


SKIT/Office/Auto(Inst.)/2025-26/011

Date: 15.07.2025

## **NOTICE**

Ref.: RTU Office Order no. F-(23)/RTU-EXAM CONDUCT/2024-25/5.213/1836-44 dt. 06.06.2025 and letter no. F-(23)/Exam/Autonomous Inst./2024-25/5.216/2857-64 dt. 9.7.2025

With reference to the above office order, all the students of UG and PG programs (2024 admitted batch only) are required to deposit **RTU Data Processing fee** of Rs. 3250/- for academic year 2024-25 by 25.07.2025.

  
Dr. Ramesh Kumar Pachar  
(Principal)

Encls. : As Above.

**Copy to:**

- (i) Director
- (ii) Director (Academics)
- (iii) Registrar
- (iv) Dean
- (v) Head, OFA & OSA
- (vi) All HODs-EC, EE, CS, IT, ME, CE, MS, I/c B. Tech. I year, Chem, Phy, Maths, English.
- (vii) Dy Registrar, A.O., Library, Chief Warden, ERP Cell, Exam Cell, TP Cell
- (viii) All students by circulation (Admitted in AY 2024-25)
- (ix) File



# Rajasthan Technical University, Kota

## राजस्थान तकनीकी विश्वविद्यालय, कोटा

Rawatbhata Road, Akelgarh Kota - 324010  
Ph No.-0744-2473014, 2473931 email- coe@rtu.ac.in

No. F-(23)/RTU-EXAM CONDUCT/2024-25/5.213/ 1836-44

Dated:- 6/6/2025

### OFFICE ORDER

(Data Processing & Degree Certificate Fee for Autonomous Institute)

As per the resolution of 32<sup>th</sup> Finance Committee (FC) vide its agenda no. 30.7 taken in its meeting held on 15.05.2025 and subsequent approval of Hon'ble Vice Chancellor, the data processing fee and Degree Certificate Fee for Autonomous Institutions is hereby decided as follows:-

Sr. No	Heads of Fee	Fee for Autonomous Institutions	Remarks
1.	<b>Data Processing Fees:-</b>	<b>Each Student (Per Year)</b>	
	First Year	Rs. 3250/-	Fee shall be charged at the time of submitting result data of I semester latest by 31 <sup>st</sup> March of respective academic session.
	Second Year	Rs. 3250/-	Fee shall be charged at the time of submitting result data of III semester latest by 31 <sup>st</sup> March of respective academic session.
	Third Year	Rs. 3250/-	Fee shall be charged at the time of submitting result data of V semester latest by 31 <sup>st</sup> March of respective academic session.
	Fourth Year	Rs. 3250/-	Fee shall be charged at the time of submitting result data of VII semester latest by 31 <sup>st</sup> March of respective academic session.
	Fifth Year	Rs. 3250/-	Fee shall be charged at the time of submitting result data of IX semester latest by 31 <sup>st</sup> March of respective academic session.
2.	<b>Degree &amp; Certificate Fee (one time)</b>	Rs. 10,000/-	Fee shall be charged at the time of submitting result data of final semester.

The above fee shall be come in force from the enrollment year/academic session 2024-25. The data processing fee will be charge one time per student per year considering as a main examinee only.

#### Note:-

1. The data processing fee shall be charged as per above rates from autonomous institute (year wise) accordingly to their course duration prescribed for under graduate/post graduate (UG/PG) courses.
2. University may revise the above fees from time to time.
3. The schedule for deposition of data processing fee and degree & certificate fee shall be issued by university time to time and autonomous institute should follow date schedule to deposit the fee.



*[Signature]*





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4. The data processing fee (including late fee) shall be charged as follow:-

- Normal fee:- up to 31<sup>st</sup> March of respective academic session. (e.g. for A.Y. 2024-25 the last date for enrolled students' data processing fee deposit date would be 31.03.2025).
- Rs. 200 (in addition to normal fee) per student per year/per session:- Up to 30<sup>th</sup> April of respective academic session.
- Rs. 300 (in addition to normal fee) per student per year/per session:- Up to 31<sup>th</sup> May of respective academic session.
- Rs. 500 (in addition to normal fee) per student per year/per session:- Up to 30<sup>th</sup> June of respective academic session.

The penalty clause/provisions on data processing fee shall be effective from the academic session 2025-26 and onwards.

This bears the approval of Hon'ble Vice Chancellor.

(Prof. Vivek Pandey)  
Controller of Examination

**Copy to:-** For information and necessary action please-

1. P.S. to HVC, RTU, Kota
2. Dean, Academic Affairs, RTU, Kota
3. Comptroller, RTU, Kota
4. Principal/Director, Autonomous Institutions, Under jurisdiction of RTU, Kota
5. Assistant Registrar (Exam Secrecy), RTU, Kota
6. Assistant Registrar (Exam Conduct), RTU, Kota
7. Section Officer (Accounts Exam)
8. Data Processing Agency, RTU, Kota
9. Guard File

(Satya Pal Yadav)  
Assistant Registrar (Exam)





# Rajasthan Technical University, Kota

Rawatbhata Road, Akelgarh Kota - 324010  
Ph No.-0744-2473014, 2473931 email- [examconduct@rtu.ac.in](mailto:examconduct@rtu.ac.in)

No. F-23/Exam/Autonomous Inst./2024-25/5.216/2857-64

Dated: 31/7/25

1. Director/Principal  
SKIT (Autonomous Institute), Jaipur
2. Director/Principal  
Poornima College of Engineering (Autonomous Institute), Jaipur  
Under Jurisdiction of RTU, Kota

**Sub:-** The schedule for submitting result data & data processing fee for Under Graduate (UG) and Post Graduate (PG) examinations 2024-25.


**Ref.-** Data processing fee for autonomous institutions issued vide order no. F- (23)/RTU-EXAM CONDUCT/2024-25/5.213/1836-44 dated 06.06.2025.

Dear Sir/Madam,

The schedule for submitting result data and data processing fee for Under Graduate (UG) and Post Graduate (PG) examinations 2024-25 is as follow:-


Sr. No.	Name of Class/ Semester Exams.	Permitted Batches (Enrolment Year)	Data Processing Fee (each registered student)	Submitting online Result Data of UG & PG courses I Semester Exam 2024-25	Last date for online fee payment
1	2	3	4	5	6
1.	All UG & PG courses I Semester Examination 2024-25	2024 admitted batch only	Data processing fee Rs. 3250/- each student	w.e.f. 10.07.2025 to 25.07.2025	Up to 28.07.2025

You are required to send the copy of on-line fee paid challan/s along with list of students (system generated) to the office of Controller of Examination, RTU, Kota within 10 days from the last date of filling up the exam forms.

  
(Prof. Vivek Pandey)  
Controller of Examination

**Copy to:-** for information and necessary action please

1. P.S. to HVC
2. AR (Exam Secy.-II), RTU, Kota
3. AR (Exam Conduct), RTU, Kota
4. Web Master, RTU, Kota
5. Data Processing Agency, RTU, Kota
6. Student Help Line, RTU, Kota

  
(Satya Pal Yadav)  
Assistant Registrar (Exam)

