

Online BTech Common Counseling 2024

Manipal Institute of Technology (MIT), Manipal

Sikkim Manipal Institute of Technology (SMIT), Sikkim

Manipal University (MU), Jaipur

Manipal Institute of Technology (MIT), Bengaluru

INFORMATION BROCHURE

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1. INTRODUCTION

Greetings from Manipal Academy of Higher Education (MAHE), Manipal to all the candidates who have appeared for Manipal Entrance Test (MET) 2024.

We welcome all successful candidates for the Online BTech Common Counseling 2024.

1.1 Disclaimer

Candidates with Manipal Entrance Test (MET) 2024 Rank are eligible for participation in the online BTech Common Counseling 2024

- All the candidates are requested to read the instructions carefully, before participating in the online counseling process.
- Candidates are deemed to have read the Counseling Information Brochure and understood the counselling process, in addition to agreeing to the terms and conditions of the Online BTech Common Counselling process, before starting the registration process for participation in online BTech Common Counseling.
- All candidate may kindly note that mere registration for online BTech Common Counseling 2024 does **NOT** confer any automatic rights to secure a B.Tech seat.
 - The admission to the B.Tech program in any of the 4 participating institutions is subject to fulfilling the merit, admission criteria, eligibility, and such criteria as may be prescribed by UGC / AICTE or MAHE Manipal / SMU Sikkim / MU Jaipur (as applicable)
- Candidates should ensure that all the information filled during the online submission of registration form is correct and factual. Information provided by the candidates in the online registration form shall be treated as correct & self-certified and MAHE Manipal shall not entertain, under any circumstances, any request for change in the information provided by the candidates
- Candidates must visit <https://manipal.edu/mit.html>, <https://smu.edu.in/smit.html>, <https://jaipur.manipal.edu/> and <https://manipal.edu/mitblr> to know more about BTech specializations, Fee Structure, Internships & Placements, Campus Life and also have first-hand information of the various infrastructure facilities like Department laboratories, Library, Hostel, Sports etc; before filling the choices.
- All email and SMS communication to the candidates will be to the registered email id & mobile number provided at the time of completing the application form.
- Queries (if any) must be emailed to official email id btech.counseling@manipal.edu and response will be within 2 – 3 working days. MAHE Manipal cannot be held responsible for no-response to queries sent to any other email id.
- All candidates **MUST** login to the portal <https://counseling.manipal.edu> to check the Seat Allotment status as per Counseling schedule (Table 2). Non-receipt of SMS / Email confirmation will **NOT** be considered as a reason for non-payment of fee within the specified deadline.

1.2 Participating Institutions

Online BTech Common Counseling 2024 will be conducted for admission to the Bachelor of Technology (BTech) programs offered by the following 4 Institutions

- **Manipal Institute of Technology (MIT), Manipal** <https://manipal.edu/mit>
(A Constituent Unit of Manipal Academy of Higher Education (MAHE), Manipal)
- **Sikkim Manipal Institute of Technology (SMIT), Sikkim** <https://smu.edu.in/smit.html>
(A Constituent Unit of Sikkim Manipal University (SMU), Sikkim)
- **Manipal University Jaipur (MUJ), Jaipur** <https://jaipur.manipal.edu/>
- **Manipal Institute of Technology (MIT), Bengaluru** <https://manipal.edu/mitblr>
(A Constituent Unit of Manipal Academy of Higher Education (MAHE), Manipal)

Table 1: List of Participating Institutions and BTech Programs offered for Admissions 2024

Stream	Branch	MIT Manipal	MIT Bengaluru	MU Jaipur	SMIT Sikkim
Chemical	B.Tech Biotechnology	✓		✓	
	B.Tech Chemical Engg	✓		✓	
Civil	B.Tech Civil Engg	✓		✓	✓
Computer	B.Tech Computer & Communication Engg	✓		✓	
	B.Tech Computer Science & Engg	✓	✓	✓	✓
	B.Tech Computer Science & Technology				✓
	BTech Computer Science & Engg (Artificial Intelligence)		✓		
	B.Tech Computer Science & Engg (Artificial Intelligence & Machine Learning)	✓		✓	✓
	B.Tech Computer Science and Engineering (Data Science)		✓	✓	✓
	B.Tech Data Science & Engg	✓			
	B.Tech Information Technology	✓	✓	✓	✓
	B.Tech Computer Science and Engineering (IOT And Intelligent Systems)			✓	
	B.Tech Computer Science and Engineering (IOT and Cyber Security including Block Chain Technology)				✓
	B.Tech Computer Science and Bioscience			✓	
	B.Tech in Computer Science and Financial Technology	✓			
	B.Tech Computer Science and Engineering (Cyber Security)		✓	✓	
	B.Tech in Mathematics and Computing	✓			
	B.Tech Robotics and Artificial Intelligence			✓	
Electrical	B.Tech Biomedical Engg	✓			
	B.Tech Cyber Physical Systems	✓			
	B.Tech Electrical & Electronics Engg	✓		✓	✓
	B.Tech Electronics & Communication Engg	✓	✓	✓	✓
	B.Tech Electrical and Computer Engineering			✓	
	B.Tech Electronics & Computer Engg		✓		
	B.Tech Electronics & Instrumentation Engg	✓			
	BTech Electronics Engineering (VLSI Design and Technology)	✓	✓	✓	✓
	B.Tech Mechatronics	✓		✓	
	B.Tech Mechatronics (Dual Degree Program with Deakin University)*	✓			
Mechanical	B.Tech Aeronautical Engg	✓			
	B.Tech Automobile Engg	✓		✓	
	B.Tech Industrial Engg	✓			
	B.Tech Mechanical Engg	✓		✓	✓
	B.Tech Mechanical Engg (Dual Degree Program with Deakin University) *	✓			

* - The candidate must enroll in and successfully complete the first 2 years of BTech program at MIT Manipal. Then, transfer to Deakin and complete years 3 and 4 of the Bachelor of Engineering (Honours). First 2 years fee has to be paid as per fee structure finalized by MAHE. 3rd and 4th year fee must be paid as per fee structure of Deakin University. There is NO provision for the Candidate to continue (3rd and 4th year) the program at MIT Manipal. The Candidate MUST take transfer to Deakin after the successful completion of 2 years at MIT Manipal.

