

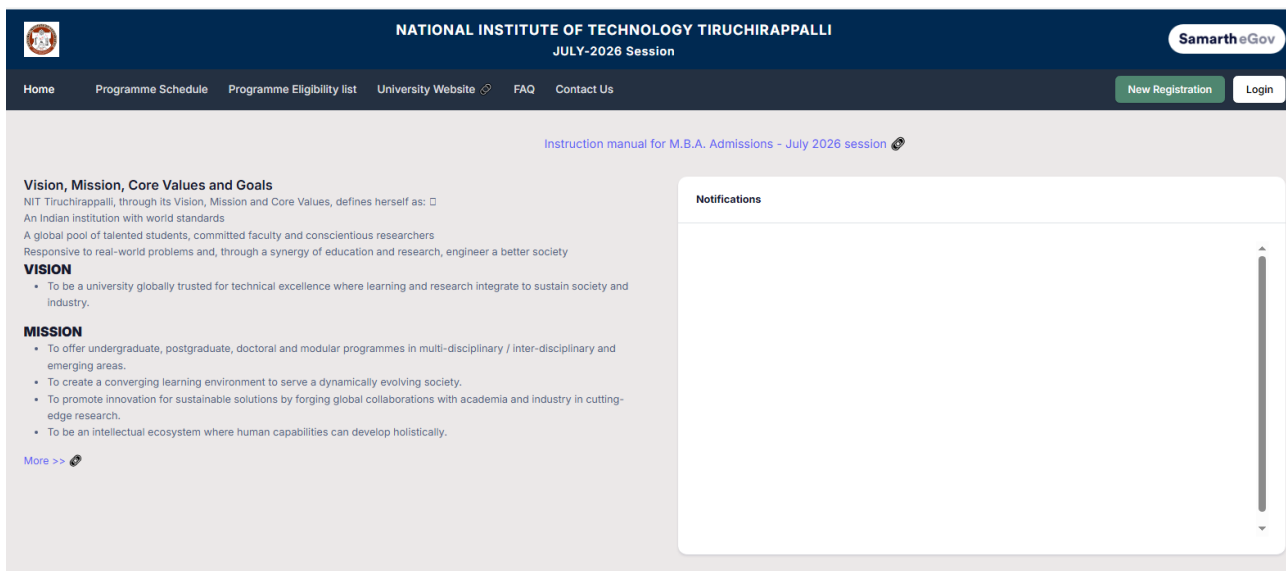
USER MANUAL / ON-LINE REGISTRATION FOR ADMISSIONS

USER MANUAL FOR ADMISSIONS ON E-SAMARTH PORTAL

(Kindly use **WINDOWS PC / LAPTOP**)

I. CREATION OF YOUR 'USER CREDENTIALS'

1. Type <https://nittadm.samarth.edu.in/> in the address bar. Press “New Registration”.



2. Read the Instructions carefully, Fill the Registration Form and press “**Register**” Button. Kindly ensure that your **e-mail id** and **phone number** are correct & valid as they are required for the OTP verification and further communication purpose. Also note down the entered **password** somewhere carefully so that you will not forget later.

USER MANUAL / ON-LINE REGISTRATION FOR ADMISSIONS

Important Instructions

1. Name and other details entered by the applicant need to be the same as in the [Class X Board Marksheet](#)
2. Applicant can log in to the admission portal through their [registered email address, only](#).
3. Applicant must use his own [active](#) email address.
4. The Email address provided by the applicant must be functional and the applicant must have access to it throughout the admission process.
5. Applicants are encouraged to use latest version of [Google Chrome](#) web browser for filing the application form.

Registration Form

Applicant's Full Name *

Ex: R Kumar

Applicant's Date of Birth *

Ex: 12-07-1980

Applicant's Email *

Ex: rkd@domain.com

Re-Enter Applicant's Email Address *

Confirm Email Address

Password (Minimum 6 characters) *

Password

Re-Enter Password *

Confirm Password

Mobile Number *

10 Digit Mobile Number

Re-Enter Mobile Number *

10 Digit Mobile Number

Captcha Verification (Type the text shown in the image)

5B7H6

* Click on the text to change

Register

3. You will receive the **OTP** on your registered e-mail id. Kindly enter the OTP, Captcha and press **“Submit OTP”** Button.
4. After successful OTP Verification, you will be redirected to the Home page with a pop-up message – **“Account verified successfully. Please login to start your application process”**. Kindly press **Login** Button.

