

# REAP-2016



## INFORMATION BROCHURE

Conducted by

**RAJASTHAN TECHNICAL UNIVERSITY KOTA**

KOTA-324010

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Website: <http://www.rtu.ac.in/admissions/reap>

<http://rtureap.com>

**RAJASTHAN ENGINEERING ADMISSION PROCESS  
(REAP) - 2016**

**For Admission in the First Year of  
Undergraduate Programmes leading to  
Bachelor's degree**

**Government Aided and Private Unaided Technical  
Institutions of Rajasthan (except BITS Pilani, MNIT  
Jaipur and other Deemed & Private Universities)**

**Through  
REAP 2016**

**INFORMATION BROCHURE**



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## **IMPORTANT**

### **Undertaking by the Candidate**

I have read all the guidelines including information brochure, website, eligibility conditions for respective programmes of REAP 2016.

I am aware and shall abide by eligibility criteria as given in brochure, and would ensure that I fulfill all such conditions while filling online application form and during choice-filling.

**I undertake that I shall provide only authentic information and the entire details uploaded/provided are correct. In case any information provided by me is found incorrect at any point of time, my admission/candidature will automatically stand CANCELLED without any further reference and I will be liable for all the consequences and my fee would stand forfeited.**

I am aware that I would not be able to change any information I have entered in the online application after submitting the application form.

I undertake that I will take printout of my complete application including filled-choices; check details carefully. I also understand that in no case any grievance OR complaint shall be entertained at any later stage throughout the complete process of seat allotment.

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This Brochure contains eligibility conditions, admission procedure and instructions for the guidance of the candidates seeking admission to various B.Tech./B.E. Programs offered by the affiliated Engineering Colleges and University Departments of Rajasthan Technical University (RTU) Kota. For the academic year 2016-2017, admissions would be made through Centralized Admission for B.E./B.Tech. (REAP - 2016). Candidates should read this brochure carefully before applying for REAP - 2016.

## -: GENERAL INSTRUCTIONS:-

### 1. *ONLINE SUBMISSION OF APPLICATION FORM:*

- 1.1 REAP-2016 application form is to be submitted online on the web portal. The candidate must fill, carefully, all details as required in the online application format.
- 1.2 Duration of submission of the online application form will be from **17.05.2016 to 17-06-2016. However, the last date for depositing the fees through E-Mitra network /Billdesk will be 15-06-2016. After this,**
  - a. Candidates have to click the on line application form option on the websites of admission to fill following details
    - Name
    - Father's name
    - Mother's Name
    - Date of birth
 in the form online and submit. A challan no shall be generated which candidate has to keep safe.
  - b. Candidate shall be asked through online menu about the application fee payment modes, whether through e-Mitra Kiosk or through on line payment portal via Bill Desk using credit cards/debit cards/net banking.
  - c. If the candidate has chosen e-Mitra Kiosk then a payment invoice shall be generated whose print out has to be taken along with Rs 705/- to nearest e-Mitra Kiosk for payment. The candidate will have to deposit Rs 700 (5/- charge at the centre) at E-Mitra kiosk and obtain 12 digit code or 16 digit code to be filled in for "log in" for completing the application form in step d. Alternatively, if candidate has chosen online payment through credit card/debit card/net banking via Bill desk then automatically after clicking the online option portal for payment of Rs 700/- (10/ charge at the Bill desk) will start. After the payment, an alphanumeric transaction code will be generated which candidate has to keep safely. In either of the case, candidate has to keep the code from e-Mitra or transaction code from online, safe for further use as the case may be.
  - d. Candidates will have to enter this code or transaction no, as the case may be, into the application form filled in the step 'a' for "log in" along with following details
    - Challan No
    - e-Mitra Code or Bill desk Transaction code
    - Date of Birth
    - Mother's name
  - e. After step d candidate shall be allowed to fill all the other details as per application form requirements and fill choices during choice filling period.
  - f. After the last date of the choice filling, seat allotment shall be done. Once allotted a seat candidate shall have to report to the allotted institution.

- 1.3 Candidate is required to upload his/her recent passport size photograph and signature as per the facility provided on the web portal of the online application form. Ensure that the image size of photograph should not exceed 100 KB (maximum) in the JPG File format and the image size of Signature should not exceed 50 KB (maximum) in the JPG File format.
- 1.4 The candidate **will not** upload mark sheets of X, XII and other requisite documents including certificate of respective reservation category but shall take two copies of them (self attested) along with the originals to the reporting institute. Reporting institute is where the admission has been given to the candidate. **If the information submitted by any candidate is found to be fraudulent, incorrect or untrue, the seat allotted (if any), shall stand cancelled and his/ her fees deposited shall be forfeited and he/she will also be liable for legal action.**
- 1.5 The candidate can edit the details entered by him/her in the Application format until he/she clicks the “Submit” Button for final submission of application form. Once the candidate clicks the “Submit” Button, he/she will not be able to edit the entered Data. Therefore, the candidates are advised to click “Submit” button only and only if he / she is sure that the Data entered in the Online Application Format is correct and no further editing is required.
- 1.6 The candidates will have to fill marks obtained in XII or equivalent examination as well as JEE (Mains)-2016 score (if appeared in JEE (Mains)-2016).
- 1.7 The REAP-2016 will not be responsible for any consequence arising out of non-acceptance of any correction/addition/deletion of any Data of the application form after clicking the “Submit” Button.
- 1.8 Deposition of Application Form Fees: Cost of REAP-2016 Application Form is Rs. 700/- till the last date as notified. Candidates should contact any E-Mitra kiosk center/bill desk. He/she has to deposit a sum of Rs. 705/- (Rs. 700/- against Application form Fees and Rs. 05/- for E-Mitra service charges) or deposit a sum of Rs. 700/- with addition of credit card/debit card/netbanking/other online payment Gateway charges, as applicable. This amount is neither refundable nor transferable nor adjustable in future. The E Mitra kiosk will generate a 12/16-digit Token number for the candidate using e-Mitra portal and issue a receipt containing this Token number. In the case of payment through Billdesk mode, the candidates need to note down the transaction Id. Candidates are advised to keep these receipt/transaction Id details safely with them for further use. In order to activate the online application form for entering the required details, the candidate must enter his/her token no./transaction Id in the appropriate column of the application form. The online application form will not accept entries without his/her Token number/transaction number.
- 1.9 After the due date, late fees shall be applicable, as notified.
- 1.10 **There is no need** to send the hardcopy of the application form to REAP-2016 office.

