

Manipal University B Tech Online Common Counseling– 2015

Manipal/Dubai/Sikkim/Jaipur/Malaysia



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), 2015. We welcome all successful candidates for B Tech Online Common Counseling 2015. 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 Manipal group of Institutions:

(i) Manipal University, Manipal

(a) 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 and Engineering, (9) Electrical and Electronics, (10) Electronics and Communication, (11) Industrial and Production, (12) Information Technology, (13) Instrumentation and Control Engineering, (14) Mechanical, (15) Mechatronics, (16) Printing and Media Technology.

(b) Manipal University, Dubai*

Streams offered: (1) Chemical, (2) Civil, (3) Computer Science, (4) Electronics and Communication, (5) Mechanical, (6) Mechatronics.

(ii) Sikkim Manipal Institute of Technology, Sikkim

Streams offered: (1) Civil, (2) Computer and Communication, (3) Computer Science and Engineering, (4) Electrical and Electronics, (5) Electronics and Communication, (6) Information Technology, (7) Mechanical.

(iii) Manipal University, Jaipur

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

(iv) Manipal International University(MIU), Malaysia*

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

****Candidates who have taken admission in MU Dubai or MIU Malaysia, will pay initially General fee (Rs 2,70,000/- including registration fee) and the balance amount to be paid after completion of common counseling.***

1.2 Eligibility Criteria:

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

- (i) Candidate should have MUOET-2015 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, 2015.

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. Before reporting to the center after the seat allotment, candidates should make sure that they are eligible for the course as per the eligibility criteria (section 1.2). If the candidate is found to be not eligible during the document verification or later, then their admission will be cancelled.

***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 Online Common Counseling 2015

Sl. No.	Events	Duration
1	Online registration for 1 st round	01 June – 8 June 2015 till 5:00 pm
2	Deadline for locking	8 June 2015; 5:00 pm
3	1 st round of seat allotment	10 June 2015
4	Reporting at the center	12 – 20 June 2015 (9 am to 5 pm)
5	Online registration for 2 nd round	30 June – 4 July 2015 till 5:00 pm
6	Deadline for locking	4 July 2015; 5:00 pm
7	2 nd round seat allotment	6 July 2015
8	Reporting at the center	8 – 11 July 2015 (9 am to 5 pm)
9	Online registration for 3 rd round	14 – 18 July 2015 till 5:00 pm
10	Deadline for locking	18 July 2015; 5:00 pm
11	3 rd round seat allotment	20 July 2015
12	Reporting at the center	22 – 25 July 2015 (9 am to 5 pm)
13	Online registration for 4 th round	26 – 29 July 2015 till 5:00 pm
14	Deadline for locking	29 July 2015; 5:00 pm
15	4 th round seat allotment	30 July 2015
16	Reporting at the center	31 July – 3 August 2015 (9 am to 5 pm)
17	Intra-institute level sliding (Physical round)	8 – 9 August 2015
18	Spot round registration and seat allotment	11 August 2015
19	Reporting at the Institute	12-14 August 2015 (9 am to 5 pm)

2. COUNSELING PROCEDURE

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

2.1 Registration:

- 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 <https://counseling.manipal.edu> and login to the candidates' 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). If you have forgotten the password, click on "forgot password", you will receive the password via SMS and e-mail.

2.1.1 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, e-mail id, etc.
- However, if a candidate wants to give an additional e-mail id and/or mobile number, it can be entered in the appropriate boxes.
- Enter 10+2 Board in which the candidate has appeared, such as CBSE, ICSE, State Board and others.
- 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.
- If you want to proceed for the next step, press "SAVE & PROCEED" or if you want to complete the remaining steps later, press "SAVE AS DRAFT" and

logout. Please note that, you can't edit the registration form after clicking "SAVE & PROCEED" button.

