

# Physical Reporting Instructions for Candidates, who have admitted through REAP 2025-26

**Step - 1**

**Reporting (File Preparation as per Check list), [click here](#)**

**Step - 2**

**Eligibility Verification from Original Documents**

**Step - 3**

**Filing of SKIT admission form, [click here](#)**

**Step - 4**

**Original Document Submission**

**Step - 5**

**Verification of SKIT Admission form**

**Step - 6**

**Fee Submission**

**Step - 7**

**Collection of Reporting Slip**

**Step 1 and Step 3 can be done by the student himself at home.**

Name of Document	Original Copy	Photocopy/Printout	Required during reporting
REAP Provisional Seat Allotment Letter	-	YES	Mandatory
REAP Seat Allotment Letter of Previous College, if any	-	YES	Mandatory
Receipt of Seat Acceptance Fee Rs. 10000	-	YES	Mandatory
REAP Application-cum-Registration Form	-	YES	Mandatory
REAP Merit Card	-	YES	Mandatory
Score Card of JEE (Mains) Exam 2025, if available	-	YES	Mandatory
Class X (High School) Mark sheet	YES	YES	Mandatory
Class 12th Board or D.Voc Mark sheet	YES	YES	Mandatory
Class 12th (Improvement Exam) Mark sheet, if available	YES	YES	Optional
Migration Certificate, if available (It is not required by UP Board candidates)	YES	YES	Optional
Transfer/School Leaving Certificate (In case of UP Board, TC should be signed by District Education Officer)	YES	YES	Optional
Character Certificate	YES	YES	Optional
Transfer cum Character Certificate	YES	YES	Optional
Aadhaar Card and Ahaar/ABC Card	YES	YES	Mandatory

Two sets of self-attested photocopies of documents as per checklist

Name of Document	Original Copy	Photocopy/Printout	Required during reporting
Reserved Category Certificate (SC / ST/ OBC Non Creamy Layer /MBC Non Creamy Layer / EWS). OBC/MBC certificate should not be issued before 01/09/2024 (if applicable).	YES	YES	Mandatory (For Rajasthan State Candidates)
Certificate for Person with Disability (PwD)/ Ex-Servicemen/ KM, (if applicable)	YES	YES	Mandatory
Candidate's Domicile Certificate	YES	YES	Mandatory (For Rajasthan State Candidates)
Medical Fitness Certificate (Signature & Seal of the Govt./Pvt. Medical Officer having RMC no.)	YES	YES	Optional
Parents Income Certificate in the prescribed format	YES	YES	Optional (Mandatory for TFWS)
Sports quota Certificates, (if applicable)	YES	YES	Mandatory
Passport Size Coloured Photograph (04)	YES	-	Mandatory
Balance Fee to be deposited at the Institute	-	-	-

