

**IMPORTANT NOTICE**

(Online Process for Change of Branch for students admitted in AY 2019-20)

The university (RTU, Kota) has notified the procedure regarding change of branch for B.Tech. students admitted in session 2019-20. It is to inform all concerned that online process for change of branch will be carried out at the Institute level.

All the eligible students who wish to apply for change of branch on the basis of result of B.Tech. I semester examination (the student must have cleared the I semester B.Tech. examination in all components in one/single attempt with an aggregate SGPA  $\geq 5.50$ ) can fill prescribed application form **latest by July 06, 2020 (up to 3.30 pm)**. Interested students must send the **scanned copy of the duly filled application form along with mark-sheet of B.Tech. I sem. examination to principal@skit.ac.in** through their email id. The same email id will be registered for further communications regarding branch change process.

**Schedule for Branch Change Process-2020**

Activities details	Important Dates
Last date of online receiving of applications through email ( <b>principal@skit.ac.in</b> )	Online 06.07.2020 (up to 3.30 pm)
Date of display of list of eligible students on Institute Website/ ERP ( <b>https://www.skit.ac.in/important-links/branch-change-process-2020.html.</b> )	Online 07.07.2020
Last date of filing objections (if any) regarding the list of eligible students through email ( <b>principal@skit.ac.in</b> )	Online 08.07.2020 (up to 12.30 pm)
Last date of withdrawal of application (request must be send to <b>principal@skit.ac.in</b> through student e-mail id)	Online 08.07.2020 (up to 2.30 pm)
Declaration of final list after branch change on Institute Website/ERP)	Online 10.07.2020 ( by 2.30 pm)
Last date of depositing prescribed branch change fee Rs. 600/- through online mode ( <b>in case of allotment of new branch</b> )	Online 11.07.2020 (up to 11.00 am)

**Note: Please note that once branch change request has been submitted, no change in branch preferences will be permitted later on.**

**Instructions:**

1. Students are advised to visit the Institute website/ERP to know the RTU rules & other circulars for change of branch. The prescribed application form & other details are available on Institute website **https://www.skit.ac.in/important-links/branch-change-process-2020.html.**
2. In case of allotment of new branch, the students are required to deposit a fee of Rs. 600/- through SKIT online payment gateway.
3. The allotment of new branch will be provisional till approved by RTU. The newly allotted branch will be effective from B.Tech. III semester (AY 2020-21).

**Encl:** (1) RTU earlier notification no. RTU/F(17)Acad./2010-11/9347-57 dt. 17.07.2013 and amendment notification no. RTU/Acad./F(17)04/Branch Change/19/586-94, dt. 17.05.2019 (2) Important points regarding eligibility criterion (3) Tentative Vacant Seat Matrix

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

**Copy to:**

Director, Director (Academics), Registrar,  
I/c B. Tech. I year, All HODs-EC, EE, CS, IT, ME, CE, Dy. Registrar, Office of the Director Academics, Exam Cell, ERP Cell, Hostel Office, Members of Change of Branch Committee, Website I/c., Notice boards and File

**Eligibility Criteria for Change of Branch Process-2020**

**All concerned please note that the following are the important points regarding eligibility criteria and rules for change of branch process for academic session 2020-21.**

1. The student must have passed the B.Tech. I semester examination in all components in one/ single attempt with at least 5.50 aggregate SGPA.
2. The students with back papers or whose results have not been declared will not be considered for change of branch.
3. In case any student has applied for re-evaluation/ re-totaling of his/her marks of B.Tech. I semester and the result has not been received up to the time of change of branch, and then such a student will not be entitled for change of branch on the basis of his/her subsequently revised result.
4. The students admitted under following categories are not eligible for change of branch;
  - (a) Physically Handicapped
  - (b) Kashmiri Migrants
5. **No branch change is permitted against vacant TFWS seat.** However a TFWS student may seek branch transfer on non-TFWS (SFS) seat, surrendering the tuition fee waiver seat.
6. **In case of tie in merit, priority will be given to students on 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 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. Due to the Covid-19 (corona virus) impact, the entire branch change process will be carried out online as per RTU guidelines. Therefore students must follow the online procedure and need not to be present physically.
8. 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.
9. Once application is submitted by student, no changes will be allowed later on.
10. For details regarding eligibility criteria, rules & procedure of change of branch visit below link at institute website <https://www.skit.ac.in/important-links/branch-change-process-2020.html>

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

**Copy to:**

Members of change of branch committee  
Website I/c., ERP, All notice boards