USER MANUAL / ON-LINE REGISTRATION FOR ADMISSIONS

II. LOGIN AND FILLING YOUR PROFILE DETAILS

1. Enter your Registered Email ID, Password, Captcha Verification and press **LOGIN** button. In case, if you forgot password, kindly use the “[Forgot Password? Click to Reset your Password](#)” link below the Login Button.

NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI
JULY-2026 Session

Home Programme Schedule Programme Eligibility list University Website FAQ Contact Us

Important Instructions

Register as a new user?

New Registration

[General Instructions](#)

1. Additional Instructions

(Helpline Timing - 10:00 A.M. to - 05:00 P.M. Monday to Friday)

Registered User Login

Enter Registered Email ID *

Enter Registered Email ID

Password *

Password

Captcha Verification

542571

Type the text

Click on the text to change

Login

[Forgot Password? Click to Reset your Password](#)

[Resend Account Verification Code](#)

2. After logging in, press the **Apply Now** Button.

Welcome to NIT, Tiruchirappalli

Welcome

View Profile

Your profile details have been successfully submitted and locked. You can now select programme/s after satisfying their minimum eligibility criteria.

Apply Now

3. Fill your Profile Details – **a.** Personal Details, **b.** Family Details, **c.** Other Category, **d.** Address. After filling, Press **Save Details** Button.

USER MANUAL / ON-LINE REGISTRATION FOR ADMISSIONS

Personal Details

Full Name of the Applicant *

mbastudentfour

Applicant's Gender *

Select

Applicant Date of Birth *

1

January

2000

Age as on Feb 5, 2024 *

24 Years 1 Month 4 Days

Category *

Select

Applicant's Registered Email *

39greasy@mitico.org

Alternate Email

Registered Mobile Number *

9999999994

Alternate Mobile Number (Parent's/Guardian's)

Blood Group

Select

Are you citizen of India ? *

Select

Religion *

Select

ID Proof (Govt. approved Identity Proof with address details) *

Select Id Proof

Family Details

Mother's Name *

Mother's Mobile Number

Mother's Name in Hindi

Mother's Occupation *

Select

Mother's Qualification

Select

Mother's Office Address

Mother Designation

Mother Salary *

Select

Father's Name *

Father's Mobile Number

Father's Name in Hindi

Father's Occupation *

Select

Father's Qualification

Select

Father's Office Address

Father Staff Type(Regular/Temporary/On contract)

Father Designation

Father Salary *

Select

Emergency Contact Number *

Combined Family Income *

Select

Other Category

Person with Benchmark Disabilities (PwBD) Category *

Select

Single Girl Child (The applicant can select NO, if gender is male) *

Select

Address

Correspondence Address

Address *

District *

Country *

Select

State *

Select State

City *

Pincode *

Permanent Address ☐ Click If Same As Correspondence Address

Address *

District *

Country *

Select

State *

Select State

City *

Pin Code *

4. A popup message '**Are you sure you want to save?**' will be displayed. Press **OK** Button.

- Preview the Profile Details that you filled. If you are satisfied, press “**Proceed to Next**”. If you wish to modify, press ‘Update Details’.

5

USER MANUAL / ON-LINE REGISTRATION FOR ADMISSIONS

6. Next, Fill the 'Other Details' page and press **"Save and Next"** Button.

The screenshot shows the 'Other Details' registration form. At the top, there are navigation tabs: Profile Details (1), Other Details (2), Uploads (3), and Preview (4). The form contains several sections:

- Other Details**: A section with a dropdown menu for 'Do you have any illness which requires continuous or emergency medical attention?' (set to 'No').
- Academic Bank of Credit (ABC-ID)**: A text input field containing '123412341234'.
- Do you have NCC Certificate?**: A dropdown menu set to 'No'.
- Have you participated in National Service Scheme (NSS) Camp?**: A dropdown menu set to 'No'.
- Are you ward of University Employee (Father / Mother working in NIT Tiruchirappalli)?**: A dropdown menu set to 'No'.
- Sub Category(Caste Name)**: A text input field set to 'NA'.
- LANGUAGE**: A section with a table for language proficiency.

