

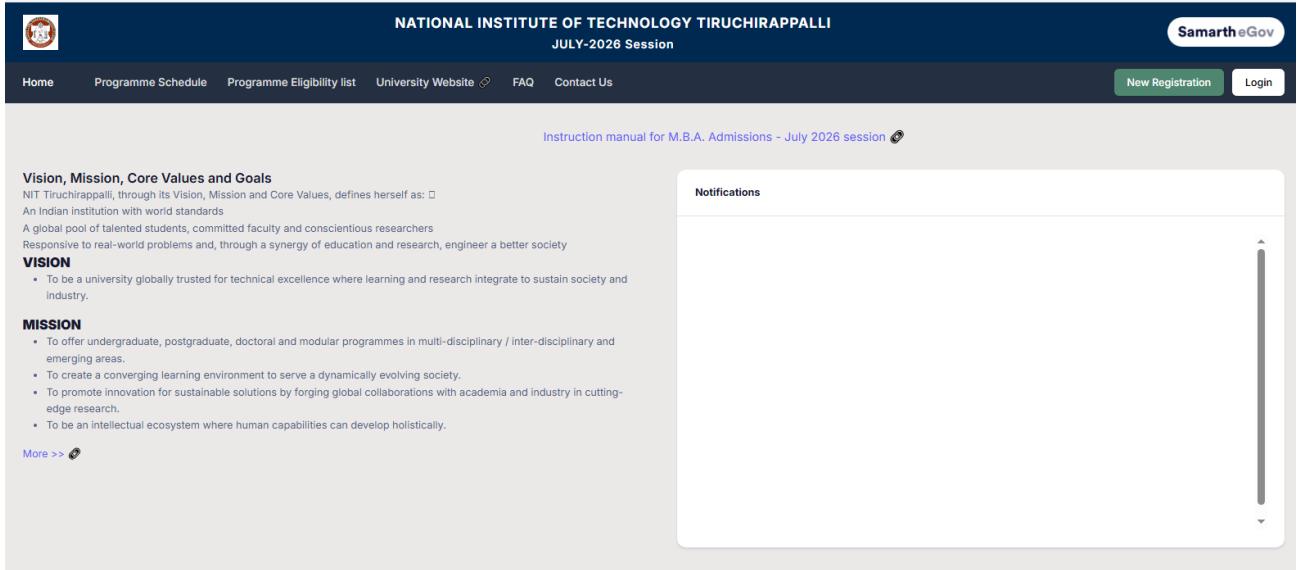
## USER MANUAL / ON-LINE REGISTRATION FOR ADMISSIONS

### 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".



The screenshot shows the homepage of the National Institute of Technology Tiruchirappalli (NIT) website. The header includes the NIT logo, the text "NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI", "JULY-2026 Session", and "Samarth eGov". Below the header are navigation links for "Home", "Programme Schedule", "Programme Eligibility list", "University Website", "FAQ", and "Contact Us". On the right side of the header are "New Registration" and "Login" buttons. The main content area features a section titled "Instruction manual for M.B.A. Admissions - July 2026 session" with a download link. Below this, there are sections for "Vision, Mission, Core Values and Goals" and "Notifications". The "Notifications" section is currently empty. A vertical scrollbar is visible on the right side of the content area.

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 filling the application form.

**Registration Form**

Applicant's Full Name \*

Applicant's Date of Birth \*

Applicant's Email \*

Re-Enter Applicant's Email Address \*

Password (Minimum 6 characters) \*

Re-Enter Password \*

Mobile Number \*

Re-Enter Mobile Number \*

Captcha Verification (Type the text shown in the image)

