

Manipal University B Tech Common Counseling– 2016

Manipal/Sikkim/Jaipur



INFORMATION BROCHURE

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1. INTRODUCTION:

Greetings from Manipal University to all the candidates who have appeared for Manipal University Online Entrance Test (MUOET), 2016. We welcome all successful candidates for B Tech Common Counseling 2016. All the candidates are advised to read the instructions carefully before participating in the counseling.

1.1 Participating Institutions:

B Tech Common counseling will be conducted for admission to the following Institutions:

(i) Manipal Institute of Technology, Manipal

Streams offered: (1) Aeronautical, (2) Automobile, (3) Biomedical, (4) Biotechnology, (5) Chemical, (6) Civil, (7) Computer and Communication, (8) Computer Science & Engineering, (9) Electrical and Electronics, (10) Electronics & Communication, (11) Industrial and Production, (12) Information Technology, (13) Instrumentation & Control Engineering, (14) Mechanical, (15) Mechatronics, (16) Printing and Media Technology.

(ii) Sikkim Manipal Institute of Technology, Sikkim

Streams offered: (1) Civil, (2) Computer Science and Engineering, (3) Electrical and Electronics, (4) Electronics and Communication, (5) Information Technology, (6) Mechanical.

(iii) Manipal University, Jaipur

Streams offered: (1) Automobile, (2) Chemical, (3) Civil, (4) Computer and Communication, (5) Computer Science and Engineering, (6) Electrical Engineering, (7) Electronics and Communication, (8) Information Technology, (9) Mechanical, (10) Mechatronics, (11) Production and Industrial

1.2 Eligibility Criteria:

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

- (i) Candidate should have MUOET-2016 rank
- (ii) Candidate should have passed in 10+2/A Level/IB/American 12th grade or equivalent examination with Physics, Mathematics and English as compulsory subjects.
- (iii) 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.
- (iv) Candidates who have appeared for 10+2 /A Level/IB/American 12th grade or Equivalent board examination and are waiting for the results are also eligible for the counseling provided they fulfill the above criteria when the result is declared.
- (v) Board results should be available on or before July 15, 2016.

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.

***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.

1.3 Counseling Schedule:

The details of counseling schedule are given in Table 1

Table1: Schedule of Manipal University B Tech Common Counseling 2016

Sl.	Events	Duration
1	First round of Counseling (Physical round) Choice filling by the wait-listed candidates	06 - 15 June 2016
2	Modifying filled choices for the 2 nd round (Online)	26 June – 01 July 2016
3	Deadline for locking	01 July 2016; 5:00pm
4	2 nd round online seat allotment	03 July 2016
5	Payment of balance Course fees	04-07 July 2016
6	Modifying filled choices for the 3 rd round (Online)	04-08 July 2016
7	Deadline for locking	08 July 2016; 5.00 pm
8	3 rd round online seat allotment	10 July 2016
9	Payment of balance Course fees	11-13 July 2016
10	Modifying filled choices for the 4 th round (Online)	11-15 July 2016
11	Deadline for locking	15 July 2016; 5.00 pm
12	4 th round online seat allotment	17 July 2016
13	Payment of balance Course fees	18-20 July 2016
14	New Registration by unregistered candidates/Filling/Modifying filled choices for the 5 th round (Online)	22-26 July 2016
15	Deadline for locking	26 July 2016; 5.00 pm
16	5 th round online seat allotment	28 July 2016
17	Payment of balance Course fees	29-31 July 2016
18	Reporting to the respective campuses for orientation	As per the dates given in the provisional admission order.
19	Filling of choices for Intra Institute Sliding by admitted students, at the reporting center (Physical round)	06-08 August 2016
20	Announcement of seat allocation after Intra Institute Sliding	09 August 2016
21	Spot round registration and seat allotment (Physical round)	12 August 2016
22	Students admitted in Spot round reporting to their respective institutes.	13 August 2016 (9am to 5pm)

2. COUNSELING PROCEDURE

It is planned to have seven rounds of counseling, including one intra-institute sliding and one spot round (refer Appendix A for flowchart). The first round, intra-institute sliding and spot round is physical rounds whereas rest of the rounds is online counseling. Depending on the vacancy, an additional round of counseling may be conducted.

2.1 First round of counseling (June 6 to 15) – Physical round

- **Registration** - Candidate should fill the registration form
- **Document Verification** - Candidate should produce the original documents for verification (*listed in Table 2*) along with one set of photocopies. The documents will be given back to the candidates after the verification is done.
- **Seat Allotment** – Seat will be allotted in the order of merit as per MUOET 2016 and subject to availability of seats.
- **Waitlist** –

The following candidates are eligible for waitlist:

- (i) Candidates who have taken a seat and wish to participate in second round of counseling
- (ii) Candidates who have already registered, but haven't got the seat in the first round

Procedure

- Candidates who are not allotted any branch and wish to waitlist for the second round can pay Rs.11,000/- towards the registration fee at the document verification counter.
- Waitlist form will be made available in the waitlist counter. The candidates interested in wait listing may fill up the form by giving choices as per their order of branch preference/campus. Provision will be made for such candidates to fill choices online as per the wait-list form.

