

LEEP-2025

LATERAL
ENTRY IN
ENGINEERING
PROGRAMME

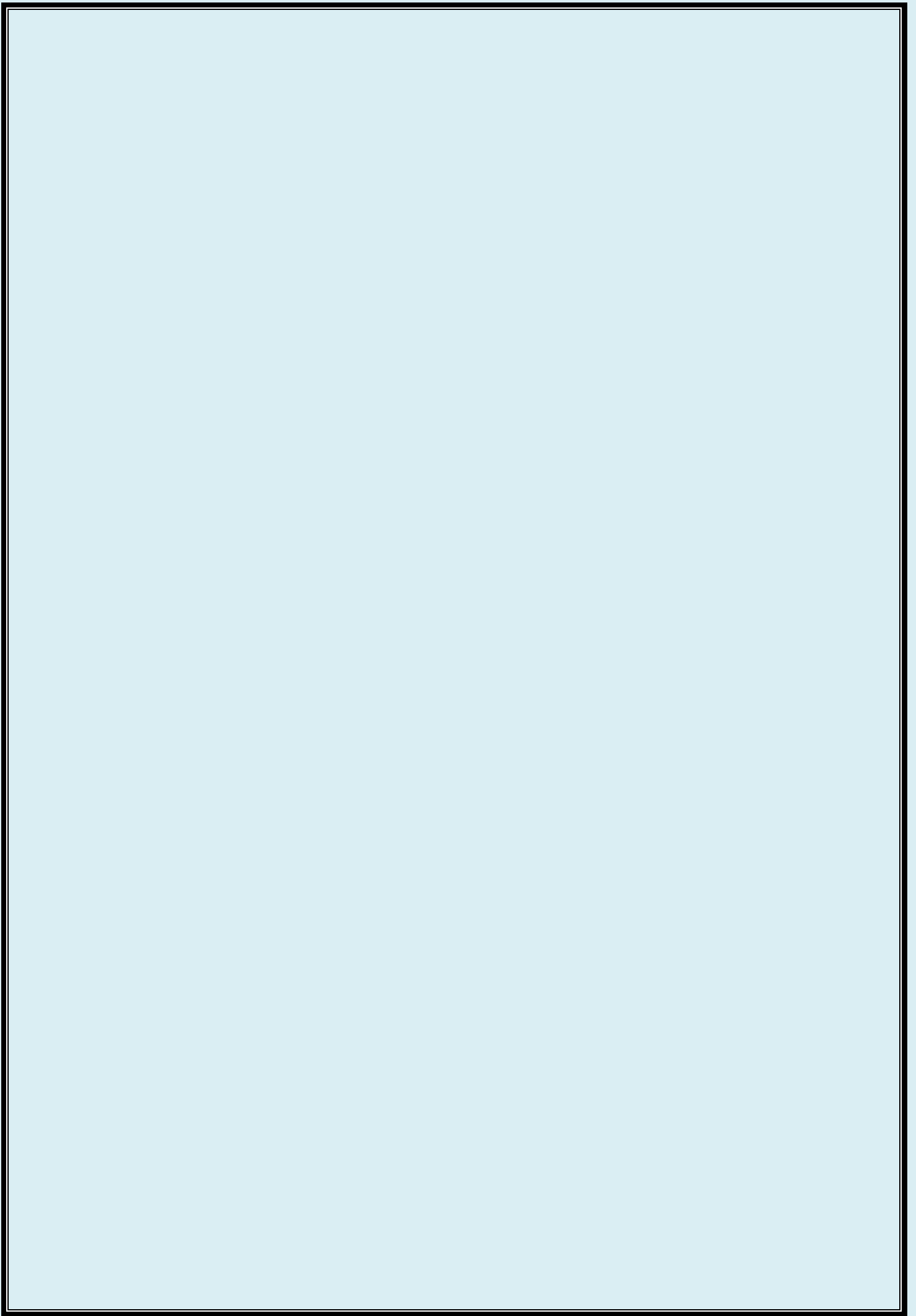
LEEP-2025

Information Booklet



CENTRE FOR ELECTRONIC GOVERNANCE

Near Govt. R.C.Khaitan Polytechnic College, Jhalana Doongri,
Jaipur-302004, <https://www.leep2025.com>



LATERAL ENTRY IN ENGINEERING PROGRAM (LEEP) FOR ADMISSION IN SECOND YEAR OF B.E/B.TECH COURSES SESSION 2025-2026

Following general instructions and procedures for LEEP-2025 are circulated by virtue of powers entrusted through letter No. F20(1)(1) T.E./2011-02084part Jaipur dated 03 March 2025 of Technical Education Department, Government of Rajasthan, Jaipur.

General Instructions

The candidates are advised to establish their eligibility carefully before applying for the LEEP-2025. LEEP-2025 will not be responsible for any loss/damage occurred due to the wrong information provided by the candidate. The candidate would be solely responsible for the consequences or any damage/loss/harm which occur due to wrong or erroneous facts/data/information given by him/her.

1. ELIGIBILITY OF ADMISSIONS: -

Eligibility criterion for admission in second year of B.E./B.Tech. is:

Passed Minimum Three years / Two years (Lateral Entry) Diploma examination with at least 45% marks (40% marks in case of candidates belonging to reserved category) in ANY branch of Engineering and Technology.

OR

Passed B.Sc. Degree from a recognized University as defined by UGC, with at least 45% marks (40% marks in case of candidates belonging to reserved category) and passed 10+2 examination with Mathematics as a subject.

OR

Passed B.Voc/3-year D.Voc. Stream in the same or allied sector. (The Universities will offer suitable bridge courses such as Mathematics, Physics, Engineering drawing, etc., for the students coming from diverse backgrounds to achieve desired learning outcomes of the programme)

(Refer point VIII of 8.2 of AICTE process handbook 2024-25 to 2026-27)

OR

Candidates having passed B.E./ B. Tech. in any branch of Engineering and Technology from AICTE/UGC approved Universities

(The Universities will offer suitable bridge courses such as Mathematics, Physics, Engineering drawing etc. for the students from diverse backgrounds to achieve desired learning outcomes of the programme.)