53746

\* Click on the text to change

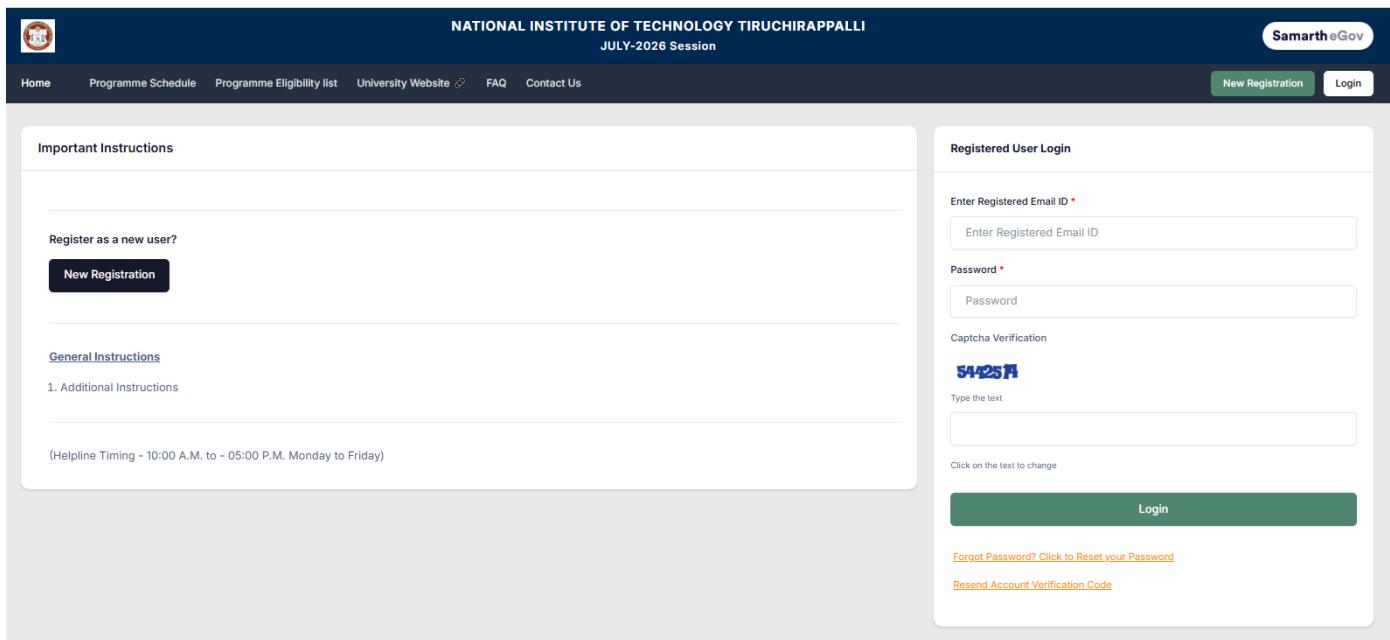
**Register**

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

Samarth eGov

Home Programme Schedule Programme Eligibility list University Website FAQ Contact Us

New Registration Login

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

542514

Type the text

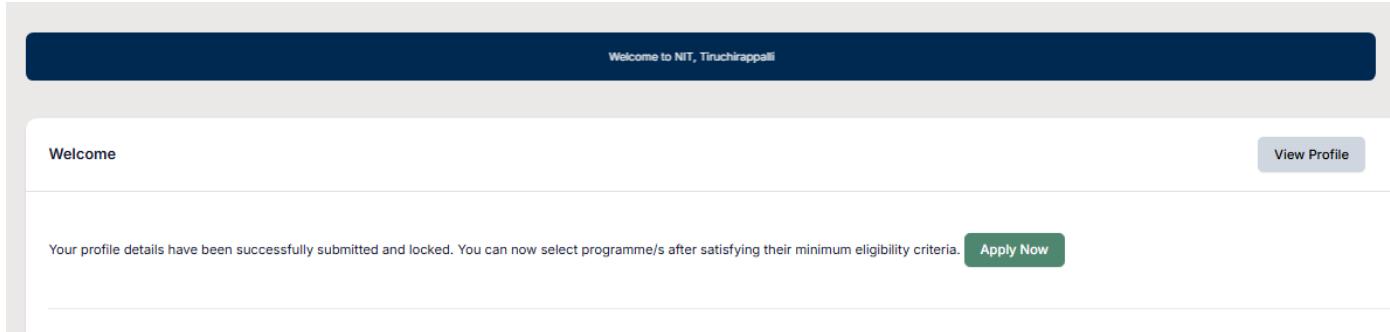
Click on the text to change

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 \*

Applicant's Gender \*

Applicant Date of Birth \*    Age as on Feb 5, 2024 \*

Category \*

Applicant's Registered Email \*

Alternate Email

Registered Mobile Number \*

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

Blood Group

Are you citizen of India ? \*

Religion \*

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

**Family Details**

Mother's Name \*

Mother's Mobile Number

Mother's Name in Hindi

Mother's Occupation \*

Mother's Qualification

Mother's Office Address

Mother Designation

Mother Salary \*

Father's Name \*

Father's Mobile Number

Father's Name in Hindi

Father's Occupation \*

Father's Qualification

Father's Office Address

Father Staff Type (Regular/Temporary/On contract)

