tie in merit, priority shall be given to students having more marks in theory papers:

  
REGISTRAR

Copy to following for information and necessary action:

1. Joint Secretary, Technical Education Deptt., Govt. of Rajasthan, Jaipur
2. All Heads of Offices, UCE-RTU, Kota
3. P.S. to HVC
4. P.A. to Registrar
5. Webmaster to post this order on RTU website for circulation to all affiliated Colleges.

  
REGISTRAR

OTC 11/06/20