The marks obtained to award the division in Diploma/Degree will be considered for deciding the eligibility and respective merit.

Note :

- The 3 Years Diploma courses conducted by AICTE approved institutions / UGC approved Universities will only be eligible for Lateral entry and names of such institutions must be available in the list of AICTE approved institutions/ UGC approved Universities on the AICTE / UGC website.

If Diploma is awarded under MECS / CBCS scheme of Board of Technical Education Rajasthan, Jodhpur, then

only the aggregate CPI (used to award division) / CGPA will be considered for eligibility.

2. MODES, ROUNDS & BUSINESS RULES FOR SEAT ALLOCATION OF LEEP 2025:

Following are the modes and rounds in admissions process of LEEP-2025:

Mode	Round	Admissions process details of the round
Centralised	1 st	Counselling for Kashmiri Migrants (KM), persons with special abilities, Ex Servicemen dependant of Rajasthan Domicile
	2 nd	Main Counselling for Rajasthan State candidates and TFWS candidates
	3 rd	Upward Movement for Rajasthan State candidates and TFWS candidates
Institute Level	4 th	Direct Admissions on Vacant Seats (at institute level)

Note: For Centralised round, the vacant seats after each programmatic allotment pass will be merged in their appropriate vertical/ horizontal reservation category seats.

3. RANK AND PRIORITY :-

Priority of Admission:

Admission to the candidates will be given as per the following order of preference: -

S. No	Basis of admission	Priority
1	Candidates passed Diploma from Board of Technical Education, Rajasthan, Jodhpur	1 st
2	Bona-fide residents of Rajasthan (on submission of Certificate from competent authority) passed diploma from AICTE approved institutions (not covered in priority 1st)	2 nd
3	Non Bona-fide residents of Rajasthan, passed diploma from AICTE approved institutions (not covered in priority 1st)	3 rd

4	Bona-fide residents of Rajasthan (on submission of Certificate from competent authority) passed B.Sc. from UGC approved Universities with mathematics as a subject in 10+2.	4 th
5	Non Bona-fide residents of Rajasthan passed B.Sc. from UGC approved Universities with mathematics as a subject in 10+2.	5 th
6	Bona-fide residents of Rajasthan (on submission of Certificate from competent authority) UG Certificate / equivalent vocational or Technical program level 4.5.	6 th
7	Non Bona-fide residents of Rajasthan UG Certificate / equivalent vocational or technical program level 4.5.	7 th
8	Bona-fide residents of Rajasthan (on submission of Certificate from competent authority) passed B.E. / B. Tech. in any branch of engineering and technology from AICTE/UGC approved Universities.	8 th
9	Non Bona-fide residents of Rajasthan passed B.E. / B. Tech. in any branch of engineering and technology from AICTE/UGC approved Universities.	9 th

In case of a Tie between the percentiles/percentage /marks /weighted score of candidates, the higher rank would be assigned to the candidate in the following pattern: -

Candidate having higher age will be given higher merit/ rank thereafter the candidate who has applied earlier will be given higher merit/ rank.

4. SEAT MATRIX AND RESERVATION:

The reservation of seats as prescribed by the Government of Rajasthan and order No. फ 1(6)त.शि-dated 03 Feb 2021, Secretary department of technical education, the reservation on all types of seats (self-financed and Govt. aided seats) in Autonomous Engineering Colleges of Government of Rajasthan/Constituent College of Government Universities, Government Universities and Private Technical Institutes (Except Management Quota) will be made subject to the prevalent statutory provisions of the State of Rajasthan viz. 16% for SC candidates, 12% for ST candidates, 21% for candidates belonging to non-creamy layer OBC category¹, 10% for Economical weaker section (EWS) candidates² and 5% for candidates

belonging to non-creamy layer MBC category³.

1. *As per the state government department of personnel notification no. F7 (8) DOP/A-2/2008 dated 19.02.2019; the limit of non-creamy layer has been raised and substituted as "rupees eight lakh".*
2. *As per the state government department of personnel notification no.F.7(1) DOP/A-II/2019 dated 22.02.2019.*
3. *As per the state government order by DOP dated 08/03/2019.*

As per the state government order no. F1 (6)/Tech.Edu. /1999 Jaipur Dated 04-07-2016, the 45% seats of prescribed 12% ST quota will be reserved for TSP in all institutes where ST reservation is available. The candidates who belong to notified TSP areas and come under ST reservation will be eligible under this quota. Provision will also be made for horizontal reservation of 5% for candidates belonging to person with special ability (PwD) 30% for women in their respective reservation category and 3% for dependents of Ex-servicemen category (50% of the reserved seats in this category are marked for the girls)

PRIORITY OF THE DEFENSE PERSON/EX-SERVICEMEN IS AS FOLLOWS:

Code	Category
EXS1	Widows/ wards of killed in action.
EXS2	Wards of Disabled in action and boarded out from service.
EXS3	Widows/ Wards of Defense personnel who died while in service with death attributable to military service.
EXS4	Wards of disabled in service and boarded out with disability attributable to military service.
EXS5	Wards of Ex-Servicemen and serving personnel who are in receipt of Gallantry Awards. i) Paramvir Chakra ii) Ashok Chakra iii) MahaVir Chakra iv) Kirti Chakra v) Vir Chakra
EXS6	Wards of Ex-Servicemen.
EXS7	Wives of defence personnel i) Disabled in action and boarded out from service. ii) Disabled in service and boarded out with disability attributable to military service. iii) Ex-Servicemen and serving personnel who are in receipt of Gallantry Awards.
EXS8	Wards of Serving Personnel.
EXS9	Wives of Serving Personnel.

