

# **KLE UNIVERSITY**

## **ADMISSION PROCEDURE MANUAL - 2017-18**

The candidate who have been allotted Medical / Dental Seats through -Directorate General of Health Services, (DGHS) Ministry of Health & Family Welfare Government of India, Medical Counseling Committee (MCC) ([www.mcc.nic.in](http://www.mcc.nic.in)), the Counseling/admission process in respect of Undergraduate courses in Medical (MBBS), Dental (BDS), in the respective constituent units of the University viz. Jawaharlal Nehru Medical College, Belagavi, KLEU V. K. Institute of Dental Sciences, Belagavi for the academic year 2017-18 as follows:

| <b>Sl. No</b> | <b>PROCEDURE</b>   |
|---------------|--|
| A             | SCHEDULE OF ADMISSION PROCESS                              |
| B             | REGISTRATION FOR ALLOTMENT PROCESS AT ALLOTTED INSTITUTION |
| C             | VERIFICATION OF DOCUMENT & WILLINGNESS                     |
| D             | REVIEW CANDIDATE DETAILS                                   |
| E             | GENERATING OF ADMISSION LETTER/SEAT CANCELLATION RECEIPT   |
| F             | ISSUE OF ELIGIBILITY CERTIFICATE                           |
| G             | FEE STRUCTURE  |
| H             | REFUND POLICY  |
| I             | HOSTEL ADMISSION   |
| J             | OTHER RELEVANT INFORMATION                                 |
| K             | ANNEXURES  |

## **A. SCHEDULE OF ADMISSION PROCESS**

1) The admission process will be conducted for MBBS/BDS at **KLE University, Jawaharlal Nehru Medical College Campus, Nehru Nagar, Belagavi –590010.**

2) **ADMISSION PROCESS SCHEDULE\***

## **COUNSELLING SCHEDULE CLICK HERE**

Note: Candidates are informed to visit frequently [www.mcc.nic.in](http://www.mcc.nic.in) incase if any change in schedule]

**Note: The duration of the admission process may exceed the above schedule time due to various reasons, the University shall not be responsible for the delay in the admission process and the consequences there upon including pre decided travel schedule of the parents/applicants, if any**

## **B. REGISTRATION FOR ALLOTMENT PROCESS AT ALLOTTED INSTITUTION**

Candidates should register their names in the attendance register at the venue for admission process.

## **C. DOCUMENT VERIFICATION AND WILLINGNESS**

- On the day of admission process, the candidates concerned shall appear for verification of original documents, before seeking admission confirmation at Institution/allotted college and course.
- The candidate has to produce his/her provisional allotment letter along with original certificates /documents required as per the Counselling Scheme for verification.
- Candidate should provide the willingness for the subsequent rounds.
- Parents should give Notarised undertaking for willingness to pay the fees as per University Norms (**Annexure – II**)
- Candidate should be present physically for photo verification and signature on allotment letter.

## **D. REVIEW CANDIDATE DETAILS:**

It is the responsibility of the candidate to review and confirm the content of database for correctness.

**E. GENERATING OF ADMISSION LETTER / SEAT CANCELLATION RECEIPT**

After documents verification, the provisional admission letter will be issued after signing by the candidate, reporting official and the Dean/Principal (in charge) of the allotted Institute.

**F. ISSUE OF ELIGIBILITY CERTIFICATE:**

Those of the candidates who have been allotted seat as per MCC the eligibility certificate will be issued as per their eligibility criteria prescribed by the respective Regulating Council and as per University norms for respective course.

- Eligibility for admission will be as per the Regulations of Medical Council of India (MCI) & Dental Council of India (DCI).
- **Rs.2,000/-** (Rs. Two Thousand only) will be charged towards eligibility fee (non refundable). The eligible candidate can pay this fee either through Demand Draft / Cash to the University during admission process.