LANGUAGE	PROFICIENCY (READING/WRITING/SPEAKING)
English	<input checked="" type="checkbox"/> Reading <input checked="" type="checkbox"/> Writing <input checked="" type="checkbox"/> Speaking
Hindi	<input type="checkbox"/> Reading <input type="checkbox"/> Writing <input type="checkbox"/> Speaking
Other Language 1	<input type="checkbox"/> Reading <input type="checkbox"/> Writing <input type="checkbox"/> Speaking
Other Language 2	<input type="checkbox"/> Reading <input type="checkbox"/> Writing <input type="checkbox"/> Speaking

At the bottom of the form is a green button labeled 'Save and Next'.

7. A preview page will be opened. Please review your 'Other Details' and press **"Proceed to Next"**.

The screenshot shows the 'Other Details' preview page. At the top, there is a green banner that says 'Other Details Saved Successfully'. Below it are navigation tabs: Profile Details (1), Other Details (2), Uploads (3), and Preview (4). The form is titled 'Other Details' and contains a table with the following data:

Do you have any illness which requires continuous or emergency medical attention?	No
Academic Bank of Credit (ABC-ID)	123412341234
Do you have NCC Certificate?	No
Have you participated in National Service Scheme (NSS) Camp?	No
Are you ward of University Employee (Father / Mother working in NIT Tiruchirappalli)?	No
Sub Category(Caste Name)	NA
Language	Proficiency (Reading/Writing/Speaking)
English	Reading Writing Speaking
Hindi	NA

At the bottom of the form are three buttons: '< Back to Profile Details', 'Update Details', and 'Proceed to Next >'.

USER MANUAL / ON-LINE REGISTRATION FOR ADMISSIONS

8. Read the instructions carefully & upload the photo, signature, relevant certificates and press **“Next Preview”**.

Uploads

Instruction for Uploading Image/Photo of Document, Certificate, Marksheet and Signature

- Digital Photo and Signature are required in .jpg or .jpeg image format.
- File size of digital photo must be within 10kb to 500.00 KB limit.
- Document/Certificate/Marksheet related size of digital photo must be within 10kb to 500.00 KB limit.

Photo <i>Accepted formats :.jpg, .jpeg [10 KB - 500.00 KB]</i>	Select file
Signature <i>Accepted formats :.jpg, .jpeg [10 KB - 500.00 KB]</i>	Select file
ID Proof Document <i>Accepted formats :.jpg, .jpeg, .pdf [10 KB - 500.00 KB]</i>	Select file
Date of Birth Certificate <i>Accepted formats :.jpg, .jpeg, .pdf [10 KB - 500.00 KB]</i>	Select file
Transfer Certificate / Migration Certificate / Late Submission Undertaking Form <i>Accepted formats :.jpg, .jpeg, .pdf [10 KB - 500.00 KB]</i>	Select file
Migration Certificate / Late Submission Undertaking Form <i>Accepted formats :.jpg, .jpeg, .pdf [10 KB - 500.00 KB]</i>	Select file
Medical Fitness Certificate / Late Submission Undertaking Form <i>Accepted formats :.jpg, .jpeg, .pdf [10 KB - 500.00 KB]</i>	Select file