Supernumerary seats for Kashmiri Migrants (KM) and Kashmiri Pandit /Kashmiri Hindu Families (Non-migrants) for B.E./B. Tech./B. Arch. courses: -

As per the Order/File No. AICTE/P& AP/Misc/2020/ of AICTE dated 06/10/2020 additional 5% of AICTE approved intake capacity per Course/ branch (over and above sanctioned seats) will be reserved for Kashmiri Pandits /Kashmiri Hindu Families (Non-migrants) and for Kashmiri migrants.

Supernumerary seats under Tuition fees waiver scheme (TFWS) for LATERAL ENTRY INB.E./B. Tech II year course: - Requirements and Eligibility for TFWS seats

- Sons/ Daughters of parents whose annual income from all sources does not exceed ₹. 8.00 Lakh.
- The Waiver is limited to the Tuition Fee as approved by the State Level Fee Committee for Self-Financing Institutions and by the Government for the Government/ Government aided Institutions/Constituent College of Government Universities and Government Universities. All other Fees except Tuition Fee shall have to be paid by the beneficiary.

The seats available for admission would be notified separately on web portal.

5. SPORTS QUOTA PROVISION

1. Following Concessions shall be admissible to the outstanding players and athletes seeking admission:

Categories	weightage (of the total aggregate of marks prescribed for the qualifying examination)
A- Winner or Participation in international games	Fully eligible irrespective of marks
B- National level winner school level	7%
C- National level participant	5%
D- District level winner	4%
E- District level Participation	2%

Category detailed explanation:

Category-A. The following categories of candidates shall be eligible for admission to the course irrespective of the marks obtained by them at the qualifying examination(s) provided they fulfil the conditions of eligibility laid down.

- Those who have been sponsored by the Ministry of Education and Social Welfare to represent the Nation in Games & Sports in International Tournaments.
- Those who have represented state school in games and sports in school game federation of India(SGFI).

Category-B. The following categories of candidates shall be eligible for a weightage of 7% of the total aggregate of marks prescribed for the qualifying examination while preparing the merit list for admission to the course.

- Position in Kendriya Vidyalaya Sangathan(K.V.S.) National/ NavodyaVidhyalayaSangathan (N.V.S.) National/ IPS National/ CBSE National/ Sainik School NationalTournament.
- Position in Rajasthan StateSchool Games Tournaments.

Category-C. The following categories of candidates shall be eligible for a weightage of 5% of the total aggregate of marks prescribed for the qualifying examination while preparing the merit list.

- Participation in Kendriya Vidyalaya Sangathan, Navodya school,Sainik school, IPS national, CBSE national, / Sainik school national tournament
- Participation in Rajasthan school state games tournament
- Position in CBSE zonal / cluster tournaments)

Category-D. The following categories of candidates shall be eligible for a weightage of 4% of the total aggregate of marks prescribed for the qualifying examination while preparing the merit list for admission to course.

- Position in KVS Regional/ Position in NVS Regional/ Position in IPS Regional or Cluster/Position in Rajasthan School District Tournaments.

Category-E. The following categories of candidates shall be eligible for a weightage of 2% of the total aggregate of marks prescribed for the qualifying examination while preparing the merit list for admission to course.

- Those who have represented their respective schools in KVS Regional/ NVS cluster/ Regional/IPS Regional, Cluster/ Rajasthan District schools Tournaments.

Note:

1. Weightage will be given to only those certificates of games & sports which he/she have participated at least once in the immediately preceding two years.
2. For the purpose of claiming the above concessions, the certificates submitted have to be countersigned by the Head of the institution.
3. For the purpose of claiming the above weightage, the applicant has to submit School and such other relevant certificates(s) to prove the link of his representation up to that level.
4. The weightage will be given only for those games & Sports, which are approved in state Sports Board.
5. Weightage will not be given to any open competitions like district/ State/ National, Women sports, Rajiv Gandhi Khel Abhiyan, Rural Sports, PYAKA etc.

2. Required documents to be uploaded with online application

- Certificates of games & sports participated (countersigned by the Head of the

institution).

- Certificates of Position (if any) in games & sports participated (countersigned by the Head of the institution).

Note: Upload **Single PDF file** for all certificates.

3. Sports Board Approved Games

**Sports Board approved games & Sports
(Regular Courses)**

Sr. No.	Games	Section
1.	Air Rifle & Air Pistol (10mts)	Men & Women
2.	Aquatic	Men & Women
3.	Archery	Men & Women
4.	Athletics	Men & Women
5.	Badminton	Men & Women
6.	Basketball	Men & Women
7.	Boxing	Men
8.	Chess	Men & Women
9.	Cricket	Men & Women
10.	Cross Country	Men & Women
11.	Cycling	Men & Women
12.	Football	Men & Women
13.	Gymnastics	Men & Women
14.	Handball	Men & Women
15.	Hockey	Men & Women
16.	Judo	Men & Women
17.	Kabaddi	Men & Women
18.	Kho-Kho	Women
19.	Squash Rackets	Men
20.	Table Tennis	Men & Women
21.	Tennis	Men & Women
22.	Volleyball	Men & Women
23.	Wrestling (Free Style)	Men & Women
24.	Weight Lifting & Best Physique	Men

Sports Board Approved Games (SFS Schemes)

Sr. No.	Games	Section
1.	American Football	Men & Women
2.	Boxing	Women
3.	Kho-Kho	Men
4.	Ball Badminton	Men & Women
5.	Netball	Men & Women
6.	Roll Ball	Men & Women
7.	Rugby	Men & Women
8.	Shooting	Men & Women
9.	Softball	Men & Women
10.	Squash Rackets	Women
11.	Taekwondo	Men & Women
12.	Wrestling (Greeco Roman)	Men
13.	Wushu	Men & Women
14.	Yoga	Men & Women
15.	Weight Lifting	Women

6. APPLICATION CUM REGISTRATION FEE FOR LEEP-2025:-

Application cum registration fees for LEEP-2025 (Lateral Entry to 2nd year BE/B.Tech courses only):

A fee of Rs. 1180/- (Rs.1000+ Rs. 180 GST only) against application cum registration fees for LEEP -2025 each mode of counseling process. Registration fees once deposited will neither refundable nor transferable/adjustable against any other counseling mode including LEEP in future.