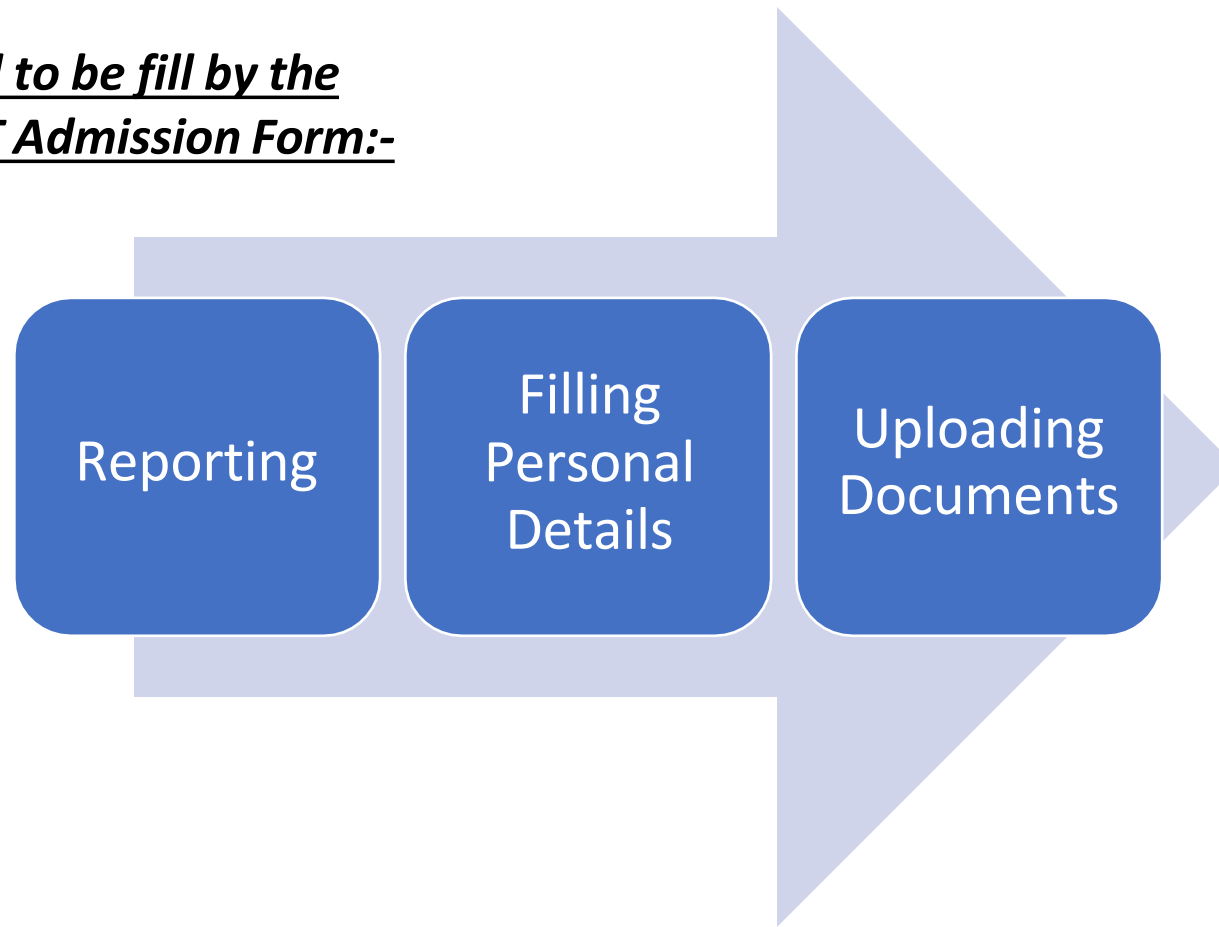
Two sets of self-attested photocopies of documents as per checklist

