



UNIVERSITY DEPARTMENTS
RAJASTHAN TECHNICAL UNIVERSITY, KOTA

Frequently Asked Questions

Q1. Where I have to report at RTU?

Ans: The reporting venue is Computer Centre, inside RTU Campus. You can ask about it at RTU main gate.

Q2. What documents are required while reporting?

Ans: The list of documents are mentioned in the table, click on that link.

Q3. I am not having original 12th mark sheet.

Ans: You have to submit it before 30 Oct at /Computer Centre/chief proctor office.

Q4. I am having my OBC certificate more than one year old.

Ans: Apply new OBC certificate on state Govt portal and attached receipt and submit affidavit (Rs not less than 20 stamp paper and verified by notary) for it and submit new certificate by 30 Oct.

Q5. I am not having my caste certificate in the format provided by REAP.

Ans: It must be as per norms and format decided by REAP.

Q6. I am not having caste/domicile certificate?

Ans: Apply new caste and domicile certificate on state Govt portal and attached receipt and submit affidavit (Rs not less than 20 stamp paper and verified by notary) for it and submit new certificate by 30 Oct.

Q7. Where I can get medical certificate format?

Ans: The medical certificate format is given on REAP portal, it must be strictly in that format.

Q8. What is the fee structure?

Ans: The link is provided in the main table.

Q9. I want hostel accommodation? What is the procedure to get it?

Ans: You can contact on the hostel link provided in the table.



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Q10. What is the procedure and capacity of hostels?

Ans: Contact at the numbers provided on the hostel link given in the table.

Q11. How I will come to hostel allotment?

Ans: For hostel queries you can click on the link given in the table.

Q12. I will get confirmation that my reporting is done or not?

Ans: You will get reporting slip on the same day if reporting offline.

However if you reporting online then reporting slip will be sent to the candidate email either same day or next day.

Q13. Sir, I have filled Google form for online reporting, and not received reporting slip within two days or before last day of reporting then to whom I should contact?

Ans: You write email and mention subject in the email. The email id is: udadmissions@rtu.ac.in

Q14. How can I participate in the upward movement or upward counselling?

Ans: You have to apply on the report portal in the scheduled timeline.

Q15. I am waiting for my JEE and other counselling allotments, I can withdraw my admission if I get another opportunity.

What is last date of withdraw admission and What fee refund I will get ?

Ans: The last date to withdraw admission is 30 Oct 2021, as decided by REAP. The amount of Rs1000 will be deducted as per AICTE norms and renaming will be refunded in due course of time.

Q16. How can I withdraw my admission?

Ans:- The candidate may request to withdraw admission online or offline before last date.

Q17. After withdrawal of admission, when I can get fee refund?

Ans: After acceptance of your withdrawal, Refund process will be initiated after verifications if fee details etc and it may take time.

Q18. For withdrawal, how can I get form?



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Ans: The withdrawal form is mentioned in the table, you click on that link.

Q19. When classes will start?

Ans: The students will be notified through email, hence keep visiting your email regularly. It will be also on our institute website.

However, it may open in the second week of November month (Tentatively based on COVID situation and state Government directions)

Q20. How I will get about internal sliding allotment and spot round counselling?

Ans: You must visit our institute website regularly and frequently for the latest updates.

Q21. When is the second counselling/internal sliding?

Ans. You must visit our institute website regularly and REAP website very frequently for the latest updates on this.

Q22. What are General instructions which I should take care for reporting?

Ans: For general instructions you can click on the link given in the table.

Q23. I want to know about intake capacity at your institute.

Ans: For this you can click on the link given in the table.

Q24. What is the placement status at UD RTU Kota?

Ans: For this you can visit the placement portal on the link given on institute website.

Q25. At the time of admission will my original certificates be retained by the institute?

Ans: No, they will be given back to you after certification.

However, all the original documents must be submitted at proctor office before 5 Nov.

Q26. For any further queries, difficulties and support to whom I should contact?



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Ans: For any type of queries you can write email
at: udadmissions@rtu.ac.in

Q27: How can I report and get confirmation?

Ans: It is advisable to report online, upload the required documents and pay the fee in online mode.

Q28: What is best time and how much time it will take to complete the process?

A: Normally, if the documents are in order, it will take approx. two hours to complete the process. However, the best time to report is 10:30 AM to 4:30 PM.

Q29: What is the fee payment schedule in case of seat upgradation?

A: In case, you have reported earlier to this Institute and your seat has been upgraded in the same Institute, you need to pay a difference of fees, as applicable only. If no difference is required to be paid, then, you need to submit an application only stating that you accept the changed branch (this can be submitted online also with copy of the latest allotment letter on our E Mail id)

Q30: If I have reported to other institute, then how I am going to pay my fee?

A: In case, you have reported earlier to any other Institute and your seat has upgraded in our Institute now, you need to pay at the time of reporting in our Institute an amount not exceeding Rupees Twenty Thousands only, rest of the amount shall be payable/adjusted later. The exact amount, payable at reporting, shall be told at the reporting counter.

Team, Admissions
UD, RTU Kota