Note: -If registration fee transaction is completed successfully but due to technical failure of submission of application form occurs, then registration fee may be refunded in such cases after claiming in the form of chargeback as per bank norms.

7. SCHEDULE OF ACTIVITIES/EVENTS FOR THE LATERAL ENTRY TO 2ND YEAR BE/B.TECH COURSES:-

Schedule of Activities Lateral Entry to 2nd year BE/B.Tech courses are annexed at Annexure 7.1

8. PROCEDURE FOR FILLING ONLINE APPLICATION CUM REGISTRATION AND COLLEGE CHOICE FORM:-

Candidate must read instructions carefully before filling the online application cum registration form.

Step-1: Submission of Application cum Registration Form fee.

- I. Application cum Registration process is completely online process. Candidates are advised to fill it carefully.
- II. Fee for LEEP-2025 application cum registration form (online) is Rs. 1180/- (Rs.1000+ Rs. 180 GST only) (non-refundable/non-transferable).
- III. The application form will automatically become active after successful payment of Rs. 1180.

Step-2: Filling of online Application cum registration form and College Choice form.

1. Candidate must read instructions carefully before filling the online application cum registration form
2. Candidate should keep all required documents including photograph and signature with them for hassle free form filling.
3. Candidate have to upload Photograph and Signature in JPG format and all other requisite documents in PDF format as given below:-
 - I. Scanned image of his/her Photograph (file size upto 100KB)
 - II. Signature (file size upto 50KB)
 - III. Relevant mark sheets (Diploma/Graduation/others)
 - IV. Different Category certificates (file size upto 150KB for each document).

(Uploaded photograph and signature should be clear and documents should be legible.)

4. All mandatory entries in online application cum registration form must be filled.
5. Candidates are advised to fill College Choice form after successful completion of application form, the candidate can fill as many choices as available to him/her.
6. The changes are allowed in Online Application cum registration form and

College Choice form before final submission i.e. before pressing the “**Submit/Lock**” button on the webportal.

7. After submission of the application form it will not be possible to make further modification through candidate panel in Application Form, however *locked College Choice* can be unlocked through LEEP portal by **paying a charge of Rs. 50/- per unlock** request up to the last date for the same.

Step-3: Candidates will receive confirmation E-mail/ message at registered E-mail / Mobile number after successful submission of Application cum Registration form and College Choice form.

Step-4: Candidates must take Printouts/ Hardcopy only after final submission of online application form and college choice form.

Note: -The hardcopy of application form is not required to send/ submit to the LEEP-2025 office. Duplicate/Multiple Registrations are not permitted in LEEP-2025. Candidates are advised to visit the LEEP-2025 webportal regularly for latest information.

9. PROCEDURE FOR ONLINE REPORTING:

For candidate's convenience, Online Reporting has been introduced in LEEP-2025. **All the candidates are advised to observe the admission schedule carefully and make sure to adhere to this time line, as failing this may lead to cancellation.** To secure the seat at the allotted institute or subsequent upward movement candidates are required to report online and have to deposit “*seat acceptance fee*” ₹ 10,000/- through LEEP-2025 portal.

A. For Students:

Steps to be followed for online reporting for first time allotment by the candidates:

1. A candidate can view his/her allotted college-seat by clicking “*Allotment and reporting*” link available in candidate panel on LEEP portal.
2. Then candidate has to login to his/her LEEP account. After login, candidate will download the appropriate allotment letter through “*download the allotment letter*” button.
3. Thereafter student will initiate **online reporting process** through “*online reporting*” button (enabled only for the allotted candidates).
4. Here, candidate will pay the seat acceptance fees of 10,000 against the allotted college through “*Pay Seat Acceptance Fee*” button.
5. Candidate can check his/her payment transaction status anytime through “*Check transaction status*” button and download the receipt for further procedure.
6. Candidates can view the documents (uploaded at time of registration process).
7. In next step candidates can update the documents displayed in step 6 above (if required). It is mandatory to upload the **Seat Acceptance Fee receipt, Allotment letter** and signed

Document Check List (Annexure- 9.1) for reporting. *Document Check List format is available on home page of portal.*

8. After then click the “*Submit*” button to request **for online reporting**. Candidate’s **successful reporting** is subject to **verification by the allotted institute**.
9. After successful reporting, candidate can view/check his/her reporting status anytime under ‘*Current reporting status*’ heading. In this button three status will be displayed for the candidate by the reporting institute.
 - **Pending:** Reporting verification process still under process.
 - **Reported:** Candidate has been considered as successfully reported. It is subjected to successful deposition of seat acceptance fees, uploaded required documents and there are no objections from institute side.
 - **Conditionally Reported:** Candidate has successfully deposited **Seat Acceptance Fee** and issues/queries* remain unresolved within the stipulated.
 - **Cancelled:** Candidate is not eligible out rightly as per booklet. In that case his/her candidature is disallowed for LEEP 2025 process.
10. Students can generate the tickets to the nodal agency for any query/objection regarding online reporting but **successful reporting** is notified **by the allotted institute only**.

