



EXAMINATION MANUAL (2008)

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EXAMINATION MANUAL (2008)

CHAPTER - 1

Enrollment

(Form No. 100-106)



Examination Manual (2008)

Chapter-1

Enrollment

| S.No. | Form Detail | Form No. |
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Rajasthan Technical University

Details Of Enrollment Number

| Character Position | 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 | 13 | 14 | 15 |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| Type of Field | N | N | C | N | C | C | C | C | C | N | N | C | N | N | N |

| Character Positions | Type of Field | Used for | Example | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------------------|-----------------------------------|---|---|----------|--------|------|---------------------------|----------|--------------|----------|-----------|----------|-------------|----------|-----------|----------|-----------|----------|------------|----------|-----------|----------|------------|----------|-----------|----------|--|--|-----------|----------|--|--|------------------|----------|--|--|------------|----------|
| 01-02 | Numeric | Year of Enrollment | <table border="1"><tr><td>0</td><td>6</td></tr></table> | 0 | 6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 0 | 6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 03 | Character | Faculty : Engineering/ Architecture Management Computer Applications Applied Sciences | <table border="1"><tr><td>E</td></tr><tr><td>M</td></tr><tr><td>C</td></tr><tr><td>S</td></tr></table> | E | M | C | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| E | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| M | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| C | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 04 | Numeric | Level of Entry: UG Degree PG Degree (Full Time) Doctoral (On Campus) PG Diploma Certificate PG (Part Time) Doctoral (Off Campus) | <table border="1"><tr><td>1</td></tr><tr><td>2</td></tr><tr><td>3</td></tr><tr><td>4</td></tr><tr><td>5</td></tr><tr><td>6</td></tr><tr><td>7</td></tr></table> | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 05-06 | Character | College Code | <table border="1"><tr><td></td><td></td></tr></table> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 07-08 | Character | Branch Code/ Specialization | <table border="1"><tr><td></td><td></td></tr></table> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 09 | Character | Sex | <table border="1"><tr><td>M</td></tr><tr><td>F</td></tr></table> | M | F | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| M | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| F | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10-11 | Numeric | Category: | <table border="1"><tr><td></td><td></td></tr></table> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SC | Scheduled Caste | <table border="1"> <thead> <tr> <th>Cat-I</th> <th>Code</th> <th>Cat-II</th> <th>Code</th> </tr> </thead> <tbody> <tr> <td>NRI/ Foreigner</td> <td>0</td> <td>Other</td> <td>0</td> </tr> <tr> <td>SC</td> <td>1</td> <td>Ex-S</td> <td>1</td> </tr> <tr> <td>ST</td> <td>2</td> <td>DK</td> <td>2</td> </tr> <tr> <td>OBC</td> <td>3</td> <td>PH</td> <td>3</td> </tr> <tr> <td>GEN</td> <td>4</td> <td>KM</td> <td>4</td> </tr> <tr> <td></td> <td></td> <td>OR</td> <td>5</td> </tr> <tr> <td></td> <td></td> <td>Foreigner</td> <td>6</td> </tr> <tr> <td></td> <td></td> <td>NRI</td> <td>7</td> </tr> </tbody> </table> | Cat-I | Code | Cat-II | Code | NRI/ Foreigner | 0 | Other | 0 | SC | 1 | Ex-S | 1 | ST | 2 | DK | 2 | OBC | 3 | PH | 3 | GEN | 4 | KM | 4 | | | OR | 5 | | | Foreigner | 6 | | | NRI | 7 |
| Cat-I | Code | | Cat-II | Code | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NRI/ Foreigner | 0 | | Other | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SC | 1 | | Ex-S | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ST | 2 | | DK | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| OBC | 3 | | PH | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| GEN | 4 | | KM | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | OR | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | Foreigner | 6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | NRI | 7 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ST | Scheduled Tribes | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| OBC | Other Backward Classes General | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| GEN | Ex-Service Man | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ex-S | Defence Killed | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DK | Physically Handicapped | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PH | Kashmiri Migrants Out of Raj. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| KM | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| OR | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 | Character | Type of Enrollment: Provisional Permanent | <table border="1"><tr><td>T</td></tr><tr><td>P</td></tr></table> | T | P | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| T | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| P | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13-15 | Numeric | Distinct Number of three digits 001 to 199 - Regular Students 200 to 299 – Lateral Entry 300 to 399 – Change of Branch 400 to 499 – Change of College 500 to 599 – Migrated from other universities mid way through the course *600 to 699 – PG Regular 700 to 799 – PG Part Time *600 to 799 – MBA | <table border="1"><tr><td></td><td></td><td></td></tr></table> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Roll Number Allotted to the student as:

| 01 | 02 | 03 | 05 | 06 | 07 | 08 | 13 | 14 | 15 |
|----|----|----|----|----|----|----|----|----|----|
| N | N | C | C | C | C | C | N | N | N |