1.3 Eligibility Criteria

The candidates who fulfill the following eligibility criteria can participate in the 2024 online counseling process

- Candidate should have MET 2024 rank
- Candidate should have passed in 10+2 / 'A' Level / International Baccalaureate (IB) / American High School Diploma or equivalent qualification from a recognized board with **Physics, Mathematics and English** as compulsory subjects.
 - Candidate should have minimum aggregate marks of **50 % in Physics, Mathematics** and in any one of the **optional subjects** (Refer Section 1.3.1) put together. In each of these three subjects, candidates should have scored at least minimum pass marks prescribed by the board.

Important Note

- *If a candidate fails / failed in one / more subjects in 10+2 / 'A' Level / IB / American High School Diploma **OR** fails to secure minimum aggregate marks as mentioned above, he / she is **NOT** eligible to participate in the counseling. Seats allotted (if any) in any round to students awaiting their results, will be cancelled immediately if they do not fulfill the above eligibility criteria.*
- *Candidates who possess a Senior Secondary Certificate from any Foreign / International Board / University and seeking admission, are required to apply and obtain a certificate from the Association of Indian Universities (AIU) www.aiu.ac.in certifying that the examination passed is equivalent to the Indian Senior Secondary Examination.*

1.3.1 Optional Subject

The optional subject **MUST** belong to the Chemical, Civil, Computer, Electrical and Mechanical domains.

1.4 Counseling Rounds

Counseling involves 4 rounds as follows. *Depending on University guidelines, an additional round(s) of counseling may be conducted.*

- **Round 1 to 3 (Online rounds):** Online Registration is permitted at the beginning of each round. After registration and payment of Waitlist Deposit, the candidates are required to do the choice filling. Seats will be allotted as per MET 2024 rank, availability of vacancy and choice.
- **Round 4 (Intra Institute round)** applicable for those candidates who have taken admission and have started attending the classes in the respective Institutes.

Note

- *The schedule of additional Rounds of online counseling (if any) will be announced later*

1.4.1 Counseling Portal

All applicants are requested to access <https://counseling.manipal.edu> for all the activities with respect to Online BTech Common Counseling

- Choice Filling will be through the counseling portal only
- Fee Payment on seat allotment will be through the counseling portal only

- On successful confirmation of Course fee payment, Provisional Admission Order can be downloaded from counseling portal only
- Opting Out & Withdrawal from Counseling process will be through counseling portal only

1.4.2 Counseling schedule

Table 2: Online BTech Common Counseling 2024 Schedule

No	Events		Duration
1	1st Round (Online)	Fresh Registration and Choice Filling	07 Jun – 11 Jun 2024
2		Processing of Seat Allotment	12 Jun – 13 Jun 2024
3		1st Round online seat allotment	13 Jun 2024 After 8 PM
4		Payment of Course fees (1 st Installment)	13 Jun – 18 Jun 2024
5		Payment of Balance Course Fee (2 nd Installment)	28-Jun-24
6	2nd Round (Online)	Fresh Registration and Choice Filling	21 Jun – 22 Jun 2024
7		Modifying filled choices by already registered Candidates	21 Jun – 22 Jun 2024
8		Processing of Seat Allotment	23 Jun – 24 Jun 2024
9		2nd Round online seat allotment	24 Jun 2024; After 8 PM
10		Payment of Course fees (1 st Installment)	24 Jun – 01 Jul 2024
11		Payment of Balance Course Fee (2 nd Installment)	9-Jul-24
12	3rd Round (Online)	Fresh Registration and Choice Filling	04 Jul – 05 Jul 2024
13		Modifying filled choices by already registered Candidates	04 Jul – 05 Jul 2024
14		Processing of Seat Allotment	06 Jul – 07 Jul 2024
15		3rd Round online seat allotment	07 Jul 2024; After 8 PM
16		Payment of Course fees (1 st Installment)	07 Jul – 11 Jul 2024
17		Payment of Balance Course Fee (2 nd Installment)	15 Jul 2024
18	Additional Rounds (if any)		To be announced later
19	Intra Institute (Online)	Fresh filling of choices by admitted students for Intra Institute Sliding, Seat allotment at the respective Institute	To be announced later

2. COUNSELING PROCEDURE

There are 4 rounds of counseling. All rounds will be Online. *Depending on vacancy (if any), an additional round of counseling may be conducted.* The various steps in the counseling procedure are

1. Registration
2. Choice Filling
3. Seat Allotment
4. Course Fee Payment (Installment 1) & Balance Course Fee Payment (Installment 2)
5. Provisional Admission Order
6. Waitlisting
7. Hostel Booking

2.1 Registration

- Candidates will have to confirm their participation in the Online Counseling process by logging into <https://counseling.manipal.edu> with **Application number** as login ID and **Counseling password** as password, and update the profile details

