



# Rajasthan Technical University, Kota

राजस्थान तकनीकी विश्वविद्यालय, कोटा

Rawatbhata Road, Akelgarh Kota – 324010

Ph No.-0744-2473014, 2473931 email- [examconduct@rtu.ac.in](mailto:examconduct@rtu.ac.in)

No. F(23)Exam Conduct/2024-25/5.220/ 3374-81

Dated: 21/6/2024

## **BRANCH CHANGE CIRCULAR, 2024-25**

### 1. Dean Faculty Affairs

University Departments (U.D.), RTU, Kota

### 2. The Principal/Director

All B. Tech. Colleges/Institutions

Under jurisdiction of RTU, Kota

**Sub: Regarding online process for branch change in B. Tech. III semester session 2024-25 (only for the students enrolled in the session 2023-24 in B. Tech. I Year).**

Sir/Madam,

The result of B. Tech I semester Exam has already been declared, you are requested to carry out the process for change of branch as mentioned below:-

1. The Colleges/Institutions are required to go through the notification no. F(17)/Acad./2010-11/9347-57/Dated 17.07.2013, amended notification no. RTU/Acad./F(17)04/Branch Change/19/586-94 dated 17.05.2019, 2<sup>nd</sup> amended notification no. RTU/Acad./F(17)04/20/289-91 dated 10.08.2020 and 3<sup>rd</sup> amendment notification no. RTU/Acad./F(17)04/22/8041-44 dated 03.09.2022 are available at RTU Website. The amended rules of branch change shall be effective on the students admitted/enrolled in session 2023-24. (copies attached)
2. Detailed instructions and formats for change of branch at college level are being attached herewith. Colleges are required to complete the process at their own level following the norms decided by RTU.
3. The University has adopted online process for receiving of information and requisite fee for change of branch. Therefore, you are requested to go through the RTU online college portal i.e. [www.rtu.sumsraj.com](http://www.rtu.sumsraj.com) (Branch Change Session 2024-25) and furnish the details of branch change at online panel within prescribed time period.
4. The payment of prescribed fee (i.e. Rs. 700/- each student) for branch change should be made through online gateway system provided at online college portal. The payment of branch change shall not be accepted through other physical modes (viz. DD/Challan).

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5. Colleges failed to submit online branch change information and fee at online panel within schedule period, the branch change process completed at the college level shall not be approved and no branch change will be permitted.
6. Colleges/Institutions are required to circulate the branch change rules amongst the students and display it on college notice board/website.
7. Critical dates/schedule for branch change process is as below:-

Sr. No.	Branch Change Activities	Critical Date
i.	Initiating process of branch change (as per rules/norms) at college level.	w.e.f. 22.06.2024 to 10.07.2024
ii.	Declaration of final list after branch change	12.07.2024
iii.	Uploading details of branch change students at online college panel <a href="http://www.rtu.sumsraj.com">www.rtu.sumsraj.com</a> (Branch Change Session 2024-25)	Up to 12.07.2024
iv.	Making of online payment through online gateway system	Up to 16.07.2024
v.	Submission of hard copy of system generated list & challan and details in prescribed formats along with relevant documents of branch change students	Up to 20.07.2024 (through speed post or in person to The COE, RTU, Kota)


8. The colleges are also required to submit the branch change data & statistics in the prescribed formats (enclosed) and submit it to RTU in hard copy.

Encl:-As above

  
(Prof. Dharendra Matnur)  
Controller of Examination

Copy to:- for information and necessary action

1. P.S. to HVC
2. Dean, Academic Affairs
3. Chief Proctor, UD, RTU, Kota
4. DR (Exam)
5. Web master RTU Kota :-To upload on RTU website
6. Data Processing Agency, RTU
7. Guard file

  
(Satya Pal Yadav)  
Assistant Registrar (Exam)

-2/2-



**RAJASTHAN TECHNICAL UNIVERSITY, KOTA**  
**FORMAT FOR BRANCH CHANGE SESSION 2024-25 OF B.TECH. STUDENTS ENROLLED SESSION 2023-24**  
 NAME OF THE PRINCIPAL WITH MOBILE NO. : .....

NAME OF COLLEGE : .....  
 E-MAIL ID OF COLLEGE : .....  
 NAME OF EXAM INCHARGE WITH MOBILE NO. : .....