Father Designation

Father Salary \*

Emergency Contact Number \*

Combined Family Income \*

**Other Category**

Person with Benchmark Disabilities (PwBD) Category \*

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

**Address**

Correspondence Address

Address \*

District \*

Country \*

State \*

City \*

Pincode \*

Permanent Address  Click If Same As Correspondence Address

Address \*

District \*

Country \*

State \*

City \*

Pin Code \*

## USER MANUAL / ON-LINE REGISTRATION FOR ADMISSIONS

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

The screenshot shows a web-based application for online registration. A confirmation dialog box is overlaid on the main form. The dialog box contains the text "nittadm.samarth.edu.in says" and "Are you sure you want to save?". It has two buttons: "OK" and "Cancel". The main form below the dialog is titled "Address" and contains sections for "Correspondence Address" and "Permanent Address". Both sections include dropdown menus for "Address", "District", "State", and "Pincode". The "Address" field in both sections is set to "aaa". The "District" field is set to "aaa", "State" to "Tamil Nadu", and "Pincode" to "123456".

5. Preview the Profile Details that you filled. If you are satisfied, press "**Proceed to Next**". If you wish to modify, press 'Update Details'.

The screenshot shows the "Profile Details" page of the application. The page is organized into several sections: "PERSONAL DETAILS", "FAMILY DETAILS", and "OTHER CATEGORY".

- PERSONAL DETAILS:**
  - Full Name of the Applicant: MBA STUDENT FOUR
  - Gender: Male
  - Date of Birth: 1 January 2000
  - Age as on 1 Feb 5, 2024: 24 Years 1 Month 4 Days
  - Category: General
  - Blood Group: Not Provided
  - Religion: Hinduism
  - Nationality: Indian
  - Registered Email: tigray@mitco.org
  - Registered Mobile Number: 9999999999
  - Alternate Email: Not Provided
  - Alternate Mobile: Not Provided
  - Permanent Address: aaa, aaa, aaa, Tamil Nadu - 123456, India
  - Correspondence Address: aaa, aaa, aaa, Tamil Nadu - 123456, India
  - ID Proof (Govt. approved Identity Proof with address details): Other (Teacher Card)
  - ID Proof No: 12345678901234
- FAMILY DETAILS:**
  - Mother's Name: ABCD
  - Mother's Name in Hindi: Not Provided
  - Mother's Qualification: Not Provided
  - Mother's Occupation: Home Maker
  - Mother's Office Address: Not Provided
  - Father's Name: ABCD
  - Father's Name in Hindi: Not Provided
  - Father's Qualification: Not Provided
  - Father's Occupation: Business
  - Father's Office Address: Not Provided
- OTHER CATEGORY:**
  - Person with Benchmark Disabilities (PwBD) Category: Not Applicable
  - Single Girl Child (The applicant can select No, if gender is male): No

At the bottom of the page are three buttons: "Back to Dashboard", "Update Details", and "Proceed to Next".

## USER MANUAL / ON-LINE REGISTRATION FOR ADMISSIONS

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

Profile Details (1) Other Details (2) Uploads (3) Preview (4)

Other Details

Do you have any illness which requires continuous or emergency medical attention?

Academic Bank of Credit (ABC-ID) (10 digits abc123456789)

1234567891234

Do you have NCC Certificate?

Have you participated in National Service Scheme (NSS) Camp?

Are you ward of University Employee (Father / Mother working in NIT Trichirappalli)?

Sub Category(Caste Name)

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

Save and Next

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

Other Details Saved Successfully

Profile Details (1) Other Details (2) Uploads (3) Preview (4)

Other Details

Do you have any illness which requires continuous or emergency medical attention?

Academic Bank of Credit (ABC-ID)

Do you have NCC Certificate?

Have you participated in National Service Scheme (NSS) Camp?

Are you ward of University Employee (Father / Mother working in NIT Trichirappalli)?

Sub Category(Caste Name)

Language	Proficiency (Reading/Writing/Speaking)
English	Reading Writing Speaking
Hindi	NA

< Back to Profile Details

Update Details

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".

Instruction for Uploading Image/Photo of Document, Certificate, Marksheets 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/Marksheets related size of digital photo must be within 10kb to 500.00 KB limit.