**Note:*

- *Candidate can communicate with college through a personalized online reporting chat window available on online reporting module, to settle down the queries/objection related to documents by the allotted college.*
- *The upward movement of the candidate will be dependent on reporting status. All the candidates who are in the status of reported/conditionally reported will be allowed for the subsequent allotment round if he/she applies for upward movement. There is no need to deposit the Seat Acceptance Fees for online reporting of subsequent upward movements.*
- *Candidates who are allotted seats in TFWS/ out of Rajasthan-KM/ Rajasthan candidates can report to multiple counseling rounds separately and have to deposit separate seat acceptance fees for separate counseling rounds. However, this amount will be adjusted against college fee of finally reported institution.*
- *All cancelled seats will be considered as vacant seats and these seats will be included for subsequent remaining rounds (if any) of admission.*

Steps to be followed for online reporting for subsequent/upward allotments by the candidates:

1. A candidate can view his/her allotted college-seat by login to his/her personal account on LEEP portal.
2. After login to portal, candidate will download the allotment letter through “*download the allotment letter*” button.
3. There after student will initiate **online reporting process** through “*online reporting*” button (enabled only for the allotted candidates).
4. candidates can update the documents if required. It is also mandatory to upload the **Seat Acceptance Fee receipt, Allotment letter** and signed **Document Check List (Annexure-**

9.1) for reporting in this round. *Document Check List format is available on home page of portal.*

5. After then click the “*Submit*” button to request **for online reporting**. Candidate’s **successful reporting** is subject to **verification by the allotted institute**.
6. After successful reporting, candidate can view/check his/her reporting status anytime through ‘*Current reporting status*’ button. In this button three status will be displayed for the candidate by the reporting institute.
 - **Pending:** Reporting verification process still under process.
 - **Reported:** Candidate has been considered as successfully reported. It is subjected to successful deposition of seat acceptance fees, uploaded required documents and there are no objections from institute side.
 - **Conditionally Reported:** Candidate has successfully deposited **Seat Acceptance Fee** and issues/queries* remain unresolved within the stipulated.
 - **Cancelled:** Candidate is not eligible out rightly as per booklet. In that case his/her candidature is disallowed for LEEP 2025 process.
7. Students can generate the tickets to the nodal agency for any query/objection regarding online reporting but **successful reporting** is notified **by the allotted institute only**.

B. For Colleges:

1. College/Institute has to verify candidate’s document in online mode for this Institute has to login with its account credentials on LEEP portal.
2. College can observe the list of **allotted candidates** (branch wise) with all the details and required documents (also in excel sheet).
3. For document verification process, college can download the all uploaded documents of the **reported candidates**.
4. All the required documents of the candidate should be checked and verified by the college authorities.
5. If there is any query/objection related to the documents then college will initiate the conversation with candidate through personalized “*online reporting chat window*”. All the queries must be rectified within the stipulated timeline.
6. If all documents are correct and verified successfully without any pending queries then college will update the reporting status as ‘Reported’.
7. If any query remains unresolved within the stipulated timeline then college will update the status of candidate as ‘Conditional Reported’ with a genuine remark.
8. If candidate is not eligible out rightly as per booklet in that case college will update the status as “*Cancelled*” and his/her candidature will be cancelled.
9. Institute can download the summarized report of candidates after the particular round.

Note: -

- *It is mandatory that college will update the reporting status of all the candidates within the*

stipulated timeline; otherwise status of the reporting will be marked as 'Conditional Reported' by default and college will be responsible for any legal consequences.

- *After each upward movement candidate have to report online. But If the same college is allotted to a candidate in upward movement then there is no need to report again.*
- *In case of conditional reporting or cancellation, institute has to specify the reason for the same.*

Physical verification of documents: -

1. After completion of counseling process, online reported candidates need to verify their original documents in person at the finally reported institute as per the schedule time line.
2. Without physical verification of documents by the candidates in person his/her admission will be considered as 'cancelled'.

10. VALIDITY OF ADMISSION: -

Admission of the candidate will be provisional till the eligibility/enrollment certificate is issued by the concerned University.

For the reasons to be recorded in writing, if the Convenor, LEEP-2025 suspects that a particular candidate has obtained a certificate by mis-representing or concealing the material facts, the matter will be referred to the competent authority for necessary action. On receipt of the report, the Chairperson, SLC for LEEP-2025 would take the final decision regarding the admission of the candidate. His / Her admission will be treated as provisional during this period. The decision of the Chairman, SLC for LEEP-2025 would be final and binding to the college/candidate.

Permission to participate in LEEP-2025 counseling shall not guarantee for fulfilling eligibility criteria for admission and only the eligible candidates will be considered for counseling and subsequent admission as per norms.

11. DEPOSITION OF INSTITUTE'S FEES AND ORIGINAL DOCUMENTS AT FINALLY ALLOTTED INSTITUTE:

At the time of reporting in the allotted institute, the candidates will have to show all

original documents, certificates and receipt of registration cum application form fee along with provisional seat allotment letter generated by LEEP-2025 web portal. The candidate is also required to deposit a self-attested copy of all the documents. The institute admission authority of the allotted/participating institute would thoroughly check the documents and other required certificates with the originals. The designated admission authority of the allotted/participating institute would make arrangements for the online reporting of the candidate at the institute. The candidate should ensure that the “check candidate status” on the LEEP-2025 web portal (after candidate’s login) is reflected as “reported”.

The allotted candidate has to pay an installment of college fee (as per the decisions taken by State Level Fees Committee) before reporting to first allotted institute in that particular institute. Once the candidate has deposited this fee, he/she has not to deposit any fee at the time of subsequent reporting to upward allotted institute, if any.

This fee deposited by candidates will have to be reconciled and exchanged between each other appropriately by participating institute within the time line of four weeks from the last date of final upward round centralized admission.

Note:- In this regard a certified report in prescribed format (available on LEEP-2025 Web Portal at college panel) from participating institutes is mandatory to submit for forwarding data of admitted candidates of particular institute (all rounds) to the respective universities otherwise the admitted candidate’s data for the particular institute will not be shared with the affiliating university.

If the admission is granted, the amount deposited by the candidate at the reporting institute in lieu of the fee would be returned/ refunded back by the institute as per the guidelines of AICTE, New Delhi, if candidate wishes to withdraw his/ her admission.

