RAJIV GANDHI INSTITUTE OF TECHNOLOGY, KOTTAYAM
(Govt. Engineering College)

MCA ADMISSION 2024-25

Schedule of admission and Instructions to Candidates for MCA Admission-2024-25

SCHEDULE

Date	Reporting Time
07/08/2024 to 09/08/2024	8.30 A.M

INSTRUCTIONS

1. Visit the following links for data entry:

   https://rit.etlab.in/newregistration

   Click on **MCA**. Take a printout of the application form, affix a recent passport size photograph, put your signature and get the signature of your parent/ guardian.
2. Student should present a valid identity proof (Aadhar card, Voter id, or similar document), in original, at the time of admission.
3. Take the token from helpdesk (Located at ground floor of the administrative block), from there you will be directed to the waiting room (Sopanam hall).
4. You will be called for the admission process as per your token number.
5. **Please take sufficient photocopies of all your certificates, get them attested by a Gezatted officer, prior to arriving college**.
6. Your original certificates will be verified during the admission process. The original certificates will be kept at College Office under safe custody after the admission process.
7. At the end of the admission process, you will receive an admission slip.
8. In case you are interested in obtaining hostel admission, please refer to the hostel admission instructions given in the college website (**www.rit.ac.in**)**.**

ARRANGE ALL YOUR CERTIFICATES IN THE ORDER GIVEN BELOW.

Order of Arranging Certificates and other documents to be produced at the time of admission

1. Duly filled application form.
2. Admit card
3. Copy of allotment memo
4. Copy of fee receipt
5. Nativity proof/Copy of Birth certificate
6. SSLC or any relevant school records to prove date of birth (**Original** and one photocopy)
7. Degree Certificate and Mark list of all parts of the qualifying exam- **Original** and one photocopy each
8. Passport size photo- **2 nos**., Stamp size photo- **1 no.**

9. Transfer Certificate (Original). **It is compulsory to produce original TC.**
10. Conduct Certificate obtained within 6 months
11. Migration certificate- for student who qualifies from other universities
12. Fitness Certificate from a Government Medical officer
13. **Originals of certificates of claims for reservation and fee concession uploaded along with the application (which includes community certificate, income certificate, non-creamy layer certificate, caste certificate, EWS certificate etc. as the case may be)**
   ➤ Valid Community Certificate for SC/ST reservation.
   ➤ For Fee concession to OEC category-certificate to prove community.
   ➤ Fee concession to those as is given to OEC- certificate to prove community and Income certificate are required.
   ➤ Fee concession to children of Fishermen- certificate from Fisheries Officer concerned of Kerala Fishermen Welfare Fund Board.
   ➤ Fee concession to inmates of Sri Chitra Home, Nirbhaya Home & Juvenile Home - Certificate from Director, Women and Child development.
   ➤ PD Quota- Certificate from Medical Board.
   ➤ EWS quota- only for forward community having **income not above 4 lakh** or should produce Income and Asset statement in the financial year 2023-24 or AAY/PHH certificate.

Institutional fee payment

In addition to the fees paid according to the fee payment slip in LBS portal, the students may be required to pay **an approximate amount of Rs. 12,000* (in cash)** as institutional fees, under various heads, at the time of admission in the college.

*will be reimbursed during higher allotment to another institution

Contact details:

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Pampady,
06/08/2024   **PRINCIPAL**