MANIPAL
ACADEMY of HIGHER EDUCATION
(Institution of Eminence Deemed to be University)

# MSc (Medical) KMC Online counseling 2025

## Kasturba Medical College (KMC)

### Manipal & Mangalore Campus

## Manipal Tata Medical College (MTMC)

### Jamshedpur Campus

# INFORMATION BROCHURE

**Manipal Academy of Higher Education (MAHE)**

Manipal

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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) 2025.

We welcome all successful candidates for the Online counseling 2025 for **MSc (Medical) courses at KMC Manipal, KMC Mangalore and MTMC Jamshedpur Campuses.**

### 1.1 Disclaimer

Candidates with Manipal Entrance Test (MET) 2025 Rank are eligible for participation in the online counseling 2025 for **MSc (Medical) courses at KMC Manipal, KMC Mangalore and MTMC Jamshedpur Campuses.**

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 Counselling process for MSc (Medical) courses at KMC Manipal, KMC Mangalore & MTMC, Jamshedpur, before starting the registration process for participation in online Counseling for MSc (Medical) courses at KMC Manipal, KMC Mangalore & MTMC, Jamshedpur.
- All candidate may kindly note that mere registration for online Counseling 2025 for MSc (Medical) courses at KMC Manipal, KMC Mangalore & MTMC Jamshedpur does **NOT** confer any automatic rights to secure a MSc (Medical) seat at KMC Manipal, KMC Mangalore & MTMC Jamshedpur.
- Admission to MSc (Medical) program is subject to fulfilling the merit, admission criteria, eligibility, and such criteria as may be prescribed by UGC / MAHE Manipal
- Candidate 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/kmc.html ; https://www.manipal.edu/kmc-mangalore.html ; https://www.manipal.edu/mtmc-jamshedpur/program-list/MScMedicalCourses.html to know more about MSc (Medical) specializations, Fee Structure, 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 admissions@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.

### 1.2 Participating Institution

**MSc (Medical)** counseling 2025 will be conducted for admission to **M.Sc. Medical Anatomy, M.Sc. Medical Biochemistry, M.Sc. Medical Microbiology, M.Sc. Medical Pharmacology & M.Sc. Medical Physiology** programs offered by the following Institutions.

- **Kasturba Medical College (KMC), Manipal Campus** https://manipal.edu/kmc.html
- **Kasturba Medical College (KMC), Mangalore Campus** https://www.manipal.edu/kmc-mangalore.html
- **Manipal - TATA Medical College, Jamshedpur Campus** https://www.manipal.edu/mtmc-jamshedpur/program-list/MScMedicalCourses.html

| Program | CAMPUS | | |
|---|---|---|---|
| | Manipal | Mangalore | Jamshedpur |
| MSc Medical Anatomy | YES | YES | YES |
| MSc Medical Biochemistry | YES | YES | YES |
| MSc Medical Microbiology | YES | YES | YES |
| MSc Medical Pharmacology | YES | YES | - |
| MSc Medical Physiology | YES | YES | YES |

### 1.3 Eligibility Criteria

The candidates who fulfill the following eligibility criteria can participate in MSc Medical 2025 counseling process

- Candidate should have MET 2025 rank
- Pass in BSc (with at least one subject of Biological Sciences) / BSc Nursing / BSc in Allied Health Sciences / BAMS / MBBS / BHMS / BPT / BPharm from a recognized University with minimum 50% aggregate marks or equivalent.

### 1.4 Counseling Rounds

Counseling involves 3 rounds as follows. *Depending on University guidelines, an additional round(s) of counseling may beconducted.*

- **Round 1 to 3 (Online rounds)**: Online Registration is permitted at the beginning of **1st** Round only. After registration, candidates are required to do the choice filling. Seats will be allotted as per MET 2025 rank, availability of vacancy and choice.

***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://apply.manipal.edu for all the activities with respect to Online Counseling.

- Choice filling will be through the applicant portal only.
- Fee payment on seat allotment will be through the application portal only.
- Withdrawal from counseling process will be through applicant portal only.

#### 1.4.1 Counseling schedule

**Table 1: 2025 Online Counseling Schedule**

| No | Events | | Duration |
|---|---|---|---|
| 1 | **1st Round (Online)** | Fresh Registration and Choice Filling | 03 July - 07 July 2025 |
| 2 | | Processing of Seat Allotment | 08 July - 09 July 2025 |
| 3 | | **1st Round online seat allotment** | **09 July 2025** After 8 PM |
| 4 | | Payment of Course fees (1st Installment) | 09 July - 14 July 2025 |
| 5 | | Payment of Balance Course Fee (2nd Installment) | 19 - July-2025 |
| 6 | **2nd Round (Online)** | **2nd Round online seat allotment** | **16 July 2025**; After 8 PM |
| 7 | | Payment of Course fees (1st Installment) | 16 July - 21 July 2025 |
| 8 | | Payment of Balance Course Fee (2nd Installment) | 25-July-2025 |
| 9 | **3rd** | **3rd Round online seat allotment** | **23 July 2025**; After 8 PM |

| | | | |
|---|---|---|---|
| 10 | **Round (Online)** | Payment of Course fees (1st Installment) | 23 July - 28 July 2025 |
| 11 | | Payment of Balance Course Fee (2nd Installment) | 02 - Aug -2025 |
| 12 | **Additional Rounds (if any)** | | |

