Greetings from Manipal Academy of Higher Education, Manipal.

Accorded the Deemed to be University status in 1993, MAHE in its Silver Jubilee year has been recognized as an Institution of Eminence (IOE) by the Ministry of Human Resource Development (MHRD), Govt. of India (GOI).

Congratulations on your excellent performance in the PG NEET 2020 Examinations and thank you for choosing us to pursue your postgraduate studies.

1. Reporting Instructions

1.1 Reporting Mode

As per DGHS notification, you are permitted to report to the allotted College in following modes

1. Physical Reporting
   - Candidates MUST transfer the course fee online / RTGS
   - Candidates MUST physically report to the counseling venue with all original documents
   - Completion of Admission Formalities
   - Report to the College office and Start Duties immediately

Note: If you are traveling from outside of Udupi (Karnataka) district, you might face issues in reaching Manipal as all borders are sealed to prevent the spread of COVID 19. All nearby hotels, restaurants, lodges are also closed. You may have to take all precautionary measures while you travel.

2. Online Reporting
   - Candidate confirms acceptance of seat by providing his/her details and uploads scan copy of original documents at Google doc link https://forms.gle/sGwApYfnY1SHLFAUA
   - Candidates MUST transfer the course fee online / RTGS
   - Completion of Admission Formalities

1.1 Reporting Confirmation

Request you to provide your confirmation by providing relevant information/uploading requisite documents clicking on the above mentioned Google doc link.
### 1.2 Reporting Timelines

We request you to adhere to the following timelines for the smooth conduct of Physical / Online Counseling to avoid any inconveniences at the last minute.

<table>
<thead>
<tr>
<th>Reporting Date</th>
<th>Physical Reporting</th>
<th>Online Reporting</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reporting Date</td>
<td>10th April to 24th April</td>
<td>10th April to 24th April</td>
<td>All Candidates opting for Online Reporting are requested to submit the requisite information online including uploading all mandatory documents at the earliest / at least on or before <strong>20 April 2020</strong>.</td>
</tr>
<tr>
<td>Reporting Time</td>
<td>10 AM to 4 PM</td>
<td>Not Applicable</td>
<td>2 PM if you are physically reporting on the last day i.e. 24th April 2020.</td>
</tr>
<tr>
<td>Reporting Venue</td>
<td>Admission Hall, Manipal.edu building Manipal 576 104, Karnataka, India</td>
<td>Not Applicable</td>
<td></td>
</tr>
<tr>
<td>Uploading of Documents</td>
<td>2 days before the day of Physical Reporting</td>
<td><strong>20th April 2020</strong></td>
<td>The candidates opting for Physical Reporting are also requested to upload the documents online which will help us to complete the Admission Formalities quickly on arrival at the Counseling Venue.</td>
</tr>
<tr>
<td>Fee Transfer - General Category</td>
<td>2 days before the day of Physical Reporting</td>
<td><strong>21st April 2020</strong></td>
<td>This is to avoid any inconvenience due to any issues in Fee Transfer.</td>
</tr>
<tr>
<td>Fee Transfer - NRI Category</td>
<td>4 days before the day of Physical Reporting</td>
<td><strong>20th April 2020</strong></td>
<td>This is to avoid any inconvenience due to any issues in Fee Transfer at the last minute. Also please note that we will get the confirmation from the Bank only after 3 working days (depending on holidays in respective Country) from the date of fee transfer.</td>
</tr>
</tbody>
</table>
1.3 Admission Procedure and Details

- **Fee Payment**
  - Click here for fee details and mode of payment. You are requested to remit the fee [First year Course fee + Caution deposit].
  - Fee Transfer confirmation MUST be produced during Physical reporting.
    - Kindly ensure to increase the net banking transfer limit to make successful transactions. Fee payment via Net Banking is preferred over RTGS.
- **Document Verification**
  - All documents in originals should be submitted for verification (Physical Reporting) / Uploaded online (Online Reporting). Refer Checklist for a list of documents.
- **Course Discontinuation Bond Format**
  - To be submitted on a Rs. 200 Stamp Paper as per the format attached.
  - In case if you are unable to prepare the same at this juncture due to a lockdown scenario, you are requested to upload the duly filled signed copy of the format. However, you are required to submit the actual Course discontinuation bond along with the other original documents at the time of Reporting.
- **Completion of reporting formalities under the DGHS portal.**
- **Issue of Admission order**
- **Completion of Hostel formalities (if required)**
  - Click here for details
  - Hostel fee is to be paid only after completion of admission formalities (after receipt of Roll No. from the University).
  - The Hostel section of your allotted institute will get in touch with you after 2 days from the date of Admission.

**Note:** In the case of physical reporting, the admission process involves registration, document verification, admission order generation, and the entire process will take 2 to 3 hours. Hence, all Candidates and Parents are requested to co-operate

1.4 Commencement of Classes

As per DGHS Guidelines

For any queries contact
- Dr. Giridhar Kini, Director (Admissions), +919606453042
- Mahesh Prabhu, Deputy Director (Admissions), +919606456069

Looking forward to you joining the Manipal Family

*With Regards,*
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