# Filling up SKIT Admission Form on ERP portal

By using the below link

<https://erp.skit.ac.in/apply>

**The following steps need to be fill by the candidate while Filling SKIT Admission Form:-**

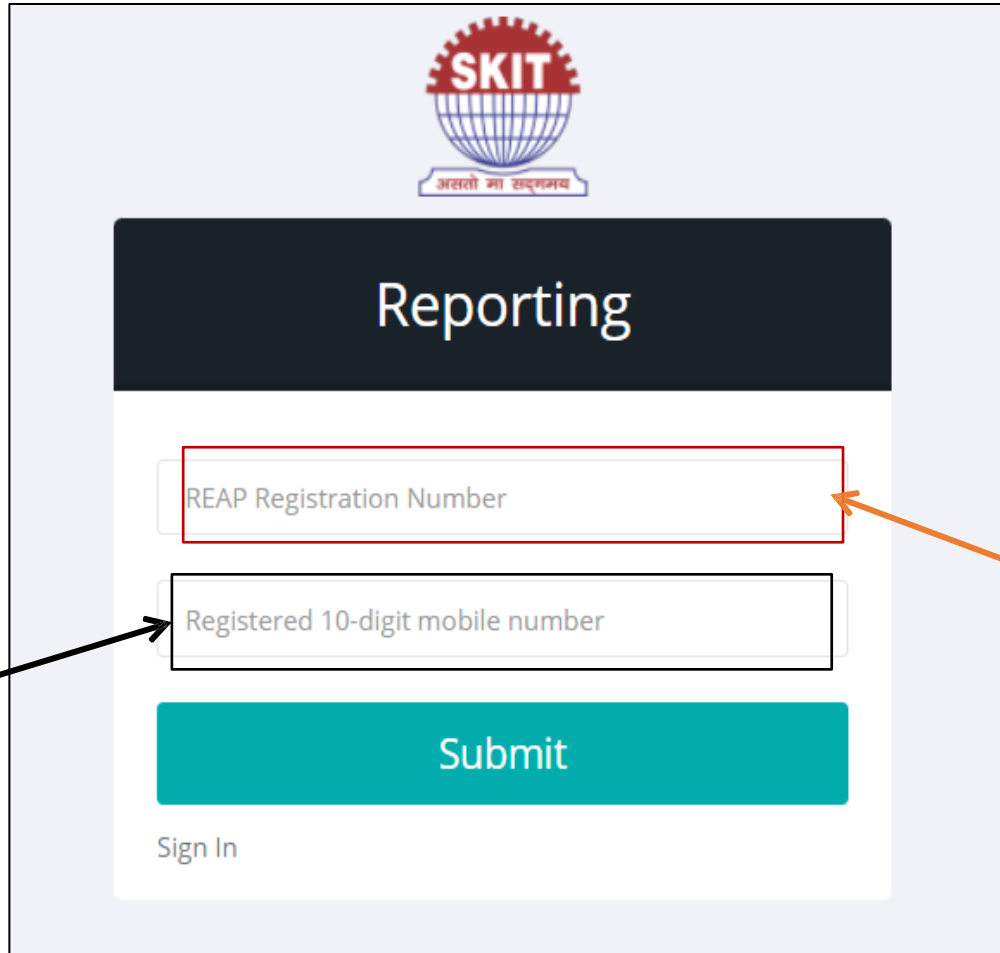


# Reporting

**Important NOTE:**

If you already have received the TMP ID (used name) and six-digit password from **JX-SKITMG-S** through message on your registered mobile number than go to next step

Enter the Registered Mobile Number



The image shows a mobile application interface for reporting. At the top is the SKIT logo with the motto 'असतो मा सद्गमय' below it. Below the logo is a dark blue header with the word 'Reporting' in white. The main form area contains two input fields: the top one is labeled 'REAP Registration Number' and is highlighted with a red border; the bottom one is labeled 'Registered 10-digit mobile number' and is highlighted with a black border. Below these fields is a large teal 'Submit' button. At the bottom left of the form area is a 'Sign In' link. An orange arrow points from the 'Enter REAP Registration Number from Allotment Letter' box to the top input field, and a black arrow points from the 'Enter the Registered Mobile Number' box to the bottom input field.

Enter REAP Registration Number from Allotment Letter

# Reporting



## Reporting



Validation Successful. A SMS has been sent to  with further instructions. It may take 1-2 minutes for the SMS to be delivered.



Visit <https://erp.skit.ac.in> and login using the Username and Password sent on SMS.

Please fill out this field.

