Information Brochure

Bachelor of Architecture (BArch) Online Counseling 2020
Manipur School of Architecture and Planning (MSAP), Manipal

Contact No: +91 9243777700 / 11 / 22 / 33 / 44
Email Id: admissions@manipal.edu
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1. INTRODUCTION
Greetings from Manipal Academy of Higher Education (MAHE), Manipal to all the candidates who have submitted 10+2 mark cards to participate in Online BArch Counseling process.

We welcome all candidates who have submitted 10+2 mark cards to participate in Online BArch Counseling 2020. All the candidates are requested to read the instructions carefully, before participating in the online counseling process.

1.1 Participating Institution
BArch counseling 2020 will be conducted for admission to the Bachelor of Architecture (BArch) program offered by the following Institution

- Manipal School of Architecture and Planning https://manipal.edu/msap
  (A Constituent Institute of Manipal Academy of Higher Education (MAHE), Manipal)

1.2 Eligibility Criteria
The candidates who fulfill the following eligibility criteria can participate in the 2020 counseling process

- Pass in 10+2 with Physics, Chemistry, Mathematics & English from a recognized Board OR Pass in 3-year Diploma with Mathematics & English as compulsory subjects from a Central / State Government recognized Board
- Qualified in NATA*

* - In case the candidate is unable to qualify in NATA, the provisional Admission granted (if any) will be cancelled

1.3 Counseling Schedule

<table>
<thead>
<tr>
<th>No</th>
<th>Events</th>
<th>Duration</th>
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<tbody>
<tr>
<td>1</td>
<td>Fresh Registration</td>
<td>28 Aug – 01 Sep 2020</td>
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<td>2</td>
<td>1st Round (Online) 1st Round online seat allotment</td>
<td>03 Sep 2020; 5 PM</td>
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<tr>
<td>3</td>
<td>Payment of Course fees (1st Installment)</td>
<td>03 – 07 Sep 2020</td>
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<tr>
<td>4</td>
<td>Payment of Balance Course Fee (2nd Installment)</td>
<td>On or before 16 Sep 2020</td>
</tr>
<tr>
<td>5</td>
<td>2nd Round (Online) 2nd Round online seat allotment</td>
<td>09 Sep 2020; 5 PM</td>
</tr>
<tr>
<td>6</td>
<td>Payment of Course fees (1st Installment)</td>
<td>09 – 14 Sep 2020</td>
</tr>
<tr>
<td>7</td>
<td>Payment of Balance Course Fee (2nd Installment)</td>
<td>On or before 23 Sep 2020</td>
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<tr>
<td>8</td>
<td>3rd Round (Online) 3rd Round online seat allotment</td>
<td>15 Sep 2020; 5 PM</td>
</tr>
<tr>
<td>9</td>
<td>Payment of Course fees (1st Installment)</td>
<td>15 – 21 Sep 2020</td>
</tr>
<tr>
<td>10</td>
<td>Payment of Balance Course Fee (2nd Installment)</td>
<td>On or before 29 Sep 2020</td>
</tr>
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</table>

2. COUNSELING PROCEDURE
Steps

1. Registration
2. Seat Allotment
3. Course Fee Payment (Installment 1) & Balance Course Fee Payment (Installment 2)

2.1 Registration
Candidates will have to confirm their participation in the Counseling process by logging into https://sis.manipal.edu/admissions/WTDepositMAHE.aspx with Application number as login ID and DOB as password.

Waitlist Deposit (Rs. 5,000) is to be paid online during the Registration process for the Counseling. The last date to pay Rs.5,000 and register for Online Counseling is **01 September 2020**. Having made the payment, candidates will be
eligible to participate in the Online Counseling process. On Seat confirmation, Rs. 5,000 will be adjusted towards refundable caution deposit / Course fee.
  o On seat allotment, if the first year Course Fee (1st Installment i.e. Rs. 1,96,000) is NOT paid before the deadline, candidate is out of the counseling process and will also forfeit the waitlist deposit of Rs. 5,000.
  o Registered candidates, who have not got the seat in the previous round(s), will be waitlisted. 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.
  o Mere registration for the counseling does not guarantee the allotment of Seat. This will exclusively depend on the candidates Merit rank, the number of candidates registering for the counseling, and the number of seats available.

2.2 Seat Allotment
The Seat will be allotted as per MAHE 2020 Merit Rank and subject to seat availability.

2.3 Fee Payment
On seat allotment, first year fees is to be paid within the stipulated timeline. To ease the burden of payment, MAHE Manipal has decided to allow part payment of the fees. The 1st year fee payment of Rs. 3,92,000 (excluding waitlist deposit of Rs. 5,000) is split into 2 components:

- Part Payment of Rs. 1,96,000
- Balance Payment of Rs. 1,96,000

Course Fee (1st Installment) of Rs.1,96,000

- On Seat Allotment the candidates are required to pay Rs.1,96,000 before the last date specified.
- On completion of part payment, the allotted seat is provisionally confirmed

Balance Course Fee (2nd Installment) of Rs. 1,96,000

(a) Having made the part payment of Rs. 1,96,000, the candidate is expected to make the balance fee payment of Rs. 1,96,000 on or before the timeline mentioned
(b) If the candidate does NOT complete the part payment process on or before the timeline, the confirmed seat is forfeited, the candidate will be out of the counseling process. In such a scenario the fee will be deducted as per UGC Refund policy and the rest of the part payment will be refunded back to the candidate within 10 working days.

