BTech 2018 Common Counseling Process & Instructions

Greetings from Manipal Academy of Higher Education (MAHE), Manipal.

Congratulations! We welcome you to BTech Common Counseling 2018. You are requested to read the instructions carefully, before participating in the counseling process.

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1. Participating Institutions

BTech Common counseling will be conducted for admission to the following Institutions

1.1 Manipal Institute of Technology (MIT), Manipal Campus: https://manipal.edu/mit.html
(A Constituent institute of Manipal Academy of Higher Education (MAHE), Manipal)
Branches offered (16): Aeronautical, Automobile, Biomedical, Biotechnology, Chemical, Civil, Computer & Communication, Computer Science & Engineering, Electrical & Electronics, Electronics & Communication, Electronics & Instrumentation, Industrial & Production, Information Technology, Mechanical, Mechatronics, Media Technology.

1.2 Sikkim Manipal Institute of Technology (SMIT), Sikkim Campus: https://smu.edu.in/smit.html
(A Constituent institute of Sikkim Manipal University (SMU), Sikkim)
Branches offered (6): Civil, Computer Science & Engineering, Electrical & Electronics, Electronics & Communication, Information Technology, Mechanical.

1.3 Manipal University Jaipur (MUJ), Jaipur Campus: https://jaipur.manipal.edu/

Branches offered (10): Automobile, Chemical, Civil, Computer & Communication, Computer Science & Engineering, Electrical Engineering, Electronics & Communication, Information Technology, Mechanical, Mechatronics.

2. Counseling schedule

2018 BTech Rank wise Counseling schedule

Rank	Category	Date	Reporting
0001 - 1000	GENERAL	28.05.2018	08:30 AM
1001 - 2000	GENERAL	28.05.2018	01:30 PM
2001 - 3000	GENERAL	29.05.2018	08:30 AM
3001 - 4000	GENERAL	29.05.2018	01:30 PM
4001 - 5000	GENERAL	30.05.2018	08:30 AM
5001 - 6000	GENERAL	30.05.2018	01:30 PM
6001 - 7250	GENERAL	31.05.2018	08:30 AM
7251 - 8500	GENERAL	31.05.2018	01:30 PM
8501 - 9750	GENERAL	01.06.2018	08:30 AM
9751 - 11000	GENERAL	01.06.2018	01:30 PM
11001- 12500	GENERAL	02.06.2018	08:30 AM
12501 - 14500	GENERAL	02.06.2018	01:30 PM
14501 - 17000	GENERAL	03.06.2018	08:30 AM
17001 - 20000	GENERAL	03.06.2018	01:30 PM
20001 - 23000	GENERAL	04.06.2018	08:30 AM
23001 - 27000	GENERAL	04.06.2018	01:30 PM
27001 - 31000	GENERAL	05.06.2018	08:30 AM
31001 - 35000	GENERAL	05.06.2018	01:30 PM
35001 - 39000	GENERAL	06.06.2018	08:30 AM
39001 - 44983	GENERAL	06.06.2018	01:30 PM

The subsequent rounds of counselling to fill the vacancies arising due to withdrawals/cancellations of candidates admitted in the first round of counselling will be conducted online.

Note: You are requested to plan your travel (Arrival and Departure) as under. This will enable you to see the facilities in the campus, interact with the faculty and take firm decision regarding branch selection. Kindly note that there could be delay in counseling during afternoon batch. Hence, it is advised to plan your return journey on next day morning

Counseling Schedule	Suggested Arrival at Location	Suggested Departure from Location
Morning	Previous day evening	Same day Evening after 5 PM/ Next day
Afternoon	Previous day evening Same Day Morning before 6 AM	Next day morning

3. Counseling Location

You are required to report to any one of the counseling centers as per the counseling schedule. For the first round of counseling, there will be four centers viz. Manipal, Sikkim, Jaipur and Hyderabad. The center addresses are given below.

- **Manipal**

New Lecture Hall (NLH) Complex, Academic Block (AB) 3,
Manipal Institute of Technology (MIT), Manipal 576104
Contact No: 9243777700, 0820-2571978
https://goo.gl/maps/wH4SfcaqxtM2

- **Sikkim**

Sikkim Manipal Institute of Technology, F -Block (Civil & Mechanical Engineering Block), SMIT, Majitar, Rangpo, Sikkim–737136
Contact No: 9732947000, 9083254144, 9083254145
https://goo.gl/maps/QHKFaiTkLb52

- **Jaipur**

Administrative Building, Manipal University Jaipur (MUJ)
Dehmi Kalan, Off Jaipur Ajmer Expressway, Jaipur-303007
Contact No: 01413999100, 18002000218
https://goo.gl/maps/LBFBCJEv8s32