I'm not a robot

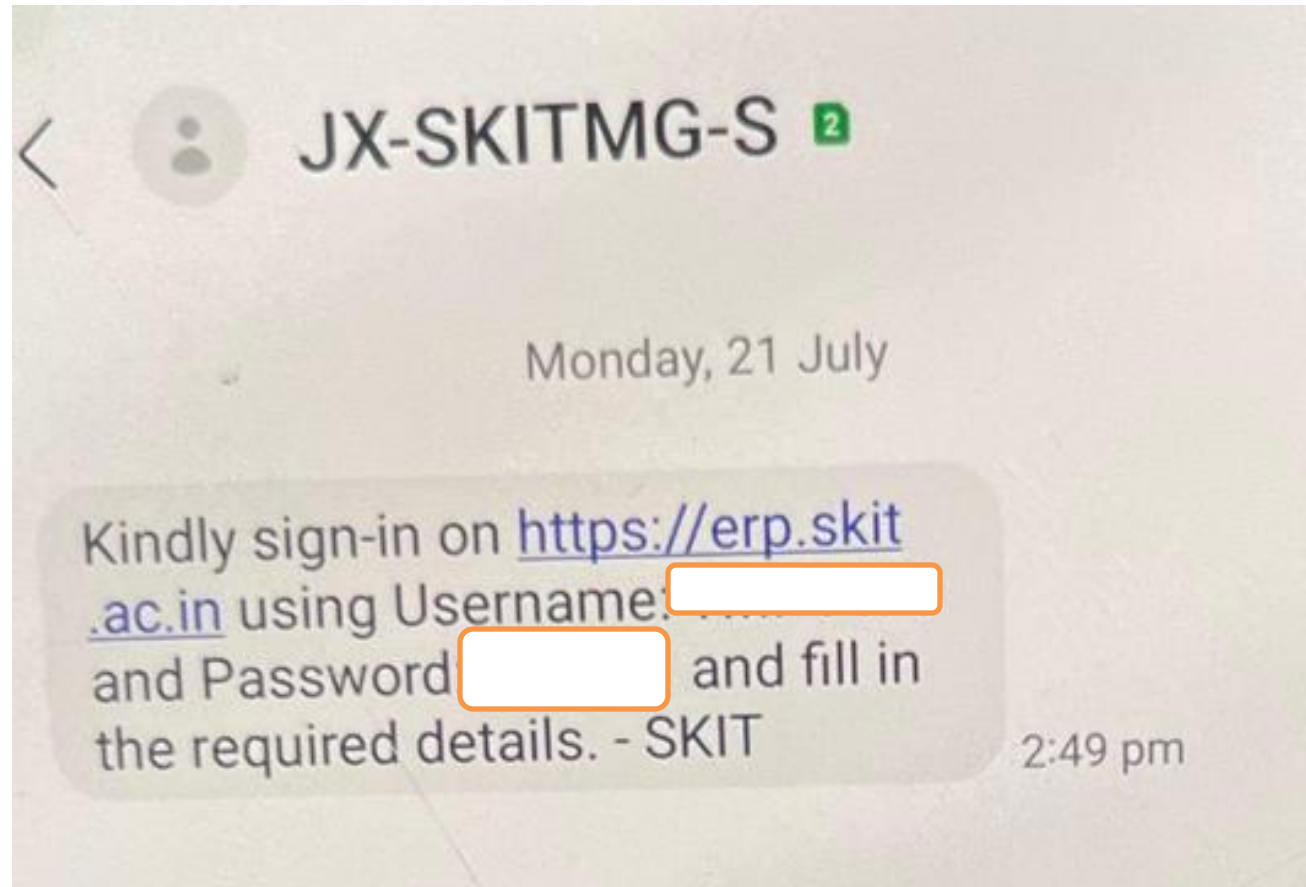


reCAPTCHA  
Privacy - Terms

Submit

# Reporting

Use the following login credential for the next step  
(Check for message on the registered mobile number in the REAP)



# Reporting



Sign in

Username Eg. B249999

Password

I'm not a robot



Remember Me

[Forgot Password?](#)

SIGN IN

Username for students is their Registration Number (as mentioned in fees slip).

For any queries, contact [erp@skit.ac.in](mailto:erp@skit.ac.in)

[Payments Portal](#)

[SKIT Website](#)