- Candidates who have been allotted/not allotted seat and wish to upgrade/waitlist can login to the candidates' portal by visiting <https://counseling.manipal.edu> and can fill in as many choices as possible from the list in their preferential order and click on SAVE/UPDATE button. The application number will be the login ID and the password will be the OTBS password provided at the time of Online Test Booking System (OTBS). If the candidate forgets the password, s/he has to click on "forgot password". The candidates will receive the password via SMS and e-mail. The selected choices will be displayed in the order of their preference. Candidates may carefully go through the list of choices selected and then save. Candidates are advised not to fill in the choices of branches/institutes in which they are not interested.
- Candidates have to fill their Bank Details (Name of the account holder, A/c Number, Bank Name, Branch Address and IFSC code) in the column provided.

Table 2: List of documents to be produced at the counseling venue for verification

- e-Hall Ticket (Original)
- 10th standard marks card as proof of date of birth (Original)
- Marks card of 10+2(Original)*
- Conduct/Character certificate issued by the School/College (Original)
- Transfer certificate or School/College Leaving Certificate issued by the School/College (Original)
- Copy of PAN card of the parent
- One set of photocopies of all the above documents
- Four recent and identical passport size photographs and one stamp size photograph
- Course fee (I instalment) + Registration fee: Two separate demand drafts for Rs 2,59,000/- and Rs 11000/- in favor of Manipal University, payable at Manipal or Udupi. No other mode of payment will be accepted.
- **Demand Drafts drawn in favor of Manipal University Jaipur or Sikkim Manipal University WILL NOT BE ACCEPTED.**

* *If original is not available, candidates can bring the marks card issued by the college principal, duly attested. If result is awaited, candidates are required to submit a letter from the college principal stating that the Board result is yet to be announced.*

2.2 Second, Third and Fourth Round of Seat Allotment (26 June -20 July) - Online:

The following candidates are eligible for second, third and fourth round of counseling:

- Candidates who have taken the seat and want to participate in the next round. These candidates can modify their choices.
- Candidates who have participated in the first round, have not taken any seat and opted for wait-listing in the next rounds of counseling
- Candidates who have already registered, but haven't got the seat in the previous round/rounds. Such candidates can also modify their choices

2.2.1 Filling/Modifying Filled Choices

- Candidates can fill/modify their choices and the order of their preferences by log in to the candidates' portal visiting <https://counseling.manipal.edu> (Use application number as login ID and OTBS password as password). They can modify their choices any number of times during the registration period of the particular round, until the choices are locked.
- Candidates are advised to lock their choices before the deadline and take the printout of their choices. If a candidate fails to explicitly lock his/her choices within the stipulated time, his/her last saved choices will be automatically locked after the deadline.
- Candidates can't modify their choices once it is locked or after the deadline.
- Candidates are advised not to fill in the choices (institutes and branches) in which they are not interested. For example, if you are not interested in Computer Science at Manipal campus, do not give this as one of the options in the choice filling. Once the seat is allotted as per their choice irrespective of the preferential order (higher or lower), candidates have to accept the seat and complete the admission formalities. If the candidate rejects the seat offered, then he/she will not be allowed to

participate in the subsequent rounds of counseling, except the spot round.

2.2.2 Fifth round of seat allotment (22-28 July) - Online:

The following candidates are eligible for fifth round of counseling:

- Candidates who have not registered in any of the previous rounds, i.e. they are participating in the counseling for the first time.
- Candidates who have taken the seat and want to participate in this round. These candidates can modify their choices.
- Candidates who have registered and are not allotted any seat till the fourth round of Counseling.

Registration process for the new registrants:

- Candidates who wish to participate in the counseling are required to register online. The registration process involves three steps; viz. filling the registration form, payment of registration fee, choice filling and locking.
- To register for counseling, visit our website www.counseling.manipal.edu and login to the candidate's portal. The application number will be the login ID and the password will be the OTBS password provided at the time of Online Test Booking System (OTBS).

Filling Registration form:

- Candidates are advised to read the instructions carefully before filling the registration form.
- There are a few fields which can't be edited by the candidates, such as, application no., rank, name, date of birth etc.
- However, if a candidate wants to give an additional e-mail id and/or mobile number, it can be entered in the appropriate box.
- Enter 10+2 Board in which the candidate has appeared, such as CBSE, ICSE, State Board and others. If it is a State Board, enter the name of the State Board.
- If 10+2 Board marks are available, enter minimum marks, maximum marks and the marks secured in Physics, Mathematics and any one of the optional subjects listed in section 1.2. The candidates are required to send the

attested scanned copies of all the documents mentioned in the Table 2 above.

- If you want to proceed for the next step, press “SAVE/UPDATE” .

Payment of registration fee

- The candidates who are participating in the counseling for the first time have to pay the registration fee of Rs 11,000/- (bank transaction charges as applicable to be paid additionally). The following modes of payment are available:
 - (i) Credit card/Debit card
 - (ii) Internet banking
- After a successful payment of registration fee, the candidates will be permitted to fill the choices as explained in 2.2.1 above.

Choice filling/modifying by already registered candidates:

The registered candidates can fill/modify the choices as explained in 2.2.1 above.

