



BIKANER TECHNICAL UNIVERSITY, BIKANER
बीकानेर तकनीकी विश्वविद्यालय, बीकानेर
(Aligning with 21st Century: The Century of Consciousness)
OFFICE OF DEAN ACADEMICS



Ref: F(17)/Acad.I/Circular/2024-25/1836

Date: 09/09/2024

CIRCULAR
Branch Change Session 2024-25

To,

The Principal/Director,
All B. Tech Colleges/Institutions,
Under Jurisdiction of BTU, Bikaner

Subject: Regarding Change of Branch in B.Tech. III Semester Session 2024-25 for the students enrolled in the session 2023-24.

Dear Sir/Madam

The result of B. Tech. I semester exam has already been declared, you are requested to go through the following process of change of branch as mentioned below:

1. The Colleges/Institutions are required to go through the notification no. F(23)/BTU/Conduct/2018-19/362 dated 04/05/2019 available on the website.
2. In order to avail the branch change option in III semester, student has to submit and undertaking in the given format I (enclosed). In absence of this undertaking his/her application form for branch change will not be considered by the University.
3. The Colleges/Institutions are required to initiate the process of branch change from **16 September 2024** and process should be completed up to **21 September 2024** as per rule and looking the vacant seat matrix after the LEEP Admissions. The list of branch change students shall be submitted to the office of Dean Academics, BTU latest by **23 September 2024** along with all relevant documents. Kindly assure to take the Mid-Term and Practical Examination as per new branch allotted to the concerned students.
4. The Colleges/Institutions are required to submit the branch change data & statistics in the prescribed formats (enclosed) in both soft copy (excel sheet) and hard copy, along with the filled format I (undertaking by the student) and format II (undertaking by the Principal), and the branch change fees Rs. 900/- (Nine hundred rupees only) per student through online link for branch change given on website.

Enclosed: As above


Dean, Academics
BTU, Bikaner

Ref:- 1837-42
Copy to:

Date: 09/09/24

1. P.S. to Hon'ble Vice Chancellor, Bikaner Technical University, Bikaner.
2. Registrar, Bikaner Technical University, Bikaner.
3. Finance Comptroller, Bikaner Technical University, Bikaner.
4. COE, Bikaner Technical University, Bikaner. (for necessary action)
5. Web Administrator, BTU. (For Uploading on BTU Website)
6. Guard File


Asso. Dean, Academics

BTU, Bikaner

Office: UNIVERSITY COLLEGE OF ENGINEERING AND TECHNOLOGY CAMPUS,
KARNI INDUSTRIAL AREA, PUGAL ROAD, BIKANER-334004
Ph-0151-2250950 Website: www.btu.ac.in E-mail: dean.academic@btu.ac.in



BIKANER TECHNICAL UNIVERSITY, BIKANER
OFFICE OF THE CONTROLLER OF EXAMINATION
KARNI INDUSTRIAL AREA, PUGAL ROAD, BIKANER-334004(RAJ)
Phone: 0151-2250940, 50 Email: coe@btu.rajasthan.gov.in Web :btu.rajasthan.gov.in

No. F.93/870/cmd uet/2018-19/362

Date:- 4-5-19

Notification

Branch Change Rules for B. Tech students as per CGPA scheme wef: III Semester 2018-19.

Students are eligible to apply for change of branch after completing the first semester of B. Tech. The following rules/guidelines will be used for considering applications for branch change. All branch transfers can be effected only once from B. Tech. III semester. No application for change of branch during the subsequent semesters will be entertained.

ELIGIBILITY CRITERIA

The eligibility criteria to apply for change of branch are:

1. The student must have completed all the course credits of B. Tech. I Sem. Examination in all components (i.e. internal and external) in one attempt with at least 5.50 SGPA in the aggregate.
2. The student with back papers or whose results have not been declared due to any reason will not be considered for change of branch.
3. The student admitted under physically challenged, ex-serviceman, PIO/NRI & Kashmir migrant category will not be eligible for change of branch.
4. In case any student has applied for re-evaluation of his/her subjects of B. Tech. I sem. 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. Application 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 and other category of reservation notified by the state govt.
 - (iv) General Category(b) For private colleges, the list will be prepared on the basis of overall merit of B. Tech. I semester result. The list of students of branch change shall be submitted to the University within 15 days of commencement of session (III sem.) or declaration of result of I semester, whichever is later.





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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 semester 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 college.
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:
 - (i) GAS to GAS – The student will continue to be in the GAS category after changes of branch.
 - (ii) SFS to SFS – The student will continue to be in the SFS category after changes of branch.
 - (iii) GAS to SFS – The fee category of the student will be of SFS category.
 - (iv) 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.

MERIT AS PER CGPA SCHEME

Merit for the branch change shall be determined on the basis of following criteria in order of priority:

1. SGPA obtained by the student in B. Tech. I semester examination.
2. Total grade points earned in all the theory subjects in B. Tech. I Semester Examination. Grade points shall be calculated as per table printed on the back page of Mark sheet.
3. Grade point earned in Engineering Mathematics - I (IFY-2-01).
4. Date of Birth, elder student will be given priority.

This bears approval of Hon'ble Vice Chancellor.

CONTROLLER OF EXAMINATION

No.

Date:-

Copy to following for information and necessary action:

1. P.S. to HVC
2. Registrar
3. Dean (Academic Affairs)
4. Principal, all constituent and affiliated colleges
5. Webmaster to post this order on BTU website

CONTROLLER OF EXAMINATION

(This undertaking is to be submitted by the principal on College letter head)

Undertaking by the Principal

I hereby undertake that

1. The college will provide the facility to study the allotted branch subjects of the III semester by means of make-up /extra classes to the respective students.
2. The college will ensure the conduction of the mid-term test and internal practical examinations as per the allotted branch to the respective students.
3. The college shall abide to the decision of Bikaner Technical University, Bikaner regarding the applications for the branch change students.

(Signature of the Principal with date)

(Name of the Principal)

(College Stamp)

(The undertaking is to be submitted on non-judicial stamp of Rs. 100/-)

Undertaking by the student

I _____ (Student name) S/o _____ (Father name), student of _____ (College Name).

My branch change application details are as under:

Name: _____

Roll No.: _____

Enrollment No: _____

Current Branch: _____

Branch Change option: _____

I hereby undertake that

1. I will follow the instructions given by Bikaner Technical University, Bikaner and _____ (College Name) regarding the study and the examination for the subjects of newly allotted branch.
2. I will not claim for bonus marks for any subject related to III semester of newly allotted branch.
3. I shall abide to the decision of Bikaner Technical University, Bikaner regarding my application for the branch change.
4. I will be sole responsible for the result of III semester of the applied branch if branch changed.

(Signature of the student)

(Name of the student)

Verified by: -

(Signature of the Principal with College Stamp)

(Name of the Principal)