On completion of the admission process, all admitted students MUST report to the campus for the Orientation program / Class Commencement (whichever is earlier) and occupy the allotted hostels. Non-reporting to the Campus on the date of Orientation program / Class Commencement (whichever is earlier) will result in automatic Cancellation of Admission. On Cancellation of the admission the candidate must proceed with the Withdrawal option. Withdrawal approval and refund process will be initiated only after the receipt of hard copy of the application submitted by the Candidate / Parent / Authorized Representative (in person) at the Admissions Office of the respective Campuses. Fees shall be refunded to an eligible student within Forty-Five days from the date of receipt of hard copy of the application. Refer www.manipal.edu/fees for more details

## 2. COUNSELING PROCEDURE

There are 3 rounds of counseling. All rounds will be Online. *Depending on vacancy (if any), an additional round(s) of counseling may be conducted after the 3rd Round.* 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

**Fresh Registration is allowed only at the beginning of FIRST round only**

Candidates will have to confirm their participation in the Online Counseling process by logging into https://apply.manipal.edu with Registered email id as login ID and password

- Click on “Counseling” tab on side navigation
- Click on “View Details” button of the respective program
- Click on “Register Now”
- Read the instructions. Select the check box. Click on “Pay Now” button

- **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 in order 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.
- Mere registration for the counseling does **NOT** guarantee the allotment of Seat.
    - Seat allotment depends on the candidates’ MET rank, the number of candidates registering for the counseling, their choice of course / institution and the number of seats available.
- In case the candidate is **NOT** allotted any seat in any rounds of counseling, the waitlist deposit will be refunded within 45 days of completion of all rounds of counseling.

**Important Note**

- On seat allotment in any round, if the first year Course Fee is **NOT** paid before the deadline, candidate is out of the counseling process and will also **forfeit the waitlist deposit of Rs. 10,000/-**.
- 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 45 days of completion of all rounds of Counseling.

## 2.2 Choice Filling

Choice filling is permitted at the beginning of 1st 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
    - Click on **"Set Preferences"**
    - Read the instructions. Click on **"Proceed to Setup"**
    - Move the Institute + Program Preferences and **"Available Programs"** to **"Selected Programs"**
    - After selecting the programs, click on **"Save Preferences".** Without clicking on **"Save Preferences",** the options will not be saved.
    - In order to edit the preferences, click on **"Edit Preferences"** and after editing click on **"Save Preferences"**
- Preference 1 is mandatory
- Others are optional
    - For example, if your most preferred Program *if KMC Manipal – MSc Medical Anatomy,* please click on "Add" button to move it from "Available Programs" to "Selected Programs" to Choice. If your second choice is KMC Manipal - MSc Medical Biochemistry, please click pm "Add" button to move it from "Available Programs" to Selected Programs as Choice 2.
    - On submission of options by the candidate, it will be considered that candidates are very much interested in the options provided, 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 - 14 only if you are interested
    - Candidates are advised to fill in the choices (Institutes and Programs) of their interest only
    - After saving, download/save/print a copy of the filled choices for future reference.
    - On seat allotment, if the first year Program Fee is NOT paid before the fee payment timeline, candidate is out of the counseling progress and will also forfeit the waitlist deposit of Rs 10,000/- and will NOT be eligible for waitlisting for further rounds.

## 2.3 Seat Allotment

- The Seat allotment in any round will be as per MET 2025 Rank, preferences provided and availability of the same.
- All candidates MUST login to the portal https://apply.manipal.edu to check the Seat Allotment status as per Counseling schedule (Table 1)
- Non-receipt of SMS / Email confirmation will NOT be considered as a reason for non-payment of 1st Instalment fee within the specified deadline.

**Table: 2. Fee Table**

| Course | Waitlist Deposit Rs. | Program Fee (1stInstallment) Rs | Balance Program Fee (2nd Instalment) Rs | Total First Year Course Fee Rs. |
|---|---|---|---|---|
| MSc Medical Anatomy | 10,000 | 57,000 | 57,000 | **1,24,000** |
| MSc Medical Biochemistry | 10,000 | 62,500 | 62,500 | **1,35,000** |
| MSc Medical Microbiology | 10,000 | 65,500 | 65,500 | **1,41,000** |
| MSc Medical Pharmacology | 10,000 | 57,000 | 57,000 | **1,24,000** |
| MSc Medical Physiology | 10,000 | 57,000 | 57,000 | **1,24,000** |

## 2.4 Program 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 as mentioned in **Table 2** (excluding waitlist deposit of Rs 10,000 is split into 2 components)

***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)

### 2.4.1 Fee Payment Options:

Kindly use either of the two options to make the Program fee payment

- Visit https://apply.manipal.edu
- Click on **"View Provision Admission Offer"** on the respective application
- Provisional Admission Offer" opens in a new tab. Either close the "Provisional Admission Offer" tab or switch to
- application portal tab and click on **"Pay Now"**

**Option 1: Online Payment**

- Select **"Pay online",** enter the fee amount and click on **"Pay Now"**
- Select the Payment Gateway and Click on "Continue"
- On successful payment, students can avail the receipt online immediately.
- Do NOT close browser window, as on successful payment, the fee receipt acknowledgment will be generated instantly.