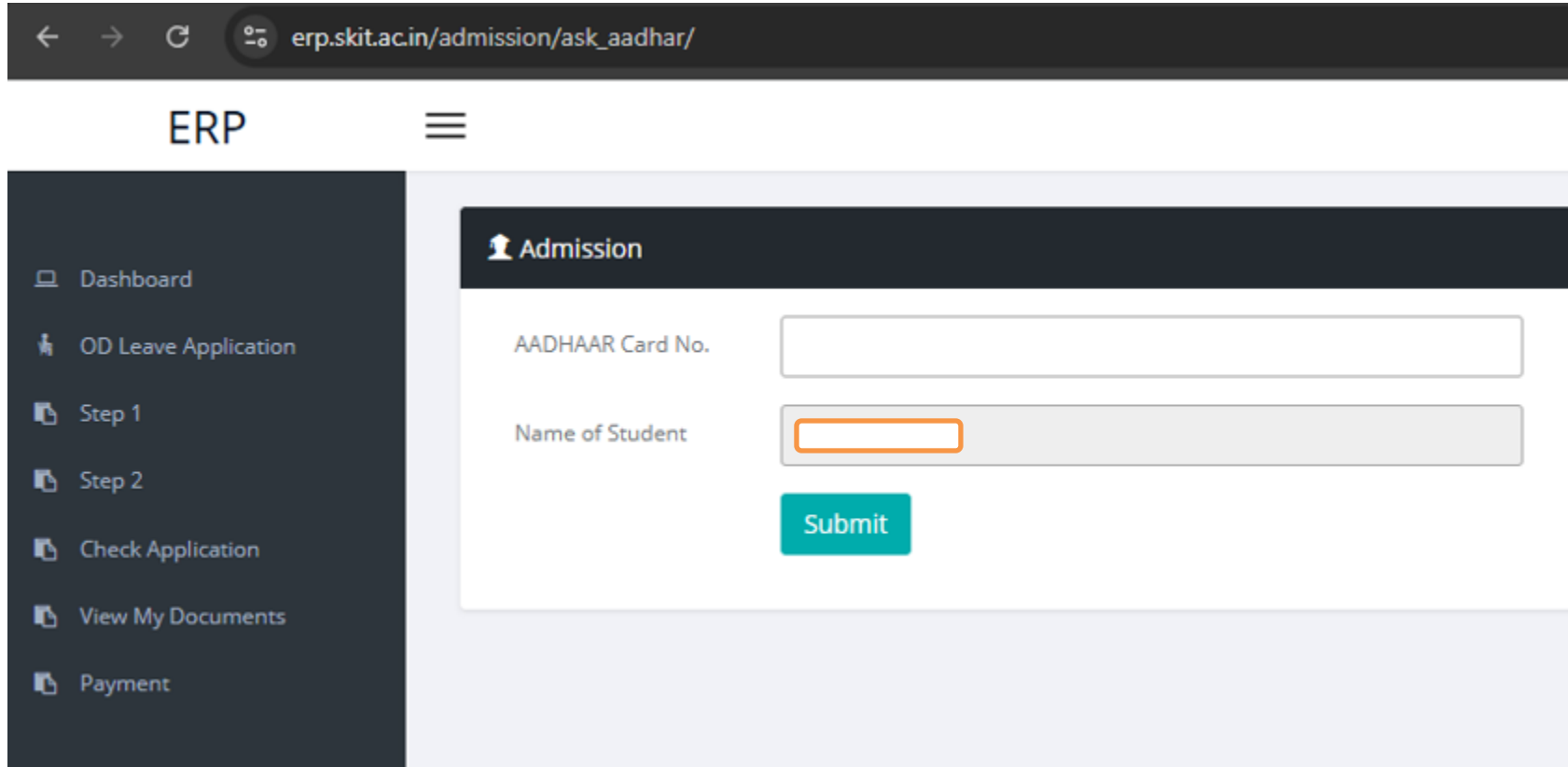
[Click here](#), to fill your online reporting form

Enter the TMP Number

Enter the Six Digit Password

## Filling Personal Details

In the following steps You need to select and enter the details as per your allotment



The screenshot shows a web browser window with the URL `erp.skit.ac.in/admission/ask_aadhar/`. The page features a dark sidebar on the left with the 'ERP' logo and a menu containing: Dashboard, OD Leave Application, Step 1, Step 2, Check Application, View My Documents, and Payment. The main content area is titled 'Admission' and contains two input fields: 'AADHAAR Card No.' and 'Name of Student'. The 'Name of Student' field is highlighted with an orange border. A teal 'Submit' button is positioned below the input fields.