RAJASTHAN TECHNICAL UNIVERSITY
 Rawatbhata Road, Kota - 324 022
APPLICATION FORM FOR ENROLLMENT & ELIGIBILITY

(A Photo ID Card Shall be issued to every Student Enrolled with the University.
 e card will be valid for the duration of the course and shall be accepted as proof of being student of the
 University for securing access to the University Library)

Enrollment No. (Leave blank)

| | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|----|----|---|--|--|--|
| y | y | f | l | c | c | b | b | s | c1 | c2 | t | | | |
|---|---|---|---|---|---|---|---|---|----|----|---|--|--|--|

To,
 The Registrar
 Rajasthan Technical University

Paste Recent
 Passport size
 photograph

I request to enroll me as a student of the university.
 My particulars are as below:

1. Name:.....
2. Sex: Male/Female
3. Category-1: NRI/Foreign/SC/ST/OBC/Gen.
4. Category-2: NRI/Ex-S/DK/PH/KM/Out of Raj./Foreign/Others
5. Date of Birth:.....
6. Father's Name:
7. Mother's Name:

Specimen Signature

| | |
|----------------------|-------------------------------|
| 8. Permanent Address | 9. Address for correspondence |
| | |

10. Course of Study: BE/B.Arch./BHMCT/ME/MBA/MCA
11. Branch of Study:.....
12. Type of Course: Full Time/Part Time
13. Name of College (where Studying):.....
14. Details of Entrance Examination, if any :

| Roll. No. | Name of Entrance Examination | Merit Secured |
|-----------|------------------------------|---------------|
| | | |

15. Details of Qualifying Exam

| Name of Exam | Board/ University | Year of passing | Optional Subject | % |
|--------------|-------------------|-----------------|------------------|---|
| | | | | |

16. Earlier Enrollment no. Allotted by RTU, If any?:.....
17. Has the candidate taken readmission in the first year of the course during 2007-08? If Yes, mention the details:

| | |
|--------------------|----------------|
| Name of University | Enrollment No. |
| | |

18. Details of Enrollment with other Universities:

| Name of University | Enrollment No. | Course for which Enrolled |
|--------------------|----------------|---------------------------|
| | | |

PTO

DECLARATION

19. The information provided by me is correct and at present I am not registered/ enrolled with any other University/ Board for any regular course. In case any information is found incorrect/ misleading at any stage the University may cancel my enrollment without any claim from my side

(Signature of Candidate)

FOR USE IN COLLEGE OFFICE WHERE CANDIDATE IS REGISTERED

It is certified that the particulars of the candidate have been verified and are consistent with the documents of previous examinations particularly secondary school examinations

(Signature of Head of Institution with Seal)

FOR USE IN UNIVERSITY OFFICE ONLY

Particulars checked by:

Enrollment Allowed/ Not Allowed:

Name :

Enrollment recommended/ Not recommended

If not recommended specify the reason:

Signature of Concern Official

(CONTROLLER OF EXAMINATION)

Rajasthan Technical University
Statement Of Applications For Enrollment And Eligibility
 (Send in duplicate on A-3 Size)

INSTRUCTIONS:

1. Separate statements be submitted for each faculty and each course.
2. The statement is to be prepared in duplicate.
3. Electronic copy is also to be submitted.
4. Demand draft/ pay order in favour of "RAJASTHAN TECHNICAL UNIVERSITY, KOTA" is to be enclosed for the total amount.
 1. Name of the Institution:
 2. Faculty In Which To Be Enrolled: Engineering/Management/computer Applications/Applied Sciences
 3. Course of Study:
 4. Specialization, if any:
 5. Academic Year:

CONSOLIDATED STATEMENT OF APPLICATIONS FOR ENROLLMENT AND ELIGIBILITY

| S. No. | Enrollment No. | Name of the Student | Father's Name | University/ Board from which qualifying Examination passed | Original documents enclosed | Fee Paid |
|--------|----------------|---------------------|---------------|--|-----------------------------|----------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | | | | | | |
| | | | | | GRAND TOTAL (Rs.) | |

Total No. of original documents enclosed:

1. Secondary School certificates
2. Certificates of qualifying examinations
- 3.
- 4.
- 5.

Details of Demand Draft: No.Date.....Bank.....branch.....amount.....