## 2. **ELIGIBILITY CRITERIA FOR ADMISSION:**

A candidate must ensure that he / she is eligible for admission to various Governments aided and private unaided technical institutions of Rajasthan (except BITS Pilani, MNIT Jaipur and other Deemed and Private Universities) before filling up the REAP-2016 Application Form. If a non-eligible candidate is admitted due to any reason then the admission of such a candidate will be cancelled as soon as the mistake is detected even at later stage. Various eligibility criteria for admission to B.Tech./B.E. course through REAP-2016 shall be as under:

### 2.1 **EDUCATIONAL QUALIFICATION:**

The minimum academic qualification for admission to B.Tech. /B.E. program in Rajasthan is as given below:

- (a) “Candidates must have taken at least five subjects in class 12<sup>th</sup>/ qualifying examination in order to be eligible for eligible to be admitted through REAP - 2016. The candidates who have taken four subjects are not permitted to participate in REAP-2016 and if such candidates appear in REAP- 2016 by furnishing wrong information, their admission/allotment shall be canceled”.
- (b) “Passed 10+2 examination with Physics and Mathematics as compulsory subjects along with one of the Chemistry/Biotechnology/Biology/ Technical Vocational subject. Obtained at least 45% marks (40% in case of candidate belonging to reserved category) in each of the subjects”.
- (c) Above mentioned condition in the subjects combination as given above taken together, in the final examination of 10+2 (Class XII) of Board of Secondary Education, Rajasthan or any other examination recognized equivalent thereto by Board of Secondary Education, Rajasthan / Central Board of secondary Education (CBSE).
- (d) Candidates with JEE 2016 marks, and who have passed 10+2 examination with above mentioned criterion in 2016 or 2015 or 2014 only are eligible.
- (e) Only those candidates shall be eligible who have passed in each subject of above combination and fulfills the minimum academic qualification as mentioned above latest on 15 June 2016.

## 2.2 AGE:

Only those candidates whose date of birth falls on or after October 01, 1991 are eligible. However, in the case of Scheduled Caste (SC), Scheduled Tribe (ST) and Person with Disability (PwD) candidates, upper age limit is relaxed by 5 years, i.e. SC, ST and PwD candidates who were born on or after October 01, 1986 are eligible. Date of birth as recorded in the Secondary Education mark sheet / certificate only will be taken as authentic.

## 2.3 MEDICAL FITNESS:

A candidate desirous of admission to Engineering Colleges will have to deposit the Medical Fitness Certificate at the time of reporting in the allotted institution on the prescribed form certified by a Medical Officer of the Government of Rajasthan or a Registered Medical Practitioner as per medical standards laid down below:

- **Height:** Not less than 1.5 m for male candidates and not less than 1.4 m for female candidates.
- **Weight:** Not less than 41 kg. for male candidates and 37 kg for female candidates (Approximately).
- **Chest Measurement:** Not less than 69 cm with satisfactory limits of expansion and contraction (for male candidates only).
- **Heart & Lungs:** No abnormality.
- **Hernia, Hydrocele, Piles etc.:** Presence of any of these will be a temporary disqualification to be rectified before joining the courses of study.
- **Vision:** Normal. Where defective, it must be corrected to 6/9 in the better eye and 6/12 in the worse eye. Eyes should be free from congenital and other diseases. In case of admission to Mining Engineering courses, the candidates must be free from colour blindness (inability to distinguish between principal colours) also.
- **Hearing:** Normal. Where defective, it must be corrected.
- **Speech:** Normal.

*The doctor will also have to certify that the candidate is medically fit for engineering profession.*

#### **2.4 DOMICILE CRITERIA:**

The REAP-2016 is open to the candidates of Rajasthan Domicile only except the earmarked quota of seats for candidates of outside Rajasthan. However, in the last round domicile restriction shall be relaxed in order to give admission to candidates of other states. The domicile status of Rajasthan of any candidate will be ascertained as per any one of the following criteria.

##### **Domicile Category - A**

The candidate himself / herself or any of his / her natural parents (father / mother) is a bonafide resident of Rajasthan. [Refer Certificate No. 1 (i)]

OR

##### **Domicile Category - B**

Candidate has studied continuously as a regular student in recognized educational institutions in Rajasthan for the preceding three years up to and including the year in which he/she has passed / appearing the qualifying examination (i.e. X, XI and XII classes). [Refer Certificate No. 1 (ii)]

OR

##### **Domicile Category - C**

Candidate is a son/daughter of either a serving employee or of a retired employee of any of the following: [Refer Certificate No. 1(iii)]

- (i) Government of Rajasthan (including officers of All India Service borne on the State cadre of Rajasthan).
- (ii) Undertakings/ Corporations/ Improvement Trusts/ Municipal Boards/Panchayat Samities / Co-operative Bodies duly constituted by the Government of Rajasthan.
- (iii) Statutory Bodies and Corporations formed under the Indian Companies Act incorporated in Rajasthan.