12. DOCUMENTS TO BE CARRIED AT THE TIME OF PHYSICAL REPORTING TO THE FINALLY ALLOTTED INSTITUTE

Candidates shall carry the following documents at the time of reporting to the allotted institute:

1. Printout of provisional seat allotment letter taken from the LEEP-2025 web portal using their logindetails. Candidate should paste their recent color photographs on the **Application cum Registration form** with one additional colored photograph with them.
2. Aadhar Card/Aadhar Acknowledgement Receipt if available.
3. Class X (High School) Board Mark sheet
4. Diploma/B.Sc./ equivalent Vocational or Technical program level 4.5 /B.E./B.Tech. Marks sheets (All Semesters/Years).
5. Certificate of category (SC/ST/OBC/MBC/EWS/TSP), issued by the competent authority (if applicable). In case of OBC, certificate should not be issued before 01/09/2023. Grace period of certificate is admissible (which is two years)
6. Undertaking by OBC/MBC in required format (for non-creamy layer), (in case of grace period).
7. Certificate for Persons with Disabilities (PwD), (if applicable).
8. Certificate for Ex-Servicemen, (if applicable).
9. Domicile certificate of (if applicable)
10. Income Certificate (Financial year 2024-25) in the prescribed format of the State Government (if applicable) (**Annexure 11.1**)
11. Medical Fitness Certificate. (**Annexure 11.2**)
12. Fee to be deposited at the Institute

Candidates need to deposit requisite fee as decided by the State Level Fee Committee/ Technical Education Department along with self-attested copies of all documents to the reporting institute at the time of reporting. The candidates are advised not to deposit their original documents at the first reported institute at the time of first reporting. However, all the candidates are required to deposit all their original documents at the last/final reporting institute, failing which their admission would be deemed, cancelled without any notice/intimation and their seat would be treated as vacant.

The original documents will be returned by the respective College/institute after

the enrolment by the concerned University.

13. WITHDRAWAL OF ADMISSION: -

1. If a candidate wishes to withdraw his/her admission, **prior to physical reporting**, he/she has to upload a form in the prescribed format for cancellation through LEEP portal. The seat acceptance fee will be refunded by default to the source bank account, from which fee was deposited earlier. If candidate wants to receive the refund in different bank account, then candidate has to submit the bank details through provision available on LEEP portal. **An amount of ₹ 1000/- will be deducted as processing charge.**
2. If a candidate withdraws his/her admission on or before the *last date of seat cancellation with full fee refund* as specified in AICTE academic calendar (Annexure 13.1), he/she will get the refund from the allotted institute as per AICTE guidelines.

Note: Any changes in the Schedule for any of the academic related activities as notified by the Council from time to time are binding on all the participating Institutions.

14. REFUND OF FEE: -

This would be in accordance to the AICTE guidelines in the Annual Process Handbook for the session 2024-27 and any subsequent amendments made thereon.

Candidate has to appear in person at the institute or apply online through LEEP portal for the withdrawal of admission and will take necessary withdrawal slip duly signed and sealed by principal/nodal officer of the respective institute.

Payment Refund and Cancellation Policy for Centralized Admission Process

- Once the registration number is issued to the candidate/college the registration fee deposited will neither be refunded nor transferred/adjusted against any other counseling mode in future. In this case (as the registration service is availed) no chargeback will be allowed.
- If registration fee transaction is completed successfully but due to technical glitch of submission of registration form failure occurs, then registration fee may be refunded in such cases after claiming.
- If the admission is granted, the amount deposited by the candidate at the reporting

institute in lieu of the fee would be returned/ refunded back by the institute as per the guidelines of AICTE, New Delhi, if the candidate wishes to withdraw his/her admission.

- If a candidate withdraws his/her admission, he/she will get the refund from the nodal agency for the seat acceptance fees and from the allotted institute for fee deposit there in only as per AICTE guidelines in view of Admission Withdrawal date according to AICTE.
- This would be in accordance to the AICTE guidelines in the Annual Process Handbook and any subsequent amendments made thereon.

15. COMMENCEMENT OF SESSION: -

The official date for the start of session in all related institutions will be as per AICTE's latest calendar.

Convenor, LEEP-2025

In case of any legal dispute, the jurisdiction will be limited to the Jaipur Courts only (Lower and District court) and High Court, Rajasthan. It will not be subject to any other court (Except Supreme Court) outside Jaipur.

VII	Hotel Management and Catering Technology	4 years	<p>Passed 10+2 examination</p> <p>Obtained at least 45% marks (40% in case of candidates belonging to reserved category) in the qualifying Examination.</p> <p>OR</p> <p>Passed D.Voc. Stream in the same or allied sector.</p>	4.0
VIII	Engineering and Technology (Lateral Entry to Second year)	3 years	<p>Passed Minimum THREE years / TWO years (Lateral Entry) Diploma examination with at least 45% marks (40% marks in case of candidates belonging to reserved category) in ANY branch of Engineering and Technology.</p> <p>OR</p> <p>Passed B.Sc. Degree from a recognized University as defined by UGC, with at least 45% marks (40% marks in case of candidates belonging to reserved category) and passed 10+2 examination with Mathematics as a subject.</p> <p>OR</p> <p>Passed B.Voc./3-year D.Voc. Stream in the same or allied sector.</p> <p>(The Universities will offer suitable bridge courses such as Mathematics, Physics, Engineering drawing, etc., for the students coming from diverse backgrounds to achieve desired learning outcomes of the programme)</p> <p>Refer Annexure-8</p>	4.5
IX	Engineering and Technology (Lateral Entry to Third year)#	2 years	UG Diploma in Engg.	5.0
X	Engineering and Technology (Lateral Entry to Final year)#	1 year	B.Voc. in relevant discipline	5.5
XI	All Programmes Other than Engineering and Technology/ Planning/ Design	Lateral Entry to Second year	<p>Passed Minimum 3-years / 2-years (Lateral Entry) Diploma examination in a Programme with at least 45% marks (40% marks in case of candidates belonging to reserved category) in appropriate Programme.</p>	4.5