Following original documents along with **TWO** sets of attested photocopies to be submitted at the time of admission:

**ANNEXURE – I**

| Sl. No | Arrange the following documents in the given sequence only                                   |   |
|--------|--|---|
|        | <i>For GENERAL Seats</i>   | <i>For NRI Seats</i>  |
| 1      | Admit Card issued by CBSE (NEET-2017 Hall Ticket)  | Admit Card issued by CBSE (NEET-2017 Hall Ticket)   |
| 2      | Rank Letter issued by CBSE (NEET-2017 Score Card)  | Rank Letter issued by CBSE (NEET-2017 Score Card)   |
| 3      | 10 <sup>th</sup> Standard marks Card for proof of Date of Birth                              | 10 <sup>th</sup> Standard marks Card for proof of Date of Birth   |
| 4      | Marks Card of 10+2 (12 <sup>th</sup> )   | Marks Card of 10+2 (12 <sup>th</sup> )  |
| 5      | Transfer Certificate / School Leaving / Migration Certificate (if applicable)                | a) The certificate of Equivalence issued by AIU, New-Delhi is mandatory for other than CBSE candidates.<br>b) Transfer Certificate / School Leaving / Migration Certificate (if applicable) |
| 6      | Two recent passport-sizes colored photographs with name and date.                            | Six recent passport-sizes colored photographs with name and date.   |
| 7      | Online transfer acknowledgement / Demand Drafts (of Nationalized / Scheduled Bank) for fees  | Online transfer acknowledgement for fees  |
| 8      | Rs.2,000/- (Rs. two thousand only) will be charged towards eligibility fee (non-refundable). | Rs.2,000/- (Rs. two thousand only) will be charged towards eligibility fee (non-refundable).  |
| 9      | Photo Copy of PAN CARD (Candidate & Parent)  | Photo Copy of PAN CARD (Candidate & Parent) for Indian Residents  |
| 10     | Copy of Aadhaar Card of candidate  | Copy of Aadhaar Card Compulsory for Indian Residents  |
| 11     | --   | 1. NRI status letter issued by the Embassy<br>2. Original Passport of candidate and parents for verification.   |
| 12.    | Annexure I,II,III  | Annexure I,II,III   |

**Note: NRI candidates:**

- 1. Student holding foreign passport is considered as NRI only. Not eligible under General category.**
- 2. Students studied more than 6 years abroad will be considered as NRI.**

- Anti ragging undertaking by students and parents/guardians. (This has to be submitted on or before 1<sup>st</sup> week of September 2017). [www.antiragging.in](http://www.antiragging.in)

**G. FEES STRUCTURE FOR MBBS / BDS COURSE FOR THE YEAR 2017-18**

| ANNUAL FEE STRUCTURE  |   |                        |                            |
|---|---|------------------------|----------------------------|
| SL. NO.   | COURSE & COLLEGE NAME   | ANNUAL FEES            | *ANNUAL FEES FOR NRI SEATS |
| 1.  | <b>MBBS</b><br>(KLEU Jawaharlal Nehru Medical College, Belagavi)  | <b>Rs. 11,00,000/-</b> | <b>US\$ 39,650</b>         |
| 2.  | <b>BDS</b><br>(KLEU V. K. Institute of Dental Sciences, Belagavi) | <b>Rs. 3,52,000/-</b>  | <b>US\$ 8,800</b>          |
| <b>*Note: NRI candidate have to pay fees in US Dollar only.</b> |   |                        |                            |

### MODE OF PAYMENTS:-

- Demand drafts should be drawn in favor of **REGISTRAR, KLE UNIVERSITY, payable at Belagavi (Belgaum)**. (DD can be drawn on any nationalized / scheduled Bank)

The requisite Demand Draft **drawn on any nationalized / scheduled Bank** towards tuition fee for the course concerned shall be deposited at the admission counter. (Candidate shall mention his / her name, NEET Rank at the back of the Demand Draft.) The Demand Draft shall be purchased by the candidate / parents only. In case, the Demand Drafts are purchased by any person other than the candidate / parents for paying the tuition fee, an Undertaking has to be provided in the format prescribed by the University.

- You will have to pay the full amount of fees for the course to which you are offered admission, failing which the admission offered to you will be treated as cancelled and no claim of admission will be retained. The request for extension of time limit for payment or to accept partial payment will not be entertained under any circumstances.
- **For Online Payments: link is available on university website.**

#### **Note:**

- Candidate are requested to make payment online or purchase the prescribed fee Demand draft in advance to avoid the last moment payment in case of bank holidays.
- In case of online payment kindly make sure that the payment should be cleared from the bank in time, in case of any delay in clearance of payment from bank on last day before **4.00pm** we are not responsible for confirmation of admission. So as to avoid the cancellation of admission make payment earlier.