OR

##### **Domicile Category - C**

Candidate is a son/daughter of an employee of any of the State Universities in Rajasthan or Board of Secondary Education, Rajasthan or Government aided Engineering Colleges of Rajasthan who has put in at least three years service on the date of submission of application in any of the above bodies. [Refer Certificate No. 1 (iv)]

OR

##### **Domicile Category - C**

Candidate is a son/daughter of an employee of Central Government or Institutions of the Central Government including Public Sector Undertakings or Corporations and who is on the regular rolls and is serving in the State of Rajasthan on the date of application. [Refer Certificate No. 1 (v)]

OR

##### **Domicile Category - C**

Candidate is a son/daughter of an employee of Rajasthan origin, serving in Defence / Central Government services/Public Sector undertakings/National Institutes of Government of India, who has put in at least three years service on the last date for submission of application irrespective of his/her place of posting provided a certificate is submitted by the employee from the employer to this effect stating the State of origin and the home town as given by him/her at the time of his/her entry into service. [Refer Certificate No. 1 (vi)]

#### **Note:**

1. Ex-Servicemen (Ex-S) and the Defence Killed (DK) persons should be of Rajasthan origin for eligibility of their children in these categories. The State of origin and home town as entered in the discharge certificate shall only be accepted as proof in respect of the above. The discharge certificate and PPO must be produced in original at the time of Reporting.

For the wards of defense personnel from other State but serving in the State of Rajasthan,



the domicile condition is waive off to enable them to participate in the admission process in general quota. However, they would not be eligible for Ex-S/DK category.

- Sons/daughters of the displaced persons from Jammu & Kashmir (KM) shall be eligible for admission to Engineering Colleges through REAP-2016. The candidate has to submit a certificate from the competent authority as a proof of being son/daughter of a displaced person from Jammu & Kashmir.

**3. RESERVATION OF SEATS:**

As prescribed by the Govt. of Rajasthan (except in case of Private unaided Institutions and 50% seats in the self finance course of the aided institutions) the reservation of seats will be made subject to the prevalent statutory provisions of the State of Rajasthan viz. 16% for SC candidates, 12% for ST candidates, 21% for candidates belonging to non-creamy layer OBC category and 5% for non-creamy layer SBC candidates.

As per the state government order no. F1(6)/Tech.Edu./1999 Jaipur Dated 15-09-2011, the 45% seats of prescribed 12% ST quota will be reserved for TSP in all institutions where ST reservation is available. The candidates who belong to notified areas of five districts namely Banswara, Dungarpur, Pratapgarh, Udaipur and Sirohi (i.e. districts in tribal region), and come under ST reservation will be eligible under this quota.

Provision will also be made for horizontal reservation of 3% for candidates belonging to physically handicap (PwD), 25% for women category and 3% for dependants of Defence Killed/Ex-servicemen / Gallantry award winners.

**Priority for Category of Defence Persons will be as follows:**

Code	Category
EXS1	Killed in action
EXS2	Disabled in action and boarded out from service/Died while in service with death attributable to military service/Disabled in service and boarded out with
EXS3	Gallantry award winners
EXS4	Ex-Servicemen
Reservation of girls in this category: 50% of the reserved seats in this category are earmarked for the girls.	

**KM Category :** 5% of total intake capacity over and above the sanctioned strength in each of the institutions will be reserved for Kashmiri migrants. Sons/daughter of the displaced persons from Jammu & Kashmir shall be eligible for admission to Engineering colleges through REAP-2016. The candidate has to submit a certificate from the competent authority as a proof to being son/daughter of displaced person from Jammu & Kashmir.

Acronyms of various categories are as follows:

Category-I	Category-II
GEN – General	Ex-S – Ex Serviceman
SC – Scheduled Caste	PwD – Person with Disability (Physically
ST – Scheduled Tribe	KM – Kashmiri Migrants
OBC – Non creamy layer Other Backward Classes	
SBC – Non creamy layer Special Backward	
TSP – Tribal Sub Plan	

**Definition of SC / ST / Non creamy layer OBC / Non creamy layer SBC Category:** The benefit of reservation under SC / ST / Non creamy layer OBC / Non creamy layer SBC category shall be available only to the candidates of the castes as notified under Presidential order for the State of

Rajasthan, for which, the certificate should be issued by the competent authority as mentioned in Certificate No. 2. However for claiming the benefit in non creamy layer OBC/ non creamy layer SBC category, the candidate will also have to furnish an undertaking in the prescribed Performa as given in Certificate No. 2.

It is further clarified that candidates belonging to **creamy layer OBC/ creamy layer SBC category** are **not entitled** for reservation benefits and shall be treated in General category, therefore, creamy layer OBC / creamy layer SBC candidates should fill General category in their application form.

Exact number of seats in various branches (Seat Matrix) will be notified through web site before counseling.

*Note: For seeking the benefit of reservation in any category, sufficient documentary proof must be uploaded along with the Application Form (the formats of certificates for various reservation categories are available on the websites). Category once indicated at the time of submission of application form along with documentary proof will not be changed afterwards in any case.*

**4. COST OF REAP-2016 APPLICATION FORM:**

The cost of REAP-2016 Application Form is **Rs. 700/-**. This amount deposited for REAP-2016 is neither refundable nor transferable nor adjustable for future REAPS. After the due date, late fees shall be applicable, as notified below.

**5. INSTRUCTIONS FOR FILLING REAP-2016 ONLINE APPLICATION FORM**

The applications for REAP-2016 will be accepted online only. The process of online submission of application form for REAP-2016 shall be carried out through any of the following websites:-

- 1. <http://www.rtu.ac.in/admissions/reap> 2. [www.reapadm.com](http://www.reapadm.com) 3. [www.reapadm.org](http://www.reapadm.org)**

Date of commencement for filling of the online application form	17-05-2016
Last Date of depositing the fees through E-Mitra/Bill desk	15-06-2016
Date of closure for filling of the online application form	17-06-2016
Date of commencement for filling of the online application form with late fees of Rs 500/-	07-07-2016
Date of closure for fresh registration with late fees of Rs 500/-	14-07-2016
Date of commencement for filling of the online application form with fresh registration and late fees of Rs 1000/- and commitment fees of Rs 10,000/-	01-08-2016
Date of closure for fresh registration with late fees of Rs 1000/-	08-08-2016

**Detailed instructions with regards to filling up of online application form and other related information are given on the web site/s.**

**6. INFORMATION REGARDING APPLICATION FORM :**

Candidates are advised to visit the authorized web site/s regularly for status of application and other details which are to be updated by the REAP office from time to time.

