



# 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/2019/B. Tech./5.220/ 823-828

Dated: 27/08/2020

## **BRANCH CHANGE CIRCULAR, 2020**

### 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 2020-21 (only for the students enrolled in the session 2019-20 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/Dated17.07.2013 and amended notification no. RTU/ Acad./F(17)04/ Branch Change/19/586-94 Dated 17.05.2019 available at RTU Website. The branch change rules shall be effective on the students admitted/enrolled in session 2019-20. (copy attached)
2. Detailed instructions and formats for change of branch at college level is being attached herewith. Colleges are required to complete the process at their own level following the norms decided by RTU.
3. From this session, 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.rtuexam.net](http://www.rtuexam.net) (**Branch Change Session 2020-21**) and furnish the details of branch change at online panel within prescribed time period.
4. The payment of prescribed fee (**i.e. Rs. 600/- 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).
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.

-1-



*[Handwritten signatures]*



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7. Critical dates/schedule for branch change process is as below:-

Sr. No.	Activities	Critical Date
1.	Initiating process of branch change (as per rules/norms) at college level.	w.e.f. 29.06.2020 to 09.07.2020
2.	Declaration of final list after branch change	10.07.2020
3.	Uploading details of branch change students at online college panel <a href="http://www.rtuexam.net">www.rtuexam.net</a> (Branch Change Session 2020-21)	Up to 13.07.2020
4.	Making of online payment through online gateway system	Up to 14.07.2020
5.	Submission of hard copy of system generated list & challan and details in prescribed formats along with relevant documents of branch change students	Up to 20.07.2020 (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 Mathur)  
Controller of Examination

Copy to:-

- 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

(Satya Pal Yadav)  
Assistant Registrar (Exam)