ERP

Admission

AADHAAR Card No.

Name of Student

Submit

# Filling Personal Details

ERP



- Dashboard
- OD Leave Application
- Step 1
- Step 2
- Check Application
- View My Documents
- Payment

## Admission

AADHAAR Card No.

Mobile Number  
linked to Aadhaar  
Card

Title

Name of Student

Name in Hindi

Date of Birth

Blood Group

Gender

Category

Sub-Category

## Filling Personal Details

Is Category Certificate Valid?

Valid

Category Certificate Valid Upto

Religion

Nationality

India

State Category

Select

Domicile State

Rajasthan

Belong to Minority Community

NO

Are you Tribal Area resident

Select

Person with Disability/ Physically Handicapped

Person with Disability/ Physically Handicapped

## Filling Personal Details

AADHAAR Card No.

APAAR/ABC ID

Permanent Address

District

District



State

State



Postal Code

Post Office

Student's Mobile  
Number for  
Notification\*

Student's Mobile 2

Police Station

Residence Area

Residence Area



# Filling Personal Details

Email

Correspondence same as Permanent

Correspondence Address

Correspondence District

Correspondence State

Correspondence Postal Code

Correspondence Mobile

Correspondence Police Station

Correspondence Residence Area

Residence Area ▼

Correspondence Post Office

## Filling Personal Details

Correspondence  
Email

10<sup>th</sup> Roll No.

10<sup>th</sup> Board

10th Board



10<sup>th</sup> School

10<sup>th</sup> Medium

10th Medium



10<sup>th</sup> Year

10<sup>th</sup> Obtained  
Marks

10<sup>th</sup> Max Marks

10<sup>th</sup> Percentage

Has appeared in  
class 12  
Improvement  
Exam?

Select



12<sup>th</sup> Roll No.

## Filling Personal Details

12<sup>th</sup> Roll No.

12<sup>th</sup> Board

12th Board



12<sup>th</sup> School

12<sup>th</sup> Medium

12th Medium



12<sup>th</sup> Year

12<sup>th</sup> Obtained  
Marks

12<sup>th</sup> Max Marks

12<sup>th</sup> Percentage

NaN

Subject 1

Subject 1



Subject 1 Obtained  
Marks

Subject 1 Max  
Marks

## Filling Personal Details

Subject 2

Subject 2

Subject 2 Obtained  
Marks

Subject 2 Max  
Marks

Subject 3

Subject 3

Subject 3 Obtained  
Marks

Subject 3 Max  
Marks

Aggregate %

Have you appeared  
in JEE (M) Exam  
2024

JEE(M) Application  
ID

JEE(M) Roll No.

## Filling Personal Details

JEE (M) Highest  
Percentile

All India CRL  
(GENERAL) Rank

Father Title

Father's Name

Father's Name in  
Hindi

Academic  
Qualification

Occupation

Name and Address  
of  
Department/Business

Mobile

Email

## Filling Personal Details

PAN No.

Father Annual Gross  
Income Rs.

Mother Title

Mother Name

Mother's Name in  
Hindi

Academic  
Qualification

Occupation

Name and Address  
of  
Department/Business

Mobile

Email

# Filling Personal Details

PAN No.

Mother Annual  
Gross Income Rs.

Guardian's Name

Address

Mobile

Email

Occupation

Relation with  
Student

Parents/Guardian's  
Aadhar No.

Branch

Year

## Filling Personal Details

Semester

I

Fee Category

REAP Reg. No.

REAP Main Merit

REAP State Merit

Seat Allotted  
Category

GEN

Reservation of Seat

General Open

Basis of Admission

Select

How did you come  
to know about SKIT?

Select

Seat Allotment  
Mode

## Filling Personal Details

Do you need Hostel Facility?

No

Do you need Transport Facility?