**7. FEE STRUCTURE:**

Pursuant to the judgment dated 14-8-2003 of Hon'ble Supreme Court in the case titled as Islamic Academy of Education V/s State of Karnataka, the State Government has constituted a State Level Fee Committee for determination of fee structure for various technical courses including degree engineering courses. As per the directions of the State Level Fees Committee, **the interim fee structure for Degree Engineering courses for the session- 2013-2014 is as mentioned in Annexure-1.**

The fee committee has yet not approved final fee structure for academic year 2016-2017. Further, it may be noted that the State Level Fee Committee, in near future, will finalize the fee structure for the session 2016-2017. The candidates are required to pay the fee as prescribed by the Committee. The fee once deposited by the candidate for admission will not be refunded.

## 8. **ADMISSION PROCEDURE:**

### 8.1. **ADMISSION PROCESS**

The notification for REAP-2016 will be published in the National and State News Papers as per the schedule attached.

The admission process broadly involves the following four stages:

**Stage I: Online registration,**

**Stage II: Online Choice filling and locking**

**Stage III: Seat Allotment Procedure**

**Stage IV: Physical Reporting and Admission in the Allotted Institute**

#### **Stage I: ONLINE REGISTRATION**

##### **1.1 General Guidelines for Online Registration**

1. In this stage, all candidates (whether appeared in JEE Mains 2016 or not appeared in JEE Mains 2016 but have essential qualification as given above) are required to register themselves online at REAP-2016 website [www.rtu.ac.in/admissions/rep](http://www.rtu.ac.in/admissions/rep) by providing all the details carefully in the online **Application Form**.
2. Duration of submission of the online **Application Form** will be as per schedule published on the website/s.
3. A candidate is required to upload his/her recent passport size photograph and signature as per the facility provided on the web portal of the online **Application Form**. Ensure that the image size of photograph should not exceed 100 KB (maximum) in the JPG File format and the image size of Signature should, also, not exceed 50 KB (maximum) in the JPG File format
4. Candidate should note his/her unique login ID details (i.e. Challan No., Token code/transaction no, dob, mother's name) and keep this confidential for future use in counseling process.
5. The candidate can edit the details entered by him/her in the **Application Form** until he/she takes the printout of the form after submit. Candidate shall take final print of application form when

he/she is sure that the Data entered in the Online **Application Form** is correct and no further editing is required.)

6. The Coordinator, REAP-2016 will not be responsible for any consequence arising out of non-acceptance of any correction/addition/deletion of any Data after final submission or printout/therof.
7. Deposition of Application Form Fees
8. For any clarification/ query regarding REAP-2016, the candidate shall contact at following address:

**Coordinator, REAP-2016,**

**Old Computer Centre, Near Canteen,**

**Rajasthan Technical University, Kota Akelgargh, Rawatbhata Road,**

**KOTA (Rajasthan) – 324010**

**Email: [reap2016@rtu.ac.in](mailto:reap2016@rtu.ac.in)**

**Land line No: 0744-2473862, 9772160321**

## 1.2 Instructions for filling REAP-2016 Online Application Form

Here detailed instructions with regards to filling up of online Application Form and other related information are given.

- The process of online submission of **Application Form** for REAP-2016 shall be carried out through the following Web site:- [www.rtu.ac.in/REAP](http://www.rtu.ac.in/REAP) and [www.rtuREAP.com](http://www.rtuREAP.com)
- Date of commencement for filling of the online application: 17-05-2016
- Date of closure for filling of the online application without late fees: 15-06-2016.
- Date of commencement for filling of application form with late fees of Rs 500/- : 07-07-2016
- Date of closure for fresh registration with late fees of Rs 500/-: 14-07-2016
- Date of commencement for filling of the online application form with fresh registration and late fees of Rs 1000/- and commitment fees of Rs 10,000/-:01-08-2016
- Date of closure for fresh registration with late fees of Rs 1000/-: 08-08-2016

Candidates must perform following activities while submitting the online Application Form:

### **Step-1: Deposition of Application Form Fees.**

Cost of REAP-2016 Application Form is **Rs. 700/-**.

Candidates will contact any E-Mitra kiosk center and deposit a sum of **Rs. 705/-** (Rs. 700/- against Application form Fees and Rs. 05/- for e-Mitra service charges). This amount is neither refundable nor transferable nor adjustable in future. The kiosk will generate a 12/16-digit Token number for the candidate using e-Mitra portal and issue a receipt containing this Token number. Candidates are advised to keep this receipt safely with them for further use.

In the case of payment through Billdesk mode, the candidates need to note down the transaction Id.

Candidates are advised to keep these receipt/transaction Id details safely with them for further use.

After the last date, i.e. 15<sup>th</sup> June 2016, late fees shall be applicable, as per the details given below:

- (i) Rs. 500/- for fresh registration during 7<sup>th</sup> July, 2016 - 14<sup>th</sup> July, 2016 (total fee payable= Rs 700/- + Rs 500/- =Rs 1200/-).
- (ii) Rs. 1000/- for fresh registration during 1<sup>st</sup> August, 2016 to 8<sup>th</sup> August, 2016 (total application fee shall be Rs. 700/- + Rs 1000/- = Rs 1700/).

i.

***Step-2: Documents to be kept ready in hand before starting of filling Online Application form.***

- i. Scanned image of his/her Photograph in jpg format (image size Maximum up to 100 KB)
- ii. Scanned image of his/her Signature in jpg format (image size Maximum up to 50 KB)
- iii. Photo Copy of mark sheets of X, XI and XII examination.
- iv. Photo Copy of mark sheet of JEE (Mains)-2016 score card.
- v. Photo Copy of documents related to domicile of Rajasthan and reservation category.
- vi. Receipt issued by eMitra/ kiosk containing the Token Number/ Transaction ID of payment made through Billdesk
- vii. Challan number
- viii. Mobile no. of the candidate or nearest relative.
- ix. The candidates belonging to KM category has to have a certificate from the competent authority as a proof to being son/daughter of displaced person from Jammu & Kashmir.

