



Instructions to selected candidates for MBA Program

1. Candidates provisionally selected for the MBA programme should complete their admission during working days (Monday to Friday) between **May 18, 2026** and **May 22, 2026**, failing which they will forfeit their seat to candidates on the Wait-list.
2. Candidates must be **personally present** during admission. Under no circumstances will admission through a representative or proxy be permitted.
3. Candidates will receive their call letters for admission to the course via email by May 14, 2026.
4. Candidates must log in to the admission portal via the IRIS link <https://iris.nitk.ac.in/admission/admissions/login> using their MBA application credentials, fill in the required details, and upload all documents (scanned copies of originals) between **May 11, 2026** and **May 22, 2026**.
5. Candidates are directed to pay the fee online through the IRIS portal between **May 11, 2026** and **May 22, 2026**. (The payment link will be available on the IRIS portal.)
6. In case a candidate whose qualifying degree status is marked as "**Appearing**" and has not uploaded the course completion certificate duly signed by the Head of the Institution, their allotted seat shall stand cancelled.
7. In case the qualifying degree details filled in during registration do not match with the submitted documents, the information will be updated in the system accordingly.

I. Documents to be Uploaded on IRIS and Submitted in Original (with one set of photocopies) at the Time of Admission:

- a) Provisional Admission Offer Letter.
- b) Original Score Card of CAT / MAT / GATE (applicable year).
- c) Original Grade/Mark Sheets of qualifying examination for all semesters/years.
- d) Original Degree / Provisional Certificate (if degree is completed).
- e) Original Course Completion Certificate from the Head of the University/Institute, if result is awaited (Annexure-I).
- f) Undertaking by candidates whose result is awaited (Annexure-II).
- g) Original Certificate of Date of Birth issued by a competent authority / Class X (High School) Board Certificate as proof of date of birth.
- h) Photo ID proof as per Government of India norms (Copy of Aadhaar Card is compulsory).
- i) Original Certificate of category (OBC-NCL / SC / ST), if applicable, as per Government of India format, issued by the competent authority. In case of OBC-NCL category, the certificate must have been issued on or after **01-04-2026**.
- j) Form of Declaration / Undertaking by OBC candidate (for candidates admitted under OBC category) (Annexure-III).
- k) Original Income and Assets Certificate for EWS candidates, if applicable, as per Government of India format, issued by the competent authority. The certificate must have been issued on or after **01-04-2026**.



- l) Original Certificate for Persons with Disabilities (PwD) or UDID (Unique Disability ID) card if applicable, issued by the competent authority.
- m) Medical Fitness Certificate in the prescribed format.
- n) Original Conduct Certificate from the Head of the institution last attended.
- o) Original Migration Certificate from the last institute/university attended (other than Karnataka).
- p) Original Transfer Certificate from the Head of the institution last attended.
- q) APAAR ID/ABC ID.
- r) Passport-size photograph (2Nos).

Note: If any certificate is in a language other than Hindi, English, or Kannada, a certified English translation issued by the competent authority must be produced.

II. Fee to be Paid at the Time of Admission for MBA

Candidates are directed to pay the first-semester fee online through the IRIS portal.

Category	Institute Fee – First Semester (Day Scholar)	Institute Fee – First Semester (Hosteller)
OC / OBC / EWS / SC / ST / PwD	Rs. 1,40,760/-	Rs. 1,50,020/-

Hostellers are required to pay the applicable mess fee at the time of hostel admission. The mess fee for the first semester is **Rs. 35,310/-**

III. Withdrawal and Refund of Fees:

- I) Any student who withdraws admission before the closing date of admission i.e. **May 22, 2026** for this round, is eligible for the refund of all the fees and deposits, after a deduction of a processing fee of Rs.1000/- (Rupees One Thousand Only). The withdrawal request letter should be addressed to the Dean (Academic Programs) and submitted via email to ar.academic@nitk.edu.in on or before the closing date of admission, i.e., **May 22, 2026, by 5:00 PM** (last date of admission).
- II) Candidates who withdraw the admission after the closing date of admission for the respective rounds are eligible for refund of only the security deposit paid to the Institute. They are not eligible for refund of any other fee.
- III) Candidates who are leaving the course after joining are not eligible for the refund of any fee.



IV. Important Notes

1. OBC-NCL or EWS category: Candidates are required to submit certificates in the prescribed format available on the NITK website (www.nitk.ac.in), issued on or after 01-4-2026. Certificates issued prior to the prescribed date will not be accepted, and no affidavit or undertaking will be entertained in this regard. All such candidates must obtain valid certificates before the admission date. OBC-NCL candidates must also submit a declaration (Annexure-III), the format for which is available on the NITK website.

2. Caste certificates (SC / ST / OBC-NCL) from Maharashtra State: These must be validated by the Social Welfare Department (for SC and OBC-NCL categories) or the Tribal Welfare Department (for ST category) of the Maharashtra Government. Such candidates must produce their caste validity certificate at the time of online admission. No affidavit or undertaking will be accepted in this regard.

3. PwD category: Candidates must submit an original PwD certificate or original UDID (Unique Disability ID) card issued by a competent authority.

4. Result-awaited candidates: Candidates whose Bachelor's degree examination has not been completed or whose result is awaited must submit a Course Completion Certificate duly signed by the Head of their Institution in the prescribed format (Annexure-I) available on the NITK website. A self-declaration is not acceptable. Such candidates must submit their remaining mark sheets and degree certificates on or before 30-09-2026. They must also submit an undertaking in the prescribed format (Annexure-II) available on the NITK website.

5. Missing certificates: Candidates who do not currently possess or are unable to obtain their Conduct Certificate, Transfer Certificate, or Migration Certificate may submit the same on or before 30-09-2026. However, such candidates must upload a request letter to the Dean (Academic) on the IRIS portal, stating the reason for non-submission and confirming submission by the said date. Letters sent by email or any other means will not be accepted. All other listed documents (as applicable) must be submitted without fail.

Anil
08/5/26
Dean (Academic Programs)

[Signature]