No

Anti-Ragging Undertaking Reference No.

Due Date for document submission

Income Slab as per REAP

Select

Domicile State as per REAP

Select

Category as per REAP

Select

## Filling Personal Details

Do you need Hostel Facility?

Do you need Transport Facility?

Anti-Ragging Undertaking Reference No.

Due Date for document submission

Income Slab as per REAP

Domicile State as per REAP

Category as per REAP

Sub-Category as per REAP

Subject Group (As per AICTE)

ERP Username of SKIT Staff who helped fill this form

**Note:** Fees is to be paid only after approval of admission form by the competent authority.

Submit

# Uploading Documents

ERP



- Dashboard
- OD Leave Application
- Step 1
- Step 2
- Check Application
- View My Documents
- Payment

**Upload the Relevant Document**

## Upload Documents

Note: The files to be uploaded must be an Image (jpg / png) less than 2MB in size.

Passport-size Color Photograph of Student	Already Uploaded		Upload
Signature of Student	Already Uploaded		Upload
Signature of Parent	Already Uploaded		Upload
10th Marksheet	Already Uploaded		Upload
12th Marksheet	Already Uploaded		Upload
12th Improvement Marksheet (if appeared for Improvement Exam)	Choose File		Upload
UG Exam Consolidated Marksheet (For M.Tech., MBA applicants)	Choose File		Upload
Migration Certificate (Do not upload in case of unavailability)	Already Uploaded		Upload

Activat  
Go to Set

# Uploading Documents

Aadhar Card 

Already Uploaded



Upload

Category Certificate  
(SC/ST/EWS/OBC/MBC/KM/EXS/PWD), if Applicable 

Already Uploaded



Upload

REAP 2025 Provisional Allotment Letter 

Already Uploaded



Upload

REAP 2025 Application-cum-Registration Form 

Already Uploaded



Upload

JEE (MAINS) 2025 Score Card 

Already Uploaded



Upload

Fee Receipt of Previously Alloted College (if alloted SKIT  
through Upward Rounds)

Choose File



Upload

APAAR / ABC Card

Choose File



Upload

Prev

Next

# Complete Filled Form

ERP



- Dashboard
- OD Leave Application
- Step 1
- Step 2
- Check Application
- View My Documents
- Payment

Print

Provisional Printout

View Docs

Branch: AI



## Swami Keshvanand Institute of Technology, Management & Gramothan, Jaipur



### DOCUMENT SUBMISSION FORM 20 25 - 20 26

TEMP ID  Student ID  Course B.TECH  
Student's Name  Branch   
Name of Nodal Agency  Year I Semester I

I hereby submit the following original documents and their photocopies along with admission form.

S.No.	Name of Document	PHOTOCOPY	ORIGINAL
		Submitted/Issued/Not Applicable/Due	
1.	REAP First Seat Allotment Letter	-NA-	
2.	REAP Upward Movement Seat Allotment Letter (if any)	-NA-	
3.	Application-cum-Registration Form	-NA-	
4.	Class 10 (Secondary) Marksheet		
5.	Class 12 (Senior Secondary) Marksheet		
6.	Class 12 Improvement Exam (D) Yes Marksheet (if any)		

Take a  
Print of  
this form

Activ  
Go to S

## Submission of Fee

**Important Note:** Payment Link will be active for the candidate ONLY after verification of the Uploaded documents by the Institute.

Students have two options to submit the College Fee

### Online Mode

By using this link  
<https://erp.skit.ac.in/payments>  
via net banking/debit card/credit card  
etc.