***Step-3: Filling of Online Application form.***

- i. Candidate must read instructions of filling the online application form carefully.
- ii. The entries of online application form must be filled as required.
- iii. Candidate should ensure that the photo and signature are same as uploaded by the candidate himself.
- iv. Candidate must not upload any documents but they have to bring at the time of reporting.
- v. The changes (if required) will be allowed in online application form before final submission i.e. before pressing the “Submit” button on the web portal.
- vi. Web page will not accept any changes after final submission of online application form i.e. after pressing the “Submit” button on the web portal.

***Step-4: Taking Printouts in Hardcopy only after final submission of online application form.***

Candidate may take printout of application form, which will be generated by the web portal after final submission.

***Step-5: The hardcopy of application form is not required to be submitted to the REAP-2016 office.***

## **2. Stage II: CHOICE FILLING AND LOCKING**

### **2.1 Eligibility for Choice Filling**

This year there is no separate counseling fee of Rs 10,000/- is required to be deposited for choice filling. Without depositing Rs 10000/-, candidates are allowed to exercise choice filling from 20.5.2016 upto 17.06.2016. The candidates desirous to take admission in first year of degree engineering courses will be required to fill online option form. The admissions will be carried out on the basis of merit in REAP-

2016, the order of options filled in by the candidates in the option form and seats available in respective institute. The candidates are advised to exercise their options very carefully.

The eligible candidates who have filled the **Application Form** online, made the Payment of application fees (with late fees, wherever applicable), and fulfill the eligibility criteria will be allowed to fill choices for counseling. The Coordinator REAP-2016 may withdraw the permission granted by mistake to a candidate who is not eligible to appear at the REAP-2016 even though his/her admission has been done by some oversight. Only the eligible candidates as per REAP-2016 rules will be considered for counseling and subsequent admission.

In this stage, all the valid registered candidates are required to exercise their choices of programs and institutes in order of their preference for these programs / Institutes.

#### **The procedure is detailed here**

1. To participate in the choice filling process, the candidate has to login using sixteen digits (or twelve digits) E-mitra no./ Bill desk transaction Id., mother's name and date of birth.
2. The procedure for exercising choices and seeking pertinent information would be guided through appropriate messages and tabs on the computer screen.
3. For the candidate, available seat information relating to institutions, department and programme will be displayed. It would be the responsibility of the candidate to ensure that he/she fulfills all the necessary eligibility conditions of a B.Tech. programme before registering/choice filling for the concerned programme.
4. Candidates can fill in as many numbers of choices in the order of preference as they wish from the list of available programmes. There is no maximum limit for filling the choices. It is advised that candidates should fill maximum number of choices so that "**No Allotment**" condition due to choice exhausted, would not arise.
5. Candidates are permitted, if they so desire, to change or re-order their choices, delete earlier choices and add new choices any number of times until they lock their final choices. Choices should be positively **locked before 5.00 PM** of the last date.

#### **5. Stage III: SEAT ALLOTMENT**

During this step, the choices submitted by the candidates will be processed centrally and seats will be allotted in the order of merit (as per the rules of merit) on the basis of the locked choices.

The allotment of institute and branch to the candidate will be carried out through the computer software by strictly following the order of merit, seats available and the order of options filled in by the candidate. No correction will be allowed in the Option Form once submitted. No admission shall be made



after the date as fixed by REAP-2016.

Allotment will be declared on the choice-cum-merit basis as per the options filled in by the candidate.

1. The allotment result shall be available on the Centralized Counseling for B.Tech. admission (REAP-2016) website <http://www.rtu.ac.in/admissions/reap>. **Individual allotment letters will not be sent to the candidates.** However, candidates may take a printout of the allotment letter from REAP-2016 website.
2. Candidates who are allotted seats will have to personally report to allotted institute as per the schedule along-with printout of their **allotment-letter, receipt of e-payment and other documents as given in Information Brochure.**
3. Seat allotment will be done in several rounds. **In the first round**, all the available seats will be allotted and the result indicating the allotted institute with branch will be available on the website. This allotment shall be done to candidates with JEE Mains -2016 score only.
4. After the allotment, candidates shall be required to report to the allotted institution from 23.06.2016 to 28.06.2016. Reported candidates may give their option for upward movement at the website by 30.06.2016. Candidates may withdraw from the counseling by 29.06.2016.
5. **In second round**, if a candidate is allotted her/his higher preference, her/his earlier allotted seat would be available for allotment to subsequent candidates. In the second round no fresh choice filling will be permitted; registered candidates will not be allowed to alter or resubmit their choices. Please note only candidates with JEE Mains have been allotted till now. Although, candidates with Non JEE Mains score cards are registered with their choices filled.
6. **In the Third round**, candidates can fill fresh choices as per the eligibility constraints and within the time frame as per the schedule for the vacant seats declared as per schedule. Also, new candidates may be allowed to register with a late fee of Rs 500/-. Therefore, now the application fee for late registration shall be 1200/- [Rs 700/- (application form fee) + Rs 500/- (Late registration fee)] + Billdesk/Banking charges/Credit card/Debit card charges/E Mitra charges (Rs.05/- in case of E Mitra). The following candidates shall be participating in this round.
  - Registered Candidates with JEE Mains Score who have not been allotted any seats due to choice exhaust. They shall be permitted to revise their choices.
  - Registered Candidates without JEE Mains Score. They will also be permitted to revise their choices if they wish to do it.
  - New candidates who can register after paying Rs 1200/- as application form fee (Rs 700 application form fee + Rs 500/- late application form Fee). They will be allowed to fill their choices.

- Reported candidates in first round and second round shall not be allowed to participate again in the counseling process. All reported candidates are out of counseling process.

- Again, registered candidates who have been allotted seats but did not report at the allotted institutes in first and second rounds shall not be considered for counseling in third round. However, he/she can register as new candidate.

