



Rajasthan Technical University, Kota
OFFICE OF THE CONTROLLER OF EXAMINATIONS

No. F(23)1.306/RTU-EXAM/2016-17/2074

Date : 23-05-2016

CIRCULAR

BRANCH CHANGE SESSION 2016-17

The Principal/Director,
All RTU affiliated Colleges.

1. The colleges are required to go through the notification no. F(17)/Acad./2010-11/9347-57 dated 17-07-2013 available on RTU web site. The change of branch rules shall be effective from session 2013-14.
2. Colleges are required to circulate the rules among students.
3. Colleges are required to initiate the process of branch change with immediate effect and the process should be completed by 30th May, 2016 as per rules. The list of branch change students shall be submitted to the Controller of Examination, RTU latest by 03rd June, 2016 in hard copy.
4. The colleges are required to submit the branch change data & statistics in the prescribed formats (enclosed) along with branch change fee Rs.375/- per student through bank challan/bank draft as per schedule given above.

Encl. : As above

Prof. A. K. Dwivedi
Controller of Examination

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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 13th 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, PIO/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.

Contd...2

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 B.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 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

O/E UoEs

RAJASTHAN TECHNICAL UNIVERSITY, KOTA

FORMAT FOR BRANCH CHANGE SESSION 2016-17 OF B.TECH. STUDENTS ENROLLED SESSION 2015-16

NAME OF COLLEGE : NAME OF PRINCIPAL WITH MO. NO.

E-MAIL ID OF COLLEGE :

NAME OF EXAM INCHARGE WITH MOBILE NO. :

FOR COLLEGE ONLY

S. NO.	NAME OF STUDENT	FATHER'S NAME	B. TECH. I-SEM ROLL NO.	% OF MARKS IN B. TECH. I-SEM	STATUS (REAP-16/JEE-MAINS/MGMT/DIRECT/) (EXCLUDING PH,KM,TFWS & RE-ADMISSION STUDENTS)	OLD BRANCH	CHANGE D BRANCH	APPROVED/NOT APPROVED	PAID BRANCH CHANGE FEE	DETAIL OF PAID AMOUNT (BY BANK DRAFT /CHALLAN)			
										NAME OF BANK	DD NO. /CHALLAN NO.	DATE	AMOUNT
1		2	3	4	5	6	7	8	9	10	11	12	13
2									375/-				
3									375/-				
4									375/-				
5									375/-				
6									375/-				
7									375/-				
8									375/-				
9									375/-				
10									375/-				

SIGNATURE AND SEAL OF PRINCIPAL

RAJASTHAN TECHNICAL UNIVERSITY, KOTA

FORMAT FOR BRANCH CHANGE SESSION 2016-17 OF B.TECH. STUDENTS ENROLLED SESSION 2015-16

NAME OF COLLEGE : NAME OF THE PRINCIPAL WITH MOBILE NO. :

E-MAIL ID OF COLLEGE :

NAME OF EXAM INCHARGE WITH MOBILE NO. :

FOR COLLEGE ONLY

BRANCH CODE / BRANCH NAME	APPROVED INTAKE (AS PER AICTE)	ALLOTTED ADMISSION AGAINST APPROVED INTAKE BY CO-ORDINATOR REAP 2016					TOTAL ADMISSION BY COORDINATOR REAP 2016 (AGAINST APPROVED INTAKE)	VACANT SEAT WHEN ADMISSION COMPLETED	TUITION FEE WAIVER (TFWS)	KM	READMISSION	GRAND TOTAL WHEN ADMISSION COMPLETED	NOT REPORTING STUDENTS (EFNS) BEFORE ENROLLMENT		LEFT OUT STUDENTS AFTER ENROLLMENT		NET ADMISSION	TOTAL VACANT SEAT
		REAP-2016-17	J EE (MAINS)-2016	MGMT	DIRECT	NRI							(OUT OF 3,4,5,6 & 7)	(OUT OF 10,11&12)	LEFT OUT STUDENTS AFTER ENROLLMENT (OUT OF 3,4,5,6 & 7)	LEFT OUT STUDENTS AFTER ENROLLMENT (OUT OF 10,11&12)		
1	2	3	4	5	6	7	8 = (3+4+5+6+7)	9 = (2-8)	10	11	12	13 = (8+10+11+12)	14	15	16	17	18 = (13-14-15-16-17)	19 = (9+14+16)
FOR EXAMPLE .CS	120	70	17	18	10	1	116	4	12	4	1	133	3	2	4	1	123	11

NOTE: 1. PLEASE SEND BRANCH - WISE SEPARATE LIST OF NOT REPORTING STUDENTS (EFNS), DROP OUT (AFTER ENROLLMENT), TUITION 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% MARKS OF THE STUDENTS.

4. WITHOUT COMPLETE INFORMATION IN RTU FORMATE, NO CASE WILL BE CONSIDERED.

SIGNATURE & SEAL OF PRINCIPAL