2.2.3 Seat Allotment

- Seats will be allotted in the order of merit as per MUOET 2016 and on the basis of the locked choices subject to availability of seats. Candidates can check the allotment status and status quo of online counseling by logging in to the candidates’ portal (Use application number as login ID and OTBS password as password)
- If the seat is allotted, candidates will receive an email giving the details of the allotment.
- If the seat is allotted for the first time, candidates have to pay the balance course fees of Rs.2,59,000/- by :
 - ✓ Preferably RTGS – in favour of “Manipal Academy of Higher Education” SB a/c 007201000089 IFSC code ICIC0000072, as it enables early confirmation of the payment made.

- Fill in the UTR details (Name of the Account holder, Account Number, IFSC code, Bank Name and Bank address) in the candidate portal.
 - The candidate can then download the Provisional Admission Order from the candidate portal.
- ✓ Or by depositing the amount in our account with ICICI Bank, Manipal Branch – “Manipal Academy of Higher Education” A/c 007201000089
 - Email to **btech.counseling@manipal.edu**/faxed to **0820-2571982**, the Deposit slip mentioning application number on or before the last date as mentioned in 1.3 above.
 - The candidate can then download the Provisional Admission Order from the candidate portal.
- If the seat is upgraded, then candidates can download the provisional admission order of the upgraded seat from the candidates’ portal.
- If the candidates are satisfied with the seat allotted and do not want to participate in the counseling anymore, have to opt out from the counseling. To opt out, login to candidates’ portal and click on “opt out” button. If the candidate does not opt out then seat will be upgraded as per the vacancy and choices given. If the candidate wants to participate in the next round of counseling, he/she can login to the candidates’ portal and modify the choices, and click on **SAVE/UPDATE** button. If a candidate does not modify his/her choices, then the choices given in the previous round will be considered for the next round of seat allotment.
- When the seat is upgraded as per their choice, candidates have to accept it and they have no choice of retaining the previously allotted seat. For example, a candidate has been upgraded to Civil Engineering branch at Jaipur from previously allotted branch of Mechanical at Sikkim, then the candidate has no choice of retaining Mechanical branch at Sikkim by rejecting Civil branch at Jaipur.

- If the seat is not allotted, then the candidates can participate in the next round.
- However, if the candidate fails to get a seat till the fifth round seat allotment, then he/she will be eligible for spot round only.

2.3 Intra-Institute Sliding (Physical Round):

- After five rounds of counseling, if vacancy exists, the intra-institute sliding will be conducted for the candidates who have already joined the institute.
- In intra-institute sliding, the up gradation is possible only in the institute where the candidate has joined. i. e there is no possibility of shifting the campus.
- Candidates who have taken the seat but not joined the institute are not eligible for intra-institute sliding.
- Those who want to participate in the intra-institute sliding, have to physically report to the seat allotment center of the respective institute on the day of intra-institute sliding.
- The candidates can register for intra-institute sliding at the venue by filling their choices and locking it.
- The seat will be allotted to the candidates as per their choice, MUOET rank and vacancy.

2.4 Spot round seat allotment (Physical Round):

- The vacant seat, if any, after the intra-institute sliding will be filled in the spot round.
- The following candidates are eligible for spot round:
 - Those who have not registered in any of the previous rounds of counseling
 - Those who have registered in any one of the rounds but have not got the seat in the previous rounds of counseling
 - Those who did not pay the balance course fees after allotment of the seat

- Those who have taken the seat but withdrawn subsequently
- Those who have already taken the seat and joined the respective institute; these candidates **have to vacate the seat before participating** in the spot round.
- All the candidates who wish to participate in the spot round shall physically report to one of the counseling centers (Manipal, Jaipur or Sikkim campus) on the day of spot round at 9:00 am.
- The candidates should submit the documents listed in Table 2, along with a demand draft of Rs 2,70,000/- in favor of "**Manipal University**", payable at Manipal or Udupi, before the registration for spot round. Those who have already paid the registration fee may submit a demand draft for the balance amount.
- Eligible candidates who have submitted all the documents and paid the fee will be permitted to register for spot round and the seat will be allotted as per the MUOET rank, their choice and availability of seats.
- **Candidates are advised to carefully choose their institutes and branches, as there is no provision of fee refund if one chooses not to join the allotted institute. The fee collected will not be refunded if seat is allocated to a candidate.**
- However, if a candidate is not allotted a seat, then the fee collected will be refunded fully.
- Those who have got the seat in the spot round have to collect the admission order and report to the allotted institute immediately.

Note: *If there are any vacancies after the spot round, those seats will be filled based on JEE (Main) rank. Eligible candidates may report to one of the counseling centers on the day of spot round.*

3. REFUND RULES:

GENERALLY NO REFUND OF FEE IS PERMITTED ON ACCOUNT OF WITHDRAWAL/ABSENCE FROM COLLEGE OR OTHER REASONS ONCE A STUDENT IS ADMITTED TO ANY COURSE OF STUDY.