**7. Fourth Round of Counseling:** Upward movements of the candidates who were allotted seats in the third round and to the candidates, who are still registered, but has not got allotment till now, but getting a seat due to upward movement among their choices already filled; against seats vacant due to non-reporting of the candidates.

### **8. Fifth Round or Special Round of Counseling:**

If there is any need, i.e. seats remain vacant; then a last round called special round may be held in which candidates can register against the vacant seats and shall have to deposit a commitment fees of Rs 10,000/- as a part of their B Tech course fee, but it will not be refunded back, in case the candidate does not report to the allotted Institute. The following students shall be participating in this round:

- New Candidates who can again register after paying Rs 1700/- as application form fee (Rs 700/- application form fee + Rs 1000/- late application form Fee). They will be allowed to fill their choices.
- Already registered candidates who have not got any seat allotted due to choice exhaust shall be permitted to revise their choices.
- Reported and already admitted students shall not be allowed.

**9.** There will not be any Direct Admission by the participating Institutions. All the admissions shall be done by the REAP-2016 centralized counseling. All the candidates are advised to register with REAP – 2016 for getting admission.

#### **5.1 Withdrawal from Allotment Process**

If a candidate wishes to cancel his/her allotment, the candidate should report to the same allotted institute in which he/she has reported.

The candidate should surrender the allotment letter with cancellation application on or before completion of the reporting periods of first three rounds. The institute has to report the withdrawal of the candidate latest by the date given in the schedule so that the seat which has been surrendered by the withdrawal of the candidate is included in vacant seats for further allotment.

If a candidate cancels his/her allotted seat on or before the specified date, he/she will get the refund from the allotted institute only after deductions as processing fee and administrative expenses.

#### **5.2 Cancellation due to Non-fulfillment of Essential Requirements**



1. If a candidate fails to satisfy the minimum educational qualifications prescribed, his/her allotted seat shall automatically stand cancelled and such candidate will not be considered for seat allotment in subsequent rounds, if any.
2. If a candidate fails to produce appropriate category certificates, his/her allotment will stand cancelled. However, in such cases, if eligible, he/she may be considered for allotment in further rounds, as per their changed category.

### 5.3 Merit List Criteria

Merit will be prepared on the basis of total marks obtained by the candidate in JEE (Mains)-2016. The merit of the candidates securing equal marks in aggregate in the JEE (Mains)-2016 will be decided in the following order:

1. The marks obtained in Mathematics in JEE (Mains)-2016 will determine the relative merit of such candidates.
2. In case of marks in Mathematics also being equal, the marks obtained in Physics at JEE (Mains)-2016 will determine the merit.
3. In case there is a tie on the basis of the above criteria, the relative merit will be decided by the age of the candidate. The candidate of higher age (older candidate) will be placed on higher merit.
4. In case of all the parameter as mentioned above are equal then, randomization will be adopted for deciding the rank of such candidates.
5. After, all the candidates with JEE Mains score have been allotted and list is exhausted then on the remaining vacant seats, candidates with no JEE mains Score shall be allotted seats based on their XII percentile merit and the option filled by them.

### 6. Stage IV: Physical Reporting and Admission in the Allotted Institute

- a. All the candidates who get an allotment will have to report in person to allotted Institute within the scheduled time frame, failing which their seat allotment shall stand cancelled. **Also, they will not be considered for further rounds of seat allotment, except that they may be considered for the third round/fifth round of admission as a fresh candidate.**
- c. Candidates will have to produce all the relevant certificates/documents in original for verification, one set of self-attested photocopies of the documents, signed printout of **Application Form**, and provisional allotment letter printed from the website, when they report to the allotted institute.
- d. The course fee is to be deposited in the allotted institute through institute's specified Bank Challan Form/any other specified mode.
- e. Candidates shall, at this point, indicate their willingness to be considered for higher preference choices (across the institutes) during further rounds of seat allotment. By choosing "Option for Second/Fourth counseling" on the web site, candidate may opt for consideration of higher choices. For upward movement process, the candidate will remain in the category under which the initial allotment has been made as per the admission basis filled in by the

candidates during filling of option form.

- f. All candidates who surrender their seat forfeit all claims on the seat allotted to them. After the surrender process is over, their original choices would be unlocked; these candidates may now modify their choices forms for any place in the third and final round of counseling as **fresh candidate**.
- g. Tentative vacant seats will be displayed on the REAP-2016 website on after two rounds of counseling and before the third and final round of counseling.
- h. Choices of all registered candidates who do not get a seat allotment in round 1 or 2 will be automatically unlocked. These candidates can also modify their choices during third round.
- i. Fresh (New) registration will be allowed for those who have missed the online registration from **first round and those candidates who have not reported after allotment (such candidates will have to apply again as fresh candidates)**.

#### **Important Note:**

1. All the rounds of counseling (i.e. allotment of seats) will be done by RTU through REAP-2016 only. There shall be no spot (Direct) admission done by individual Participating Institute for any vacant seats at any stage of admission.
2. Classes will begin on 1<sup>st</sup> Aug, 2016 in all the institutes. No separate instruction will be issued by RTU for this.

#### **6.1 Reporting to Allotted Institute for Provisional Admission**

Candidates who get a seat allotment for the first time in any of the rounds should report to allotted institute within the dates stipulated for those rounds for taking the provisional admission. Generally, the reporting time at all the allotted institutes is 9.00 AM to 5.00 PM. The reporting procedure for provisional admission is as follows:

#### **6.2 Documents to carry at the time of reporting**

Candidates shall carry the following documents at the time of reporting to the Allotted institute:

1. The Total Fee to be deposited at the Institute.
2. Provisional seat allotment letter taken from the website <http://www.rtu.ac.in> using their login details. Candidate should paste their recent color photographs on the application form (registration form) with one additional colored photograph with them.
3. Self – attested Photocopy as well as Originals required for verification.
4. Valid JEE-Mains-2016 score card, if any.
5. Class X (High School) Board Certificate as proof of date of birth
6. Marksheet of Class XII (for Subjects).
7. Consolidated Grade/Mark sheet of qualifying examination.
8. Certificate of category (OBC /SBC/ SC / ST), if applicable, issued by the competent authority
9. Undertaking by OBC/SBC in required format, if applicable

10. Certificate for Persons With Disabilities (PWD), if applicable
11. Certificate for EX service men, if applicable
12. Domicile certificate

Please carry two sets of self attested photocopies of above documents along with original documents at the time of reporting to allotted institutions.