- If the candidate forgets the password, click on “forgot password” to receive the password via SMS and e-mail
- Waitlist Deposit (Rs. 10,000) is to be paid online during the Registration process for the Counseling
 - Having made the payment, candidates will be eligible to provide their choices to participate in the Online Counseling process
 - On Seat allotment in any round, 1st installment fee has to be paid by the candidate within the timeline specified, to confirm the seat allotment.
 - On fee payment, the waitlist deposit (Rs. 10,000) paid at the time of registration will be converted into Refundable Caution Deposit, which is part of the Course fee.
- In case the candidate is **NOT** allotted any seat in any rounds of counseling, the waitlist deposit will be refunded within 1 month of completion of all rounds of Counseling
- Fresh Registration is allowed at the beginning of each round (except for Intra Institute round)
- Mere registration for the counseling does **NOT** guarantee the allotment of Seat.
 - Seat allotment depend on the candidates MET rank, the number of candidates registering for the counseling, their choice of course / institution and the number of seats available.

Important Note

- On seat allotment in any round, if the first year Course Fee (**1st Installment i.e. Rs. 2,40,000**) is **NOT** paid before the deadline specified for that round, candidate is out of the counseling process
 - The waitlist deposit of Rs. 10,000 paid at the time of registration will be forfeited. Such candidates will now be considered as Exited Candidates with Forfeiture of Waitlist Deposit
- Balance Course Fee (**2nd Installment as per Fee Table**) is to be paid as per the timeline provided in Table 2, for the respective round of seat allotted.
 - Failure to make balance fee payment within the timeline provided, will lead to cancellation of allotted seat, candidate will be out of counseling process and paid fee will be refunded as per Refund Rules (Refer Section 9)

2.2 Choice Filling

Choice filling is permitted in every round for registered candidates only

2.2.1 First Time choice Filling

- After making payment of the waitlist deposit (Rs. 10,000), the candidate can fill in as many choices as possible from the list, as per preference and must click on **SAVE** button to save the changes. Without clicking “SAVE” button, choices entered will **NOT** be saved.
- Please Number the Institute + Branch combination as per your priority. Most preferred Institute + Branch to be numbered as Preference 1, then Preference 2, Preference 3 and so on
 - Preference 1 is mandatory
 - Preference 2 - 61 are optional.
 - For Example, if your most preferred Branch is Mechanical at MIT Manipal, please number it as “1”. If your second preference is Mechanical at MU Jaipur, please number it as “2”. If your third preference is Electrical & Electronics at SMIT Sikkim, please number it as “3” and so on
 - On submission of options by the candidate, it is considered that candidates are very much interested in the options submitted, hence on seat allotment / upgradation, it will be accepted by the candidate. Once allotted, there is no process of reversal. Hence, you may give Preferences 2 - 61 only if you are interested
 - **Candidates are advised to fill in the choices (institutes and branches) of their interest only**

- After saving, download / save / print a copy of the filled choices for future reference.

2.2.2 Choice Filling in Subsequent Rounds

- Having registered & submitted choices in a particular round, when portal opens for choice filling for the subsequent round, the choices filled in the previous round will be available for the candidate for modification
- Candidates may make changes to the choices and submit the same for consideration in that round
 - **If candidates do not make any changes**
 - If candidates do not make any changes, the unchanged choices provided for the previous round will be considered for the current round.
 - At the time of Seat Allotment, the system will check for the Choice(s) of higher priority than the current allotment and the seat will be allotted to the candidates as per MET 2024 rank, vacancy and choice.
 - *For example, in the previous round the candidate is provisionally admitted to the Computer Science branch at Manipal University Jaipur with preference no. 5 amongst 7 preferences given by the candidate, in the current round of allotment the system will check for preferences 1 to 4 only.*
 - If allotment happens, there is no process of reversal. Hence candidates are advised to login, make changes (if necessary) and submit the choices for that round
 - **If candidates make any changes**
 - If candidates make any changes, the Candidate **MUST** click on “**Update**” button to submit the changes. In this scenario, the candidates are required to put **ONLY** those choice(s) which are of higher priority than the current provisionally admitted branch.
 - Seat will be allotted to the candidates as per MET 2024 rank, vacancy and current choice(s) without considering the branch preference number of the previous round(s).

Important Note

- Request you to fill the choices with the browser zoom option set to 100%
- Candidates are requested to check the correctness of filled choices by clicking “Print” button and save the file for their reference
- The portal will be blocked on Processing of Seat Allotment dates, hence Choice Filling will not be possible during these dates

2.3 Seat Allotment

The Seat allotment in any round will be as per MET 2024 Rank, preferences provided and availability of the same

- On seat allotment, if the first year Course Fee (**1st Installment i.e. Rs. 2,40,000**) is **NOT** paid before the deadline specified for that round, candidate is out of the counseling process and will also **forfeit the waitlist deposit of Rs. 10,000**. Such candidates will now be considered as Exited Candidates with Forfeiture of Waitlist Deposit
 - On forfeiture, if the candidate wishes to participate in the next round, he / she will have to register afresh by paying the waitlist deposit of Rs. 10,000.
 - The forfeited waitlist deposit of the previous rounds cannot be adjusted with the waitlist deposit fee of the subsequent rounds
- Balance Course Fee (**2nd Installment as per the Fee Table**) is to be paid as per the timeline provided in Table 2, for the respective round of seat allotted.
 - Failure to make balance fee payment within the timeline provided, will lead to cancellation of allotted seat, candidate will be out of counseling process and paid fee will be refunded as per Refund Rules (Refer Section 9)