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सत्यमेव जयते

अखिल भारतीय तकनीकी शिक्षा परिषद्
(भारत सरकार का एक सांविधिक निकाय)
(मानव संसाधन विकास मंत्रालय, भारत सरकार)
नेल्सन मंडेला मार्ग, वसंत कुंज, नई दिल्ली-110070

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION
(A Statutory Body of the Govt. of India)
(Ministry of Human Resource Development, Govt. of India)
Nelson Mandela Marg, Vasant Kunj, New Delhi-110070

Circular

F. No. AICTE/P&AP/Misc/2020/

Dated: 06.10.2020

To

All Directors/ Principals of AICTE Approved Institutions,

Subject: Concession for the wards of Kashmiri Migrants and Kashmiri Pandit/Kashmiri Hindu Families (Non-Migrants) living in Kashmir Valley for admission in Higher Educational Institutions-Regarding.

Sir/Madam,

Ministry of Education, Government of India in consultation with Ministry of Home Affairs has decided to allow the following concession to the wards of Kashmiri Migrants as well as Kashmiri Pandits/Kashmiri Hindu Families (Non-Migrants) who are living in the Kashmir Valley, in the matter of their admission in the educational institutions in other parts of the country from the academic year 2020-21 and onwards till further orders:

- (i) Relaxation in cut-off percentage upto 10% subject to minimum eligibility requirement.
- (ii) Increase in intake capacity upto 5% course-wise.
- (iii) Reservation of at least one seat in merit quota in technical/professional institutions.
- (iv) Waiving off domicile requirements for Kashmiri Migrants only. Kashmiri Pandits/Kashmiri Hindu Families (Non-Migrants) living in the Kashmiri Valley need domicile certificate.

All AICTE approved institutions are requested to follow the aforesaid guidelines issued by Ministry of Education, Government of India.

Regards

(Prof. Dileep Malkhede)
Advisor-I 6/10/2020
Policy & Academic Planning Bureau



SCHEDULE OF COUNSELING ACTIVITIES/EVENTS FOR LEEP- 2025 PROGRAMME

S N.	Activity	Date
University and Institute Registration		
1.	Start of seat matrix format downloading for universities	30/06/2025
2.	Last day of uploading institute list and respective seat matrixes by universities	04/07/2025
3.	Start of online registration for college/institute	10/07/2025
4.	Last date for online college/institute registration	14/07/2025
Candidates Registration		
5.	Commencement of filling online application cum registration forms and college choice form by candidates	11/07/2025
6.	Last date for deposition of application cum registration fee(online)	22/07/2025
7.	Last date for submitting online application cum registration form	23/07/2025
Merit Declaration of Candidates		
8.	Declaration of tentative merit list of all candidates in each category	25/07/2025
9.	Last day to send online objection for tentative merit list by Candidates	27/07/2025
10.	Declaration of final merit list of all candidates	28/07/2025
Choice locking by Candidates		
11.	Last date to fill and lock the choices by candidates	29/07/2025
Round 1st (Ex. Serviceman, PWD, KM candidates only)		
12.	Seat Allotment	31/07/2025
13.	Last Date of online reporting	02/08/2025
14.	Last date to settlement of queries/objections online between institute & candidate	04/08/2025
Round 2nd (Rajasthan State Candidates and TFWS allotment)		
15.	Seat Allotment	05/08/2025
16.	Last Date of online reporting	07/08/2025
17.	Last date to settlement of queries/objections online between institute & candidate and finalization of candidate's reporting status by institute (up to 5:00 PM)	09/08/2025
Round 3rd (Rajasthan State Candidates and TFWS allotment)		
18.	Last date to apply for Upward movement	09/08/2025
19.	Seat Allotment upward	11/08/2025
20.	Last Date of online reporting upward	13/08/2025
21.	i. Settlement of queries online/ offline between institute & candidate and ii. Original document verification and final physical reporting for all rounds (1,2,3) candidates at finally allotted institute	11/08/2025 to 13/08/2025
Round 5th (Institute level admissions)		
22.	Date for Direct Admissions at institute level	14/08/2025

(Annexure 11.1)

Lateral Entry in Engineering Program –2025**FORM OF MEDICAL FITNESS CERTIFICATE****(To be produced at the time of reporting in the allotted institute)**(Kindly issue this certificate **only when the candidate is fits** according to the standards given below)

I/Dr. _____ (Name & Designation) Posted
 In _____ (Name of Hospital & Place) certify that I have
 carefully examined _____ (Name of Candidate)

S/o./D/o. Shri _____ whose photograph attested by me is
 affixed-here with. As a result of his/her medical examination, I have discovered nothing that may
 disqualify him/her from admission to a under graduate degree courses in Engineering Institutions
 of Rajasthan according to the standards of medical fitness prescribed below. I have to further
 report that:

He/She has no disease or mental or bodily infirmity making him/her unfit or likely to make
 him/her unfit in the near future for active outdoor duty, as an Engineer.

Marks of identification

Hence the candidate is fit as per standards given below for admission to Engineering Institutions in Rajasthan.