Candidates are advised in their own interest to secure latest information regarding the admission from the authorized web site of REAP. The non-receipt of communication to the candidate from Coordinator REAP- 2016, RTU, Kota, Rajasthan, will not be accepted as a ground for not participating in filling o p tion form or non-reporting in the allotted institute on the scheduled time and date. *The candidate's allotment shall stand automatically cancelled if he/she does not report IN PERSON to the allotted institute as per schedule. In such case his/her registration with REAP-2016 will be cancelled.*

### 6.3 Verification of Credentials

If the personal data viz., category, subcategory, gender, qualifying degree, JEE Mains score etc submitted by the candidate in the registration of online application is found to be wrong at the time of verification with the original documents where reporting is being done, his/her **seat allotment stands cancelled**.

### 6.4 Norms for Updating Candidate's Personal Data

Any update in the candidate's category from GEN to SC/ST/OBC/OM, SC to ST, ST to SC, OBC/SBC to SC/ST, SC/ST to OBC/SBC, OBC to SBC, SC to SCPD, ST to STPD, OM to OMPD, OB to OBPD and OC to OCPD shall not be permitted under any circumstances.

However, after obtaining an undertaking from the candidate, his/her personal data will be updated in the following ways during reporting period. This may lead to cancellation of presently allotted seat, if allotted on basis of data being changed.

- i. Category can be updated from (SC/ST/OBC/SBC) to GEN, if NOT able to produce a valid certificate but vice versa is not allowed.
- ii. Category can be updated from SBC to OBC, if NOT able to produce a valid certificate/undertaking but vice versa is not allowed.
- iii. Category can be updated from (SCPD/STPD/OBPD/OMPD/OCPD) to (SC/ST/OB/OM/OC) respectively, if NOT able to produce a valid certificate but vice versa is not allowed.

Based on the updated data, if the candidate is eligible he/she will be allowed only for the next rounds of seat allotment for the available vacant seats based on his/her choices. No fresh choice filling will be permitted at this stage under any circumstance.

### 6.5 Consequences of not reporting to the allotted institute

The seats allotted to candidates who do not report within the stipulated period to the Allotted institute (that is, to any of the participating institute) will be cancelled and these candidates will not be considered for seat allotment in subsequent rounds except in the third and fifth rounds as **fresh candidate**.

#### 6.6 Issue of Provisional Admission Letter

Whenever a candidate gets a seat allotment, provisional admission letter will be issued. This provisional letter shall indicate the personal details of the candidate, details of the institution and programme to candidate has been provisionally admitted, details of initial fee payment. The candidate shall check all the entries in this provisional admission letter, sign it and preserve it for further reference.

All the candidates, who have obtained provisional admission letter, check on the REAP-2016 website the status/up-gradation of their allotted seat after each fresh round. They should take a printout of the letter indicating new allotment as available on the website, if any.

During reporting to the Allotted Institute for admission, candidates shall carry a printout of the latest allotment letter from the REAP-2016 website.

#### 7. Jurisdiction

In case of any dispute arising out of the admission process at any stage up to the final allocation of institution and/or programme, the decision of Rajasthan Technical University, Kota shall be final. The jurisdiction for legal disputes, if any, will be limited to Kota City only.

#### 8. Fee Structure

As per the directions of the State Level Fees Committee, the interim fee structure for engineering courses for the session: 2016 - 2017 shall be shown on the web portal, whenever available.

#### 9. Cancellation and Refund

1. A nonrefundable application fee along with the late fees (wherever applicable) is required for participation in REAP-2016 and is **neither refundable nor adjustable** towards fee for program at the final allotted institute.
2. A candidate, who takes provisional admission by reporting at the allotted institution, will have to personally report for refund at the same allotted institution (where provisional admission was taken) on or before last date of withdrawal. After completing formalities for refund, candidate will get a refund. The refund will be as per AICTE rules.
3. If the candidate participates in the fifth round through paying a commitment fees of Rs 10,000/- , it shall not be refunded to the candidate in any case. If the student reports to the allotted Institute, this amount shall be part of his fees for the B Tech./B. E. course programme and shall be transferred to the Institute by Rajasthan Technical University, Kota.

**9. VALIDITY OF ADMISSION :**

- 16.1 Admission of the candidate will be provisional till the eligibility/enrolment certificate is issued by the concerned University.
- 16.2 If for reasons to be recorded in writing, the Coordinators, REAP-2016 suspect that a particular candidate has obtained a certificate by misrepresenting or concealing the material facts, the matter will be referred to the competent authority(ies). On receipt of the report, the Coordinators, REAP-2016 would take the final decision regarding the admission of the candidate. His / Her admission will be treated as provisional during this period.
- 16.3 Permission to appear in REAP-2016 shall not guarantee for fulfilling eligibility criteria for admission and only the eligible candidates will be considered for counseling and subsequent admission as per norms.

**10. DEPOSITION OF FEES AND ORIGINAL DOCUMENTS:**

At the time of reporting in the allotted institute, the candidates will have to deposit **all original documents, certificates** and a specified amount towards fee. The allotted institute would check the documents and other required certificates with originals.

Institutes shall not collect fee other than specified in the allotment letter. The other fee such as Hostel and Mess shall be taken only after 15.8.2016 i.e. after the counseling is over and admission list has become final.

The fee of the candidates upgraded shall be automatically released by the respective institutions.