- **Hyderabad**

Institute of Public Enterprise (IPE), Osmania University Campus
Hyderabad. 500007
Mob : 9733026159, 9434213324, 9735845555
https://goo.gl/maps/SXi2cDDLsUH2

4. Eligibility Criteria

The candidates who fulfill the following eligibility criteria can participate in the 2018 counseling process

- Candidate should have MET 2018 rank
- Candidate should have passed in 10+2 / A Level / International Baccalaureate (IB) / American 12th grade or equivalent examination from a recognized board with **Physics**, **Mathematics** and **English** as compulsory subjects.
- Candidate should have minimum aggregate marks of **50 % in Physics, Mathematics** and one of the **optional subjects*.** In each of these subjects, candidates should have scored at least minimum marks prescribed by the board
- Candidates have appeared for 10+2 / A Level / IB / American 12th grade or Equivalent board examination and are awaiting their results, are also eligible for the counseling provided they fulfill the above criteria when their result are declared. Results should be made available to us, **on or before June 10, 2018**.

Note: *If a candidate fails in one / more than one subject in 10+2 / A Level / IB / American 12th grade or equivalent, he / she is NOT eligible to participate in the counseling. Allotted Seats to students with awaiting results, will be cancelled immediately if they do not fulfill the above eligibility criteria.*
For Candidates who possess a Senior Secondary Certificate from any Foreign Board/University and seek admission are required to attach a certificate from the Association of Indian Universities (AIU) to the effect that the examination passed is equivalent to the Indian Senior Secondary Examination.

*** List of Optional subjects:**
(1) Electrical Technology (2) Automobile Technology (3) Structure and Fabrication Technology (4) Air conditioning and Refrigeration Technology (5) Electronics Technology (6) Dairying Technology (7) IT Application (8) Geospatial Technology (9) Chemistry (10) Computer Science (11) Electronics (12) Biology (13) Bio-technology

5. List of Documents

The following is the list of documents required for the document verification process during counseling.

List of Documents Required

No	Document Name
1	MET 2018 Hall Ticket
2	10th Standard marks card (for date of birth proof) #
3	12th Standard marks card issued by the recognized board *. Click here
4	Transfer Certificate issued by the School / College (if available)
5	Conduct Certificate by the School / College (if available)
6	Aadhar Card of the Candidate #
7	Pan Card of the Parent(s) #
8	2 recent passport size photographs#
9	Authorization Letter (if representative is attending on behalf of candidate). Click here

**If original eligibility document is not available, candidates can bring the internet copy of the marks card duly attested by the college principal. (In case of internet copy of results, candidates are required to provide the userid and password to verify the results online in website / portal of respective board).*
Boards are established by: (i) An Act of Central/State Government, (ii) A Gazette Notification of Central/State Government, (iii) Executive orders issued by Central/State Government are only recognized

 # - Original Document is required

*Students awaiting the results, must email/upload the internet copy of the marks card duly attested by the college principal on or before **15 June 2018**, failing which (a) allotted seat will be cancelled (b) will be out of counseling and permitted to enter only in the 5th round.*

6. Fee

The 1st instalment Course fee of Rs 3,05,000/- is to be paid by submitting **TWO** separate account payee demand drafts (DD) for Rs. 2,95,000/- and Rs. 10,000/- in favor of **Manipal Academy of Higher Education**

payable at **Manipal** or **Udupi.** You are requested you to bring **TWO** separate Demand drafts before reporting at the venue. ***NO other payment modes will be accepted.***

Candidates who opt for waitlisting only, must submit the demand draft for Rs. 10, 000/- only.

Part payments or payment in installments is NOT permitted. Nonpayment of the full first year fees on seat allotment, will result in instantaneous forfeiture of seat.
For more on fee details refer respective Institute Prospectus.

7. Counseling (28th May - 6th June 2018): Physical round

- **Registration**

The physical presence of the candidate at the counselling is mandatory. If a candidate is unable to be physically present for the counselling due to unavoidable circumstances, he / she may authorize another individual to represent him / her at the counselling. The authorized representative must carry the letter of authorization. You should be physically present at the time of counseling venue and fill in the registration form at the Waiting Hall. This registration will be valid for the first 5 rounds of counseling.

