

Counselling and Admission Procedure

This article is current as of 2018 and will be updated shortly.

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*With the exam season done and dusted, hundreds of students are veering along a path that will lead them towards spending the next four years in Manipal. Listed below are the counselling and admission procedure, that prospective MITian's will find useful. **If the answers below don't cover what you need, or you're looking for any more information, head over to our official [Freshers' group](#) of 2018 to have your doubts cleared.***

COUNSELLING PROCESS

Your physical presence at the counselling is mandatory. You can attend the counselling at any of the centres- Manipal, Sikkim, Jaipur, or Hyderabad, irrespective of the campus you want admission in. However, if extenuating circumstances prevent you from being present, you may authorise someone to be there in your place. He/she must carry your [authorisation](#) in this format. Make sure you bring all your documents and the admission fees.

Please note that your absence or the absence of your representative at the indicated reporting time and date for counselling will result in the instantaneous forfeiture of your claim to a seat. Only the applicants/representatives are allowed into the counselling hall.

Applicants are called in the order of their ranks and asked to choose from the seats available for admission at that point in time.

You can check your [rank](#), counselling schedule, venue and other

details at www.admissions.manipal.edu.

2018 B. Tech Rank-wise Counselling Schedule

Rank	Category	Date	Reporting Time
0001 - 1000	GENERAL	28.05.2018	0830 AM
1001 - 2000	GENERAL	28.05.2018	0130 PM
2001 - 3000	GENERAL	29.05.2018	0830 AM
3001 - 4000	GENERAL	29.05.2018	0130 PM
4001 - 5000	GENERAL	30.05.2018	0830 AM
5001 - 6000	GENERAL	30.05.2018	0130 PM
6001 - 7250	GENERAL	31.05.2018	0830 AM
7251 - 8500	GENERAL	31.05.2018	0130 PM
8501 - 9750	GENERAL	01.06.2018	0830 AM
9751 - 11000	GENERAL	01.06.2018	0130 PM
11001- 12500	GENERAL	02.06.2018	0830 AM
12501 - 14500	GENERAL	02.06.2018	0130 PM
14501 - 17000	GENERAL	03.06.2018	0830 AM
17001 - 20000	GENERAL	03.06.2018	0130 PM
20001 - 23000	GENERAL	04.06.2018	0830 AM
23001 - 27000	GENERAL	04.06.2018	0130 PM
27001 - 31000	GENERAL	05.06.2018	0830 AM
31001 - 35000	GENERAL	05.06.2018	0130 PM
35001 - 39000	GENERAL	06.06.2018	0830 AM
39001 - 44983	GENERAL	06.06.2018	0130 PM

2018 B. Tech Rank-wise Counselling Schedule

DOCUMENTS REQUIRED

1) PRE-COUNSELING

The counselling portal will be open from **28th May 2018**. The candidates are required to upload the following documents in the counselling portal:

- e-Hall Ticket
- 10th standard marks card for proof of date of birth
- Marks card of 10+2
- Conduct and Character certificate obtained on the

School/College letterhead. No other certificate in lieu of this will be accepted

- Transfer certificate or School/College Leaving Certificate issued by the School/College. No other certificate in lieu of this will be accepted.
- Scanned Copy of PAN card of the parent
- Scanned Aadhar card of Candidate.

The above documents have to be uploaded before the candidates report to the first round of counselling.

2) DURING COUNSELLING

During counselling, all candidates are required to produce the original and two sets of photocopies of following documents. On admission, the University will keep these documents until the candidate completes the course.

Candidates are warned against submitting the colour photocopies of the original marks card in lieu of the original marks cards. Original marks cards which are laminated will not be accepted by the University. In case of submission of such fraudulent original marks cards, incorrect or untrue information, or suppression or distortion of any fact in the original marks card, admission/degree of the candidate is liable for cancellation.

Request for withdrawal of the original documents submitted can be made only for genuine reasons in the prescribed application available at the Admissions Office of the University.

Failure to produce the document/s on the day of admission or by the date specified for this purpose will result in instantaneous forfeiture of the seat.

- e-Hall Ticket
- 10th standard marks card for proof of date of birth
- Marks card of 10+2
- Conduct and Character certificate obtained on the

School/College letterhead. No other certificate in lieu of this will be accepted

- Transfer certificate or School/College Leaving Certificate issued by the School/College. No other certificate in lieu of this will be accepted.
- Two recent and identical passport size photographs.
- Fees: As applicable to the programme.
- Copy of PAN card of the parent.
- Aadhar card of Candidate.
- [Authorization letter](#) if a representative is attending on behalf of the candidate.
- One set of self-attested photocopies of all the above documents

All the candidates should produce the above mentioned original documents for verification and should submit one set of self-attested photocopies of the same.

3) AFTER ADMISSION

- 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 allotment order.
- Candidates are required to submit the filled-in ICICI account opening form at the ICICI Bank counter during counselling/orientation for obtaining the One-Debit Card facility. The One Debit Card will function as Manipal University Identity Card, Access Control Card, and an ICICI Debit/ATM Card with Zero-Balance facility. *The One Debit card will not be issued if the account opening form is not submitted at the ICICI Bank counter. Further, you are required to submit a photocopy*

of any one of the address proof document (Voter ID/Aadhar Card/Passport/Driving License) in order to open an account.

- Classes will commence from **16th July 2017**. Dates will be confirmed only once the handbook has been issued.

FEE PAYMENT DETAILS

General Category: The first year course fees, registration fees should be paid by demand draft drawn in favour of '**Manipal University**' payable at **Manipal** or **Udupi**.

Foreign/NRI category: The first year course fees, registration fees should be paid by demand draft drawn in favour of '**Manipal University**' payable at **New York**.

All candidates should bring two separate account payee **demand drafts for Rs. 2,95,000/- and Rs. 10,000/-** respectively drawn in favour of '**Manipal Academy of Higher Education**' payable at Manipal or Udupi. Demand Drafts favouring other than the above will be rejected.

If selected, candidates should deposit the above two demand drafts amounting to **Rs. 3, 05,000**. Candidates who opt only to be waitlisted should produce the demand draft for **Rs. 10, 000/- only**.

Part payments or payment in installments is not permitted. Nonpayment of the first year fees on the day of counselling will result in instantaneous forfeiture of the seat.

A Refundable Caution deposit of Rs. 30,000/- will have to be paid at the time of Orientation & Familiarization Programme.

The University Buses will be present during the counselling, driving all across campus for campus tours

and orientations. Manipal is a small town packed with almost everything that makes a metro. Two days aren't enough to do it all, but you can still try!