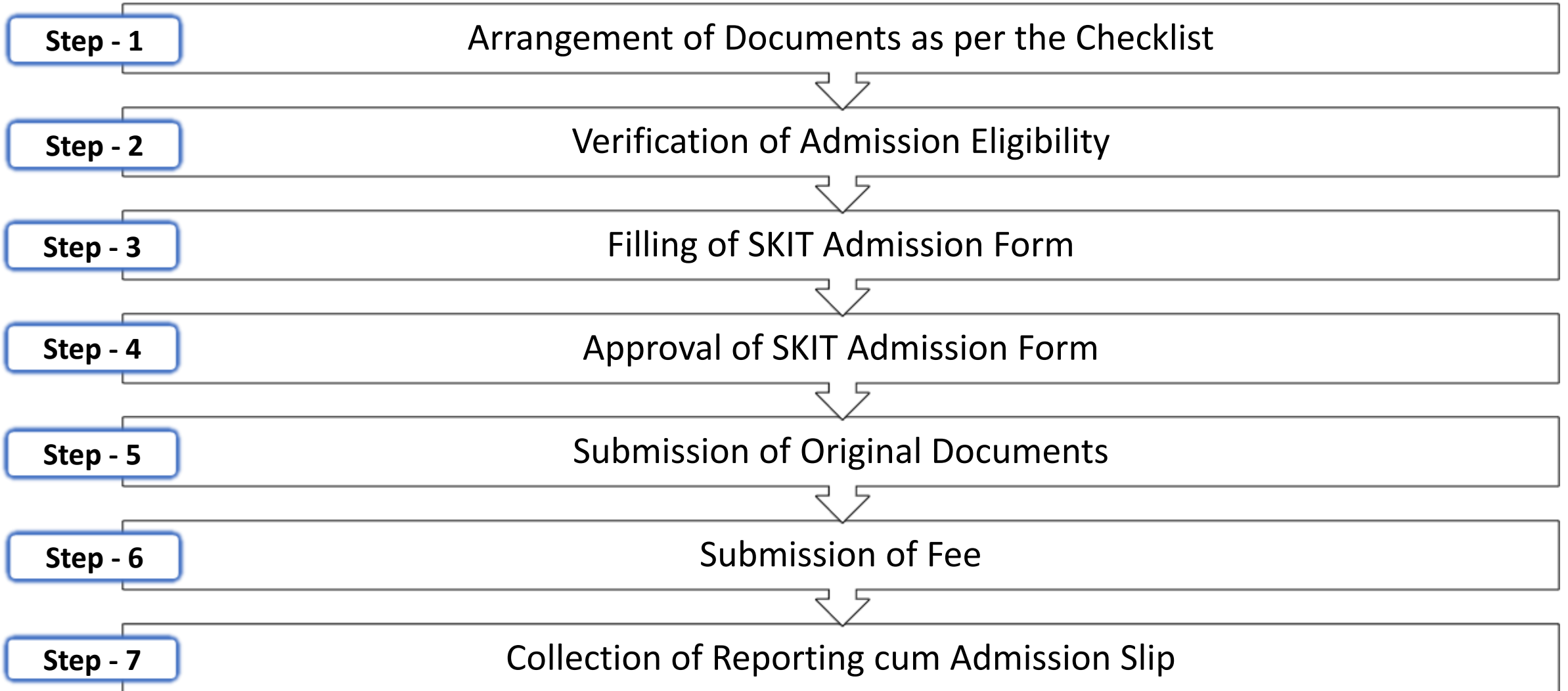


INSTRUCTIONS FOR REPORTING

Applicable to candidates who have been allotted seat at SKIT (1031) through REAP 2024



Candidates can complete Step-1 and Step-3 given above from their home

Candidates must bring two sets (02) of self-attested photocopies and original documents at the time of reporting, properly arranged in the sequence given below