2.1.2 Payment of registration fee

- All candidates who want to participate in the counseling have to pay the registration fee of Rs 11,000/-. The following modes of payment are available:
 - (i) Credit card/Debit card
 - (ii) Internet banking
 - (iii) Demand draft
- Candidates who choose Credit card/Debit card mode of payment have to pay an additional amount of 1.1% + service tax (approximately Rs 140/-).
- For internet banking mode of payment, candidates have to pay an additional amount of Rs 18/- (Yes Bank/ICICI Bank)/ Rs 20/- (HDFC/SBI)/ Rs 10/- (Other Banks) as bank commission.
- Those who want to make the payment through demand draft (Rs.11,000/-), have to submit the DD to one of the centers personally and complete the registration process. DD should be drawn in favor of Manipal University, payable at Manipal or Udupi. **DD submitted through post will not be accepted.**
- After a successful payment of registration fee, the candidates will be permitted to fill in the choices.

2.1.3 Choice filling and locking

- Candidates can fill in as many choices as possible from the list in their preferential order. The selected choices will be displayed in the order of their preference. Carefully go through the list of choices selected and then save.
- Candidates can modify their choices and/or the order of their preferences any number of times during the registration period 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 First round of Seat Allotment

- Seats will be allotted in the order of merit as per MUOET 2015 and on the basis of the locked choices subject to availability of seats. The candidate 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, the candidates will receive an email and can download the seat allotment letter from the candidates' portal.
- Candidates have to take a print out of seat allotment letter and other documents listed in Table 2, and report to one of the reporting centers (refer Appendix B) to complete the admission formalities.
- After completing the admission formalities, candidates have to choose one of the following options:
 - (i) Option I: Candidate is satisfied with the allotted seat and thereby wishes to opt out from the remaining rounds of counseling. Those who want to choose

this option have to login to the candidates' portal and click on opt-out button. Please note that once the candidate chooses this option, he/she will not be able to participate in the subsequent rounds except intra-institute level sliding and spot round.

- (ii) Option II: Candidates want to participate in the next round of counseling. Such candidates can login to the candidates' portal during the registration period and modify the choices, and click on the **SAVE/UPDATE** button. If the candidates do not modify their choices, then the choices given in the first round will be considered for the second round seat allotment.

(Note: Option I and Option II can be exercised when the registration window opens for second round of counseling).

- Candidates who haven't got the seat in the first round can participate in the second round. These candidates can modify their choices during the registration period and click on the **SAVE/UPDATE** button. If the candidates do not modify their choices, then the choices given in the first round will be considered for the second round seat allotment.

Table 2: List of documents to be submitted at the reporting center

- 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)
- One set of photocopies of all the above documents
- Four recent and identical passport size photographs and one stamp size photograph
- Balance course fee (I instalment): Demand draft for Rs 2,59,000/- in favor of Manipal University, payable at Manipal or Udupi. No other mode of payment will be accepted.

**If original is not available, candidates can bring the marks card issued by the college principal. 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.*

2.3 Second, Third and Fourth Round of Seat Allotment:

- The following candidates are eligible for second, third and fourth round of counseling:
 - (i) Candidates who have not registered in any of the previous rounds, i.e they are participating in the counseling for the first time. Such candidates are required to complete the registration process as explained in section 2.1.
 - (ii) Candidates who have chosen Option II in the previous round, i.e the candidates have taken the seat and want to participate in the next round. These candidates can modify their choices during the registration period of the current round, and click on **SAVE/UPDATE** button. If a candidate doesn't modify his/her choices, then the existing choices will be considered for the seat allotment.

- (iii) Candidates who have already registered, but haven't got the seat in the previous round/rounds. Such candidates can also modify their choices, during the registration period of the current round, and click on **SAVE/UPDATE** button. If a candidate doesn't modify his/her choices, then the existing choices will be considered for the seat allotment.
- If the seat is allotted for the first time, candidates have to report to one of the centers with the documents listed in Table 2, to complete the admission formalities.
 - If the seat is upgraded, then there is no need to report to the center. 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 (option I) from the counseling. To opt out, login to candidates' portal and click on "opt out" button. If the candidate wants to participate in the next round of counseling (option II), 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 fourth round seat allotment, then he/she will be eligible for spot round only.

2.4 Intra-Institute Sliding (Physical Round):

- After four 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 and MUOET rank.

