Instructions

A) *For Students Who Got Allotment to Other Colleges*

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For Students Who Got Allotment to Other Colleges

TENTATIVE SCHEDULE (dates as published by CEE on 18/8/2025)*

Sl. No.	Date	Reporting time	Course	Branch
1	26/08/2025	8:30 am	Issue of documents submitted and refund of fees	
2	27/08/2025	8:30 am	Issue of documents submitted and refund of fees	
3	**28/08/2025**	**HOLIDAY (Ayyankaali Jayanthi)**		
4	29/08/2025	8:30 am	Issue of documents submitted and refund of fees	
5	30/08/2025	8:30 am	Issue of documents submitted and refund of fees	

* Pl. check the final schedule in CEE website before proceeding

1. Take a printout of the **request forms** (given below), fill the form and put your signature wherever necessary.

2. Students shall produce the original fee receipts for reimbursement purposes.

3. Students shall collect the token from the helpdesk (Located at ground floor of the administrative block).

4. Submit the request form for document collection at the Front Office (in front of Principal's room).

5. You can collect the documents from the Main office, based on your token number.

6. Submit the PTA refund request form and all original receipts at PTA office (ground floor of administrative block). **As Saturday and Sunday are public holidays, refund can be done through cheque or account transfer only**.

Please complete the two forms given below, take printout and submit during document collection

REQUEST FOR RETURN OF ORIGINAL CERTIFICATES

From

--   (Write your name and address here)

To

The Principal
Rajiv Gandhi Institute of Technology
Kottayam.

Sir,

Sub: Allotment to another college on higher option – Request for return of original certificates – reg.

I..(Write your name here)

Admission No……………………….) got allotment to --

.... (Write name of newly allotted institution). So I

request you to return the original certificates submitted by me during admission.

Place: Pampady   Yours faithfully
Date:

                                                                         Name & Signature

REQUEST FOR REFUND OF PTA FUND

To

The Principal
Rajiv Gandhi Institute of Technology Kottayam.

Sir,

Sub:- Allotment to another college on higher option – Request for refund of PTA Fund – reg.

I...(Write your name here)

Admission No:………………………. got allotment to……………………………………………….

.... (Write name of newly allotted institution). So I

request you to refund the PTA fund paid by me during admission. The original receipt is attached

herewith.

Account holder name:

Account Number:

IFSC:

Name of the Bank:

Branch:

Place: Kottayam   Yours faithfully
Date:

                                                                                              (Signature)

                                                                                              Name & Address:

                                                                                              Contact No:

New admission to RIT

Sl. No.	Date	Reporting time	Course	Branch
1	26/08/2025	8:30 am to 3 pm	B.Tech/ B.Arch admission (all branches)	
2	27/08/2025	8:30 am to 3 pm	B.Tech/ B.Arch admission (all branches)	
3	28/08/2025	HOLIDAY (Ayyankaali Jayanthi)		
4	29/08/2025	8:30 am to 3 pm	B.Tech/ B.Arch admission (all branches)	
5	30/08/2025	8:30 am to **2 pm**	B.Tech/ B.Arch admission (all branches)	

*** *Pl. check the final schedule in CEE website before proceeding*

INSTRUCTIONS
1. Visit the following links for data entry:

https://rit.etlab.in/newregistration

Click on **B-Tech (REGULAR)** for B.Tech admission and **BARCH** for B.Arch admission. 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. If the student is unable to attend the admission process, he/she can authorize a person. This person shall produce the authorization letter signed by the student and the parent. The authorized person shall have the original and a copy of an identity proof with him/her.

4. 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).

5. Arrange all your certificates in the order given below.

6. You will be called for the admission process as per your token number.

7. Please take sufficient photocopies of all your certificates, get them attested by a gazetted officer, prior to arriving college.

8. 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.

9. At the end of the admission process, you will receive an admission slip downloaded from KEAM website. **Please ensure to collect this admission slip before leaving the college.**

10. 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).**

Order of Arranging Certificates and other documents to be produced at the time of admission
1. **Latest** Allotment Memo
2. Candidates Data Sheet issued by the CEE (Copy to be kept by the student)
3. Birth certificate/ SSLC Certificate (**Original** and one photocopy)
4. Receipt of Fee remitted in the bank

5. Plus Two/ VHSC/Qualifying Examination Certificate- **including revaluation mark lists (if applicable)** (Originals and one photocopy each)
6. Passport size photo- 1 no., Stamp size photo- 1 no.
7. Community certificate (for reservation category students)
8. Income Certificate (for reservation category students)
9. EWS Certificate (for EWS category students)
10. Transfer Certificate (Original). **It is compulsory to produce original TC.**
11. NATA Score card (for B.Arch students)
12. Conduct Certificate obtained within 6 months
13. Fitness Certificate

Institutional fee payment

In addition to the fees paid to CEE, the students may be required to pay an approximate amount of **Rs.15,000* (in cash/ Gpay)** 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 (B.Tech/ B.Arch):

For **certificate/ documents/ reservation** related queries, contact:

1. Sri. David A. J., Mob: **9446404098**, Junior Superintendent, Administrative office, RIT Kottayam.

For **schedule/ reporting** time related queries, contact the Professors in charge of the corresponding branch (list given below):

Sl. No	Branch	Teacher in charge	Mobile No.
1	Civil Engg.	Prof. Sree Anand	6369294215
2	Mechanical Engg.	Prof. Nandakishore PVR	7034884655
3	Electrical & Electronics Engg.	Prof. Remya Sukumaran	9446238205
4	Electronics & Communication Engg.	Prof. Sujithamol S.	8281386667
5	Robotics & Artificial Intelligence	Prof. Shinoj Sukumaran	9496115658
6	Computer Science & Engg.	Prof. Anish Abraham Prof. Archana M.	9447129261 9497382715
7	B. Arch	Prof. Dhanya Mariam Shaji	9446505727

For Students Who Got Allotment to Another Branch Within RIT

1. Such students will be automatically transferred to the new branch in RIT. They have to collect the new admission memo. You may contact the teacher in charge of the new branch (contact details given above)