[The banks are holiday on 12<sup>th</sup>, 13<sup>th</sup>, 15<sup>th</sup> and 20<sup>th</sup> of August 2017]

- **For NRI Candidates FEES Remittance Bank Details :-**

For payments of fees in US \$ for **MEDICAL** Course admissions in J. N. Medical College, Belagavi.

|                                |                                     |
|--------------------------------|-------------------------------------|
| <b>Beneficiary Name:</b>       | REGISTRAR, KLEU FOR JNMC BELGAUM    |
| <b>Beneficiary Address:</b>    | JAWAHARLAL NEHRU MEDICAL COLLEGE,   |
|                                | NEHRU NAGAR                         |
|                                | BELGAUM KARNATAKA INDIA.            |
|                                | PIN CODE-590010.                    |
| <b>Beneficiary Account No.</b> | EEFC-05001070000061                 |
| <b>Beneficiary Bank Name:</b>  | SYNDICATE BANK. BELGAUM             |
| <b>BANK Swift Code:</b>        | SYNBINBB155                         |
| <b>BANK IFSC Code:</b>         | SYNB0000500                         |
| <b>Bank Address:</b>           | MARUTHI GALLI, BEGLAUM,             |
|                                | BELGAUM, KARNATAKA, INDIA.          |
|                                | PIN CODE-590002.                    |
| <b>Amount to route through</b> | DEUTSCH BANK TRUST COMPANY AMERICAS |
|                                | NEWYORK                             |

For payments of fees in US \$ for **DENTAL** course admissions in KLEU V. K. Institute of Dental Sciences, Belagavi.

|                                |   |
|--------------------------------|---|
| <b>Beneficiary Name:</b>       | Registrar, KLEU for V K INSTITUTE OF DENTAL SCIENCE |
| <b>Beneficiary Address:</b>    | V K INSTITUTE OF DENTAL SCIENCE, BELAGAVI.          |
|                                | NEHRU NAGAR   |
|                                | BELGAUM KARNATAKA INDIA.                            |
|                                | PIN CODE-590010.                                    |
| <b>Beneficiary Account No.</b> | 0500-107-00-00076                                   |
| <b>Beneficiary Bank Name:</b>  | SYNDICATE BANK. BELGAUM                             |
| <b>BANK Swift Code:</b>        | SYNBINBB155   |
| <b>BANK IFSC Code:</b>         | SYNB0000500   |
| <b>Bank Address:</b>           | MARUTI GALLI  |
|                                | BELGAUM, KARNATAKA, INDIA.                          |
|                                | PIN CODE-590002.                                    |
| <b>Amount to route through</b> | DEUTSCH BANK TRUST COMPANY AMERICAS                 |
|                                | NEWYORK   |

## **H. Cancellation & Refund of Fees Policy:**

| <b>Sl. No</b> | <b>Details</b>   | <b>Amount deduction</b>  |
|---------------|--|--|
| 1             | The Amount of Fee to be deducted on re-allocation of seat to the candidates in 2nd/3rd round of Counseling.            | Rs. 10,000/-   |
| 2             | The Amount of Fees To be deducted in case Candidate resigns during Counseling period before mop up round               | Proportionate Fees   |
| 3             | The Amount of Fees To be deducted in case Candidate resigns after Counseling period after last date of admission (Rs). | Entire Course Fees   |
| 4             | Reimbursed Time Period.  | 30 Days  |
| 5             | Specify Penalty,if any,in case candidate resigns after final round of AIQ Counseling                                   | The candidate will have to pay entire course fee since that seat will go vacant. |

*Note: in case of refund of fees against cancellation the amount will be credited to parents/ candidates account only with valid PAN number.*

## **The MBBS and BDS course has commenced from 1<sup>st</sup> August 2017.**

### **I. HOSTEL ADMISSION:**

Hostel facility is available, both for boys & girls. The candidates desirous of seeking admission to hostels will have to apply in prescribed form. The hostel fees shall be charged separately.