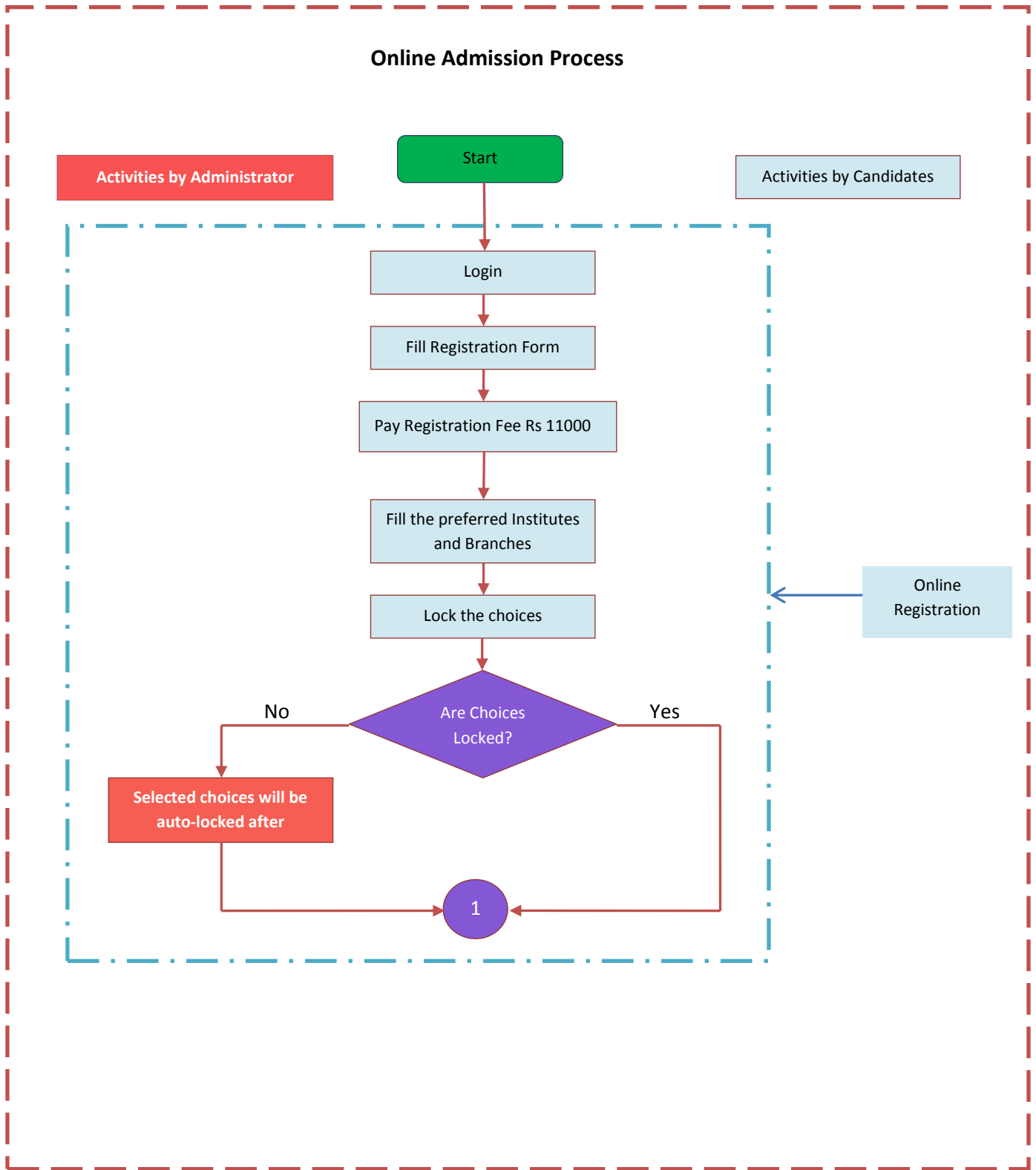
2.5 Spot round seat allotment (Physical Round):

