Greetings from Manipal Academy of Higher Education, Manipal.

Congratulations for your excellent performance in the NEET Examinations and thank you for choosing us to pursue your undergraduate studies.

1. Reporting Instructions

1.1 Reporting Mode
Refer DGHS / MCC notification, you are permitted to report to the allotted College in following modes

1.1.1 Physical Reporting
- Kindly confirm your reporting schedule at https://forms.gle/ceDNArUJHXRjHw5d7 to take care of reporting formalities at our end
- Candidates MUST transfer the course fee online / RTGS, before starting their journey for the reporting process
- Candidates MUST physically report to the counseling venue with all original documents
- Completion of Admission Formalities

Note
Candidates who want to give willingness for Upgradation for MCC Round-2 while retaining Round-1 seat, MUST ‘Report physically’ at the allotted institute to confirm their admission.

1.1.2 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/ceDNArUJHXRjHw5d7
- Candidates MUST transfer the course fee online / RTGS (General Category) OR Wire Transfer (NRI Category)
- Completion of Admission Formalities
### 1.1 Reporting Confirmation
- Request you to provide your confirmation by providing relevant information / uploading requisite documents by 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></th>
<th>Physical Reporting</th>
<th>Online Reporting</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reporting Date</td>
<td>03 Feb - 07 Feb</td>
<td>03 Feb - 07 Feb</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 06 Feb 2022</td>
</tr>
<tr>
<td>Reporting Time</td>
<td>9:30 AM to 4 PM</td>
<td>Not Applicable</td>
<td>12 NOON, if you are reporting on the last day i.e. 07 Feb 2022</td>
</tr>
<tr>
<td>Reporting Venue</td>
<td>KMC Lecture Halls, Manipal Academy of Higher Education (MAHE), Manipal, Karnataka 576 104 <a href="https://goo.gl/maps/xVLdYma858bQvRWB6">https://goo.gl/maps/xVLdYma858bQvRWB6</a></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>On or before 05 Feb 2022</td>
<td>The candidates opting for Physical Reporting MUST 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>On or before 05 Feb 2022</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>On or before 03 Feb 2022</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. Admission formalities will be completed only after the receipt of fee confirmation from the Bank</td>
</tr>
</tbody>
</table>
Reporting schedule

As per DGHS New Delhi notification, the reporting schedule is as follows:

Date: 03rd February to 07th February 2022 on all days. Kindly confirm your reporting schedule at [https://forms.gle/ceDNArUJHXrIHw5d7](https://forms.gle/ceDNArUJHXrIHw5d7) to take care of reporting formalities at our end. Registration in this link is mandatory.

- **Time:** 9:30 AM to 4 PM*
  
  * Requesting you to report by 12 noon on 07th February 2022 (Last day)

- **Physical Reporting Venue:**
  - KMC Lecture Halls, Manipal Academy of Higher Education (MAHE), Manipal, Karnataka 576 104
  - [https://goo.gl/maps/xVLDYma858bQwRWB6](https://goo.gl/maps/xVLDYma858bQwRWB6)

  Contact: Dr. Giridhar Kini, Director (Admissions) +91 9606453042,
  Mahesh Prabhu, Deputy Director (Admissions), +91 9606456069

Admission Procedure and Details

1. **Fee Payment**
   - [Click here](#) for fee details and mode of payment
   - Request you to remit the fee [First year Course fee + Caution deposit] before reporting to the venue.
     - Fee Transfer confirmation MUST be produced during reporting
     - Kindly ensure to increase the net banking transfer limit in order to make successful transaction.
     - NO additional time will be provided for fee transfer

2. **Document Verification**
   - Refer [Checklist](#) for list of documents
   - All documents in originals along with one set of photocopy should be submitted for verification
     - Candidates without original documents will NOT be admitted under any circumstances
     - NO additional time will be provided for producing the original certificates.

**Note**

- You MUST meet all the Eligibility criteria as per NEET (UG) 2021 Information Bulletin
- [Click here](#) to check your eligibility as per NEET (UG) 2021 Information Bulletin.

3. **Registration Form**
   - You are requested to take a printout of attached [Registration form](#) and fill it and keep it along with the original documents.
4. **Course Dis-Continuation Bond Format**
   - Notarized Course Discontinuation Bond to be submitted on a Rs. 200 Stamp Paper as per the format
   - Please take a printout of the attached format on A4 size paper, fill it and keep it with other original documents.
   - Legal team at the counseling venue will facilitate to get the Course discontinuation bond.

5. **Completion of reporting formalities under MCC portal**
   - **Physical Repotting**: Provisional Admission Letter regenerated from MCC portal will be handed over
   - **Online Reporting**: Provisional Admission Letter regenerated from MCC portal will be shared via email

6. **Issue of MAHE Admission order**
   - **Physical Repotting**: Provisional Admission Order / Admission Order will be handed over
   - **Online Reporting**: Provisional Admission Order / Admission Order will be handed over only after Physical reporting

7. **Hostel Fee Payment**
   - [Click here](#) for the Hostel fee details
   - To be paid only after completion of admission formalities i.e. after receipt of Roll No. from the University

**Note:** Entire process will take 5 to 6 hours. Hence, all Candidates and Parents are requested to co-operate.

**Reporting Steps**
1. Candidates and accompanying parent / guardian have to undergo screening test at the Counseling venue
2. It is mandatory for the candidate / accompanying parent / guardian to show the negative RT-PCR report from an ICMR approved lab not earlier than 72 hours and vaccination certificate/s.
3. Obtain the Clearance Card / slip
4. Report to the Counseling Hall

**Kind attention Parents and Candidates**
In order to curtail the spread of COVID-19, the University has taken all precautionary measures at the Counseling venue and your cooperation is this regard is highly solicited.

**Do’s**
- Only one parent is allowed inside the Counseling venue along with the Candidate
Always wear a triple layered mask / Cloth mask.
Maintain social distancing (> 2 meters) at all times.
The used disposable masks should be disposed in the dust bin.
Candidates / Parents should carry a sanitizer at all times, and / or use the common sanitizer provided at the designated places
Inside the Counseling venue, you are requested to occupy the same seat till you complete the Admission process. Do not change your seat on frequent basis

Commencement of Classes
- **MBBS:** 14 February 2022
- **BDS:** 07 March 2022 (Tentatively)

How to reach Manipal
- Manipal is well connected by Air, Rail and Road. The two main cities close to Manipal are **Udupi** (5 kms away, Railway station) and **Mangalore** (65 Kms away, Airport, Railway station). Pre-paid taxis are available.

Looking forward to you joining the MAHE Manipal Family.

*With Regards,*

Director (Admissions),
Manipur Academy of Higher Education (MAHE), Manipal- 576104
Website: [www.manipal.edu/neet](http://www.manipal.edu/neet) Email: admissions@manipal.edu

*Updated on 02 Feb 2022 6:30 PM*