



Dr. S. Immanuel Alex Pandian, M.E., Ph.D.
Admissions Officer

KITS/ADM-O/ /2024
19th July 2024

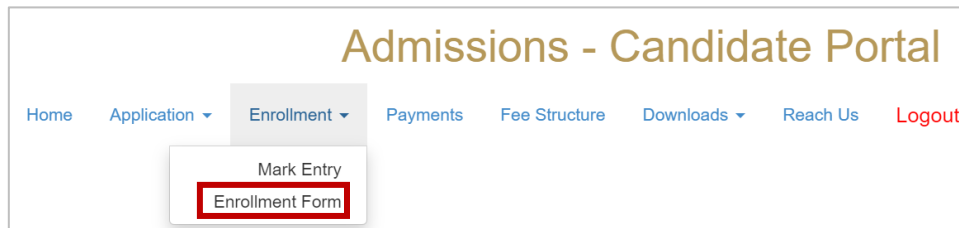
Dear Candidate,

Greetings from Karunya Institute of Technology and Sciences

We congratulate you on getting provisionally admitted at Karunya. As part of the final admission process, we hereby request you to go through the instructions provided below and complete the admission process.

Instructions to Provisionally Admitted Candidates

1. The **Online Enrollment Form** will get enabled for the eligible candidates to fill in the relevant data. The candidate shall fill out the online enrollment form through the **Admissions - Candidate portal, Enrollment → PG Candidates can directly click Enrollment Form → Enrollment Form** tab and upload the necessary self-attested documents:



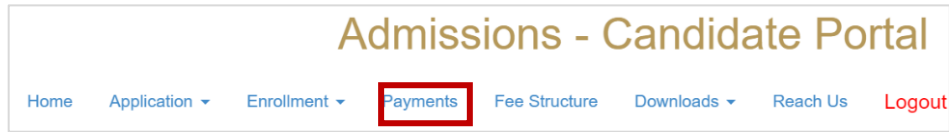
A) Academic Documents (Upload scanned self-attested Copy)

- a) Passport size photo (Professionally taken in the studio. The same will be used in the ID Card)
 - b) Signature of the candidate
 - c) 10th Mark Statement
 - d) 12th / HSC Mark Statement
 - e) For Lateral entry / Transfer: Diploma Degree / Semester or Consolidated Mark Statement
 - f) For PG Candidate: UG Degree / Semester or Consolidated Mark Statement
 - g) For NRI: Copy of passport and visa
 - h) Transfer Certificate
 - i) Community Proof
 - j) Aadhaar Card
 - k) Undertaking form (candidate shall download the form from the portal, fill the form, sign, and upload)
 - l) Photocopy of Sports/games / Extracurricular Activity certificates (If any)
 - m) Income certificate or Form 16 of the parent for the financial year 2023 - 2024
2. The candidate must upload any one of the relevant documents listed below to be considered for the scholarship if they meet the requirements.

A) Scholarship Documents (Upload scanned self-attested Copy)

- a) UG Consolidated Mark statement
- b) GATE Score Card (for MTech Candidates)
- c) MAT Scorecard (for MBA Candidates)

- d) Proof for Wards of Faculty / Staff of KITS / JC / Seesha / KCS / EMS Staff (Copy of ID Card)
- e) Proof for Alumnus of KITS (ID Card Original)
- f) The submitted details shall be verified by the Scholarship Committee and the Scholarship will be awarded based on eligibility. After deducting the Scholarship, the net amount including the hostel & mess fees will be displayed in the candidate portal under the **Payments** tab for making the balance fee payment.



3. Only candidates who are permanent residents of the Coimbatore district and who have a valid Ration Card, Passport, or Voter ID bearing the name of the candidate and residential address within the Coimbatore district are eligible to avail the Day-Scholar provision. The candidate may send a request mentioning the application number, candidate's name, course applied, and phone number along with a scanned copy of the valid address proof to dayscholar@karunay.edu. The Day-Scholar provision is subjected to approval by the authorities of the institution. Once approved, the net amount will be displayed in the candidate portal under the Payments tab which includes a transportation fee for making the balance fee payment.
4. Upon completion of full payment, the Office of Student Affairs will process the enrollment and issue the Identity Card with the Register number.

NB: The online Karunya Entrance Examination (KMAT) 2024 is a part of the admission process for MBA Program.

For any queries in the above process kindly contact: 1800 88 99 888 / 044 261 4440 or e-mail us at admissions@karunya.edu.

All the best

A handwritten signature in pink ink, appearing to be "S. S. S.", is written above the name of the Admissions Officer.

Admissions Officer