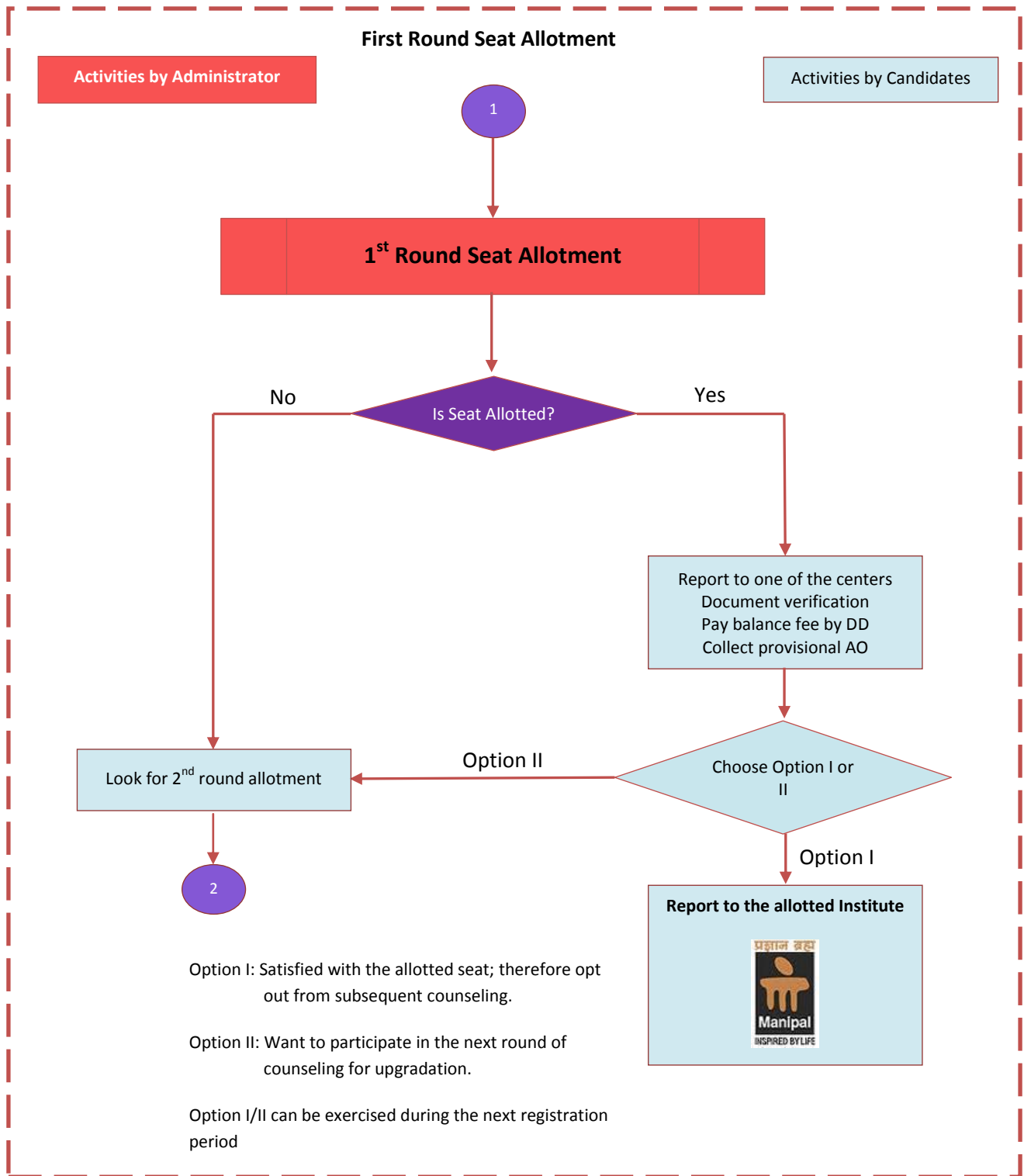
- The vacant seat, if any, after the intra-institute sliding will be filled in the spot round.
- The following candidates are eligible for spot round
 - (i) Those who have not registered in any of the previous rounds of counseling
 - (ii) Those who have registered in any one of the rounds but have not got the seat in the previous rounds of counseling
 - (iii) Those who have not reported to the center after the allotment of the seat
 - (iv) Those who have taken the seat but withdrawn subsequently
 - (v) 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.