2.4 Course Fee Payment

On seat allotment, full first year fee is to be paid within the stipulated timeline mentioned in Table 2, as per seat allotment round timelines. To ease the burden of payment, MAHE Manipal has decided to allow part payment of the fees. The 1st year fee payment is split into 2 components

- 1st installment Fee Payment of Rs. **2,40,000**
- 2nd installment Fee Payment as per Fee Table

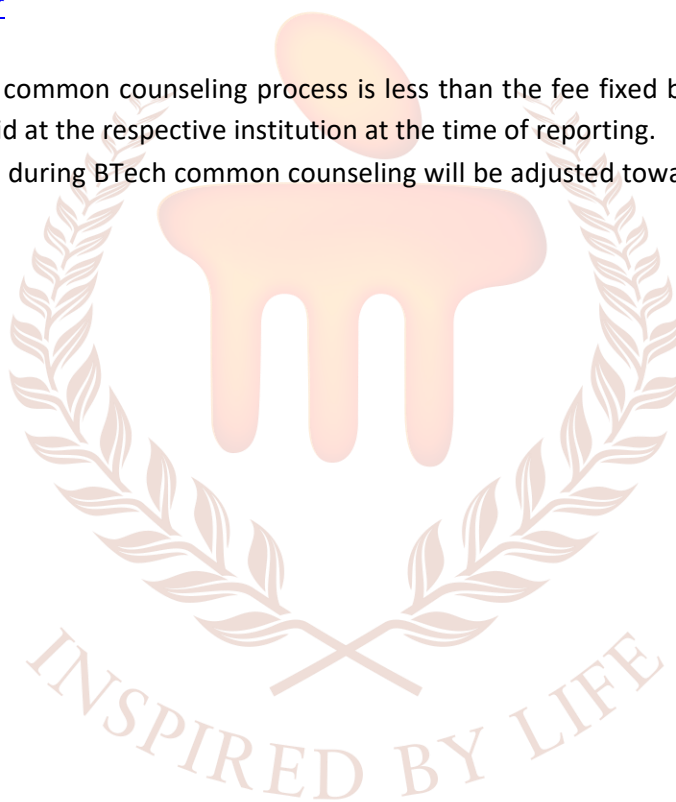
Kindly note that there is a fee variation in Total Course fee (4 year) of MIT Manipal / Bengaluru, MU Jaipur and SMIT Sikkim campus. Hence, the provisionally admitted candidates are requested to visit the following links to know about the Total fee structure

[MIT Manipal / Bengaluru Campus](#)

[Sikkim Manipal Institute of Technology \(SMIT\) Sikkim](#)

[Manipal University \(MU\) Jaipur](#)

- If fee collected during common counseling process is less than the fee fixed by the respective Institution, the balance fee is to be paid at the respective institution at the time of reporting.
- Excess fee paid (if any) during BTech common counseling will be adjusted towards other fees, at the respective institution.



Fee
MIT Manipal

Stream	Branch	1st Year Fee	2nd Year Fee	3rd Year Fee	4th Year Fee	Total Fee
Chemical	B.Tech Biotechnology	335000	325000	325000	325000	1310000
	B.Tech Chemical Engg	414000	404000	404000	404000	1626000
Civil	B.Tech Civil Engg	414000	404000	404000	404000	1626000
Computer	B.Tech Computer & Communication Engg	497000	487000	487000	487000	1958000
	B.Tech Computer Science & Engg	497000	487000	487000	487000	1958000
	B.Tech Computer Science & Engg (Artificial Intelligence & Machine Learning)	497000	487000	487000	487000	1958000
	B.Tech Cyber Physical Systems	431000	421000	421000	421000	1694000
	B.Tech Data Science & Engg	497000	487000	487000	487000	1958000
	B.Tech Information Technology	497000	487000	487000	487000	1958000
	B.Tech.in. Computer Science and Financial Technology	497000	487000	487000	487000	1958000
	B.Tech. in Mathematics and Computing	497000	487000	487000	487000	1958000
Electrical	B.Tech Biomedical Engg	335000	325000	325000	325000	1310000
	B.Tech Electrical & Electronics Engg	431000	421000	421000	421000	1694000
	B.Tech Electronics & Communication Engg	497000	487000	487000	487000	1958000
	B.Tech Electronics & Instrumentation Engg	335000	325000	325000	325000	1310000
	BTech Electronics Engineering (VLSI Design and Technology)	497000	487000	487000	487000	1958000
	B.Tech Mechatronics	414000	404000	404000	404000	1626000
	B.Tech Mechatronics (Dual Program with Deakin University)*	414000	404000	AUD 40800	AUD 40800	
Mechanical	B.Tech Aeronautical Engg	414000	404000	404000	404000	1626000
	B.Tech Automobile Engg	414000	404000	404000	404000	1626000
	B.Tech Industrial Engg	335000	325000	325000	325000	1310000
	B.Tech Mechanical Engg	414000	404000	404000	404000	1626000
	B.Tech Mechanical Engg (Dual Program with Deakin University)*	414000	404000	AUD 40800	AUD 40800	

First Year Fee includes Refundable Caution Deposit of Rs. 10,000

* - The candidate must enroll in and successfully complete the first 2 years of BTech program at MIT Manipal. Then, transfer to Deakin and complete years 3 and 4 of the Bachelor of Engineering (Honours). First 2 years fee must be paid as per fee structure finalized by MAHE. 3rd and 4th year fee must be paid as per fee structure of Deakin University. Above mentioned fee structure does not include the Living and other expenses. [Click here](#) for more information.

