

Rajiv Gandhi Institute of Technology Kottayam
(Govt. Engineering College)
Dept. of Computer Applications - MCA Admissions
July 19, 2025
Instructions to Candidates

GENERAL INSTRUCTIONS and PROCEDURE FOR ENROLMENT

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. Candidates shall report at the Administrative block of RIT, **on July 21, between 9 AM and 2 PM** for admission. In case any candidate is *unable to report on July 21* for admission, he/she can report on *July 22 or July 23*.
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. You will be called for the admission process as per your token number.
6. Please take sufficient photocopies of all your certificates, get them attested by a gazetted officer, prior to arriving college.
7. 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.
8. At the end of the admission process, you will receive an admission slip.
9. **Only those candidates who are found to be qualified, as stipulated in the prospectus of MCA admission, shall be admitted to the MCA program.**
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).

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 of the Entrance Examination.
- 3) Copy of Allotment Memo
- 4) Copy of Fee receipt.
- 5) Nativity proof/Copy of Birth certificate
- 6) SSLC or any relevant records to prove date of birth (Original and one photocopy).
- 7) Certificate and Mark list of 10+2 level.
- 8) Degree Certificate/Provisional Degree Certificate and Mark list of all semesters/years of the qualifying exam. (Original and one photocopy each)
- 9) Transfer certificate (Original). It is compulsory to produce original
- 10) Conduct certificate from the institution where the candidate studied last (obtained within 6 months).
- 11) Two copies of passport size and one stamp size photographs of the candidate.
- 12) Matters of Eligibility/Equivalency will be resolved as per the provisions in the G.O(Ms)No.272/2018/H.Edn dated 13.11.2018. No equivalency/ eligibility/

recognition is required upon degrees obtained from institutions recognized by the UGC.

- 13) The student who has qualified from other universities should produce a migration certificate at the time of admission.
- 14) Applicants who are employed or a trainee in Government service, Scheduled Bank etc. should produce, at the time of admission, a relieving order and a certificate of good conduct from the Head of the office where the applicant is employed.
- 15) Physical fitness certificate obtained from a registered medical practitioner
- 16) **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).
 - i. Valid Non Creamy Layer certificate -for communal reservation seat.
 - ii. Valid Community Certificate for SC/ST reservation.
 - iii. Income Certificate if applicable.
 - iv. For Fee concession to OEC category – certificate to prove community.
 - v. Fee concession to those as is given to OEC- certificate to prove community and Income certificate are required.
 - vi. Fee concession to children of Fishermen- certificate from Fisheries Officer concerned of Kerala Fishermen Welfare Fund Board.
 - vii. Fee concession to inmates of Sri Chitra Home, Nirbhaya Home & Juvenile Home - certificate from Director, Women and Child development.
 - viii. PD Quota- Certificate from Medical Board.
 - ix. EWS quota- Only for forward communities having income not above 4 lakh or should produce Income and Asset statement in the financial year 2024-25 or AAY/PHH certificate.

Institutional fee payment

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.10000/- 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:

College office: 0481 2507763

Dr. Vineetha S- 94465 36660 (Head of the Department)

Dr. Sangeetha Jose- 94472 85935 (Staff Advisor)

Prof. Shilpa Thomas- 96459 24177 (Staff Advisor)

Whatever is given above are only guidelines. You shall bring all the certificates relevant to your application as mentioned in the MCA Prospectus. All the certificates must be produced for verification at the time of admission on July 21-23,2025. Candidates will not be given any chance to produce the original documents/certificates asked for, on a subsequent occasion.

Principal