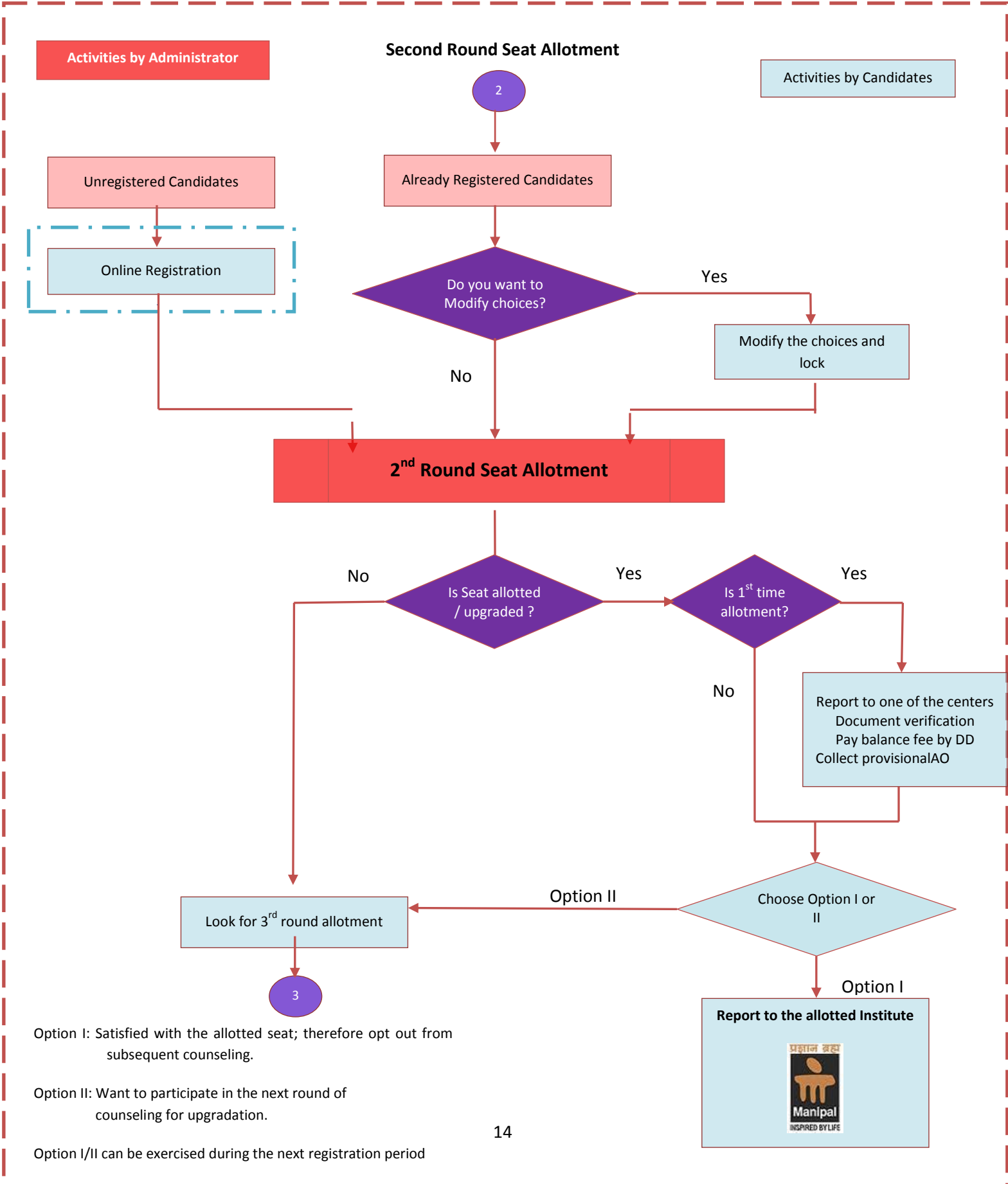
- The candidates should submit the documents listed in Table 2, along with a demand draft of Rs 2,70,000/- in favor of Manipal University, payable at Manipal or Udupi, before the registration for spot round. Those who have already paid the registration fee may submit a demand draft for the balance amount.
- 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 and their preference.
- **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.