MIT Bengaluru

Stream	Branch	1st Year Fee	2nd Year Fee	3rd Year Fee	4th Year Fee	Total Fee
Computer	B.Tech Computer Science & Engg	497000	487000	487000	487000	1958000
	B.Tech Computer Science & Engg (Artificial Intelligence)	497000	487000	487000	487000	1958000
	B.Tech Computer Science & Engg (Cyber Security)	497000	487000	487000	487000	1958000
	B.Tech Information Technology	497000	487000	487000	487000	1958000
	B.Tech in Computer Science & Engg (Data Science)	497000	487000	487000	487000	1958000
Electrical	B.Tech Electronics & Communication Engg	497000	487000	487000	487000	1958000
	B.Tech Electronics & Computer Engg	497000	487000	487000	487000	1958000
	B.Tech in Electronics Engineering (VLSI Design and Technology)	497000	487000	487000	487000	1958000

First Year Fee includes Refundable Caution Deposit of Rs. 10,000

MU Jaipur

Stream	Branch	1st Year Fee	2nd Year Fee	3rd Year Fee	4th Year Fee	Total Fee
Civil	B.Tech Civil Engineering	334000	309000	309000	309000	1261000
Chemical	B.Tech Chemical Engineering	334000	309000	309000	309000	1261000
	B.Tech Biotechnology	334000	309000	309000	309000	1261000
Computer	B.Tech Computer Science & Engineering	435000	410000	410000	410000	1665000
	B.Tech Computer Science and Engineering (Artificial Intelligence and Machine Learning)	435000	410000	410000	410000	1665000
	B.Tech Computer Science and Engineering (Data Science)	435000	410000	410000	410000	1665000
	B.Tech Computer Science and Engineering (IOT And Intelligent Systems)	435000	410000	410000	410000	1665000
	B.Tech Computer Science and Engineering (Cyber Security)	435000	410000	410000	410000	1665000
	B.Tech Computer and Communication Engineering	435000	410000	410000	410000	1665000
	B.Tech Information Technology	435000	410000	410000	410000	1665000
	B.Tech Computer Science and Bioscience	334000	309000	309000	309000	1261000
	B.Tech Robotics and Artificial Intelligence	334000	309000	309000	309000	1261000
Electrical	B.Tech Mechatronics Engineering	334000	309000	309000	309000	1261000
	B.Tech Electronics & Communication Engineering	366000	341000	341000	341000	1389000

	B.Tech Electrical And Electronics Engineering	334000	309000	309000	309000	1261000
	B.Tech Electronics Engineering (VLSI Design and Technology)	349500	324500	324500	324500	1323000
	B.Tech Electrical and Computer Engineering	334000	309000	309000	309000	1261000
Mechanical	B.Tech Automobile Engineering	334000	309000	309000	309000	1261000
	B.Tech Mechanical Engineering	349500	324500	324500	324500	1323000

First Year Fee includes Refundable Caution Deposit of Rs. 15,000

SMIT Sikkim

Stream	Branch	1st Year Fee	2nd Year Fee	3rd Year Fee	4th Year Fee	Total Fee
Civil	B.Tech Civil Engineering	300000	295000	295000	295000	1185000
Computer	B.Tech Computer Science & Engineering	345000	340000	340000	340000	1365000
	B.Tech Information Technology	345000	340000	340000	340000	1365000
	B.Tech Computer Science And Engineering (Artificial Intelligence and Machine Learning)	345000	340000	340000	340000	1365000
	B.Tech Computer Science and Engineering (Data Science)	345000	340000	340000	340000	1365000
	B.Tech Computer Science and Engineering (IOT and Cyber Security including Block Chain Technology)	345000	340000	340000	340000	1365000
	B.Tech Computer Science & Technology	345000	340000	340000	340000	1365000
Electrical	B.Tech Electronics & Communication Engineering	300000	295000	295000	295000	1185000
	B.Tech Electrical And Electronics Engineering	300000	295000	295000	295000	1185000
	B.Tech Electronics Engineering (VLSI Design and Technology)	300000	295000	295000	295000	1185000
Mechanical	B.Tech Mechanical Engineering	300000	295000	295000	295000	1185000

First Year Fee includes Refundable Caution Deposit of Rs. 5,000

Applicable only if the candidate is making Lumpsum payment at the beginning of every Academic Year before the deadline specified by the University

2.4.1 Course Fee (1st Installment) of Rs. 2,40,000

- On Seat Allotment, candidates are required to pay Rs.2,40,000 before the last date specified for payment for that round
- On completion of 1st installment payment, the allotted seat is provisionally confirmed, and the candidate will be able to download the provisional admission order from the counseling portal
 - On confirmation of Fee payment, the allotted candidate becomes a Provisionally Admitted Candidate
- Kindly note that the Waitlist Deposit fee of Rs. 10,000 paid at the time of registration will be converted into Refundable Caution deposit on completion of 1st Installment Fee payment
- Failure to make the 1st installment fee payment within the timeline specified, will lead to cancellation of the allotted seat, candidate is out of the counseling process and will also **forfeit the waitlist deposit of Rs. 10,000.** Such candidates will now be considered as Exited Candidates with Forfeiture of Waitlist Deposit
 - On forfeiture, if the candidate wishes to participate in next round, he / she will have to register afresh by paying the waitlist deposit of Rs. 10,000.
 - The forfeited waitlist deposit of the previous rounds cannot be adjusted with the waitlist deposit fee of the subsequent rounds

2.4.2 Balance Course Fee (2nd Installment)

- Having made the first part payment of Rs. 2,40,000, the candidate is expected to make the balance fee payment as mentioned in the Fee Table as per timeline mentioned in Table 2, for that seat allotted round
- Failure to make balance fee payment within the timeline provided, will lead to cancellation of allotted seat, candidate will be out of counseling process and paid fee will be refunded as per Refund Rules (Refer Section 9)
 - On cancellation, if the candidate wishes to participate in next round, he / she will have to register afresh by paying the waitlist deposit of Rs. 10,000.