Note: In case of any withdrawal (if any), the fee will be deducted as per UGC Refund policy on Total Course Fee (Rs.3,97,000) irrespective of the fee amount received.

Course fee Payment modes:

Option 1: Online Payment

- Click https://sis.manipal.edu/admissions/CourseFeesMAHE.aspx
  o User ID: your Application Number, Password: your Date of Birth and verification code.
- Enter the fee amount, email id & mobile no. You will be redirected to the bank site when you click continue.
  (Please note for the first time you will have to register with the valid – email id and mobile number). On successful payment, students can avail the receipt online immediately.
Option 2: RTGS / NEFT

- RTGS to MAHE ICICI Bank Account: **Account Number:** 007201000089, **IFSC Code:** ICIC0000072, **Name:** Manipal Academy of Higher Education. No Cash Payments.
- On transfer of fees to the MAHE account, kindly login to [https://sis.manipal.edu/admissions/tr_studlogin.aspx](https://sis.manipal.edu/admissions/tr_studlogin.aspx)
  - Login credentials (your Application number and Date of Birth)
  - Enter the following details
    - UTR (Transaction Number), Transaction Date, Fee amount, Currency
    - Course Name, Email ID, Mobile No
    - Beneficiary Bank Account No: 007201000089, Remitter name: Candidate Name
    - Remarks: Remarks: 1st year **BArch** course fee payment.
  - In case of RTGS Payment, if the transaction detail is **NOT** entered by the candidate in candidate portal [https://sis.manipal.edu/admissions/tr_studlogin.aspx](https://sis.manipal.edu/admissions/tr_studlogin.aspx) as mentioned above within the fee payment deadline, it will be considered that the payment has not been made, allotted seat will be cancelled and the candidate will be out-of-the-counseling process and will also **forfeit the waitlist deposit of Rs. 5,000**

No Cash Payments.

Please note that Subsequent annual course fees must be paid on or before the deadline, specified by the respective Institute.

2.4 Waitlist

The following candidates are eligible for the waitlist
- Registered candidates who have NOT been allotted any seat

3. List of Documents

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

<table>
<thead>
<tr>
<th>No</th>
<th>Document Name</th>
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<tbody>
<tr>
<td>1</td>
<td>10th Standard marks card (for date of birth proof) #</td>
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<tr>
<td>2</td>
<td>12th Standard marks card issued by the recognized board.</td>
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<tr>
<td>3</td>
<td>NATA Score card</td>
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<td>4</td>
<td>Transfer Certificate</td>
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<td>5</td>
<td>Conduct / Character Certificate</td>
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<tr>
<td>6</td>
<td>Aadhaar Card of the Candidate #</td>
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<tr>
<td>7</td>
<td>Pan Card of the Parent(s) #</td>
</tr>
<tr>
<td>8</td>
<td>2 recent passport size photographs #</td>
</tr>
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<td>9</td>
<td>Copy of Overseas Citizen of India/ Person of Indian Origin card (if applied under OCI/PIO category)</td>
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*Original Document is required for Verification / Submission

* If original eligibility document is not available, candidates can bring the internet copy of the marks card duly attested by the college principal. (In case of internet copy of results, candidates are required to provide the userid and password to verify the results online in website / portal of respective board).

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), he / she is required to inform the Admissions Office MAHE Manipal at admissions@manipal.edu immediately after declaration of the results. The allotted seat will be cancelled; Candidate will be out of counseling.

4. Refund Rules
In case of withdrawal, refund will be processed as per UGC refund policy. [Click here](#) for the 2020 Refund Rules

5. Hostel
Those who wish to take hostel accommodation may please contact the Chief Warden, MIT Manipal (Email: chiefwarden.mit@manipal.edu) or at +91 0820 -2925225 (9 AM to 5 PM on all working days), only after completion of program fee payment and generation of the Roll No. The hostel accommodation can be booked only after the generation of Roll No.

6. Queries
For any queries, please contact Prof Amit Kinjawadekar at 0820-2924119. (9 AM to 5 PM on all working days) or at amit.ck@manipal.edu

7. Advisory
- We have NO agents or middlemen for admissions and all admissions can be secured only by merit and participation in counseling process.
- Mere inclusion in the merit list and call for counseling does not guarantee admission to a course. This will exclusively depend on the candidates all India Merit rank, the number of candidates attending the counselling and the number of seats available.
- All admissions are subject to fulfillment of all the eligibility conditions by the candidate. If it is found at a later stage, during active verification, that the candidate has given false information / certificate or is found to have concealed some information his / her admission will be cancelled without any notice. It is the responsibility of the candidates to ensure that they fulfill all the eligibility requirements for the course(s) applied.
- Jurisdiction for dispute if any shall be at Udupi court only.

8. MSAP on Social Media
Know more about MSAP Manipal on [Youtube](#), [Facebook](#) and [Instagram](#)

9. MSAP Webinar
Interact with Dr. Amit Kinjawadekar, Professor, MSAP Manipal
**Date and Time:** 31 August 2020, 11 AM to 12 NOON
[Click here](#) to Join Webinar

********** We welcome you for BArch Online Counseling 2020 **********

*Published: 8 PM, Friday, August 28, 2020*