Once the checking with originals has been done then original certificates are to be returned back to the students and are to be collected back on 1.8.2016 at the start of classes.

The last date of withdrawal from the program is 23.07.2016. Up till this date any withdrawal shall be considered and fee deposited shall be refunded back. After, this date any withdrawal shall attract the provisions of AICTE for fee refund.

The original documents will be returned by the respective College after the University enrolment has been done.

**11. HOSTEL ACCOMMODATION AND COMMENCEMENT OF SESSION:**

Information regarding hostel facilities can be obtained from the allotted institute.

**The classes shall start from 1.8.2016.**

Government of Rajasthan  
Technical Education Department

F.No. 18(5) T.E./2004

Jaipur, Dated :05.07.2013

The State Level Fee Determination Committee, in its meeting held on July 5, 2013, has taken the following decisions in regard to fee determination of private technical professional colleges in the State:

1. The Committee will determine, at the earliest, the fees to be charged by private technical professional colleges in the State, on an institution-to-institution basis, for 3 years, i.e. 2013-14, 2014-15 and 2016-16. The fee so determined for each year will be applicable to the students admitted in that year, till the completion of their course. The fee once determined by the Committee shall remain unchanged thereafter.

2. For this purpose, each private professional technical educational institution would be required to submit its proposed fee structure for 2013-14, 2014-15 and 2016-16, along with complete financial statements (as prescribed by the Committee) justifying the fee structure proposed and in conformity with the guidelines given by the Hon'ble Supreme Court in its order dated 14.8.2003 in the case of Islamic Academy of Education and another vs. State of Karnataka and others - *"Each institute must have the freedom to fix its own fee structure taking into consideration the need to generate funds to run the institution and to provide facilities necessary for the benefit of the students..... The fee structure for each institute must be fixed keeping in mind the infrastructure and facilities available, the investments made, salaries paid to the teachers and staff, future plans for expansion and/or betterment of the institution etc. Of course there can be no profiteering and capitation fees cannot be charged."*

The above information should be delivered in the office of the State Level Fee Determination Committee (and receipt obtained) by each private technical professional college latest by August 31, 2013.

3. Since the admission process has already commenced and the students are required to deposit the fees at the time of admission, whereas individual institution-wise fee determination for 3 years would take some time, it has become necessary to have an interim fees so that the same could be deposited.

4. In case any institution does not submit the required information to State Level Fee Determination Committee within the time stipulated, the State Level Fee Determination Committee shall be at liberty to determine the fees for that institution for the years 2013-14, 2014-15 and 2016-16.



5. Interim fees for 2013-14:

(1) In view of the fact that institution-wise fees is to be determined in the current academic year. and keeping in view the order of the apex court in this regard, the Committee has decided that each professional college may decide its interim fees for the current academic year. semester-wise, and for each course, subject to not exceeding the gross ceiling amount as stated below :-

	Name of course	Maximum ceiling per annum (in Rs.)	Caution money (refundable)
1.	ME / M.Tech. / BE/ B.Tech. / M. Arch / B Arch /BHMCT	70,000	7,500
2.	Dual Degree Program in Management (MAM)- 5 Years	70,000	7,500
J.	Integrated Course (B.Tech. + MBA) - 5Y, Years	70,000	7,500
4.	MBA /MCA	55,000	7,500
5	Diploma HMCT	35,000	7,500
6	Diploma Engineering / Diploma Non- engineering	28,000	7,500

In addition to above ceiling, additional provision of Rs. 1,000/- per student per year could be made for those seeking admission in a branch accredited by National Board of Accreditation (NBA).

(2) It is expected that each institution would apply its mind and cautiously determine an amount, keeping in view the directions of the apex court and also the current market situation in context of the availability of seats which are much more than the students who have applied for admissions. The students are in a position to choose their institute, keeping in view the infrastructure and facilities available, teaching and learning standards as well as the fee structure of that institute.

(J) With a view to ensure that each institution fixes its interim fees with due caution and careful consideration on realistic basis. and to prevent any institution from fixing a higher interim fees and then negotiating with students, it is further stipulated that each institution shall take an amount equivalent to the gross interim fees fixed by it and no concession in fees under any guise like scholarship etc. shall be permitted. In case the final fee determined for the institute by the Committee is lower than the interim fees, in such situation the institution shall be required to refund the excess amount by cheque in the students' account within 30 days of the final fee determination by the Committee and not to

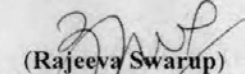
adjust it in the next semester fees due. The institution will be at liberty to give fee concession/scholarship to a student only after the final fee determination by the Committee for that particular institute.

(4) First of all each institution would determine the interim fees and thereafter immediately communicate the details to SLFDC office and obtain receipt. The interim fees would become effective only after receipt of the same in SLFDC, and prior to that it cannot be charged from the students. Copy of the same is also required to be submitted to the Rajasthan Technical University.

(5) The institutions shall be required to upload the information in regard to interim fees on their institution website and prospectus. However, it should be clearly stated that such fees are interim and subject to final approval by the State Level Fee Determination Committee (SLFDC). Once the fee is determined by SLFDC, actual adjustments would be made. In case the final fee determined is lower than the interim fees, in such case the excess amount shall be refunded by the institution vide cheque in the students' account within 30 days of the final fee determination by the Committee and not adjusted it in the next semester fees due.

(6) In the proposed fee structure to be submitted to the Committee for 3 years, the fee structure proposed for 2013-14 batch would be the same as the interim fees fixed by the institution for the current academic year.

6. Since these orders are being issued in compliance of the orders of the Hon'ble Supreme Court, strict action would be taken against any institution which flouts these directions of the State Level Fee Determination Committee

  
(Rajeeva Swarup)  
Member-Secretary cum  
Principal Secretary  
Technical Education

Copy to the following :

1. P.S. to Chairman, State Level Fee Determination Committee.
2. Vice Chancellor, Rajasthan Technical University, Kota.
3. Director, Technical Education, Jodhpur.
4. All technical institutions .....