Important Note

- In case of withdrawal (if any) during or after the counseling process, the fee will be deducted as per UGC Refund policy (refer www.manipal.edu/fees)
- Kindly note that this provision (Payment of fee in instalment) is applicable for remitting the First-year fee only for the candidates taking fresh admission in academic year 2024-25.
 - From 2nd year onwards, full fee is to be paid at the beginning of every year as per the timeline to be specified by the respective Institute.

2.4.3 Fee Payment Options

Fee payment of 1st & 2nd Installment can be done using 2 methods. Kindly note that transaction charges (if any) **MUST** be borne by the candidate

2.4.3.1 Option 1: Online Payment

- Pay online at <https://counseling.manipal.edu>
 - The fee receipt acknowledgement will be generated instantly
 - You will be able to download the Provisional Admission order instantly, on successful transfer

2.4.3.2 Option 2: NEFT / RTGS Payment

- NEFT / RTGS payment in favor of “Manipal Academy of Higher Education”
 - SB A/c 007201000089, IFSC code ICIC0000072
 - Address: ICICI Bank, Manipal Branch, Kasturba Hospital Complex, Manipal, Karnataka.
 - **No Cash Payments.** Please do not pay the Program Fee as cash / cheque directly into the bank account.

- On completion of fee transfer, Login to <https://counseling.manipal.edu>, click on “**NEFT/RTGS payment Details**” to submit the following details
 - **Payment Date, Unique Transaction Reference (UTR) Number, Account Holder’s Name and Amount. Counter slip to be uploaded.**
 - In case of NEFT/ RTGS Payment, if the transaction detail is **NOT** entered by the candidate in candidate portal <https://counseling.manipal.edu> as mentioned above within the fee payment deadline, it will be considered that the payment has **NOT** been made, the allotted seat will be cancelled and the candidate will be out-of-the-counseling process and will also **forfeit the waitlist deposit of Rs. 10,000**. Such candidates will now be considered as Exited Candidates with Forfeiture of Waitlist Deposit

2.5 Provisional Admission Order

Candidate can download the Provisional Admission order from the Counseling portal

- On successful confirmation by the University of fee payment, for freshly allotted candidates
- If / when the seat gets upgraded for provisionally admitted candidates

2.6 Waitlist

The following candidates are eligible for the waitlist

- Registered candidates who have taken a seat in any round and wish to participate in subsequent rounds of counseling (Provisionally Admitted Candidates)
- Registered candidates who have **NOT** been allotted any seat in the previous round. (Waitlisted Candidates)

2.6.1 Waitlist Procedure

The waitlisting process for every round is online at <https://counseling.manipal.edu>

- Registered & waitlisted candidates can participate in all rounds of counseling except in Intra Institute round.
 - Registered candidates, who have **NOT** got the seat in the previous round(s), can opt for the waitlist.
 - In case the candidate is **NOT** allotted any seat in any rounds of counseling, the waitlist deposit will be refunded within 1 month of completion of all rounds of Counseling
 - ✓ For this the candidates are required to update the Account details (Name of the account holder, A/c Number, Bank Name, Branch Address and IFSC code) in the Counseling portal. The site is Safe and Secure
- As per Counseling Schedule, Candidates must login to <https://counseling.manipal.edu> with Application number as login ID and Counseling password as the password.
 - The candidate can fill in as many choices as possible for waitlisting, from the list as per preference and must click on **UPDATE** button.
 - On submission of options by the candidate, it is considered that candidates are very much interested in the options submitted, hence on seat allotment / upgradation, it will be accepted by the candidate. Once allotted, there is no process of reversal. Hence, you may give Preferences only if you are interested
 - **Candidates are advised to fill in the choices (institutes and branches) of their interest only**
 - After updating, download, save / print a copy of the filled in choices for future reference.
- If the candidate wants to participate in the subsequent round of counseling, he / she can login to the candidate portal <https://counseling.manipal.edu> and modify the choices, and click on **UPDATE** button.
 - If a candidate does **NOT** modify his / her choices at all, then the choices given in the previous round will be considered for the current round, till the final round of BTech Common counseling except in Intra Institute round.

- If allotment happens, there is no process of reversal. Hence candidates are advised to login, make changes (if necessary) and submit the choices for that round
- If the candidate remains unallotted after the final round seat of seat allotment of BTech Common Counseling, the choices provided will become null and void, on completion of final round of BTech Common counseling.
 - He / She will **NOT** be eligible for intra-institute sliding round

Important Note

- Seats will be allotted as per MET 2024 rank, availability of vacancy and choices provided.
- All candidates **MUST** login to the portal <https://counseling.manipal.edu> to check the Seat Allotment status as per Counseling schedule (Table 2)
- Non-receipt of SMS / Email confirmation will **NOT** be considered as a reason for non-payment of 1st Instalment fee within the specified deadline.