**For any details regarding hostel facility please contact the hostel officer:**

**0831-2474886**

### **J. OTHER RELEVANT INFORMATION:**

- Differences of opinion & disputes arising in the interpretation & implementation of the clauses in the Brochure, if any, will be referred to the Competent Authority and same will be informed to the Vice-Chancellor of the KLE University, Belagavi & his decision shall be final & binding on all the concerned.

- Any legal matter arising out of the total admission process of UG Medical /Dental Degree courses through KLE University, Belagavi, will be in the courts of BELAGAVI, Karnataka State.
- **Please note:** KLE University does not have any agents, liaison / admission offices, representatives or any other office/s other than the office mentioned in this brochure. Candidates are requested not to depend upon or deal with any person or organization/s claiming to be associated with the KLE University activities or claiming to help with admission or entrance tests. KLE University will not be responsible for the same.
- **In case any candidate is found to be involved in or indulged in impersonation or any other unfair means or cheating to procure admission, KLE University reserves the right to cancel the allotted seat and forfeit of the entire amount of fees paid by such candidate. Such candidates are liable for prosecution as per the law of the land.**
- **All concerned communication will be received or sent through registered e-mail id only.**

#### **K. List of Annexure**

*Annexure – I (List of documents)*

*Annexure – II (Undertaking/Bond)*

*Annexure – III (Undertaking for Demand Draft)*

#### **Note:**

- **The above guidelines are not exhaustive they are only indicative. Any changes or modification of the above will be notified on website**
- **The eligible candidates should check the update on university website regularly.**
- **No candidates will be informed / notified individually if any updates; candidates must visit our website KLE University / MCC ([www.kleuniversity.edu.in](http://www.kleuniversity.edu.in) & [www.mcc.nic.in](http://www.mcc.nic.in)) frequently for any update or any notifications.**



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**ANNEXURE – II**

**MBBS / BDS COURSE DISCONTINUATION BOND FORMAT**

**UNDERTAKING for General / NRI**

(to be stamped on Rs.200/- stamp Paper)

I, Mr/Ms..... (Name of the Candidate), aged about.....years,

S/D/o.....(Name of the Parents resident of .....

(Permanent/present address of Parent) do hereby swear an oath as follows:

I, have been selected to the 1<sup>st</sup> MBBS course at **Jawaharlal Nehru Medical College, Belagavi** / 1<sup>st</sup> year of BDS course at **KLE V. K. Institute of Dental Sciences, Belagavi** a constituent college of **KLE University**, Deemed-to-be University under Section 3 of the UGC Act 1956 through the Common Counseling conducted by the Directorate General of Health Services (DGHS), Government of India, New-Delhi through NEET Rank No..... (All India Rank).

In consideration of admission to **1<sup>st</sup> year MBBS / BDS** course, I shall complete the MBBS/ BDS course and accordingly undertake to pay all the tuition and other fees as per University Norms.

In the event of my discontinuation of **MBBS/ BDS** course due to any reason, I along with my parent /guardian hereby undertake to pay balance tuition and other fees University, Belgaum payable for the entire course without any demur.

I have executed this affidavit in sound mind, out of free will without any force or coercion to either sign or execute this Affidavit.

**Signature of the Candidate**

**Signature of the Parent/Guardian**

**VERIFICATION**

This is to verify that the contents of this affidavit are true to the best of my knowledge, information and belief.

Verified at .....on this the day of ..... 2017.

**Identified by me**

**Advocate**  
**No. of corrections.**

**DEPONENT**

**Annexure-III**

**KLE UNIVERSITY, BELAGAVI**

**Undertaking for Demand Draft**

**Format of the Undertaking to be submitted if the Demand Drafts are purchased by any person other than the candidate/parents for paying the tuition fee.**

I the undersigned.....  
S/O / D/O.....  
Address.....  
.....have purchased the demand draft bearing number.....  
.....dated.....for Rs.....favoring, Registrar, KLE University for paying  
tuition fee of Dr. ....(Rank No.....) who is my  
(mention the relation with the candidate).....

**Name of the person who has purchased the Demand draft:**

**Signature of the person who has purchased the Demand draft**

**Complete Name, Address:**

**PAN Number :**

**(Photocopy of PAN card to be enclosed)**