S.No.	Name of Document	Photocopy	Original
1	Mark sheet of Class-10 (X)	√	√
2	Mark sheet of Class-12 (XII) or Equivalent and 12 th Improvement Exam (if any)	√	√
3	Migration Certificate of Class-12	√	√
4	Transfer Certificate of Class-12	√	√
5	Character Certificate of Class-12	√	√
6	Aadhaar Card	√	√
7	Domicile Certificate issued by e-Mitra /Competent Authority	√	√
8	GEN-EWS/SC/ST/OBC-NCL/MBC-NCL Category Certificate , if applicable	√	√
9	KM / PH / PwD /TSP Category Certificate, if applicable	√	√
10	JEE (Main) 2024 Score Card, if applicable	√	-
11	Income Certificate of the Parent(s)	√	√
12	REAP-2024 Medical Fitness Certificate	√	√
13	REAP-2024 Provisional Seat Allotment Letter	√	-
14	REAP-2024 Application cum Registration Form	√	-
15	REAP-2024 Merit Card	√	-
16	Passport-size Colored Photograph (04)	-	√
17	REAP-2024 Upward Movement Letter (Seat Allotment, if any)	√	-
18	Receipt of Fee paid in previously allotted college (if any)	√	√

The following documents will be verified at the time of reporting in the institute:

1. The category of the allotted seat as mentioned in the REAP-2024 seat allotment letter will be verified from a valid category certificate.
2. All the details given in the REAP-2024 Application-cum-Registration Form will be verified from all the original documents.
3. Parents/Guardian need to accompany their ward for the reporting.
4. Candidate should be physically fit as per the REAP-2024 guidelines.
5. In case of allotment of TFWS seat, candidates must submit an income certificate, the format of the same is available on REAP-2024 portal (**www.reapbtech24.com**). Parents need to submit copy of Income Tax Return (ITR) of financial year 2024-25 along with PAN card.

Physical reporting is mandatory for this step.

