Instructions to Candidates

29/11/2020

All candidates who are allotted to RIT as per the second mop-up allotment are advised to take physical admission at the institution before 1st December 2020 2 p.m. Following instructions are issued in this regard

1. Only one person (parent/ guardian) is allowed to accompany the candidate, to strictly maintain COVID-19 protocol.
2. Candidate should present a valid identity proof (Aadhar card, voter id, or similar document), in original, at the time of admission.
3. In case the student is unable to attend the admission process due to some valid reason, he/she can authorize a person. This person should produce the authorization letter signed by the student and the parent. The authorized person must have the original identity proof with him.
4. Candidates shall report at the helpdesk (Located at ground floor of administrative block).
5. Candidate has to fill the data sheet that will be provided at the Helpdesk. All certificates need to be arranged in the order mentioned in the datasheet.
6. Candidate will be directed to the Central Computing Facility (CCF) for the admission process.
7. Original certificates will be verified during the admission process and Admission Slip will be issued after verification.
8. Sufficient photocopies of all certificates, attested by a gazette officer, may be kept with the candidates, for future use. Original certificates will be kept at the college office after admission is confirmed.
9. In case the candidate is interested in obtaining hostel admission, please download the application form for the same provided in the college website (www.rit.ac.in), fill, scan and email to warden@rit.ac.in.

NB: The college office timing is from 9 a.m. to 4 p.m.

Original certificates and other documents to be produced at the time of admission
1. Admit Card
2. Latest allotment memo
3. Candidates Data Sheet issued by the CEE
4. Receipt of Fee remitted in the bank
5. SSLC Certificate / Xth Mark list & Pass Certificate
4. Plus Two / VHSC/THS/DIPLOMA of Qualifying Examination
5. Passport size photos (4 Nos.)
6. Community / Nativity / Income Certificate/ EWS certificate for reservation category
7. Transfer Certificate (Original).
   **If TC is already surrendered in any reporting centre, produce the original receipt already obtained, along with the other original documents.**
8. Conduct Certificate (from the institution last attended or issued by a Gazetted Officer within last 6 months)
9. Medical Fitness Certificate
10. Migration Certificate
11. Print out of NATA Score Card (for B. Arch candidates only)

**Details of contact persons:**

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Branch</th>
<th>Contact person</th>
<th>Mobile No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Civil Engg.</td>
<td>Prof. Rejoice Abraham</td>
<td>9633023442</td>
</tr>
<tr>
<td>2</td>
<td>Mechanical Engg.</td>
<td>Prof. Ramesh Krishnan S</td>
<td>9495213547</td>
</tr>
<tr>
<td>3</td>
<td>Electrical &amp; Electronics Engg.</td>
<td>Prof. Sunilkumar P R</td>
<td>9447806446</td>
</tr>
<tr>
<td>4</td>
<td>Electronics &amp; Communication Engg.</td>
<td>Prof. Sujithamol S</td>
<td>8281386667</td>
</tr>
<tr>
<td>5</td>
<td>Computer Science &amp; Engg</td>
<td>Prof. Ajai Ram</td>
<td>9489012356</td>
</tr>
<tr>
<td>6</td>
<td>B. Arch</td>
<td>Prof. Jonu John</td>
<td>9447518433</td>
</tr>
</tbody>
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**Please visit the institution website regularly for further updates, if any.**

Kottayam, 29/11/2020

Sd/-
PRINCIPAL