



OFFICE OF THE DIRECTOR (ACADEMICS) RAJASTHAN TECHNICAL UNIVERSITY

RAWATBHATA ROAD, KOTA (Raj.) 324 022.

Ph-0744-2473015, Fax-0744-2473033

www.rtu.ac.in, E-mail- rtu_acad@yahoo.co.in, compl_merit@yahoo.com

THE REVISED PROCESS OF AFFILIATION

As per the approval of the honorable Vice Chancellor, RTU, Kota and subsequent discussion in the Board of Inspection, in compliance to the RTU Act for the purpose of affiliation and evaluation of the institutions under the jurisdiction of RTU, Kota; affiliation process has been revised for objective assessment of the affiliating institutes.

The affiliation application form is designed in Microsoft Excel worksheets. The institute seeking affiliation is expected to fill the form and keep it ready for verification by the inspectors. When all the details are verified, a printout of the “SUM” sheet (duly signed) should be sent to the Director (Academics), RTU, Kota with a soft copy of the entire set of spreadsheets, saved as “engg###.xls, mba###.xls or mca###.xls” (### represents the RPET/RMAT/RMCAAT code for the institute).

The form is designed as per the norms of AICTE and a few additional identifiers. So, any asset of the institute, which can improve the quality or the standard of education, faculty, students, habitat, environment or overall technical education scenario, would help the institute in enhancement of score. It is expected that the institutes would put thrust on improvement of quality rather than just meeting the minimum standards.

The revised process is summarized as under

Deposition of the necessary fee to the University for Affiliation as per the notifications and commencement of filling up of the affiliation application form	
Constitution of the University Inspection Team	Within a fortnight of the receipt of the fees
Communication amongst the inspectors and the institute and finalization of date of inspection.	Within two weeks of receipt of the letter.
The institute would keep the soft copy of the affiliation form filled and saved as per the instruction given above, alongwith the videography arrangements.	The day of inspection.
The inspectors would send the verified hard copy of the sheet (one page) as mentioned above and two CDs containing the video as well as the soft copy of the verified spreadsheet.	Within ten days of the inspection
The inspectors' report presentation before the Sub-committee	Within a week of receipt
The Sub-committee report presented before the BoI	Within a month of the receipt of the report.
The decision of BoI conveyed to the concerned institute	Within a week.

It is expected that with the new procedure, there would be substantial reduction in processing time of the affiliation applications and the evaluation highlight the merits of the institutes. Your opinion about this process would be appreciated. Please send your responses on compl_merit@yahoo.com (this email ID is exclusively meant for the new affiliation process).

With regards,

Dr. N. K. Jaiman
Director, Academics



OFFICE OF THE DIRECTOR (ACADEMICS) RAJASTHAN TECHNICAL UNIVERSITY

RAWATBHATA ROAD, KOTA (Raj.) 324 022.

Ph-0744-2473015, Fax-0744-2473033

www.rtu.ac.in, E-mail- rtu_acad@yahoo.co.in, compl_merit@yahoo.com

FAMILIARIZATION PROGRAM

It is requested to all Architecture, Engineering, Management, Hotel Management and MCA institutions; falling under the jurisdiction of RTU, Kota to please fill the new affiliation application form in Ms-Excel worksheet, immediately.

It is expected that you may face some problems while filling it. If there are errors (#DIV/0, #VALUE, #REF, #N/A or #NUM) appearing in some fields or there are some calculation bugs, it would be appreciated if you point them out. Otherwise also, you are free to ask any question about the process to clear your doubts. It would be highly appreciated if the queries are received before 19th July 2008. We would be glad to incorporate them in our FAQ series and would discuss in the training program, which would be commencing from 21st July 2008.

TRAINING PROGRAM

In order to familiarize the affiliating institutions, their management and the support staff with the new affiliation process, training-cum-interaction programs are being held at Jaipur, Sikar, Bikaner, Jodhpur, Udaipur and at Kota. It is mandatory for each institute to sponsor participants to attend the program at the nearest centre.

The schedule of each training program is as under:

09.00 AM	Registration
10.00 AM	Inauguration
10.30 AM	“The New Affiliation Process” Dr. N K Jaiman
11.30 AM	“Formats, Affiliation Fee, Adm and branch related fields of the form” Dr. Sandeep Parashar/Dr. Ranjan Maheshwari
01.00 PM	Lunch
02.00 PM	“Central resources, resource sharing, unaffiliated courses, feedback and Indexing” Dr. Sandeep Parashar/Dr. Ranjan Maheshwari
03.30 PM	Open Session, FAQ and Queries
04.30 PM	Valediction

At Jaipur, the program would be held on two consecutive days. First day, the sessions would be for engineering colleges and second day for Management and MCA colleges.

Keep watching the website for the date and venue.

For more information, please feel free to dial **0744-2473015** or mail **compl_merit@yahoo.com**.

With regards,

Dr. N. K. Jaiman
Director, Academics