< Back to Other Details

Save as Draft

Next Preview

9. Check your details in the preview page and press **“Submit and Lock”**.

PERSONAL DETAILS

Full Name of the Applicant : MBASTUDENTFOUR	Gender : Male
Date of Birth : 1 January 2000 Age as on : Feb 9, 2024: 24 Years 1 Month 4 Days	Category : General
Blood Group : Not Provided	Religion : Hinduism
Nationality : Indian	
Registered Email : 3f9eazy@milico.org	Registered Mobile Number : 9999999990
Alternate Email : Not Provided	Alternate Mobile : Not Provided
Permanent Address : aaa, aaa, aaa, Tamil Nadu -523456, India	Correspondence Address : aaa, aaa, aaa, Tamil Nadu -523456, India
ID Proof (Govt. approved Identity Proof with address details) : Other(Aapchar Card)	ID Proof No: 1234567891234


FAMILY DETAILS

Mother's Name : abcd Mother's Name in Hindi: Not Provided	Father's Name : abcd Father's Name in Hindi: Not Provided
Mother's Qualification : Not Provided	Father's Qualification : Not Provided
Mother's Occupation : Home Maker	Father's Occupation : Business
Mother's Mobile Number : Not Provided	Father's Mobile Number : Not Provided
Mother's Office Address : Not Provided	Father's Office Address : Not Provided
Emergency Contact Number : 9999999990	
Combined Family Income : > 5 Lakh	

USER MANUAL / ON-LINE REGISTRATION FOR ADMISSIONS

OTHER CATEGORY																	
Person with Benchmark Disabilities (PwBD) Category : Not Applicable																	
Single Girl Child (The applicant can select NO, if gender is male) : No																	
Do you have any illness which requires continuous or emergency medical attention?																	
No																	
Academic Bank of Credit (ABC-ID)	123412341234																
Do you have NCC Certificate?	No																
Have you participated in National Service Scheme (NSS) Camp?	No																
Are you ward of University Employee (Father / Mother working in NET Tiruchirappalli)?	No																
Sub Category(Caste Name)	NA																
Language	Proficiency (Reading/Writing/Speaking)																
English	Reading Writing Speaking																
Hindi	NA																
Uploads																	
<table><thead><tr><th>DOCUMENT</th><th>UPLOAD STATUS</th></tr></thead><tbody><tr><td>Photo</td><td>Uploaded</td></tr><tr><td>Signature</td><td>Uploaded</td></tr><tr><td>ID Proof Document</td><td>Uploaded</td></tr><tr><td>Date of Birth Certificate</td><td>Uploaded</td></tr><tr><td>Transfer Certificate / Migration Certificate / Late Submission Undertaking Form</td><td>Uploaded</td></tr><tr><td>Migration Certificate / Late Submission Undertaking Form</td><td>Uploaded</td></tr><tr><td>Medical Fitness Certificate / Late Submission Undertaking Form</td><td>Uploaded</td></tr></tbody></table>		DOCUMENT	UPLOAD STATUS	Photo	Uploaded	Signature	Uploaded	ID Proof Document	Uploaded	Date of Birth Certificate	Uploaded	Transfer Certificate / Migration Certificate / Late Submission Undertaking Form	Uploaded	Migration Certificate / Late Submission Undertaking Form	Uploaded	Medical Fitness Certificate / Late Submission Undertaking Form	Uploaded
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Migration Certificate / Late Submission Undertaking Form	Uploaded																
Medical Fitness Certificate / Late Submission Undertaking Form	Uploaded																
<div>< Back to Uploads</div> <div>Save as Draft</div> <div>Submit and Lock ></div>																	

10. A pop-up message will be displayed. Tick the consent box and press “**Confirm and Lock**”.



Home Public Notice Prospect

Profile Details (1) Other Details (2)

PERSONAL DETAILS

Full Name of the Applicant : MBASTUDENTFOUR

Gender : Male

Date of Birth : 1 January 2020
Age as on : 1 Feb 5, 2024: 24 Years 1 Month 4 Days

Category : General

Blood Group : Not Provided

Religion : Hinduism

Submit and Lock Profile Details

This is an important step. Please ensure that you have verified the profile details for correctness. No modification will be allowed after this step.

Click on "Confirm and Lock" if you are sure to proceed, else click on "Cancel" to go back to the last viewed page.

☐ I do hereby declare that all the statement made in the profile details are true, complete and correct to the best of my knowledge and belief. I am duly aware that in the event of any particulars or information furnished by me is found to be false/incorrect/incomplete or if I am found indulging in some unlawful act at any time during the course period, my candidature is liable to be summarily rejected/cancelled.