By using the below link

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

STEP-3.1

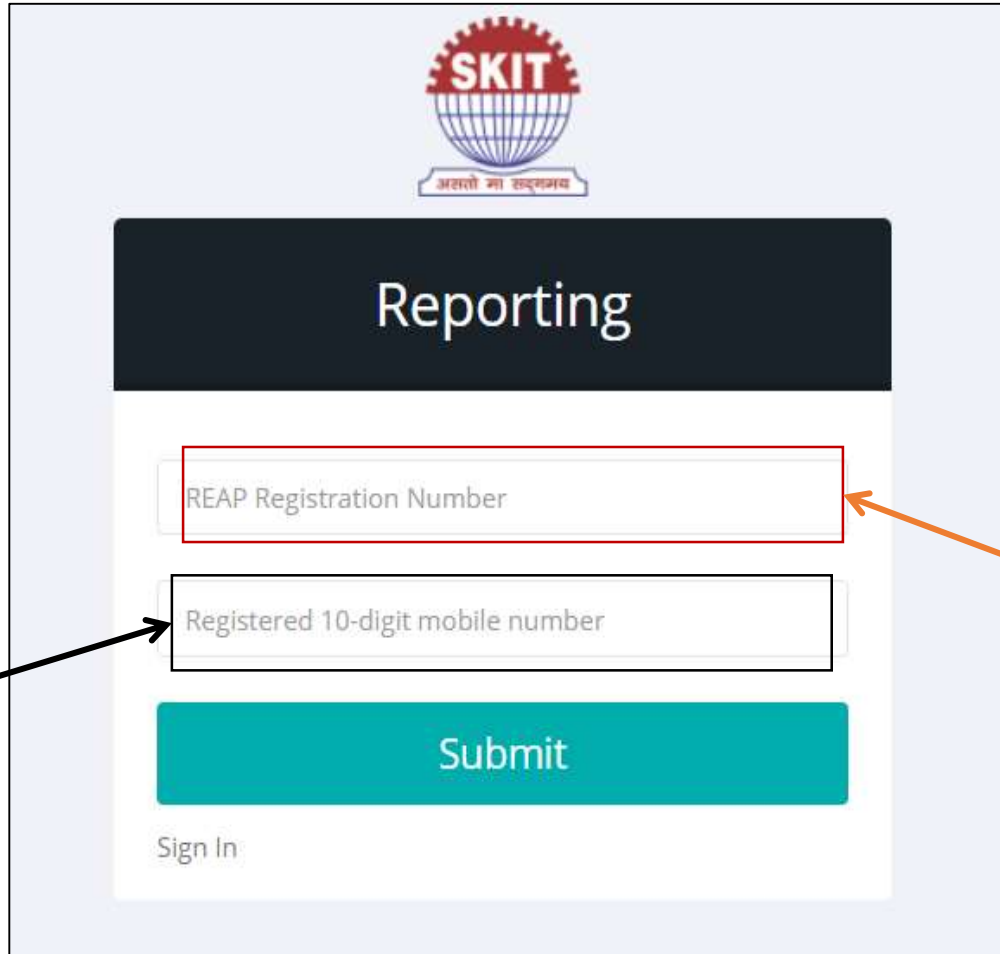
Login ERP for
Reporting

STEP-3.2

Filling of Personal
and Academic
Details

STEP-3.3

Uploading of
Original
Documents



The image shows a login form for SKIT 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 form contains two input fields: 'REAP Registration Number' (highlighted with a red border) and 'Registered 10-digit mobile number'. Below these fields is a teal 'Submit' button and a 'Sign In' link.

Enter the Registered Mobile Number

Enter REAP Registration Number from Allotment Letter

STEP-3.2

FILLING OF PERSONAL AND ACADEMIC DETAILS

The screenshot shows a web browser window with the URL `erp.iiit.ac.in/admission/add`. The page title is "ERP" and the page content is titled "Admission - B.Tech. / B.Pharma". The form contains the following fields:

Title	Select
Name of Student	<input type="text"/>
Name in Hindi	<input type="text"/>
Date of Birth	<input type="text"/>
Blood Group	Not Known
Gender	Male
Category	Category
Sub-Category	Sub-Category
Is Category Certificate Valid?	<input type="text"/>
Category Certificate Valid Date	<input type="text"/>
Religion	Religion
Nationality	<input type="text"/>
State Category	Select
Domestic State	Domestic State
Belong to Minority Community	Belong to Minority Community
Are you Tribal Area resident	Select
Person with Disability/ Physically Handicapped	Person with Disability/ Physically Handicapped
AADHAR Card No.	<input type="text"/>
AFSAK/ABC ID	<input type="text"/>
Permanent Address	<input type="text"/>
District	Select

STEP-3.2

FILLING OF PERSONAL AND ACADEMIC DETAILS

Date	State
Postal Code	
Post Office	
Student's Mobile Number for Notification*	
Student's Mobile 2	
Police Station	
Residence Area	Residence Area
Email	
Correspondence same as Permanent	<input type="checkbox"/>
Correspondent Address	
Correspondence District	

Correspondence State	
Correspondence Postal Code	
Correspondence Mobile	
Correspondence Police Station	
Correspondence Residence Area	Residence Area
Correspondence Post Office	
Correspondence Email	
10 th Roll No.	
10 th Board	10 th Board
10 th School	
10 th Medium	10 th Medium

STEP-3.2

FILLING OF PERSONAL AND ACADEMIC DETAILS

12 th Max Marks	<input type="text"/>
12 th Percentage	<input type="text"/>
Subject 1	Subject 1 ▾
Subject 1 Observed Marks	<input type="text"/>
Subject 1 Max Marks	<input type="text"/>
Subject 2	Subject 2 ▾
Subject 2 Observed Marks	<input type="text"/>
Subject 2 Max Marks	<input type="text"/>
Subject 3	Subject 3 ▾
Subject 3 Observed Marks	<input type="text"/>
Subject 3 Max Marks	<input type="text"/>
Apparatus No.	<input type="text"/>
Have you allocated to IEE JMS Exam 2024	<input type="text"/>
IEEMJ Registration ID	<input type="text"/>
IEEMJ Roll No.	<input type="text"/>
IEE JMS Highest Percentage	<input type="text"/>
All India CEE (OVERALL) Rank	<input type="text"/>
Ranking Type	Select ▾
Father's Name	<input type="text"/>
Father's Name in Hindi	<input type="text"/>
Academic Qualification	<input type="text"/>
Occupation	<input type="text"/>