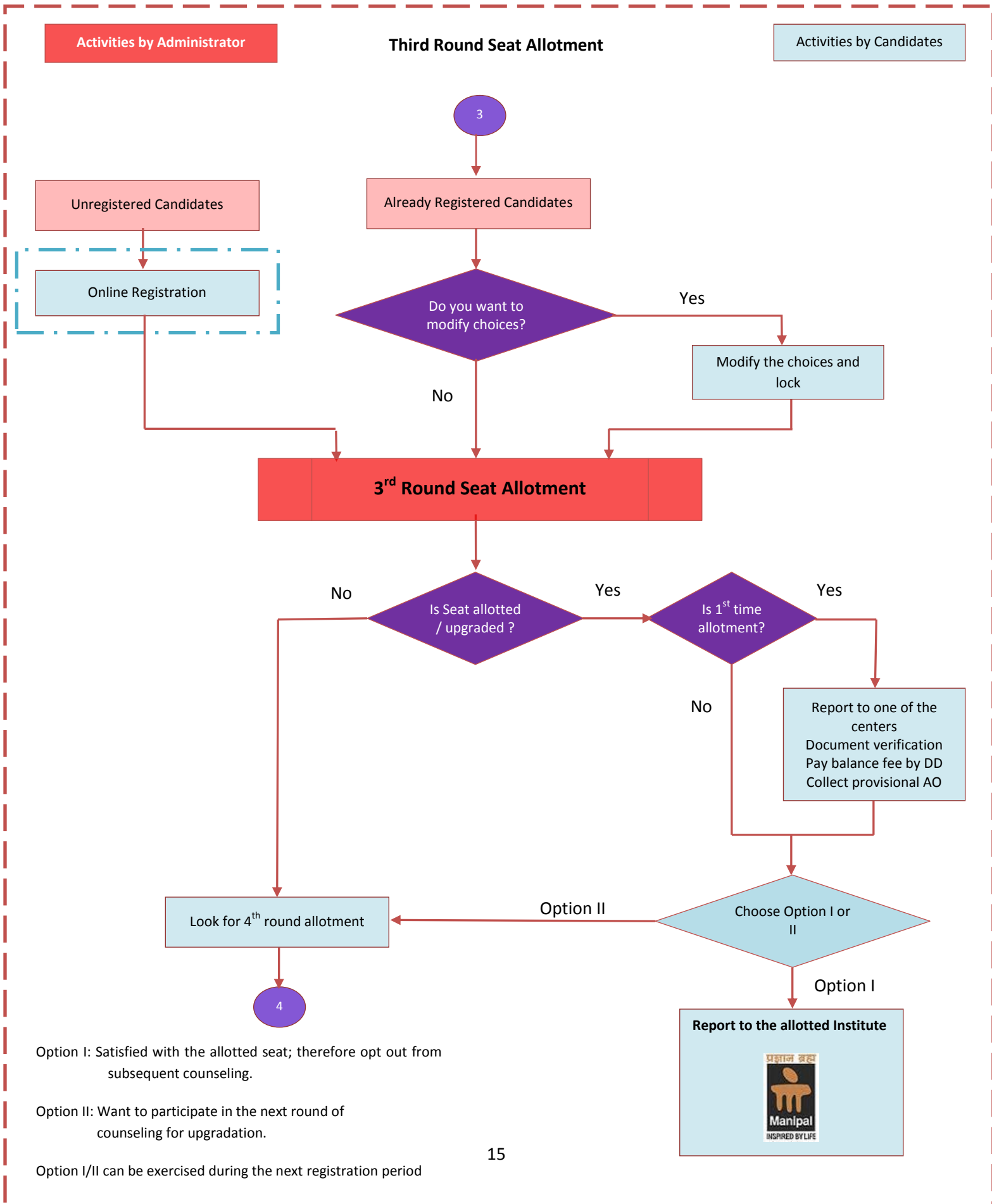
Note: If there are any vacancies after the spot round, those seats will be filled based on JEE (Main) rank. Eligible candidates may report to one of the counseling centers on the day of spot round.