Photo  
Accepted formats: .jpg, .jpeg [10 KB - 500.00 KB] Select file

Signature  
Accepted formats: .jpg, .jpeg [10 KB - 500.00 KB] Select file

ID Proof Document  
Accepted formats: .jpg, .jpeg, .pdf [10 KB - 500.00 KB] Select file

Date of Birth Certificate  
Accepted formats: .jpg, .jpeg, .pdf [10 KB - 500.00 KB] Select file

Transfer Certificate / Migration Certificate / Late Submission Undertaking Form  
Accepted formats: .jpg, .jpeg, .pdf [10 KB - 500.00 KB] Select file

Medical Fitness Certificate / Late Submission Undertaking Form  
Accepted formats: .jpg, .jpeg, .pdf [10 KB - 500.00 KB] 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 : 12 January 2000	Category : General
Age as on : Feb 5, 2024: 24 Years 1 Month 4 Days	
Blood Group : Not Provided	Religion : Hinduism
Nationality: Indian	
Registered Email : 19g@easy@mitico.org	Registered Mobile Number : 9999999999
Alternate Email : Not Provided	Alternate Mobile : Not Provided
Permanent Address : aaa, aaa, aaa, Tamil Nadu -123456, India	Correspondence Address : aaa, aaa, aaa, Tamil Nadu -123456, India
ID Proof (Govt. approved Identity Proof with address details) : Other(Aadhar Card)	ID Proof No:1234567890

FAMILY DETAILS

Mother's Name : abcd	Father's Name : abcd
Mother's Name in Hindi: Not Provided	Father's Name in Hindi: Not Provided
Mother's Qualification : Not Provided	Father's Qualification : Not Provided
Mother's Occupation : House Wife	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 : 9999999999	
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 NIT Tiruchirappalli)? : No

Sub Category(Caste Name) : NA

Language : Proficiency (Reading/Writing/Speaking)

English : Reading Writing Speaking

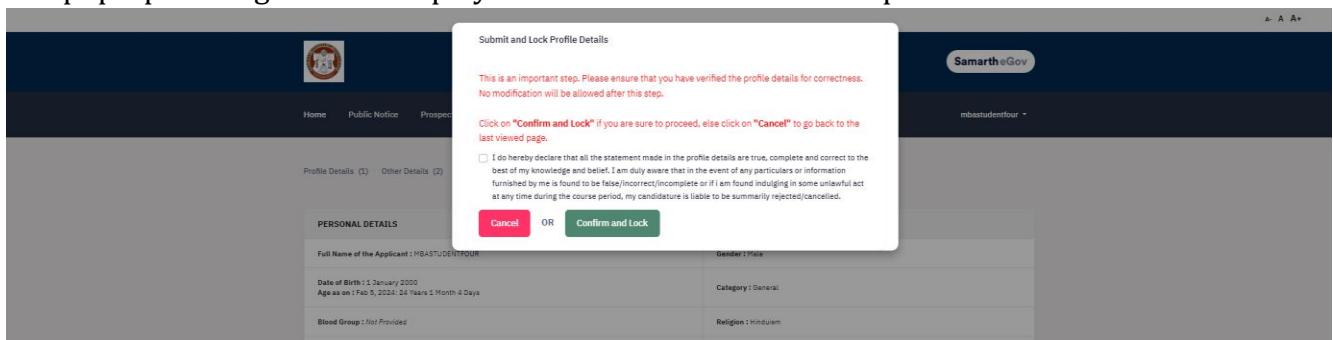
Hindi : NA

**Uploads**

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

[Back to Uploads](#) [Save as Draft](#) [Submit and Lock >](#)

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



## USER MANUAL / ON-LINE REGISTRATION FOR ADMISSIONS

### 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 navigation bar lists steps 1 through 7: Programme Selection, NLAT Details, Academic Details, Work Experience, Uploads, Preview, and Payments. The 'Programme Selection' step is highlighted with a blue background and a checkmark icon. Below the navigation bar, there are fields for 'Programme Name' (Master of Business Administration) and 'Head Quarter/Regional Centre' (Department of Management Studies). Below these, there are three dropdown menus for selecting examination centers, each labeled 'Preference 1', 'Preference 2', and 'Preference 3'. Each dropdown has a placeholder 'Please Select your Exam Center' and a 'select' button. At the bottom left is a 'Home' button, and at the bottom right is a green 'Proceed' button.