Cancel

 OR

Confirm and Lock

Samarth eGov

mbastudentfour

III. SELECTING THE PROGRAMME

1. Select **'Programme Name'** as "Master of Business Administration" and **'Headquarter/Regional Centre'** as "Master of Business Administration".
Select Examination centres in the order of your preferences.

The screenshot shows the 'Programme Selection' step of the registration process. At the top, a progress bar indicates the current step is '1. Programme Selection', with subsequent steps being '2. NLAT Details', '3. Academic Details', '4. Work Experience', '5. Uploads', '6. Preview', and '7. Payments'. The main form area contains the following fields:

- Programme Name:** A dropdown menu with 'Master of Business Administration' selected.
- Head Quarter/Regional Centre:** A text input field containing 'Department of Management Studies'.
- Examination Centres:** Three dropdown menus labeled 'Preference 1', 'Preference 2', and 'Preference 3'. Each dropdown has a red prompt 'Please Select your Exam Center' and a 'select' option.
- Navigation:** A 'Home' button on the bottom left and a 'Proceed' button on the bottom right.

2. Enter your CAT Examination Details.

The screenshot shows the 'NLAT Details' step of the registration process. The progress bar at the top shows '1. Programme Selection' and '2. NLAT Details' as completed steps, followed by '3. Academic Details', '4. Work Experience', '5. Uploads', '6. Preview', and '7. Payments'. The main form area contains the following fields:

- National Level Admission Test Details:** A section header with a 'View NLAT Details' button on the right.
- Create a new NLAT exam details:** A light blue banner.
- National Level Admission Test:** A dropdown menu with 'Select' as the current selection.
- Score Obtained on National Level Admission Test:** A text input field.
- National Level Admission Application No:** A text input field.
- Submit:** A green button at the bottom center.

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3. Fill the 'Academic details' - Press "Save and Next" button.

Qualification Details - X or Equivalent

Class X Year of Passing *

Select



Class X Year of Passing cannot be blank.

Class X Percentage / CGPA *



Class X Percentage / CGPA cannot be blank.

Division (Division should be written as 'DISTINCTION', 'FIRST CLASS', 'SECOND CLASS', 'THIRD CLASS', 'NOT APPLICABLE') *



Division (Division should be written as 'DISTINCTION', 'FIRST CLASS', 'SECOND CLASS', 'THIRD CLASS', 'NOT APPLICABLE') cannot be blank.

Class X Name of the Institution *



Class X Name of the Institution cannot be blank.

Class X Board/University *



Class X Board/University cannot be blank.

Class X Subject Combination *



Class X Subject Combination cannot be blank.

Qualification Details - XII or Equivalent

Class XII Year of Passing *

Select



Class XII Year of Passing cannot be blank.

Class XII Percentage / CGPA *



Class XII Percentage / CGPA cannot be blank.

Division (Division should be written as 'DISTINCTION', 'FIRST CLASS', 'SECOND CLASS', 'THIRD CLASS', 'NOT APPLICABLE') *



Division (Division should be written as 'DISTINCTION', 'FIRST CLASS', 'SECOND CLASS', 'THIRD CLASS', 'NOT APPLICABLE') cannot be blank.

Class XII Board/University *



Class XII Board/University cannot be blank.

Class XII Name of the Institution *



Class XII Name of the Institution cannot be blank.

Class XII Subject Combination *



Class XII Subject Combination cannot be blank.

Qualification Details - Graduation or Equivalent

Graduation Qualification Status *

Select



Graduation Qualification Status cannot be blank.

Graduation Year of Passed Final Examination *

Select



Graduation Year of Passing cannot be blank.

Graduation Degree/Course *



Graduation Degree/Course cannot be blank.

Have you passed Graduation with Honours (Applicant can select No if awaiting results) *

☐ Yes

☒ No

Graduation Name of the Board/University *



Graduation Name of the Board/University cannot be blank.

Graduation Institution/College *

Select



Graduation Institution/College cannot be blank.