Please visit the following links for refund rules:

Manipal Institute of Technology, Manipal :

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

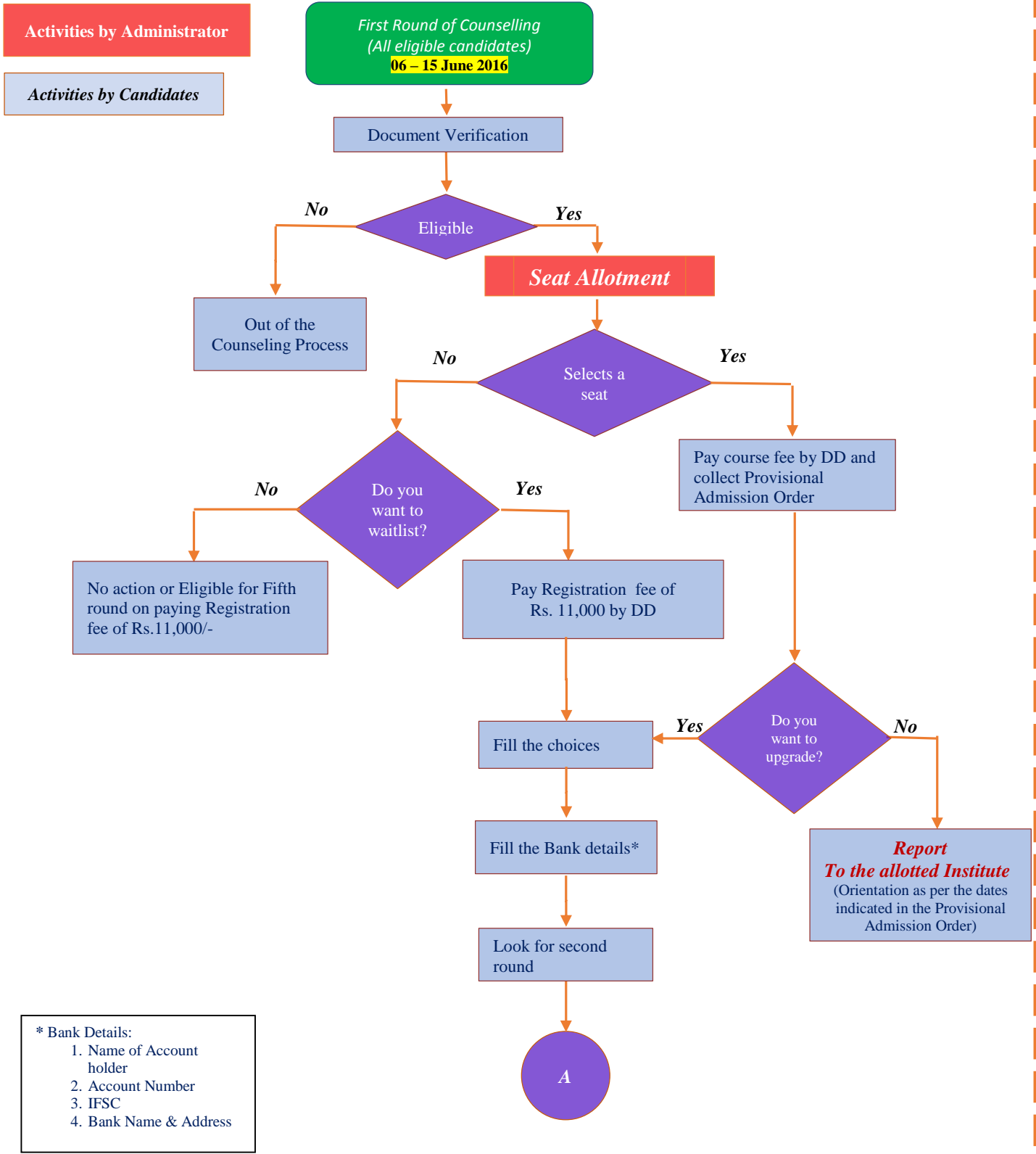
Sikkim Manipal Institute of Technology, Sikkim:

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

Manipal University Jaipur:

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

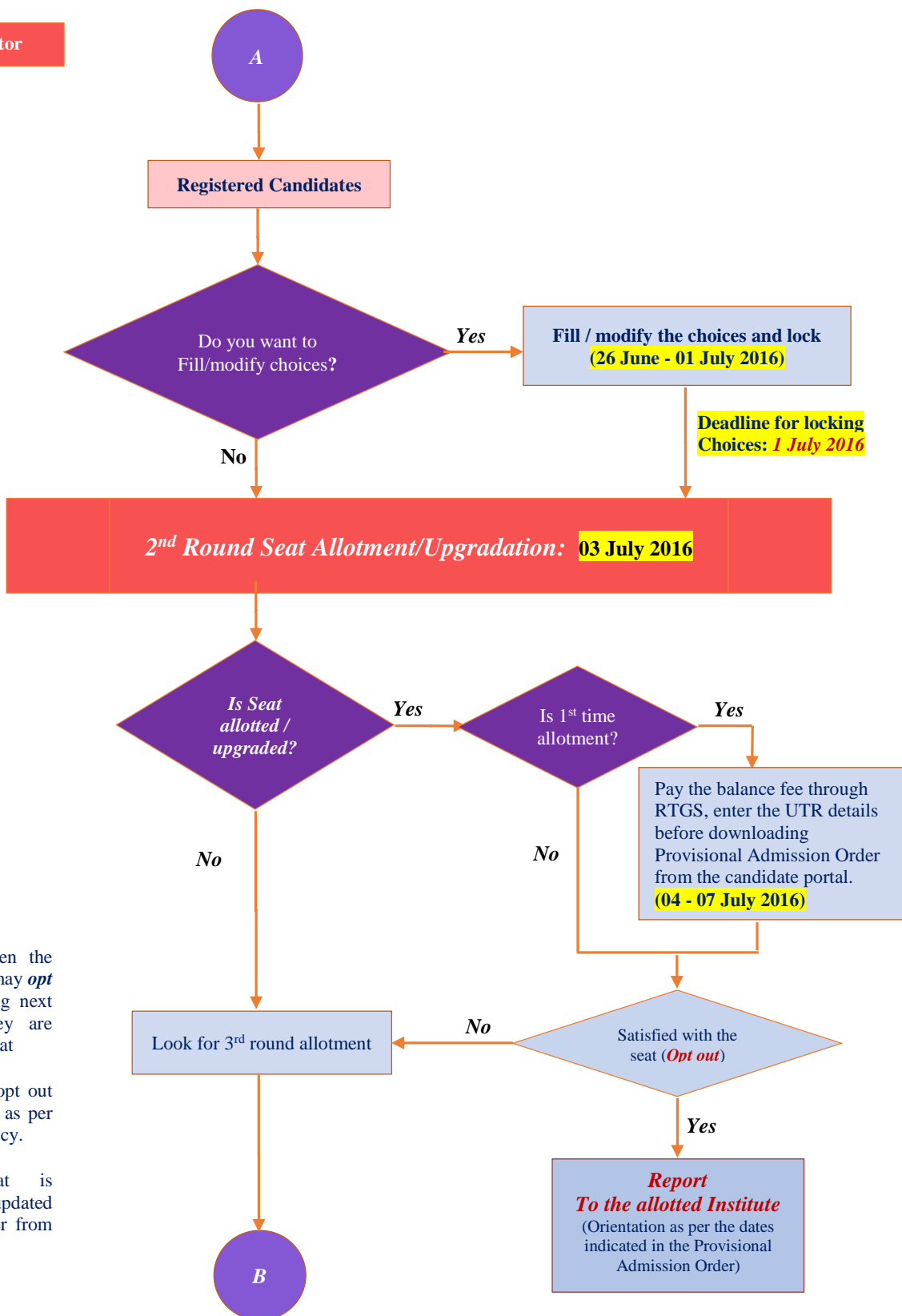
First Round of Counseling (Physical round)



Second Round Seat Allotment

Activities by Administrator

Activities by Candidates



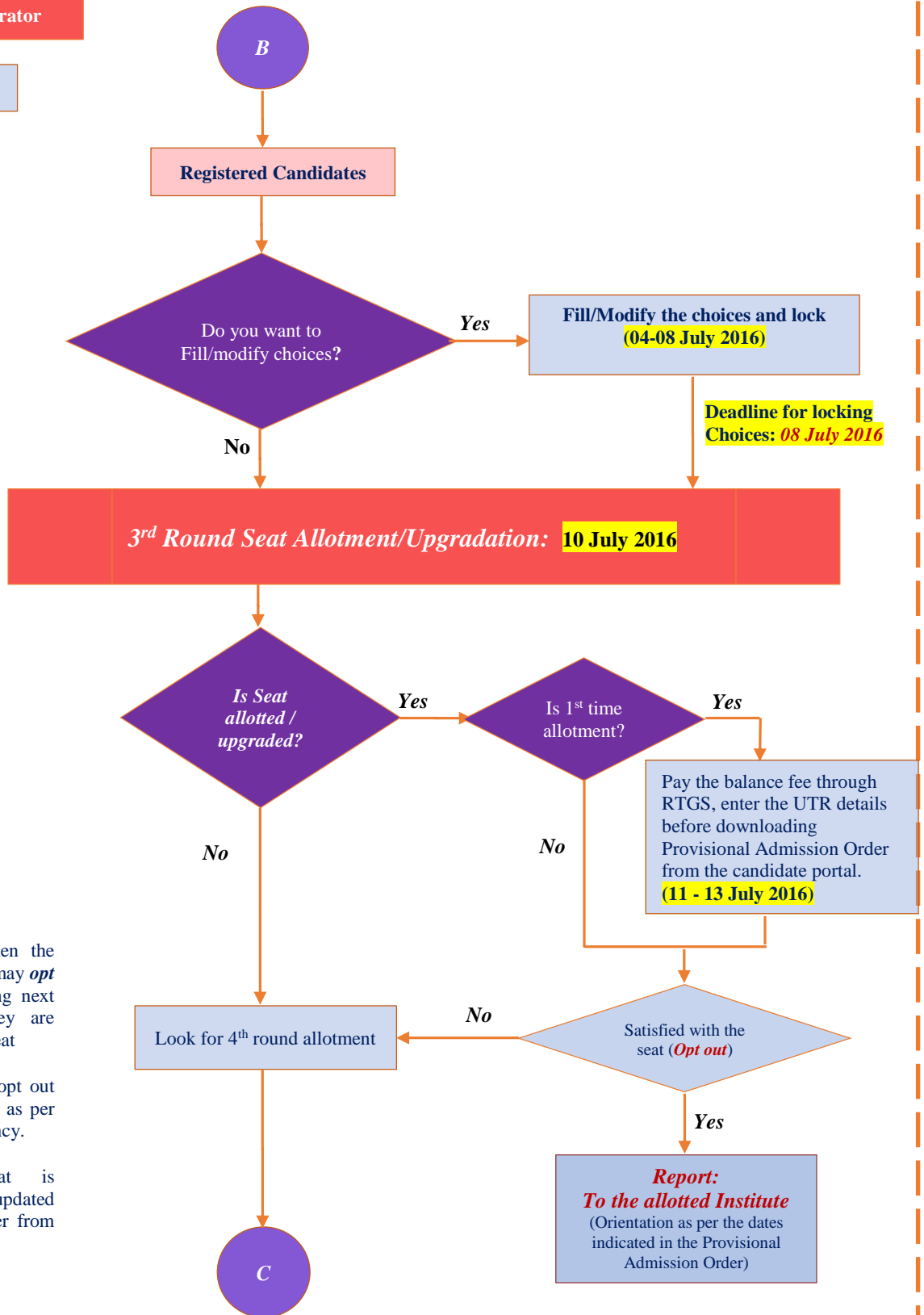
Opt Out:

- Candidates who have taken the seat in the previous round may **opt out** (through online) during next registration period if they are satisfied with the allotted seat
- If the candidate does not opt out then seat will be upgraded as per the choices given and vacancy.
- Candidates whose seat is upgraded can get their updated provisional admission order from the candidate portal.

Third Round Seat Allotment

Activities by Administrator

Activities by Candidates



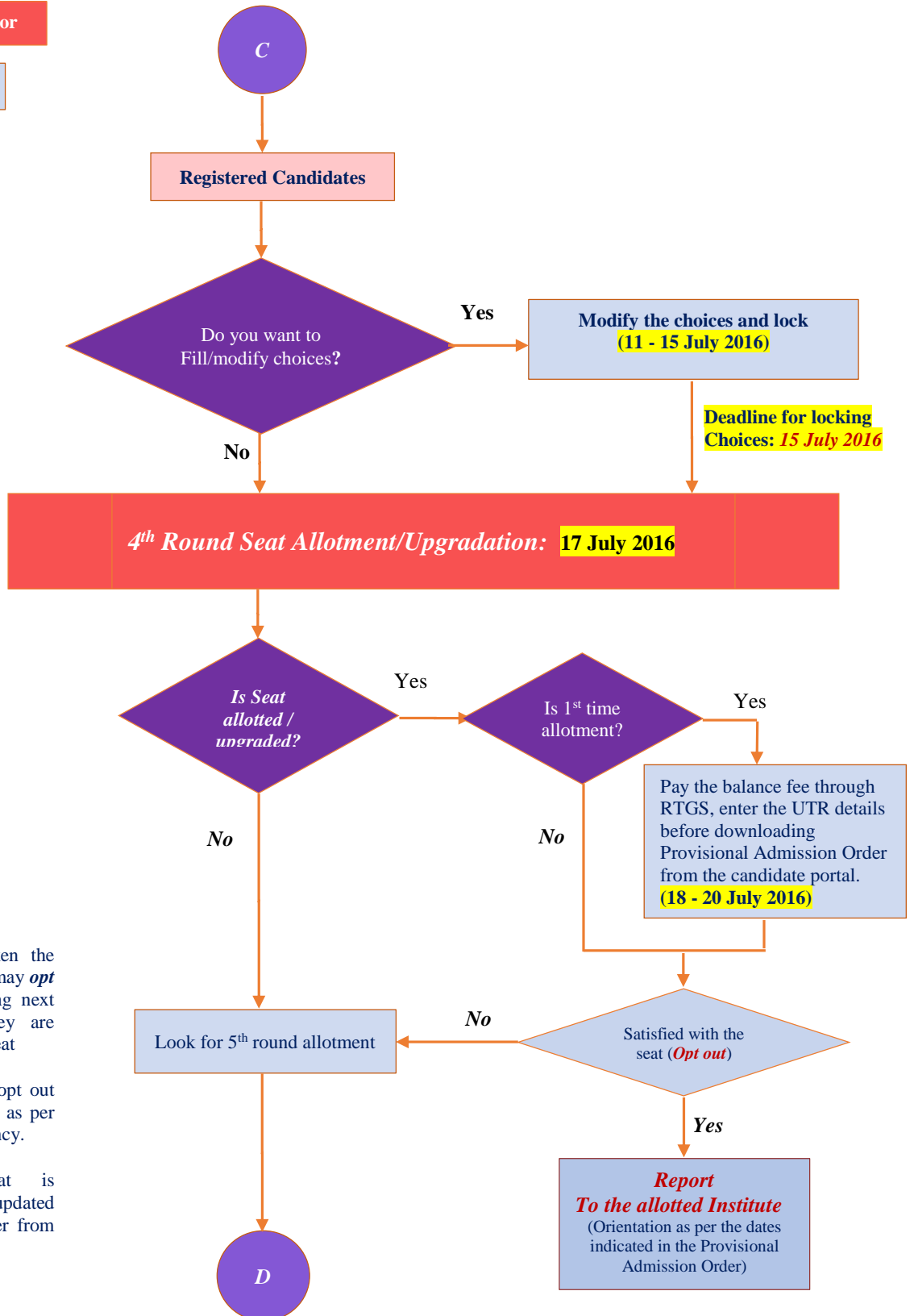
Opt Out:

- Candidates who have taken the seat in the previous round may **opt out** (through online) during next registration period if they are satisfied with the allotted seat
- If the candidate does not opt out then seat will be upgraded as per the choices given and vacancy.
- Candidates whose seat is upgraded can get their updated provisional admission order from the candidate portal.