- **Document Verification**

You should produce the documents for verification (***as mentioned above***) along with one set of self-attested photocopies and 2 recent passport size photographs. The original documents will be given back to you after the verification. *(In case of internet copy of result, you are required to provide the userid and password to verify the results online in website / portal of respective board)*

- **Fee Payment**

The 1st instalment Course fee of **Rs 3,05,000/-** is to be paid by submitting **TWO** separate account payee demand drafts (DD) for **Rs. 2,95,000/-** and **Rs. 10,000/-** in favor of **Manipal Academy of Higher Education** payable at **Manipal** or **Udupi**

- **Seat Allotment**

Seat will be allotted as per MET 2018 Rank and subject to seat availability. On seat allotment, both the DD's (Rs. 2,95,000/- and Rs. 10,000/-) must be submitted.

Allotment order and receipt/s for the payment made will be given to the candidate on completion of the admission process. Candidates who require hostel facility should contact the Chief Warden's Office of the allotted institution for hostel enrollment. Candidates should report to the allotted college on or before the Reporting date mentioned in the Provisional Admission order.

Note:
Mere inclusion in the merit list and call for counselling does not guarantee allotment of Seat. This will exclusively depend on the candidates all India rank, the number of candidates attending the counselling, their choice of course / institution and the number of seats available.

- **Waitlist**

The following candidates are eligible for waitlist

(i) Registered candidates who have taken / got a seat in first round and wish to participate in subsequent rounds of counseling

(ii) Registered candidates who have not taken / got the seat in the first round

- **Waitlist Procedure**

(i) The wait listing process for 2nd, 3rd and 4th rounds is online and is only for candidates who have physically visited the campus and registered for the 1st round.

(ii) Candidates who have taken / got a seat in first round and wish to participate in subsequent round(s) of counseling, can opt for waitlist without additional payment

(iii) First round registered candidates who have not taken / got the seat in the first round, can opt for waitlist with DD payment of Rs.10,000/- as waitlist fee. This waitlist fees will be refunded, in case the candidate is not allotted any seat, after completion of all rounds of Counseling

(iv) Arrangements will be made at the Counseling centers, for the candidates to fill up the online form by giving choices as per their order of campus / branch preference

(v) For online waitlisting, Candidates must login to https://counseling.manipal.edu with Application number as login ID and OTBS password as password. The candidate can fill in as many choices as possible from the list as per preference and must click on **SAVE / UPDATE** button. **Candidates are requested not to fill in the choices of branches / institutes in which they are not interested**

(vi) Candidates have to submit their Bank Details (Name of the account holder, A/c Number, Bank Name, Branch Address and IFSC code) in the column provided, online. The site is Safe and Secure. These details will be used for the refund, if any

(vii) If the candidate forgets the password, click on "forgot password" to receive the password via SMS and e-mail

8. Refund Policy

Please visit the following links for refund rules:

- **Manipal Institute of Technology (MIT), Manipal**

http://manipal.edu/mu/admission/indian-students/fees-refund.html

- **Sikkim Manipal Institute of Technology (SMIT), Sikkim**

http://smu.edu.in/smu/admission/important-links/fees-details/fee-refund.html

- **Manipal University Jaipur (MUJ), Jaipur**

http://jaipur.manipal.edu/muj/admission/indian-students/fees-refund.html

9. Scholarships

- **Manipal Institute of Technology (MIT), Manipal**
  https://www.manipal.edu/mu/admission/indian-students/scholarship.html
- **Sikkim Manipal Institute of Technology (SMIT), Sikkim**
  https://smu.edu.in/smu/admission/important-links/scholarships.html
- **Manipal University Jaipur (MUJ), Jaipur**
  https://jaipur.manipal.edu/muj/admission/indian-students/scholarships.html

10.Hostel Information

- **Manipal Institute of Technology (MIT), Manipal**

https://www.manipal.edu/mu/campus-life/accommodation/engineering-foa-management-soc---doc-hostels--mit-campus-/general-information/facilities.html

- **Sikkim Manipal Institute of Technology (SMIT), Sikkim**

https://smu.edu.in/smit/smit-experience/hostel-smit-smu/facilities.html

- **Manipal University Jaipur (MUJ), Jaipur**

https://jaipur.manipal.edu/muj/life-at-muj/hostel-facility.html

11.How to reach

11.1 Manipal:

Manipal is well connected by road, rail and air. There are two main cities close to Manipal that serve as entry points, Udupi and Mangalore. Udupi is 5 kms from Manipal and Mangalore 65 kms away.

By Air:

The nearest airport is Mangalore which is max. 90 minutes' drive by road. There are daily domestic flights from Mumbai and Bangalore. Indian Airlines, Jet Airways and Spice Jet fly to Mangalore. There are direct international flights to Mangalore from Dubai, Abu Dhabi, Muscat, Doha Qatar, Bahrain and Kuwait. Prepaid taxis are available at the Mangalore airport.