Signature of Candidate

Signature of Medical Officer

Seal of Designation and Hospital

Dated:

Photograph of
 candidate duly
 attested by the
 Medical Officer

Photograph must be attested by
 the Medical Officer

Medical fitness Standards:

The candidates must subscribe to medical standard laid down below:

1. Height: Not less than 1.5 m for male candidate and not less than 1.4 m for female candidates.
2. Weight: Not less than 41 Kg. Approx. for male candidate and 37 Kg. Approx for female candidates.
3. Chest Measurement: Not less than 69 cm with satisfactory limits of expansion and contraction (for Male candidates only)
4. Heart & Lungs: No abnormality.
5. Hernia, Hydrocele, Piles etc.:- Presence of any of these will be a temporary disqualification to be rectified before joining the courses of study.
6. Vision: Normal, where defective, it must be corrected to 6/9 in the better eye and 6/12 in the worse eye. Eyes should be free from contigential and other diseases. In case of admission to Mining Engineering course, the candidates must be free from color blindness (Inability to distinguish between principal color) also.
7. Hearing: Normal. Where defective, it must be corrected.
8. Speech: Normal

आय का घोषणा पत्र
(पिता/माता/पति/पत्नी/संरक्षक द्वारा भरा जायेगा)
उत्तर मेट्रिक छात्रवृत्ति योजनाओं के लिए
प्रारूप भाग-I

- निवास स्थान का पूर्ण पता:-.....
- प्रार्थी (विद्यार्थी/केपिता/माता/पति/पत्नी/संरक्षक) का नाम.....
पिता/पति का नाम श्री..... आयु..... वर्ष..... माह.....
तह..... जिला..... पिनकोड.....
- स्वयं/स्वयं की एवं पति की समस्त स्रोतों से सम्मिलित वार्षिक आय का विवरण:-

(1) कृषि भूमि(.....) आदि से आय: रु.	(2) वृत्ति, सेवा लाभ, अनुदान, निकाय आदि से आय: रु.
(3) वेतन, पेंशन, भत्ते, मानदेय, नियोजन, मजदूरी आदि से आय: रु.	(4) मशीनरी, किराये, दुकानदार, कारोबार, व्यवसाय या व्याज, लाभांश से आय: रु.
(5) अन्य स्रोतों से आय: रु.	कुल वार्षिक आय: रु.

मैं प्रमाणित करता/करती हूँ कि उपरोक्त विवरण मेरी जानकारी एवं विश्वास के अनुसार सही है।

दिनांक..... प्रार्थी का नाम व हस्ताक्षर

प्रारूप भाग-II

(दो उत्तरदायी व्यक्तियों के साक्ष्य प्रमाण-पत्र)

हम शपथ पूर्वक बयान करते हैं कि प्रार्थी/प्राथियों.....पुत्र/पुत्री/पत्नी श्री निवासी.....को भली प्रकार से जानते हैं। इनके द्वारा उपरोक्तानुसार की गई घोषणा के हम साक्षी हैं। हमारी जानकारी में उक्त वर्णित आय के अलावा प्रार्थी/प्राथियों के पास आय का कोई अन्य स्रोत नहीं है।

(1) हस्ताक्षर/उत्तरदायी व्यक्ति
नाम.....
(पद नाम मय दिनांक)

(2) हस्ताक्षर/उत्तरदायी व्यक्ति
नाम.....
(पद नाम मय दिनांक)

नोट :- (उत्तरदायी व्यक्ति यथा-संसद सदस्य/विधानसभा सदस्य/जिला प्रमुख/प्रधान/जिला परिषद सदस्य/सरपंच/वार्ड पंच/महापौर/उप महापौर/नगर निगम/नगर पालिका अध्यक्ष/उपाध्यक्ष/वार्ड पार्षद/वार्ड मेम्बर/राजकीय अधिकारी/कर्मचारी से अभिशंका करवाए।)

प्रारूप भाग-III (शपथ -पत्र)

मैंपुत्र/पुत्री/पत्नी श्री.....शपथपूर्वक उद्घोषणा करता/करती हूँ कि मेरा/मेरी एवं मेरे पति/पत्नी की(जो भी लागू) समस्त स्रोतों से कुल वार्षिक आय रु.....अक्षरे रु. है। उक्त शपथ-पत्र मेरी निजी जानकारी से लिखा गया है, जो सही है। इसमें कोई तथ्य नहीं छुपाया गया है और न ही असत्य लिखा है। ईश्वर साक्षी है। इस शपथ पत्र में अंकित तथ्य एवं शपथपूर्वक उद्घोषित वार्षिक आय का गलत अथवा मिथ्या होना अथवा किसी तथ्यों में फेरबदल करना, किसी तथ्य को छुपाना, तथ्यों को तोड़-मरोड़ कर पेश करना, सरकार को गुमराह करने का प्रयास करना इत्यादि भारतीय दण्ड संहिता धारा 177, 197, 198, 199, 200 एवं 420 के अन्तर्गत दण्डनीय अपराध की श्रेणी में आते हैं। मैं, यह अच्छी तरह समझता हूँ कि मेरे द्वारा उपरोक्त कृत्य करने पर मेरे विरुद्ध उपरोक्त धाराओं में फौजदारी मुकदमा दर्ज कर कार्यवाही की जा सकती है तथा दोषी पाए जाने पर मुझे 3 से 7 वर्ष तक के कारावास की सजा हो सकती है।

हस्ताक्षर एवं नाम शपथग्रहिता

प्रारूप भाग-IV (प्रमाणीकरण)

उपरोक्त (शपथकर्ता का नाम)पिता/पति का नाम
आयु.....निवासी.....ने मेरे समक्ष उपस्थित होकर शपथपूर्वक उक्तानुसार अभिकथन किया है, जिसे प्रमाणीकृत की पहचानके द्वारा की गई है।

हस्ताक्षर मय सील

प्रमाणीकरण अधिकारी

(कार्यपालक मजिस्ट्रेट/तहसीलदार/नायबतहसीलदार/नगर निकायों के अधिकारी/नोटरी पब्लिक/ऑथ कमिश्नर/राजपत्रित अधिकारी/अन्य प्राधिकृत अधिकारी) का नाम व पद मय मूहर

For more detail contact at:

Convenor, LEEP-2025,
Centre for Electronic Governance,

Website: www.leep2025.com

ContactNo.: 9462015808, 9462015080