STEP-3.2

FILLING OF PERSONAL AND ACADEMIC DETAILS

Name and Address of Department/Business	<input type="text"/>
Mobile	<input type="text"/>
Email	<input type="text"/>
PNR No.	<input type="text"/>
Father Annual Gross Income Rs.	<input type="text"/>
Mother Title	Select
Mother Name	<input type="text"/>
Mother's Name in Hindi	<input type="text"/>
Academic Qualification	<input type="text"/>
Occupation	<input type="text"/>
Name and Address of Department/Business	<input type="text"/>

Mobile	<input type="text"/>
Email	<input type="text"/>
PNR No.	<input type="text"/>
Mother Annual Gross Income Rs.	<input type="text"/>
Guardian's Name	<input type="text"/>
Address	<input type="text"/>
Mobile	<input type="text"/>
Email	<input type="text"/>
Occupation	<input type="text"/>
Relation with Student	<input type="text"/>
Parent/Guardian's Aadar No.	<input type="text"/>

STEP-3.2

FILLING OF PERSONAL AND ACADEMIC DETAILS

Branch	Search
Year	Year
Semester	Semester
Fee Category	Fee Category
WEM Reg. No.	
REAP Mail Advt	
REAP Date Advt	
Seat Allowed Category	Select
Mode of Admission	Select
How did you come to know about SITT	Select
Seat Allotment Mode	Provisional

prn_village	None
prn_district	None
prn_state	None
prn_recpt	
prn_bankbk	
prn_bankhours	
Do you need Hostel Facility?	Select
Do you need Transport Facility?	Select
Anti Doping Undertaking Reference No.	
Doc Date for admission	

STEP-3.2

FILLING OF PERSONAL AND ACADEMIC DETAILS

Income Slab as per REAP	<input type="text" value="Select"/>
Domicile State as per REAP	<input type="text" value="Select"/>
Category as per REAP	<input type="text" value="Select"/>
Sub-Category as per REAP	<input type="text" value="Select"/>
Subject Group/As per AICTE	<input type="text" value="Select"/>
Date of Admission	<input type="text"/>
Remarks	<input type="text"/>

After submission of form, Candidates should upload the scanned copies of the original documents on ERP the list of documents is given in the next slide.

ERP

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

Candidates should upload the scanned copies of the following original documents on ERP:

1. 10th Marksheet
2. 12th Marksheet
3. 12th Marksheet of Improvement Exam, if any
4. Migration Certificate
5. Aadhar Card
6. REAP Seat Allotment Letter
7. Student's Photo
8. Student's Signature
9. Parent's Signature
10. Receipt of Fee paid in previously allotted college, if any

Aadhar Card	Already Uploaded	<input type="button" value="Upload"/>
Category Certificate (SC/ST/EWS/OBC/MBG/KM/EKS/PWD), if Applicable	<input type="button" value="Choose File"/>	<input type="button" value="Upload"/>
REAP 2024 Provisional Allotment Letter	<input type="button" value="Choose File"/>	<input type="button" value="Upload"/>
REAP 2024 Application-cum-Registration Form	<input type="button" value="Choose File"/>	<input type="button" value="Upload"/>
JEE (MAINS) 2024 Score Card	<input type="button" value="Choose File"/>	<input type="button" value="Upload"/>
Fee Receipt of Previously Alloted College (if alloted SKIT through Upward Rounds)	<input type="button" value="Choose File"/>	<input type="button" value="Upload"/>

After procuring approval from the competent authority, candidates can submit the following Original/ photocopy documents later:

1. Medical Fitness Certificate
2. Transfer Certificate
3. Character Certificate
4. Income Certificate (other than TFWS)
5. Anti Ragging Undertakings

All the details filled in SKIT admission form and documents uploaded on ERP portal will be verified by the institute. After the completion of the approval process, candidates/parents will receive a text message regarding permanent student ERP ID.

After receiving of the text message, candidates/parents can pay their fee by using permanent student ERP ID through online/physical mode.

Physical reporting is mandatory for this step.

The following original documents will be submitted during reporting process for university enrollment purpose, failing which his/her admission would be deemed cancelled without any notice/intimation and their seat would be treated as vacant.

1. 10th Marksheet
2. 12th Marksheet
3. 12th Marksheet of Improvement Exam (if any)
4. Migration Certificate
5. Transfer Certificate
6. Character Certificate
7. Medical Fitness Certificate
8. Income Certificate, if allotted TFWS seats

After completion of enrollment process, the original documents listed at S.No. 1 to 3 will be returned by the institute to the candidates.