By Train:

The closest railway stations are at Udupi (2 kms from Manipal) and Mangalore (65 kms from Mangalore). These railway stations lie on the Konkan route connecting the north and the south along the west coast. Delhi and Mumbai (to the north) and Ernakulam (to the south) are linked to Udupi station. Mangalore station is connected to Bangalore, Chennai, Delhi, Goa, Calicut, Cochin, Trivandrum, Mumbai and other major cities. Those traveling from Kolkata will have to travel via Chennai/Mumbai/Bangalore/Goa and then take a connecting train to Mangalore. There is also a train operating from Jammu to Mangalore once a week. For more information check: www.indianrail.gov.in

By Road:

Manipal is well connected with the major cities in Karnataka, Kerala, Goa, etc. Buses run between Mangalore and Manipal frequently. Direct buses are also available from Bangalore, Goa, Hyderabad, Mumbai and other cities.

11.2 Jaipur:

By Air:

Jaipur Airport is situated in the satellite town of Sanganer. It has also well connected domestic air links with many Indian cities such as Jodhpur , Udaipur, Delhi, Hyderabad, Kolkata, Goa, Bangalore & Mumbai. The distance from Jaipur Airport to MUJ is 27 Kms.

By Train:

The Jaipur rail head is situated within the city area. Indian Railways connects Jaipur from all over the country and is one of the most cost -effective means of travel. Overnight trains arrives from many major cities including Delhi, Agra, Chennai & Mumbai. Jaipur Railway Station is 24 Kms away from the Manipal University Jaipur. A prepaid taxi / cab service can be used to reach Manipal University.

By Road:

Jaipur is well linked by a good network of roadways and road transport to all the important cities . There are excellent bus services between Jaipur – Delhi by Rajasthan State Road Transport Corporation with buses approximately running every half an hour both ways. A bus journey typically takes 6 hours by (Volvo) or 6- 7 hrs by other deluxe buses. Travel by car from Delhi to Jaipur takes about 5 hours. The Jaipur bus stand is situated 25 Kms. away from Manipal University Jaipur (MUJ).

12. Accommodation (at Manipal location only)

1. For candidates and parents visiting MIT Manipal for the counseling process, accommodation will be made available during 28 May 2018 - 06 June, 2018.

2. A maximum stay of two days will be considered for the parents. Details of Accommodation that has been earmarked and the charges are:

Hostel No.	Seats	Room Type	Maintenance Charge per Room (Including Linen, Extra Mattress and Laundry)
14, 15, 16 and 17 Blocks	290	Single Attach AC	Rs.800/- per day
	800	Double Attach AC	Rs.1,000/- per day
	200	Single Attach Non AC	Rs.400/- per day
	650	Double Attach Non AC	Rs.600/- per day

3. **Reception & Hostel duties**: **Main reception** will be at **14th Block** for parents/ candidates **seeking accommodation must proceed to 14 Block**. On arrival, at the main reception, parents will be allotted accommodation.
4. **Accommodation will be allotted on "first come first serve basis"** and once 14th Block is fully subscribed then allotment will be started in 15, 16 and 17 Blocks.
5. **Billing & Accounting**: A Billing Counter will be available at 14th Block. Payments will be accepted only through debit/ credit cards on the swiping machine available at the Billing Counter.
6. **Linen & Pillows**: will be provided in the rooms. No towels will be provided.
7. **Messing Arrangement**: Food will be available on payment at MIT Food Court
8. **Important Telephone Numbers** (As per chart / notice)
   - 14th Block: +918202927400

13. Advisory

- We have NO agents or middlemen for admissions and all admissions can be secured only by merit in the all India Manipal Entrance Test (MET) 2018 and counseling process.

- Mere inclusion in the merit list and call for counselling does not guarantee admission to a course. This will exclusively depend on the candidates all India rank, the number of candidates attending the counselling, their choice of course / institution and the number of seats available.

- Absence of the candidate / authorized representative at the indicated reporting time and date, will result in the instantaneous forfeiture of any claim for the seat. The choice of course made by the candidate / representative is final & binding, and cannot be altered later under any circumstances.

- All admissions are subject to fulfillment of all the eligibility conditions by the candidate. If it is found at a later stage, during active verification, that the candidate has given false information / certificate or is found to have concealed some information his / her admission will be cancelled without any notice. It is the responsibility of the candidates to ensure that they fulfill all the eligibility requirements for the course(s) applied. Jurisdiction for dispute if any shall be at Udupi court only.