### Offline Mode

Deposit fee at  
Accounts Department, SKIT  
By Demand draft/Cash  
(Cheque will not be accepted)

**Tentative Fee Structure 2025-26 is given in the upcoming slides.**

## Fee Structure for B.Tech 1<sup>st</sup> Year

Seat Allotted under SFS (Self Financing Scheme) and KM/EXS/PWD category		Seat Allotted under TFWS (Tuition Fee Waiver Scheme) Category	
I Semester Fee (at time of admission)	II Semester Fee (Dec-Jan)	I Semester Fee (at time of admission)	II Semester Fee (Dec-Jan)
Rs. 72,684 – Rs. 10,000 (adjustment of seat acceptance fee) = Rs. 62,684 (balance fee)	Rs. 64,184	Rs. 14,919 – Rs. 10,000 (adjustment of seat acceptance fee) = Rs. 4,919 (balance fee)	Rs. 6,419

## Fee Structure for Hostel

Room Type	First Instalment (at the time of admission)	Second Instalment (Dec-Jan)	Total Fee per annum
Single Occupancy Air Cooled Boys Room	57,000	57,000	1,14,000
Double Occupancy AC Boys Room	83,000	83,000	1,66,000
Double/Three Occupancy Air Cooled Girls Room	57,000	57,000	1,14,000

\*Hostel is with in the campus and first come first serve basis

## Uniform Fee

Item (Qty.)	Amount with shoes	Amount without shoes
T-shirt (01), Shirts (02), Trousers (02), Blazer (01), Half Sleeve Pullover (01), Tie (01), Belt (01), Socks (02 pair), Lace type of black colour leather shoes (01 pair)	6,000 including 12% GST	5,400 including 12% GST

## CONVEYANCE FEE

Non-AC BUS	AC BUS	Boarding Points
39,000	43,000	VKI 14 नं., नाड़ी का फाटक, निवारू रोड़, हाथोज मोड़, गोविन्दपुरा, 9 दुकान, चिरायु हॉस्पिटल, सिरसी
37,500	41,500	हीरापुरा, भांकरोटा, पांच्यावाला, मीनावाला, खिरनी फाटक, रावण गेट, कांटा पंखा, झोटवाड़ा, लक्ष्मी नगर, दादी का फाटक, मुरलीपुरा, VKI रोड़ नं. 1 से 5, अल्का सर्किल
35,000	38,500	चित्रकूट, विद्याधर नगर, अम्बाबाड़ी, शास्त्री नगर, बनीपार्क, जयपुर जंक्शन, वैशाली नगर, खातीपुरा, विद्युत नगर
34,000	37,500	निर्माण नगर, किसान धर्मकांटा, गंगा जमुना पेट्रोल पम्प, गुर्जर की थड़ी, श्याम नगर, सोडाला, चांदपोल, गर्वमेन्ट हॉस्टल, हवा सड़क, खोले के हनुमान जी
32,000	35,000	मध्यम मार्ग, अग्रवाल फार्म, SFS चौराहा, पत्रकार कॉलोनी, मुहाना मंडी रोड, रिद्धी-सिद्धी चौराहा, छोटी चौपड़, अजमेरी गेट, गलता गेट, चौमू हाउस
30,000	33,000	ट्रांसपोर्ट नगर, राजापार्क, जवाहर नगर, आदर्श नगर, तिलक नगर, बिड़ला मंदिर, गांधी नगर, बजाज नगर, ज्योति नगर, महेश नगर, महावीर नगर, गोपालपुरा
27,000	30,000	प्रताप नगर, सांगानेर, दुर्गापुरा, महारानी फार्म, जयपुरिया हॉस्पिटल, जवाहर सर्किल, MNIT कॉलेज, OTS चौराहा
17,000	19,000	गौरव टॉवर, मालवीय नगर से- 1 से 15, मालवीय नगर A, B, C ब्लॉक, कैलगिरी रोड, अपेक्स सर्किल, GSI कॉलोनी, नन्दपुरी
13,800	15,000	दो पल, मॉडल टाऊन, जगतपुरा रोड

**जिन कॉलोनियों या क्षेत्रों में सड़कें संकरी/उचित मोड़ या कट उपलब्ध नहीं हैं, तथा यातायात जाम रहता है, वहाँ बसों का संचालन संभव नहीं होगा।**

Contact Person: Mr. Sunil Sharma 9694097621, Mr. Jagdish Banjara 9694097623