Physical reporting is mandatory for this step.

After approval of the admission form, candidates/parents can pay their respective fee through any of the payment mode given below

Online

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

Physical

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

Tentative Fee Structure 2024-25 is given in the upcoming slides.

FEE STRUCTURE

A. ACADEMIC FEE*

Sem.	Other than TFWS					TFWS Category				
	Tuition Fee	Dev. Fee	Caution Money**	Registration Fee	Total Rs.	Tuition Fee	Dev. Fee	Caution Money	Registration Fee	Total Rs.
I	50939/-	6113/-	7500/-	1000/-	65552/-	-	6113/-	7500/-	1000/-	14613/-
II	50939/-	6113/-	-	-	57052/-	-	6113/-	-	-	6113/-

*Subject to approval by State Level Fee Determination Committee | **One-time & refundable

Type of University Fee	I sem.	II sem.	III sem.	IV sem.	V sem.	VI sem.	VII sem.	VIII sem.
University Main Exam Fee	2,000/-	2,000/-	2,000/-	2,000/-	2,000/-	2,000/-	2,000/-	3,000/-
University Development Fee	2,500/-	-	-	-	-	-	-	-
University Enrollment Fee (One-time)	(a) BSER Ajmer and other boards/universities situated in Rajasthan state – 350/- (b) CBSE & other Central Boards – 500/- (c) Other than board (a) and (b) – 700/- (d) NRI – 6,000/-							

B. HOSTEL FEE

Category	Room Type	I Installment	II Installment	Total Fee	Security Money#
Boy	Air Cooled (Single Occupancy)	54,000/-	54,000/-	1,08,000/-	5,000/- One-time
Boy	AC (Double Occupancy)	80,000/-	80,000/-	1,60,000/-	5,000/- One-time
Girl	Air Cooled (Double / Three Occupancy)	54,000/-	D 54,000/-	1,08,000/-	5,000/- One-time

To avail this facility, visit the hostel office (0141-3500248/9785010087) | Girls hostel (0141-3500254/9785010089)

C. UNIFORM FEE

Item (Qty.)	Cost including GST (with shoes)	Cost including GST (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/-	5,400/-

FEE STRUCTURE

D. CONVEYANCE FEE

वर्षिक किराया (Non AC)	वर्षिक किराया (AC)	निर्धारित मार्ग
39,000/-	43,000/-	VKI रोड नं. 14, 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, खोल 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/-	टांसपोर्ट नगर, राज्जापार्क, 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 सेक्टर 1 से 15, मालवीय नगर A, B, C, D ब्लॉक, कैलगिरी रोड, अपेक्स सर्किल, GSI कॉलोनी, नन्दपुरी
13,800/-	15,000/-	दो पल, मॉडल टाऊन, जगतपुरा रोड

Note: जिस क्षेत्र/कालोनी में सकड़ी रोड़ का होना/उचित घुमाव व कट का नहीं होना/अधिकतर समय यातायात जाम रहना, उन क्षेत्र/कालोनी में बसें नहीं जा पायेगी।

The bus charges for the opted boarding point will be deposited annually in single installment.

After submission of the course fee, the institute will issue a **“Reporting cum Admission Slip”** for the confirmation of admission to the candidate.

Candidates should collect it from the institute for their record.

Physical reporting is mandatory for this step.

PARTICIPATION IN UPWARD MOVEMENT / INTERNAL SLIDING PROCESS

Upward Movement Process through REAP-2024

After receiving reporting-cum-admission slip, candidates can apply for the change of presently allotted branch through upward movement process. please note allotted college can be changed through this process. So **candidates are advised to discuss with admission coordinator before applying for this round.**

Interested candidates need to give online consent on REAP-2024 portal by due date.

Internal Sliding at the Institute Level

After receiving reporting-cum-admission slip, interested candidates can apply for change of presently allotted branch through internal sliding process by due date. please note allotted college will not change through this process.

Candidates must fill the application form in the institute to apply for internal sliding as per REAP-2024 guidelines.

Admission Helpline

8505003008

admissions@skit.ac.in

Thank you!