Graduation Course Name *



Graduation Course Name cannot be blank.

Division (Division should be written as 'DISTINCTION', 'FIRST CLASS', 'SECOND CLASS', 'THIRD CLASS', 'NOT APPLICABLE') *



Division (Division should be written as 'DISTINCTION', 'FIRST CLASS', 'SECOND CLASS', 'THIRD CLASS', 'NOT APPLICABLE') cannot be blank.

UG Percentage / CGPA *

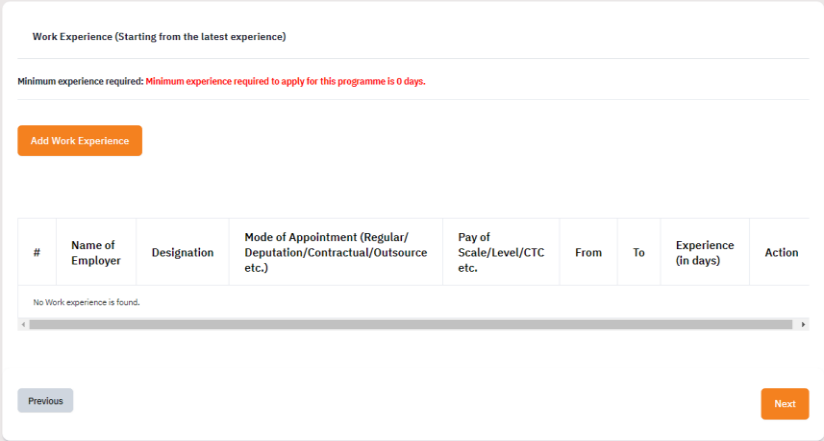


UG Percentage / CGPA (as per the transcript) cannot be blank.

Previous

Save and Next

4. Add Work Experience if you have any and Press “**Next**”.
(**Note:** Experience certificate must be uploaded mandatorily for those having Work Experience.)



Work Experience (Starting from the latest experience)

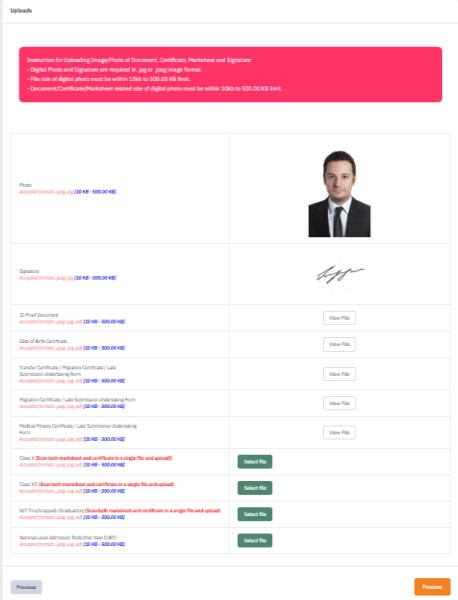
Minimum experience required: Minimum experience required to apply for this programme is 0 days.

Add Work Experience

#	Name of Employer	Designation	Mode of Appointment (Regular/Deputation/Contractual/Outsource etc.)	Pay of Scale/Level/CTC etc.	From	To	Experience (in days)	Action
No Work experience is found.								

Previous Next

5. Upload your certificates (X, XII, Graduation, CAT, Experience) and press “**Preview**” button.



Uploads

Instruction for Uploading (Single/Photo of Document, Certificate, Photograph and Signature)
Digital Photo and Signature are required in jpg or png image format.
File size of digital photo must be within 128K to 500.0K KB limit.
Document/Certificate/Photograph related size of digital photo must be within 128K to 500.0K KB limit.