Fourth Round Seat Allotment

Activities by Administrator

Activities by Candidates



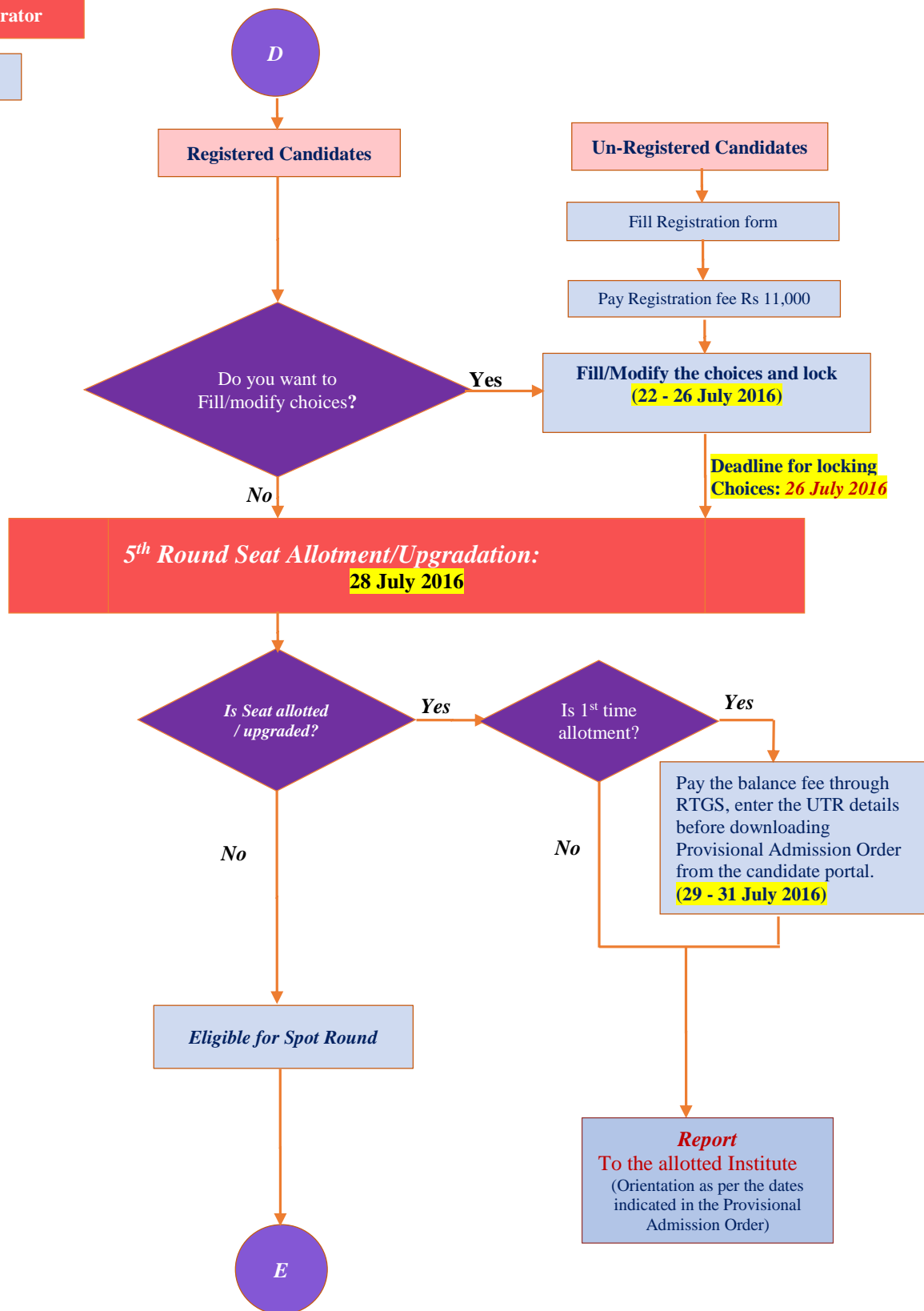
Opt Out:

- Candidates who have taken the seat in the previous round may **opt out** (through online) during next registration period if they are satisfied with the allotted seat
- If the candidate does not opt out then seat will be upgraded as per the choices given and vacancy.
- Candidates whose seat is upgraded can get their updated provisional admission order from the candidate portal.

Fifth Round Seat Allotment

Activities by Administrator

Activities by Candidates



Intra institute level Sliding (Physical round)

Activities by Administrator

Activities by Candidates

Eligibility for Intra-Institute Sliding:
All the candidates who have got the admission and joined the allotted institute.

