



Karunya INSTITUTE OF TECHNOLOGY AND SCIENCES

(Declared as Deemed to be University under Sec.3 of the UGC Act, 1956)

A CHRISTIAN MINORITY RESIDENTIAL INSTITUTION

NAAC Accredited, AICTE & MHRD Approved

KITS/ AO / 179 /2021

26-07-2021

Dr. A. JOE PAULSON, M.E., Ph.D.
Admissions Officer

Email: admissions@karunya.edu
Toll Free: 1800 425 4300

Dear Candidate,

Greetings from Karunya Institute of Technology and Sciences!

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

Instructions to Provisionally Admitted Candidates

1. Enter your HSC (12th Standard) marks in **Enrollment** → **Mark Entry** tab and upload a copy of your mark statement in the **Admissions Candidate Portal**
<https://eduserve.karunya.edu/online/AdmissionsPortal/Login.aspx>
2. The marks will then be verified by the Office of Student Affairs to confirm the eligibility of the Candidate.
3. After mark eligibility verification, the Online **Enrollment form** will be enabled for Candidates to fill the relevant data.
4. The candidate shall fill the online enrollment form through Admissions portal **Enrollment** → **Enrollment form** tab and upload the relevant documents:

A) Academic Documents

- a) Passport size photo
- b) Signature of the candidate
- c) 10th Mark Statement
- d) 12th / HSC Mark Statement
- e) Diploma Certificate / Semester or Consolidated Mark Statement (Applicable only for Diploma Holders getting admission under Lateral Entry category)
- f) Under Graduate Degree Certificate / Semester or Consolidated Mark Statement (Applicable only for candidates getting admission to Post Graduate programs)
- g) Copy of passport (Applicable for NRI / Foreign candidates)
- h) Transfer Certificate
- i) Community Proof
- j) Aadhaar Card

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www.karunya.edu

- k) Undertaking form (candidate shall download the form from the Candidate portal, fill the data, sign and upload)

The Candidates, who fulfill the eligibility criteria for availing the Scholarship, should upload the additional documents.

B) Scholarship Documents

- a) JEE (Main) Score Card (Applicable for B.Tech. Candidates)
 - b) UG Mark statement (Applicable for candidates getting admission to Post Graduate programs)
 - c) GATE Score Card (Applicable for candidates getting admission to Post Graduate programs)
 - d) Jesus Calls Young Partner Certificate (if any)
 - e) Proof for Pastor / Missionary (Letter from registered Church / Missionary organizations)
 - f) Proof for Child of Karunya / JC / Seesha / KCS / EMS Staff (Copy of ID Card)
 - g) Proof for Child of KITS Alumni (Copy of Parent's Degree Certificate from Karunya)
 - h) Proof for Sibling of Current Student / Alumni (Copy of Ration Card / Smart Ration Card)
5. Once the details are submitted, the same shall be verified by the Scholarship Committee and Scholarship will be awarded based on eligibility. After deducting the Scholarship, the net amount will be displayed in the Candidate portal for making the balance fee payment. Hostel & Mess fee (Hosteller - refer fee structure in link <https://admissions.karunya.edu/> and Transport fee (Day scholar) will be enabled when the physical classes resume.
6. On completion of full payment, the office of the Student Affairs will process the enrollment and issue Identity Card.
7. Candidates who are issued Identity Card will be given login credentials for attending the online classes.

The date of commencement of classes shall be informed soon. For any queries in the above process kindly contact - 0422-2614441 / 2614445 / 2614446 or mail us at admissions@karunya.edu.

Best wishes for a bright and successful future.


Admissions Officer