Photo
Attachment: Attachment.jpg (200 KB - 500.0 KB)

Signature
Attachment: Attachment.jpg (200 KB - 500.0 KB)

10th Board Certificate
Attachment: Attachment.jpg (200 KB - 500.0 KB) View File

Date of Birth Certificate
Attachment: Attachment.jpg (200 KB - 500.0 KB) View File

Transfer Certificate / Migration Certificate / Letter Certificate
Attachment: Attachment.jpg (200 KB - 500.0 KB) View File

Migration Certificate / Letter Certificate (underlying form)
Attachment: Attachment.jpg (200 KB - 500.0 KB) View File

Medical Fitness Certificate / Letter Certificate (underlying form)
Attachment: Attachment.jpg (200 KB - 500.0 KB) View File

Class X (Board both maintained and certificate in a single file and upload)
Attachment: Attachment.jpg (200 KB - 500.0 KB) Select File

Class XII (Board both maintained and certificate in a single file and upload)
Attachment: Attachment.jpg (200 KB - 500.0 KB) Select File

12th Board Certificate / Board Certificate (Board both maintained and certificate in a single file and upload)
Attachment: Attachment.jpg (200 KB - 500.0 KB) Select File

National Level Admission Test Certificate
Attachment: Attachment.jpg (200 KB - 500.0 KB) Select File

Previous Preview

6. Preview all your details and press “**Submit**”.

USER MANUAL / ON-LINE REGISTRATION FOR ADMISSIONS

7. Verify the Details by clicking on the checkboxes and proceed for Payment by pressing “Payment Gateway SBI EPAY”.

Master of Business Administration

Programme Selection (1) Personal Details (2) Academic Details (3) Work Experience (4) Other Details (5) Uploads (6) Preview (7) **Payments (8)**

Verify Details

Name	mbastudentfour
Gender	Male
Category	General
Additional Category	
Person with Benchmark Disabilities (PwBD) Category: Not Applicable	
Single Girl Child (The applicant can select NO, if gender is male): No	
Family Income	> 5 Lakh
Programme	
Final Fee	1550
Fee Description	

VERIFY THE DETAILS BY CLICKING ON THE CHECKBOXES

- ☒ My Name is MBASTUDENTFOUR as per the Xth Marksheet/Certificate.
- ☒ My Date of Birth is 1 January 2000 as per the Xth Marksheet/Certificate.
- ☒ My Category is General.
- ☒ My Gender is Male.
- ☒ My Mother name is abcd.
- ☒ Father's / Guardian's Name abcd.
- ☒ My address for correspondence is correct, which is aaa, aaa, aaa, Tamil Nadu - 123456, India.
- ☒ I have rechecked all the information in the application form and upload fields.
- ☒ I have read all the guidelines and other related information about the admission.
- ☒ "I do hereby declare that all the statement made in the application are true, complete and correct to the best of my knowledge and belief. I am duly aware that in the event of any particulars or information furnished by me is found to be false/incorrect/incomplete or if I am found indulging in some unlawful act at any time during the course period, my candidature is liable to be summarily rejected/cancelled." Additionally undertaking for students whose results are awaited: "I, having been permitted to be provisionally admitted to University hereby undertake to produce the proof of having successfully qualified in the final qualifying examination with requisite percentage of marks if failing, I shall forthwith vacate the seat and shall have no claim for refund of fees already paid."

Home Payment Gateway SBI EPAY

IV. PAYMENT AND APPLICATION FORM

1. Pay the Application Fee through the preferred payment method.

SBIePay

As per RBI Guidelines all cards (physical and virtual) shall be enabled for use only at contact-based po

Payment Details

Debit/Credit Card

Internet Banking

UPI

Wallets

NEFT

SBI Branch Payment

Please ensure that your card is enabled for online (E-Commerce) transactions
कृपया सुनिश्चित करें कि आपका कार्ड (ई-कॉमर्स) सैन्डेन के लिए सक्रम है

Card Number

Expiry Date/Valid Thru

CVV/CVC 4-DBC

Name of the card holder

Use your GSTIN for claiming input tax (Optional)

Pay Now

Cancel

You can check the transaction status using the following link - Click Here

Order Summary

Kindly note Order No.

Order No.: JULY202324XREGX37

Merchant Name: NIT Trichy

Amount: 1550.00

Processing fee:

GST:

Total:

APM ID: PG_TRANS_396

RuPay

NetBanking

Verify Visa

UPI

Payment Gateway