OR

**Option 2: RTGS / NEFT**

- NEFT / RTGS to MAHE ICICI Bank Account
  - **Name:** Manipal Academy of Higher Education
  - **Account Number:** 007201000089
  - **IFSC Code:** ICIC0000072
  - **Type of Account**: Savings Bank
- Select **"RTGS / NEFT"**, enter the fee amount and click on **"Pay Now"**
  - Enter the following details
    - UTR (Transaction Number), Transaction Date, Fee amount
    - Course Name, Email ID, Mobile No, Beneficiary Bank Account No: 007201000089
    - Remitter name: Candidate Name, Remarks: **Fee payment for** : program Name

- Approval status of the RTGS / NEFT payment will be updated on the portal after 2 working days
- **No Cash Payments**. Please do NOT pay the Program Fee as cash/cheque directly into the bank accounts

NOTE: In case of NEFT/RTGS Payment, if the transaction detail is NOT entered by the candidate in candidate portal https://apply.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.

Failure to pay the first-year Program fees on or before the dates specified will result in the instantaneous forfeiture of the seat and the candidate will be out-of-the-counseling process and will also forfeit the waitlist deposit of Rs. 10,000.

## 2.5 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 ofcounseling (Provisionally admitted candidates)
- Registered candidates who have NOT been allotted any seat

### 2.5.1 Waitlist Procedure

The waitlisting process is online at https://apply.manipal.edu

- Registered & waitlisted candidates can participate in subsequent rounds of Counseling provided they have submitted their choices during **FIRST** round of Counseling
  - 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 45 days 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
  - 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**

## 3. WITHDRAWAL

Withdrawal is an important step for provisionally admitted candidates only

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

All withdrawals before class commencement must be made through the candidates portal https://apply.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 8).
- Requests for withdrawal via email / telephone / SMS / WhatsApp or any other medium outside of counseling portal will **NOT** be considered.

### 3.2 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 Point no: 7).

***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*

## 4. FORFEITURE OF WAITLIST DEPOSIT

On seat allotment in any round, if the first year Program Fee (**refer Table : 2**) 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

## 5. WITHDRAWN / EXITED CANDIDATES

- Withdrawn / Exited candidates with Forfeiture of waitlist Deposit candidates are NOT eligible to participate in the subsequent rounds of Counseling.

## 6. CANCELLATION OF ADMISSION

On completion of the admission process, all admitted students **MUST** report to the campus for the Orientation program / Class Commencement (whichever is earlier) and occupy the allotted hostels. Non-reporting to the Campus on the date of Orientation program / Class Commencement (whichever is earlier) will result in automatic Cancellation of Admission. On Cancellation of the admission the candidate must proceed with the Withdrawal option. Withdrawal approval and refund process will be initiated only after the receipt of hard copy of the application submitted by the Candidate / Parent / Authorized Representative (in person) at the Admissions Office of the respective Campuses. Fees shall be refunded to an eligible student within *Forty-Five* days from the date of receipt of hard copy of the application. Refer www.manipal.edu/fees for more details.

## 7. Fee Refund Rules

In case of withdrawal, refund will be processed as per UGC refund policy. Click here for the 2025 Refund Rules

## 8. HOSTEL INFORMATION

Admitted / Provisionally Admitted Candidates will be able to book the hostel sonly on completion of 1st Installment course fee. Please click here for hostel Information

- The hostel accommodation can be booked only after the generation of MAHE Roll No
- The Hostel will be allotted based on availability only

## 9. CHECKLIST OF DOCUMENTS

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

| No | Document Name |
|---|---|
| 1 | UG marks card (all semesters / years) issued by the recognized University# |
| 2 | Provisional/Degree certificate# |
| 3 | Conduct / Character Certificate from the institution last studied # |
| 4 | Aadhaar Card of the Candidate # |
| 5 | APAAR ID |

| | |
|---|---|
| 6 | PAN Card Parent / Candidate (s) # |
| 7 | Copy of Overseas Citizen of India/ Person of Indian Origin card (if applied under OCI/PIO category) |
| 8 | One set of photocopies of the above documents # |
| 9 | 2 recent passport size photographs # |

*# Original Document is required for Verification / Submission*

*Qualification obtained from Boards / University 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 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 University).*

*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.*

## 10. PUBLIC ADVISORY

- 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 Counselling process, before starting the online registration 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 MET rank, the number of candidates attending the counselling, their choice of course 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/qualification obtained from unrecognized Board / University 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.
- 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) 2025 and counseling process.
- Jurisdiction for dispute if any shall be at Udupi court only.

******* We welcome you for Online Counseling 2025 *******

*Updated: 3.00 PM, 02 July 2025*