Rajasthan Technical University, Kota
राजस्थान तकनीकी विश्वविद्यालय, कोटा
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No. F-(23)/Exam-Conduct/2023-24/5.217/ 10754-55   Dated: 14/3/2024
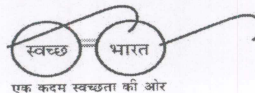
Enrollment forms checking schedule, 2023-24

To,
1. **Dean Faculty Affairs, UD, RTU, Kota**
2. **Principal/Director, All Affiliated Colleges/Institutions**
   Under Jurisdiction of RTU, Kota

   Sub:- Regarding checking of the eligibility criteria for enrollment of students provisionally enrolled in B. Tech., B. Arch., M. Tech., MBA, MCA & M. Arch. for session 2023-24.

Dear Sir/Madam,

You are requested to bring following original documents at the time of checking (as per schedule attached) of eligibility criteria for enrollment of the students provisionally enrolled in B. Tech., B. Arch., M. Tech., MBA, MCA & M. Arch. courses for the session 2023-24:-

Sr. no.	Courses	Required documents (for each admitted student) at the time of checking of eligibility for enrollment
1.	M. Tech., M. Arch., MBA & MCA I Year Session 2023-24 And Ph.D. I Year Session 2022-23 and 2023-24	1. Proof of deposition of enrollment fee & development fee. 2. Original Mark sheet/Certificate of Secondary (10th class) exam. 3. Proof of Date of Birth, if it is not mentioned in 10th class mark sheet. 4. Original Consolidate Mark Sheet of qualifying examination (having all semesters/years marks) otherwise all semesters mark sheet 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.	B. Tech. & B. Arch. I Year Session 2023-24	1. Proof of deposition of enrollment fee & development fee. 2. Original Mark sheet/Certificate of Secondary/10th class exam. 3. Proof of Date of Birth if it is not mentioned in 10th class mark sheet/certificate. 4. Original Mark sheet of Senior Secondary or equivalent exam. If qualifying examination mark sheet is of CGPA pattern, then formula

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		of conversion should be provided. 5. Original Migration Certificate/Transfer Certificate (counter signed by District Education Officer in case of Migration Certificate not issued by the appropriate authority) must be required for all students for enrollment, even he/she completed his/her 12th class exam from Board of Secondary Education, Ajmer. 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 particular category.
3.	B. Tech. II Year (LEEP) Session 2023-24	1. Proof of deposition of enrollment fee & development fee. 2. Original Mark sheet/Certificate of Secondary /10th class exam. 3. Original Mark sheets of all semesters/Consolidated Mark sheet 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. 5. Original SC/ST&OBC/SBC (N.C.) Certificate if benefit sought in admission/ age relaxation and its photocopy. 6. 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) along with 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. **Original Migration Certificate of each student (including student who has passed their qualifying certificate/degree from BSE-Ajmer, BTER-Jodhpur & RTU-Kota) is also required for enrollment.**
2. Downloaded printout of list of enrolled students should be brought positively at the time of enrollment forms checking.
3. All documents must be brought Course –wise, Shift- wise, Branch–wise and alphabetically order separately.

Encl.:- As above.

(Prof. Dhirendra Mathur)
Controller of Examination