2. Enter your CAT Examination Details.

The screenshot shows the 'NLAT Details' step of the registration process. The navigation bar is identical to the previous screenshot, with 'NLAT Details' highlighted. Below the navigation bar, there is a section titled 'National Level Admission Test Details'. It includes a sub-section for 'Create a new NLAT exam details.' with a 'National Level Admission Test' dropdown set to 'Select'. There are also fields for 'Score Obtained on National Level Admission Test' and 'National Level Admission Application No'. At the bottom right of this section is a green 'Submit' button. To the right of the main form area, there is a green 'View NLAT Details' button.

## USER MANUAL / ON-LINE REGISTRATION FOR ADMISSIONS

### 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 \*

Select

Class X Percentage / CGPA cannot be blank.

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

Select

Class X Board/University \*

Class X Name of the Institution \*

Select

Class X Name of the Institution cannot be blank.

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

Select

Class X Board/University cannot be blank.

Class X Subject Combination \*

Select

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 \*

Select

Class XII Percentage / CGPA cannot be blank.

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

Select

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

Class XII Name of the Institution \*

Select

Class XII Name of the Institution cannot be blank.

Class XII Subject Combination \*

Select

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 \*

Select

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 \*

Select

Graduation Name of the Board/University cannot be blank.

Graduation Institution/College \*

Select

Graduation Institution/College cannot be blank.

Graduation Course Name \*

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

Select

Graduation Course Name cannot be blank.

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

UG Percentage / CGPA \*

Select

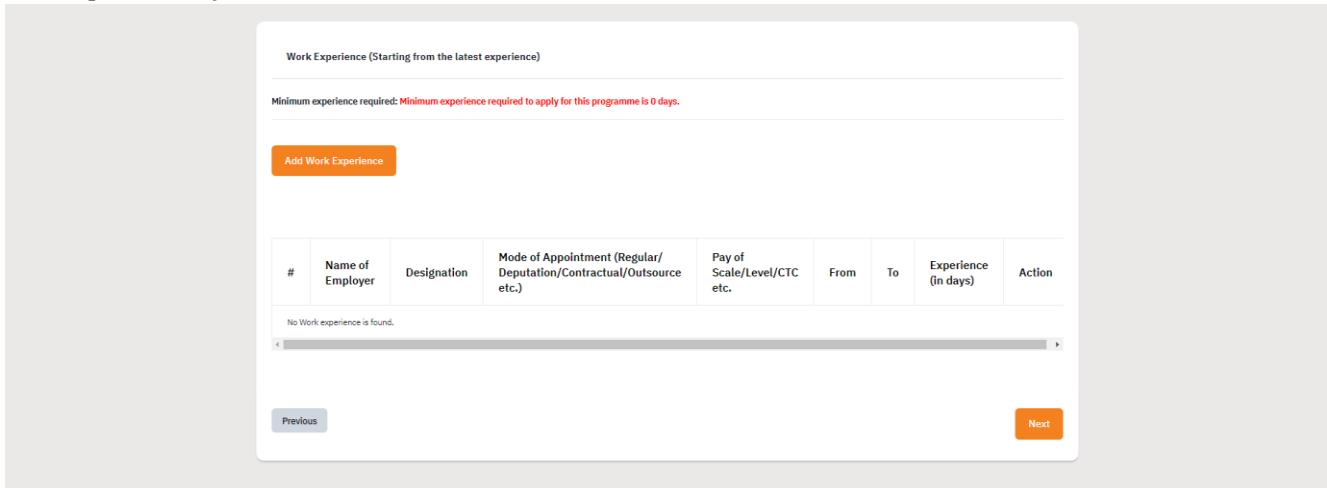
UG Percentage / CGPA (as per the transcript) cannot be blank.

Previous

Save and Next

## USER MANUAL / ON-LINE REGISTRATION FOR ADMISSIONS

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)