On Seat allotment,

- If the **Provisionally admitted candidate** gets upgraded to a new branch in subsequent round(s),
 - The previously allotted branch will be cancelled and provisional admission order of the previous branch will be null & void
 - The candidate can download the new Provisional Admission order from the Counseling portal.
 - There is **NO** provision to the candidate to revert to the previously allotted branch
 - Balance Course Fee (if any) is to be paid as per the time line provided in Table 2, for the respective round of seat allotted.
 - Failure to make balance fee payment within the timeline provided, will lead to cancellation of allotted seat, candidate will be out of counseling process and paid fee will be refunded as per Refund Rules (Refer Section 9)
 - If the candidate wishes to withdraw, they are required to complete the withdrawal process in the Counseling portal <https://counseling.manipal.edu> and the fee paid will be refunded as per UGC Fee refund policy.
 - On withdrawal, the candidates will be out of the Counseling process and will now be considered as the Withdrawn Candidate
- If the **waitlisted candidate** gets a seat allotment for the first time,
 - The candidate has to confirm / accept the seat by paying the first year Program Fee (**1st Installment i.e.** Rs. 2,40,000). Refer Section 2.4.3 for Fee Payment.
 - On successful receipt of payment and confirmation by the University, the candidate can download the Provisional Admission order from the Counseling portal.
 - The waitlisted candidate will now be considered as Provisionally Admitted Candidate.
 - On seat allotment, if the first year Course Fee (**1st Installment i.e.** Rs. 2,40,000) is **NOT** paid before the deadline specified for that round, candidate is out of the counseling process and will also **forfeit the waitlist deposit of Rs. 10,000**. These candidates will now be considered as Exited Candidates with Forfeiture of Waitlist Deposit
 - Balance Course Fee (**2nd Installment as per the Fee Table**) is to be paid as per the timeline provided in Table 2, for the respective round of seat allotted. Failure to make balance fee payment within the timeline provided, will lead to cancellation of allotted seat, candidate will be out of counseling process and paid fee will be refunded as per Refund Rules (Refer Section 9)

2.6.2 Payment Options

Refer Section 2.4.3

2.7 Intra-Institute Sliding

After all rounds of BTech Common Counseling, if any vacancy exists, the intra-institute sliding will be conducted in the respective Institutes, only for those candidates who have joined the allotted institute and have started attending the classes in the allotted institute.

- In intra-institute sliding, the upgradation is possible only within the institute and there is **NO** possibility of movement across the campus.
- The Intra-Institute Sliding process will be communicated to you by the Admissions office of the respective Institutes.
- Interested candidates **MUST** register for intra-institute sliding at the respective institute, submit a fresh set of Choices and confirm by locking the same.
- The seat will be allotted to the candidates as per MET 2024 rank, vacancy and choices provided
- Information about the branch upgradation (if any) will be updated under <https://counseling.manipal.edu>

Note

The vacant seat (if any) after the intra-institute sliding will be filled in the spot round as per MET 2024 Rank in the respective Institutes. This is applicable only to fill the seats where the Merit list is already exhausted. The following candidates are eligible for spot round

- Unregistered candidates in any of the previous rounds of counseling.
- Registered candidates who have **NOT** got any seat in the previous rounds of counseling.
- Registered & allotted candidates who did **NOT** pay the course fees after seat allotment in any of the previous rounds
- Admitted candidates who have withdrawn subsequently
- Admitted candidates (these candidates **have to vacate the seat before participating** in the spot round)
- *If there are any vacancies even after the spot round, those seats will be filled based on JEE (Main) rank / any state CET Rank / Marks obtained in the subjects as per the eligibility criteria*

3. HOSTEL INFORMATION

Admitted / Provisionally Admitted Candidates will be able to book the hostels only on completion of 1st Installment course fee / Full Fee Payment. The Hostel Details will be put up on the counseling portal

4. OPT OUT OF COUNSELING

Opt Out is an important step only for **Provisionally Admitted** Candidates and **Un-Allotted** Candidates

4.1 Provisionally Admitted Candidates

A Provisionally Admitted Candidate is one who has completed the 1st Installment Course Fee payment. If the Provisionally admitted candidate is **satisfied with the seat allotted** in any of the rounds and does not want to participate in the subsequent rounds, he / she can Opt Out of Counseling.

- To opt out, the candidate must login to the candidates' portal <https://counseling.manipal.edu> and click on **"OPT OUT"** button.
 - On **"OPT OUT"**, the allotted seat will be retained and the candidate will **NOT** be eligible to participate in the subsequent rounds of counseling
- If the candidate does **NOT** opt out, the choices provided will be considered for subsequent rounds for upgradation as per the vacancy.

- If the seat is upgraded in the subsequent rounds, candidate has to accept it and he / she has no choice of retaining the previously allotted seat.
 - *For example, a candidate has been upgraded to Electrical Engg, Manipal University Jaipur (MUJ) from previously provisionally admitted branch of Biomedical Engg at MIT Manipal, then the candidate has to accept the Electrical Engg branch at Manipal University Jaipur (MUJ).*
- Balance Course Fee (**2nd Installment as per the Fee table**) is to be paid as per the timeline provided in Table 2, for the respective round of seat allotted.
 - Failure to make balance fee payment within the timeline provided, will lead to cancellation of allotted seat, candidate will be out of counseling process and paid fee will be refunded as per Refund Rules (Refer Section 9)

4.2 Un-Allotted Candidates

An Un-Allotted Candidate is one who has successfully registered to participate in BTech Common counseling 2024