Candidates who wish to participate in intra-institute level sliding
To physically report to the seat allotment center* and fill the preferences afresh
(06 – 08 August 2016)

Seat Allotment
09 August 2016

Candidates whose seat is upgraded can get their Upgraded Provisional Admission Order from the Candidates' portal.

Note:

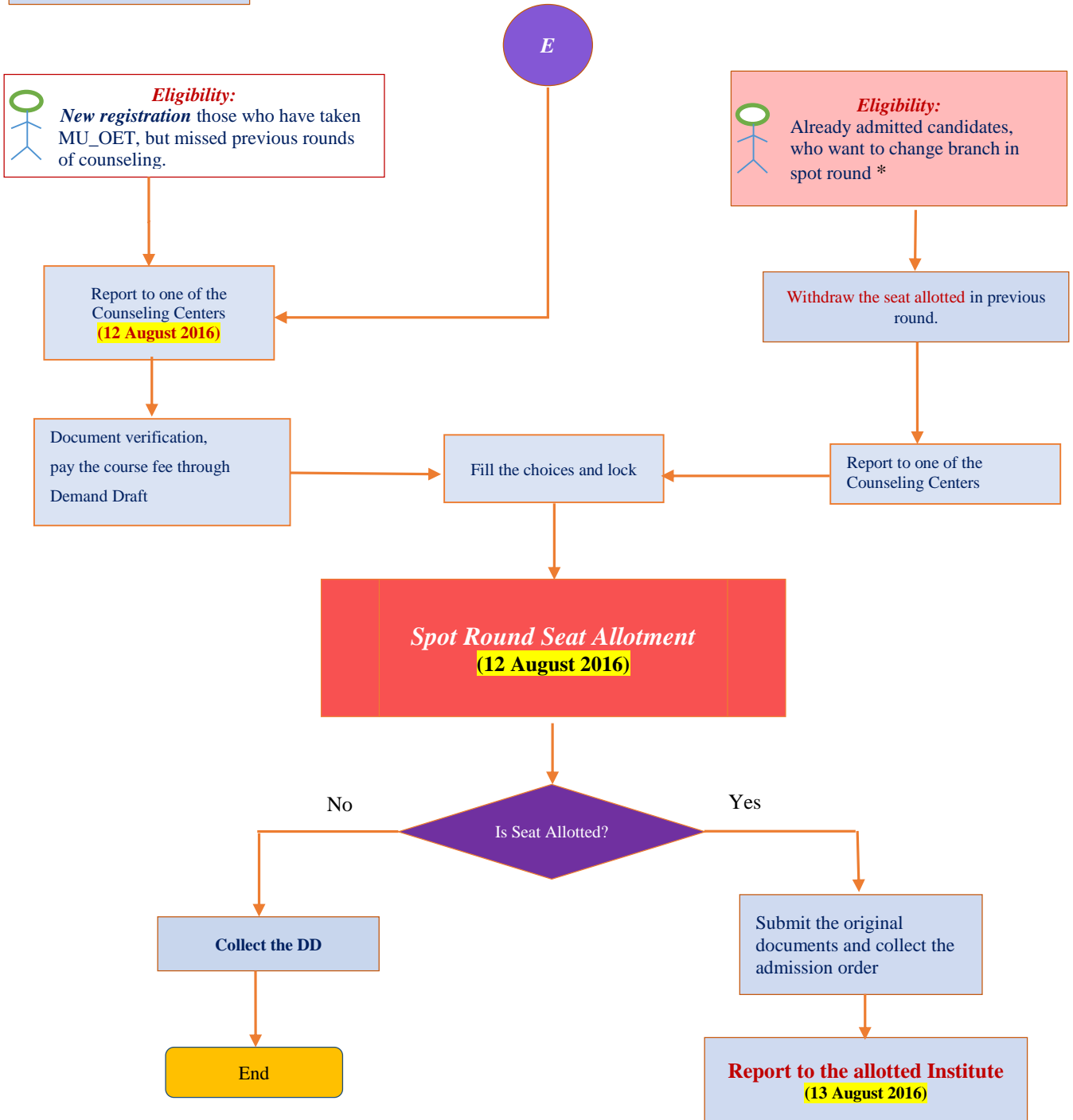
* The respective institute will notify the Date/time/venue of seat allotment center.

Spot Round Seat Allotment

(Physical presence required)

Activities by Administrator

Activities by Candidates



Note: If there are any vacancies after the spot round, those seats will be filled based on JEE (Main) rank. Eligible candidates may register and report to one of the counseling centers on the day of spot round.

* Please remember that you may lose the present seat and there is no assurance that you will get it back, if so desired.

APPENDIX B: Reporting centers

The candidates are required to report to any one of the counseling centers as per the counseling schedule displayed in the university website. For the first round of counseling, there will be three centers viz. Manipal, Sikkim and Jaipur. The campus addresses are given below.

Manipal

New Lecture Hall Complex
Manipal Institute of Technology
Manipal-576104

Sikkim

Sikkim Manipal Institute of Technology,
C -Block (Academic Building),
SMIT, Majitar, Rangpo,
Sikkim-737136

Jaipur

Manipal University Jaipur
Dehmi Kalan
Off Jaipur Ajmer Expressway
Jaipur-303007