**FOR COLLEGE ONLY**

BRANCH CODE / BRANCH NAME	ALLOTTED ADMISSION AGAINST APPROVED INTAKE BY CO-ORDINATOR REAP 2023				TOTAL ADMISSION BY COORDINATOR REAP 2023 (AGAINST APPROVED INTAKE)	VACANT SEAT WHEN ADMISSION COMPLETED	TUTION FEE WAIVER (TFWS)	KM/ PMSSS	GRAND TOTAL WHEN ADMISSION COMPLETED	NOT REPORTING STUDENTS (EFNS) BEFORE ENROLLMENT		LEFT OUT STUDENTS AFTER ENROLLMENT		NET ADMISSION	TOTAL VACANT SEAT	
	REAP-2023-24	MGMT	DIRECT	NRI						NON REPORTING TO COLLEGE (EFNS) (OUT OF 3,4,5&6)	NON REPORTING TO COLLEGE (EFNS) (OUT OF 9&10)	LEFT OUT STUDENTS AFTER ENROLLMENT (OUT OF 3,4,5,&6)	LEFT OUT STUDENTS AFTER ENROLLMENT (OUT OF 9&10)			
1	2	3	4	5	6	7 = (3+4+5+6)	8 = (2-7)	9	10	11 = (7+9+10)	12	13	14	15	16 = [11-(12+13+14+15)]	17 = (8+12+14)
FOR EXAMPLE :CS	120	70	18	10	1	99	21	12	4	115	3	2	4	1	105	28

- NOTE: 1. PLEASE SEND BRANCH - WISE SEPARATE LIST OF NOT REPORTING STUDENTS (EFNS), DROP OUT (AFTER/BEFORE ENROLLMENT), TUTION FEE WAIVER, KASHMIRI MIGRANT AND READMISSION STUDENTS WITH THEIR ROLL NO.  
 2. PLEASE SEND ABOVE INFORMATION BRANCH WISE AND SHIFT WISE ON SEPARATE SHEET.  
 3. PLEASE ALSO ENCLOSED B.TECH. I-SEM. PASS MARK SHEET WITH 55% (SGPA ≥ 5.50) MARKS OF THE STUDENTS.  
 4. PLEASE SEND BRANCH CHANGE FEE RS. 700/- FOR EACH STUDENT  
 5. WITHOUT COMPLETE INFORMATION IN RTU FORMATE, NO CASE WILL BE COSIDERED.

**SIGNATURE & SEAL OF PRINCIPAL**



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**FORMAT FOR BRANCH CHANGE SESSION 2024-25 OF B.TECH. STUDENTS ENROLLED SESSION 2023-24**

NAME OF COLLEGE : .....  
 E-MAIL ID OF COLLEGE : .....  
 NAME OF EXAM INCHARGE WITH MOBILE NO. : .....  
 NAME OF PRINCIPAL WITH MOBILE NO. : .....

**FOR COLLEGE ONLY**

S. NO.	NAME OF STUDENT	FATHER'S NAME	B. TECH. I-SEM ROLL NO.	(SGPA ≥ 5.50) OF MARKS IN B. TECH. I-SEM MAIN EXAM 2023-24	STATUS (REAP. 23/MGMT/DIRECT/ (EXCLUDING PH,KM/PMSSS &TFWS STUDENTS)	OLD BRANCH	CHANGED BRANCH	APPROVED/NOT APPROVED	PAID BRANCH CHANGE FEE	DETAIL OF PAID AMOUNT			
										NAME OF BANK	DD NO. /CHALLAN NO.	DATE	AMOUNT
1		2	3	4	5	6	7	8	9	10	11	12	13
1									700/-				
2									700/-				
3									700/-				
4									700/-				
5									700/-				
6									700/-				
7									700/-				
8									700/-				
9									700/-				
10									700/-				



# RAJASTHAN TECHNICAL UNIVERSITY

No.: RTU/Acad./F(17)04/22/8041-44

Date: 02.09.2022  
03.

## 3<sup>rd</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.  
3. RTU/Acad./F(17)04/20/289-91, dtd. 10.08.2020.

In continuation to the above notifications of branch change, point no. 4 (a) of procedure is notified as-

- 4(a) "Affiliated 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"

Point no. 4 (b) of procedure may be treated as deleted and other conditions shall remain unchanged.

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. Controller of Examinations, RTU
4. All Affiliated Institutes of RTU - for wide publicity among the students.

  
(Diwakar Joshi)  
Dy. Registrar, A/A

*urgent*  
*AP(c)*  
*Pr. vedh*  
*06.09.2022*  
*Pl. discuss*  
*JPL B.Tech.*  
*12/9/22*



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 -

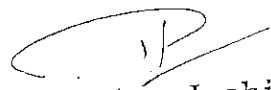
"No Branch Change is permitted against vacant EWS seat. However, a EWS student may seek branch change on Non-EWS seat as per merit and existing rules of branch change".

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 Institutes of RTU - for wide publicity among the students.

  
(Diwakar Joshi)  
Dy. Registrar, A/A



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**OFFICE OF THE DEAN ACADEMIC AFFAIRS**  
**RAJASTHIAN 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.

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(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.

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(Sunita Daga, RAS)  
Registrar

15-5-19

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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, PIC/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.




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 P.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 1004