



Rajasthan Technical University, Kota

राजस्थान तकनीकी विश्वविद्यालय, कोटा

Rawatbhata Road, Akelgarh Kota – 324010

Ph No.-0744-2473014, 2473931 email- examrtuconduct@gmail.com

No.F-(23)/1.321/RTU-EXAM/2016-17/ 2811

Date: 22-11-16

The Director/Principal,
All Affiliated Colleges / Institutions,
Under jurisdiction OF RTU, Kota

Sub: -Regarding checking of Enrollment & Eligibility forms for Session 2016-17.

Dear Sir/ Madam,

You are requested, to bring following original documents at the time of checking enrollment & eligibility (as per attached schedule) of the provisionally enrolled students for the session 2016-17-

Sr. no.	Course	Required documents at the time of checking enrollment eligibility
1.	M. Tech. & M. Arch. I Year	1. Proof of deposition of enrollment fee & development fee . 2.Original Marksheet/ certificate of Secondary and Sr. Secondary (10th & 12th class exam). 3. Proof of Date of Birth, if it is not mentioned in 10th class marksheet. 4.Consolidate Grade/Mark Sheet of qualifying examination (having all semesters marks) otherwise all semesters marksheet required for calculating the percentage/ Grade. If qualifying examination mark sheet is of CGPA pattern, then formula of conversion should be provided. 5.Original Migration Certificate of UG course is required even he/she completed his/her degree from Rajasthan Technical University, Kota. 6.Original certificate of SC/ST & OBC/SBC (N.C.) if benefit sought in admission/ age relaxation . 7.Valid & qualified GATE score card of the relevant branch having M.Sc., MCA seeking admission to certain M. Tech. program, if required. 8. If a recognized university has an approved conversion formula of CGPA into percentage than it will be applicable only on producing the certificate of concerned university. 9. Any other documents required for claim admission in particular category.
2.	M.B.A. I Yeardo.....
3.	M.C.A. I Yeardo.....
4.	B. Tech., B. Arch. & BHMCT I Year	1. Proof of deposition of enrollment fee & development fee. 2.Original Marksheet of Senior Secondary or equivalent exam. If qualifying examination mark sheet is of CGPA pattern, then formula of conversion should be provided. 3. Marksheet/ Certificate of Secondary /10th class exam. 4.Proof of Date of Birth if it is not mentioned in 10th class marksheet/ certificate. 5. Original Migration Certificate/ Transfer Certificate (counter signed by District Education Officer) in case of Migration Certificate not issued by the appropriate authority 6.Original SC/ST & OBC/SBC (N.C.) Certificate if benefit sought in admission/ age relaxation and its photocopy. 7. Any other documents required for claim admission in



Ami Vedi

[Signature]



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		particular category.
5.	B. Tech. II Year (LEEP)	1. Proof of deposition of enrollment fee & development fee. 2. Marksheet/ Certificate of Secondary /10th class exam. 3. Original Marksheets of all semesters, Consolidated Marksheet and Provisional Certificate of Engineering Diploma Exam. If qualifying examination mark sheet is of CGPA pattern, then formula of conversion should be provided. 4. Original Migration Certificate issued from Board of Technical Education/ Universities. 6. Original SC/ST&OBC/SBC (N.C.) Certificate if benefit sought in admission/ age relaxation. 7. Any other documents required for claim admission in particular category.

It is required to send your concerned representative (well known about enrollment & eligibility checking process) alongwith above mentioned original documents for the purpose of on spot checking in the presence of your representative as per given schedule (schedule attached). In this regard, your representative may be required to stay for one day at Kota, if required.

- Note: 1. Downloaded printout of list of enrolled students should be brought positively at the time of enrollment forms checking.
2. All documents must be brought Course -wise, Shift- wise and Branch-wise separately.

Prof. A.K. Dwivedi
Controller of Examination

No.F (23)1.323/RTU-EXAM/2016-17/
Copy to:-

Dated: -

1. RTU Help Line- for email to all affiliated colleges/institutions.

Satya Pal Yadav
Assistant Registrar (Exam)