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

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.