(Signature of Head of the Institution)

Acknowledgement

The documents as mentioned above have been received.

for Controller of Exams.

Rajasthan Technical University
Statement Of Applications For Enrollment And Eligibility For The Candidates With Discrepancies

INSTRUCTIONS:

5. Separate statements be submitted for each faculty and each course.
6. The statement is to be prepared in duplicate.
7. Electronic copy is also to be submitted.
8. Demand draft/ pay order in favour of "RAJASTHAN TECHNICAL UNIVERSITY, KOTA" is to be enclosed for the total amount.
 6. Name of the Institution:
 7. Faculty In Which To Be Enrolled: Engineering/Management/computer Applications/Applied Sciences
 8. Course of Study:
 9. Specialization, if any:
 10. Academic Year:

CONSOLIDATED STATEMENT OF APPLICATIONS FOR ENROLLMENT AND ELIGIBILITY

| S. No. | Enrollment No. | Name of the Student | Father's Name | University/ Board from which qualifying Examination passed | Original documents enclosed | Details of Discrepancy | Documents Enclosed against Discrepancy | Fee Paid |
|--------------------|----------------|---------------------|---------------|--|-----------------------------|------------------------|--|----------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | | | | | | | | |
| GRAND TOTAL | | | | | (Rs.) | | | |

Total No. of original documents enclosed:

6. Secondary School certificates
7. Certificates of qualifying examinations
8.
9.
10.

Details of Demand Draft: No. Date.....Bank.....branch.....amount.....

(Signature of Head of the Institution)

Acknowledgement

The documents as mentioned above have been received.

for Controller of Exams.

*DISCREPANCIES:- Means Name of candidate, Father's Name/ any other information which is different in the secondary school examination certificate and qualifying examination.

Rajasthan Technical University

Instructions For Filling Enrollment And Eligibility Form

1. A pre-printed application form for enrollment & Eligibility is being sent. The candidates are required to check the following points:
 - (i) Name of candidate, Father's Name, Mother's Name, Date of Birth should be the same as written in the secondary school certificate. In case of difference, necessary legal documents must be enclosed in support of the changes. The Head of the Institutions are required to forward such cases separately (Form No. EN/103). The Head of the Institutions are requested to fill the Form No.-EN/102 also.
 - (ii) If the name of the candidate is different in the secondary school examination certificate and the certificates of subsequent examinations, the candidate will be enrolled with the name mentioned in the secondary school certificate unless legal documents pertaining to change of name are enclosed.
 - (iii) The Principals should ensure completion of Form no. 102/103 on A-3 size paper.
 - (iv) D.D. of Total Enrolment fee of all the forms payable to Registrar, RTU, Kota must be enclosed.
 - (v) No changes are to be made on the original Enrollment Forms, any changes required may be reported in the enclosed form no. 102/103.
 - (vi) Pasted recent photograph on the forms.
 - (vii) Any changes if made in the Enrollment form may lead to cancellation of candidature.
 - (viii) No additional enrollment form will be accepted other than list approved by Coordinator.
2. Following documents in original are to be enclosed:
 - (i) Secondary school certificate/ mark sheet (as proof of name, father's name, DOB etc.)
 - (ii) Mark sheet & Certificate of the qualifying examination to ensure eligibility
 - (iii) Proof of having studied mathematics as one of the subjects (applicable for MCA only)
 - (iv) Caste certificate issued by competent authority for claiming relaxation in the minimum marks for enrollment (marks in the degree examination are less than 50%, wherever applicable).
 - (v) Migration certificate (non returnable)
 - (vi) A copy (certified by Notary) of the Legal documents related to discrepancies in names/ date of birth (only for those with discrepancies).
3. **Please do the needful carefully as following mistakes have been observed in the enrollment forms submitted to the university in the previous year:**
 - Photocopy of documents have been sent in place of originals
 - Cases, which must have been reported in form No. 103, have been put in 102.
 - Principals have not signed the form no. 101 i.e. Enrollment Form.
 - In case, facsimile of the principal has been put, colleges are required to put signature of authorized signatory.
 - The forms have not been checked for correctness as per the original documents of the students.
 - The form no 102 must be filled in alphabetical order. The names of the students not forwarded from this office must be sent on separate sheets.
4. The fee for the enrollment in the current session is as follows. The fee includes charges for issue of a photo ID card of the University. The card is a valid document for accessing the University Library.