- If the candidate is **NOT** allotted any seat in any of the rounds and does **NOT** want to participate in the subsequent rounds, he / she has to Opt Out of Counseling.
 - To opt out, the candidate must login to the candidates' portal <https://counseling.manipal.edu> and click on "**OPT OUT**" button.
 - On "**OPT OUT**", the candidate will **NOT** be eligible to participate in the subsequent rounds of counseling and the waitlist deposit of Rs. 10,000 will be refunded back to the candidate within 1 month of completion of all rounds of counseling.
 - If the candidate does **NOT** opt out, the choices provided will be considered for subsequent rounds for allotment as per the vacancy.
 - If the seat gets allotted in the subsequent rounds, the candidate will have to confirm the seat by paying the first year Program Fee on or before the deadline specified for that round.
 - If the fee is **NOT** paid before the deadline specified, he / she will be out of the counseling process and will also **forfeit the waitlist deposit of Rs. 10,000**. Such candidates will now be considered as Exited Candidates with Forfeiture of Waitlist Deposit

Important Note

- *The portal will be blocked during Processing of Seat Allotment dates, hence Opt-out of Counseling will not be possible during these dates*

5. WITHDRAWAL

Withdrawal is an important step for provisionally admitted candidates only

5.1 Before Class commencement (Candidates admitted in Rounds 1 – 3)

- All withdrawals before class commencement must be made through the candidates portal <https://counseling.manipal.edu> only
 - The date of submission of the request will be considered as the date of withdrawal.
 - The refund will be processed as per the UGC refund policy (Refer section 9).
 - Requests for withdrawal via email / telephone / SMS / Whatsapp or any other medium outside of counseling portal will **NOT** be considered.

5.2 After Class commencement

- All withdrawals after class commencement must be made through the Withdrawal form available at Academic Section of the admitted institute

- The application form must be submitted along with the No Dues Form at the Academic Section of the admitted institute
- The date of receipt of the request will be considered as the date of withdrawal.
- The refund will be processed as per the UGC refund policy (Refer section 9).

Important Note

- All refunds will be processed based on formally notified last date of admission irrespective of date of admission.
- The portal will be blocked during Processing of Seat Allotment dates, hence Withdrawal will not be possible during these dates

6. FORFEITURE OF WAITLIST DEPOSIT

On seat allotment in any round, if the first year Course Fee (**1st Installment i.e. Rs. 2,40,000**) is **NOT** paid before the deadline specified for that round, candidate is out of the counseling process and will also **forfeit the waitlist deposit of Rs. 10,000**. Such candidates will now be considered as Exited Candidates with Forfeiture of Waitlist Deposit

7. WITHDRAWN / EXITED CANDIDATES

On rejection of allotted seat (by Provisionally Admitted / Waitlisted candidates), Re-entry is possible in any of the subsequent rounds (except in the Intra Institute) as new registrants by paying waitlist deposit of Rs. 10,000 online

- The forfeited waitlist deposit of the previous rounds cannot be adjusted with the waitlist deposit fee of the subsequent rounds
- After successful payment of the waitlist deposit, the candidates will be permitted to fill the choices as per section 2.2

8. SCHOLARSHIPS

All candidates are advised to visit the respective institute websites for more information on Scholarships: [Manipal Institute of Technology \(MIT\), Manipal / Bengaluru](#), [Sikkim Manipal Institute of Technology \(SMIT\), Sikkim](#) and [Manipal University Jaipur \(MUJ\), Jaipur](#)

9. FEE REFUND RULES

BTech Common Counseling 2024 is the centralized admission process for admission to BTech programs offered by

- Manipal Institute of Technology (MIT) Manipal (MAHE Manipal) -
- Sikkim-Manipal Institute of Technology (MIT) Sikkim (SMU Sikkim)
- Manipal University (MU) Jaipur MU Jaipur (MUJ)
- Manipal Institute of Technology (MIT) Bengaluru (MAHE Manipal)

In case of withdrawal (if any), the fee will be deducted as per UGC Refund policy (refer www.manipal.edu/fees)

10. CHECKLIST OF DOCUMENTS

The following is the list of documents required for the document verification process during the Physical Reporting at the respective Institutes.

No	Document Name
1	10th Standard marks card #
2	12th Standard marks card issued by the recognized board. #
3	Transfer / School Leaving Certificate #
4	Date of Birth Certificate (Only if DOB is not mentioned in 10 th Std. mark card)
5	Aadhaar Card of the Candidate #

6	Pan Card of the Parent(s) #
7	2 recent passport size photographs #
8	Copy of Overseas Citizen of India/ Person of Indian Origin card (if applied under OCI/PIO category)

Original Document is required for Verification / Submission.

Qualification obtained from Boards 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 considered.

If a Result awaited Candidate fails in any one of the subject(s) **OR** fails to secure the required percentage of marks as per the eligibility criteria, he / she is required to inform the Admissions Office MAHE Manipal at btech.counseling@manipal.edu immediately after declaration of the results. The allotted seat will be cancelled; Candidate will be out of counseling.

11. QUERY RESOLUTION

Any queries other than the information provided in this information brochure, are to be addressed to btech.counseling@manipal.edu only, mentioning the Application No. in the email Subject line.

- All emails will be addressed within 2 working days
- Queries sent to any other email ids will **NOT** be replied to.

12. PUBLIC ADVISORY

- All candidates and their parents are requested to read the Disclaimer (Section 1.1), before proceeding for the registration process
- Candidates are deemed to have read this counseling information brochure and have understood the counselling process, in addition to agreeing to the terms and conditions of the online BTech Common Counselling process, before starting the online registration process.
- 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 / qualification obtained from unrecognized Board / University or is found to have concealed some information or intentionally delaying the document submission, 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.
- 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) 2024 and through counseling process.
- Jurisdiction for dispute if any shall be at Udupi court only.

***** We welcome you for Online BTech Common Counseling 2024 *****

Updated: 07 AM, 07 June 2024