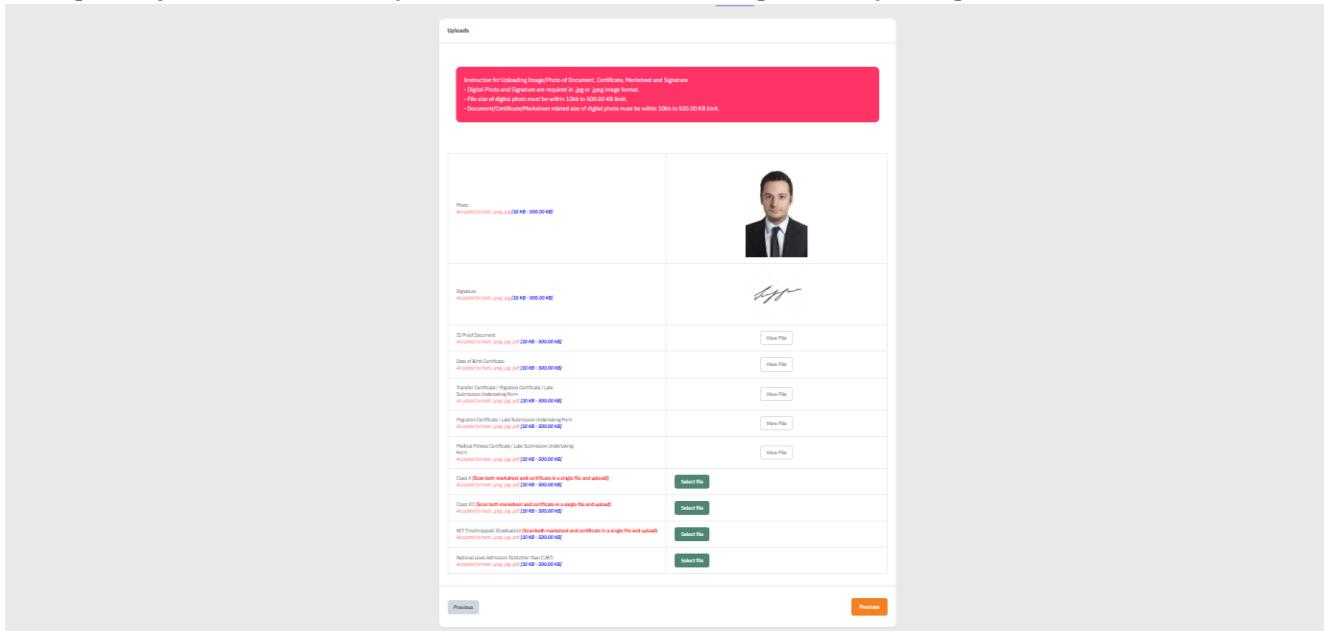
Minimum experience required: Minimum experience required to apply for this programme is 0 days.

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.



Instruction for Uploading Simple Photo of Document, Certificate, Birthsheet and Signature

- Digital Photo and Signature are required in .jpg or .png image format.

- File size of digital photo must be within 128K to 500.00 KB limit.

- Document/Certificate/Birthsheet related file of digital photo must be within 128K to 500.00 KB limit.

Photo AcceptedFormat.jpg.jpg (20 KB - 500.00 KB)	
Signature AcceptedFormat.jpg.jpg (20 KB - 500.00 KB)	
1) Photo Document AcceptedFormat.jpg.jpg (20 KB - 500.00 KB)	<input type="button" value="View File"/>
2) Date of Birth Certificate AcceptedFormat.jpg.jpg (20 KB - 500.00 KB)	<input type="button" value="View File"/>
3) Transfer Certificate / Migration Certificate / Late Submission Underwriting Form AcceptedFormat.jpg.jpg (20 KB - 500.00 KB)	<input type="button" value="View File"/>
4) Migration Certificate / Late Admission Underwriting Form AcceptedFormat.jpg.jpg (20 KB - 500.00 KB)	<input type="button" value="View File"/>
5) Medical Fitness Certificate / Late Submission Underwriting Form AcceptedFormat.jpg.jpg (20 KB - 500.00 KB)	<input type="button" value="View File"/>
6) Class 10 (One marksheet and certificate in a single file and saved) AcceptedFormat.jpg.jpg (20 KB - 500.00 KB)	<input type="button" value="Select File"/>
7) Class 12 (One marksheet and certificate in a single file and saved) AcceptedFormat.jpg.jpg (20 KB - 500.00 KB)	<input type="button" value="Select File"/>
8) IIT Foundation/ Scholarship AcceptedFormat.jpg.jpg (20 KB - 500.00 KB)	<input type="button" value="Select File"/>
9) National Level Admissions Test/Other AcceptedFormat.jpg.jpg (20 KB - 500.00 KB)	<input type="button" value="Select File"/>

Previous Preview Next

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	
Master of Business Administration	
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) लेनदेन के लिए रजिस्ट्रेट है

**Card Number**

**Expiry Date/Valid Thru** **CVV/CVC 4-DBC**

**Name of the card holder**

**Use your GSTIN for claiming input tax (Optional)**

**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

You can check the transaction status using the following link - [Click Here](#)

RuPay, MasterCard, Visa, American Express, SBI