

**NOTICE**

(Change of branch process for B.Tech. III sem. students enrolled in 2021-22)

In reference to RTU letter no. F(23)Exam Conduct/2022/B.Tech./5.220/5595-5600, dt. 10-08-2022, 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 (academic session 2022-23) enrolled in the academic session 2021-22 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 as per RTU, Kota guidelines/amendments 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 August 24, 2022 (till 11 am). Thereafter no applications will be accepted under any circumstances.

**Schedule for Branch Change Process**

Activity	Important Dates
Last date of receiving of applications	: 24-08-2022 (till 11 am)
Date of display of list of eligible applicants on website/notice boards	: 25-08-2022 (till 4 pm)
Last date of filing objections regarding the list of eligible applicants	: 26-08-2022 (till 10 am)
Last date of withdrawal of his/her application	: 26-08-2022 (till 12 noon)
Declaration of final result of change of branch process	: 27-08-2022

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

- 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 this process.**
- The corrections/overwriting in application form will not be accepted.
- If any student wants to withdraw his/her application, he/she can do so by a written request before 26-08-2022 (till 12 noon). However, a student can also withdraw his/her application at the time of counseling by submitting a written request in person.
- The process of change of branch will be carried out on 27-08-2022 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.**
- 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 28-08-2022.
- Student must put their signature on **"Form Submission Sheet"** available with Mr. Bharat Malhotra.
- 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

**Copy to:** Director, Director (Academics), Registrar, Dean  
HODs (Engg.), I/c 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 I/c., All Notice Boards and File