| Enrollment Fee for Students Passing their Qualification Examination from | | Applicable Fee (in Rs.) |
|--|--|-------------------------|
| A. | 1. Rajasthan Board/ Universities in Rajasthan/ Board of Technical Education Rajasthan | 200/- |
| | 2. CBSE & other Central Boards (IGNOU, NIOS) | 300/- |
| | 3. Other than Raj. & Central Board/Universities in India | 500/- |
| | 4. All Other Cases (NRIs and Foreign students) | 5000/- |
| B. | Issue of duplicate Enrollment Card | 100/- |
| C. | Late Fee: | |
| | 1. Delays of upto 15 days. | 100/- |
| | 2. Beyond 15 days of delay but not later than last date of submission of examination form | 250/- |
| | 3. For submission of documents separately after submission of enrollment form (Each Installment) | 250/- |
| D. | Late Fee to be paid by Colleges for delay in forwarding the information/ documents. | 1000/- per day |

5. No additional form will be entertained other than those being sent herewith by RTU.



FORM NO.: RTU/EXM/105

RAJASTHAN TECHNICAL UNIVERSITY
Information for Rejection/ Discrepancy of Enrollment Form

NO: _____ Date: _____

Through Principal of College to candidate

To,

Name of Student: _____

Course of Study : _____

Your application for enrollment has been rejected due to reason mentioned below:

1. The % in qualifying examination is less than the minimum required (MBA & MCA only).
2. Maths have not been studied by the candidate at required level (MCA only).
3. The student has born earlier than or after the required date (Engg. Only).
4. Enrollment fee has not been paid by the student.
5. The application form is incomplete.

A.R. (Exam.)

Copy to: Principal with the request to inform the student accordingly.



FORM NO.: RTU/EXM/105

RAJASTHAN TECHNICAL UNIVERSITY
Information for Rejection/ Discrepancy of Enrollment Form

NO: _____ Date: _____

Through Principal of College to candidate

To,

Name of Student: _____

Course of Study : _____

Your application for enrollment has been rejected due to reason mentioned below:

1. The % in qualifying examination is less than the minimum required (MBA & MCA only).
2. Maths have not been studied by the candidate at required level (MCA only).
3. The student has born earlier than or after the required date (Engg. Only).
4. Enrollment fee has not been paid by the student.
5. The application form is incomplete.

A.R. (Exam.)

Copy to: Principal with the request to inform the student accordingly.



Rajasthan Technical University
Rawat Bhata Road, Akelgarh, Kota-324010
Application Form

Please issue me following document:

| S.No. | Description | Fee | Name of *Exam./ Course | Year |
|-----------|--------------------------|-----|---------------------------|------|
| 1. | *Duplicate copy of MS | | | |
| 2. | Migration Certificate | | | |
| 3. | Duplicate copy of Degree | | | |
| 4. | Provisional Certificate | | | |
| 5. | Consolidate Mark Sheet | | | |
| Total Fee | | | | |

Details of D.D. attached: Amount: _____
Date: _____ Bank: _____

Name of Student: _____

Enrollment No.: _____

Signature of Student: _____

Full Postal Address: _____

(D.D. should be in favour of Registrar, Rajasthan Technical University payable at Kota)



Rajasthan Technical University
Rawat Bhata Road, Akelgarh, Kota-324010
Application Form

Please issue me following document:

| S.No. | Description | Fee | Name of *Exam./ Course | Year |
|-----------|--------------------------|-----|---------------------------|------|
| 1. | *Duplicate copy of MS | | | |
| 2. | Migration Certificate | | | |
| 3. | Duplicate copy of Degree | | | |
| 4. | Provisional Certificate | | | |
| 5. | Consolidate Mark Sheet | | | |
| Total Fee | | | | |

Details of D.D. attached: Amount: _____
Date: _____ Bank: _____

Name of Student: _____

Enrollment No.: _____

Signature of Student: _____

Full Postal Address: _____

(D.D. should be in favour of Registrar, Rajasthan Technical University payable at Kota)

