



# RAJASTHAN TECHNICAL UNIVERSITY, KOTA

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F(27)/RTU-EXAM/COE/D/2020/

Date: 31.01.2020

Principal / Director,  
All Colleges affiliated by RTU, Kota

Sub.: Regarding Degree data updation of passed out students of the year  
2007-08 to 2017-18 whose degrees could not prepared yet.

Dear Sir/Madam,

This is for your kind information and necessary action that 10<sup>th</sup> Convocation of RTU is likely to be held shortly and recently passed out students's data for updation is being made available from 29<sup>th</sup> February 2020 at college portal.

It is noticed that even after inclusion of names of students in previous convocation lists, degrees of many earlier passed out students of the year 2007-08 to 2017-18 could not prepared due to some lapses or any unknown reason till now due to data of non-updated category.

So, you are hereby required to furnish and verify the complete data i.e. Student's name in English & Hindi, Passing Year, Passing Div., Enrollement No. & Passport size Color Photo etc. of such students of all courses, who have completed their degree till the year 2018-19. Further, it may also ensure at your level before updation of data that his/her degree was not prepared earlier

The last date for online updation of degree data is 29<sup>th</sup> February 2020 and submission of hard copy to RTU for required correction is 07<sup>th</sup> March. 2020.

Please note that as per updation and verification of data completed at your end, degrees shall be got printed and sent to college after convocation.

It should be given top priority and utmost sincerity.

( Prof. A. K. Dwivedi)  
Controller of Examination

Rajasthan Technical University  
Kota-324010

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No. F(27)/RTU/COE/Exam/D/2020/ 17668

Date : 31.01.2020

## Attention : Pass out Students of the year 2018-19

10<sup>th</sup> Convocation is to be held shortly. The list of all eligible students who have completed their course upto 31<sup>st</sup> January 2019 with their respective data is made available at University website and college online portal. You are advised to check all details of candidates viz. Name in English and Hindi, Name of Branch, Name of college, Consolidated Marks, Division, Year of Passing, Photo etc.

College is supposed to go through and check the each component of degree data of each student.

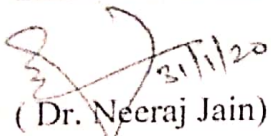
1. In case any correction is needed, the college may forward hard copy of PDF image with supporting document's to University.
2. If name of eligible student's as per above date (i.e. 31.01. 2020 ) is/ are not included in list, college may upload fresh form and send the details to University in hard copy within prescribed time schedule.

In above both cases, college may update online data with supporting documents latest by 29<sup>th</sup> February 2020. In view of urgency of required documents, colleges are requested to send college representative in person to submit all the documents (wherever correction is needed only) physically. So, as to ensure that the documents are received through post by 07<sup>th</sup> March. 2020 at RTU.

**Students are advised to make all the communication in this regard with the concerned college and it should be routed through college only. No direct communication with students shall be entertained by RTU.**

**Note:** Please note that as per updation and verification of data completed at your end, degrees shall be got printed and sent to college after convocation.

**It should be given top priority and utmost sincerity.**

  
( Dr. Neeraj Jain )  
Deputy Registrar  
Dy Registrar (Exam)  
Raj. Tech University  
Kota

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