APPENDIX A: Flowchart for B Tech online common counseling - 2015





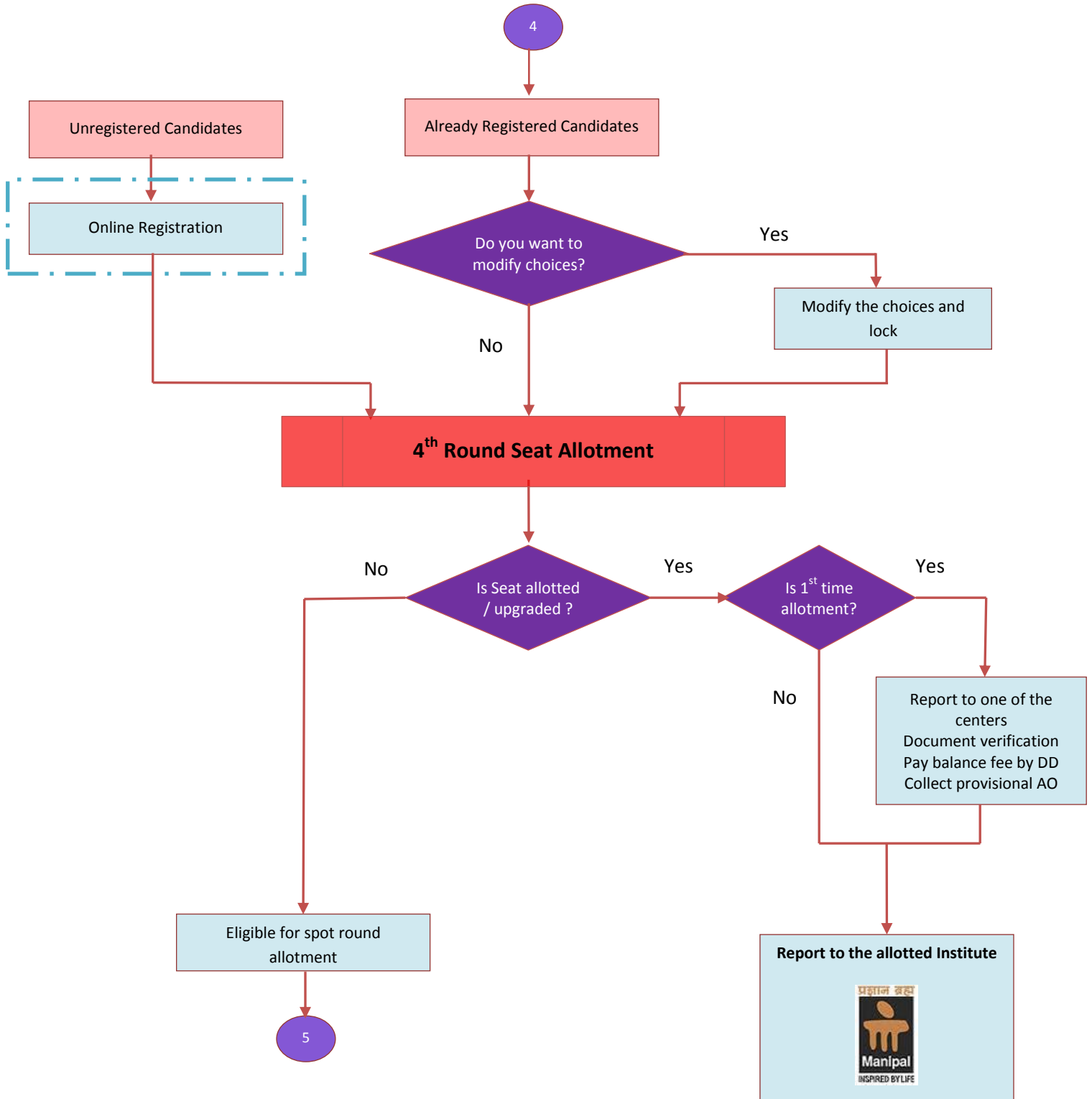




Fourth Round Seat Allotment

Activities by Administrator

Activities by Candidates



Intra - Institute level Sliding (Physical round)

