

Swami Keshvanand Institute of Technology, Management & Gramothan

(An Autonomous Institute affiliated to Rajasthan Technical University, Kota)

Ramnagaria (Jagatpura) Jaipur-302017

SKIT/2025/190

Date: 19-06-2025

NOTICE

(Regarding Branch Change Process for the Academic Session 2025-26)

In reference to RTU letter no. F(23)Exam Conduct/2025-26/5.220/1687-1693 dated 02-06-2025, the change of branch process 2025-26 will be carried out at the institute level for B.Tech III semester students admitted/enrolled in the academic session 2024-25.

Eligible students who are willing to change of their existing branch can apply through Institute ERP Portal https://erp.skit.ac.in/admission/branch_change on or before 02-07-2025. No applications will be accepted after last date (02-07-2025) under any circumstances.

Activity		Critical Date
Last date for filling application forms	:	02-07-2025
Display of list of eligible applicants on institute website https://www.skit.ac.in/important-links/branch-change-process.html	:	04-07-2025 (11 am)
Last date for filing objections regarding the list of eligible applicants	:	05-07-2025
Last date for withdrawal of application by written request	:	08-07-2025 (up to 3 pm)
Declaration of final list after branch change	:	09-07-2025

Please note:

1. Students are advised to read the change of branch rules of the RTU, Kota & other relevant notices available on the notice boards/ Student's ERP/ institute website- <https://www.skit.ac.in/important-links/branch-change-process.html> before applying for change of branch.
2. The vacant seat matrix will be displayed on the institute website- <https://www.skit.ac.in/important-links/branch-change-process.html>
3. Students must bring their College ID/Aadhaar/any govt. ID at the time of counseling session.
4. **The counseling session for change of branch will be held on 09-07-2025 at 10 am 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.
5. In case of any query, contact Mr. Bharat Malhotra, Office of the Director Academics, Ground Floor, Vikram Sarabhai Block at +91 141 3500300 during 10 am to 5.30 pm.



(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
B.Tech III semester 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 2025-26

1. The student must have passed both the I & II semester B.Tech examinations in all components in single attempt with an aggregate CGPA ≥ 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. In case of result declaration of re-evaluation/ re-totaling of I & II semester B.Tech examinations after branch change process, such students will not be entitled for branch change based on revised result.
4. The student admitted under Physically Challenged/ Ex-Serviceman/ Kashmiri Migrants/ PMSSS categories will not be eligible for change of branch.
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:
 - (i) Total grade points earned in all theory subjects up to II semester B.Tech exam.
 - (ii) Total grade points earned in Engineering Mathematics-I & Engineering Mathematics-II.
 - (iii) Merit of admission as per JEE (Main) 2024.
 - (iv) Percentage obtained in Mathematics subject at class-XII exam.
 - (v) 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 merit list for female candidates will also be displayed):
 - (i) SC
 - (ii) ST
 - (iii) OBC
 - (iv) GeneralAny 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 change of branch will be carried out as per the 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.
9. The branch allotted to the student through the process of branch change will be final and no change will be permitted once this process is over.
10. The allotment of new branch will be provisional, subject to approval by RTU, Kota. The newly allotted branch will be effective from B.Tech III semester in the academic session 2025-26. Concerned students are required to submit the prescribed branch change fee of Rs. 700/- online through SKIT Payment Gateway <https://erp.skit.ac.in/payments> latest by 10-07-2025.



(Dr. Ramesh Kumar Pachar)
Principal