RAJIV GANDHI INSTITUTE OF TECHNOLOGY KOTTAYAM

B.TECH/ B.ARCH ADMISSION 2024-25

Instructions to Candidates for B.Tech./ B.Arch Admission-2024-25

INSTRUCTIONS

1. All candidates are requested to register using the link

   Click here to register

   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 in the subsequent pages.

2. Student should present a valid identity proof (Aadhaar 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 help desk **(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 memo downloaded from KEAM website. **Please ensure to collect this admission memo 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. Admit Card
2. Allotment Memo
3. Copy of Candidates Data Sheet issued by the CEE (Original to be kept by the student)
4. Nativity/Copy of Birth certificate

5. Receipt of Fee paid through KEAM portal
6. SSLC Certificate / Xth Mark list & Pass Certificate (Original and one photocopy)
7. Plus Two/ VHSC/Qualifying Examination Certificate- **including revaluation mark lists (if applicable)** (Originals and one photocopy each)
8. Passport size photo- 1 no., Stamp size photo- 1 no.
9. Income Certificate (for reservation category students)
10. EWS Certificate (for EWS category students)
11. Conduct Certificate obtained within 6 months
12. Fitness Certificate from a Government Medical officer
13. Transfer Certificate (Original). **It is mandatory to produce original TC.**
14. Community certificate (for reservation category students)
15. NATA Score card (for **B.Arch** students)

Institutional fee payment

In addition to the fees paid to CEE, the students may be required to pay an amount of **Rs.14,000*** approximately **(in cash/ Gpay)** 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):

Sl. No.	Branch	Teacher in charge	Mobile No.
1	Civil Engg.	Prof. Sabu P.	8589060754
2	Mechanical Engg.	Prof. Ashish Shaji Varghese	9446759729
3	Electrical & Electronics Engg.	Prof. Veena L	9400291849
4	Electronics & Communication Engg.	Prof. Sobin Francis	9497321454
5	Robotics & Artificial Intelligence	Prof. Sajeev G. P.	8547385566
6	Computer Science & Engg.	Prof. Raji R Pillai Prof. Anilkumar S	9447706780 9744854414
7	B. Arch	Prof. Archana A. P.	9400499055