Activities by Administrator

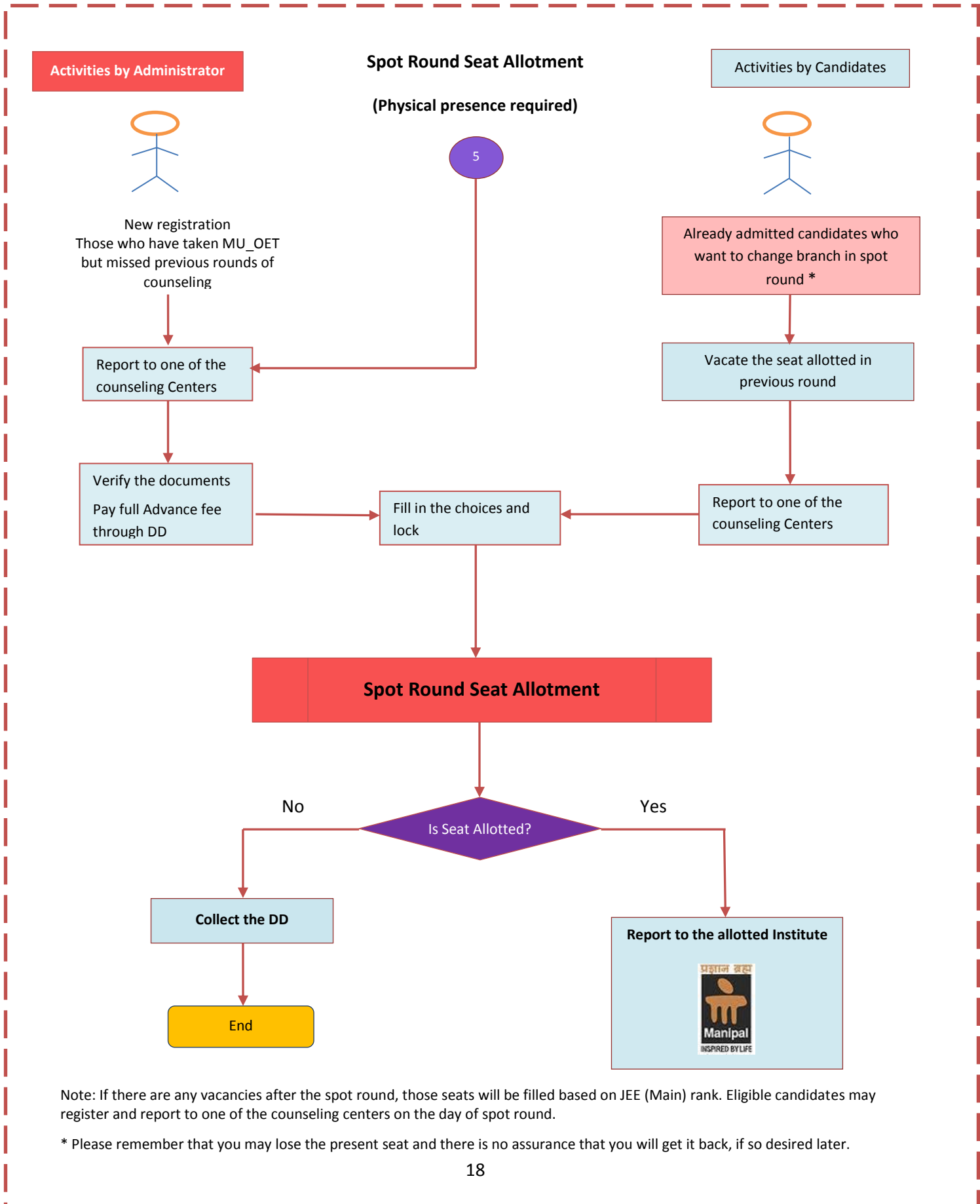
Activities by Candidates

All the candidates who have got the admission and joined the allotted institute are eligible for intra – institute level sliding

Candidates who wish to participate in intra-institute level sliding have to physically report to the seat allotment center*

Seat Allotment

*The respective institute will notify the date and Venue of seat allotment center.



APPENDIX B: Reporting centers

Candidates who have been allotted the seat for the first time, have to report to one of the reporting centers (Manipal, Jaipur or Sikkim). However, if the seat is allotted to MU Dubai or Manipal International University (MIU), the candidates can report to either Manipal or Jaipur center only. The reporting center contact details are given below:

Manipal

New Lecture Hall Complex
Manipal Institute of Technology
Manipal – 576104

Jaipur

Manipal University Jaipur
DehmiKalan
Off Jaipur Ajmer Expressway
Jaipur-303007

Sikkim

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

