



**User Manual
For
Dr. NTR UHS – Management
Authority Quota Admission into
PG Dental Degree/Diploma
Courses- 2025**

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Contents

1 INTRODUCTION	5
1.1 ABOUT Dr. NTR UHS	5
1.2 OBJECTIVES	5
1.3 SCOPE	5
2 SOFTWARE AND TECHNOLOGIES	5
3 PROCESS FLOW	6
3.1 Registration	7
3.2 Login	9
3.3 Application Submission	9
3.3 Know your Payment Status	19
3.4 Print Provisional Application	20
3.5 Know your Application Status	22

Tables

Table 1 : Software and Technologies.....	Error! Bookmark not defined.
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Figures

Figure 1: Home Page	6
Figure 2: Registration - Link.....	7
Figure 3: Registration – Get NEET details.....	7
Figure 4: Registration - OTP.....	8
Figure 5: Registration – Registration ID (User ID) Generation.....	8
Figure 6: Login Page – Link	9
Figure 7: Login Page – Login	9
Figure 8: Application Submission – Link	9
Figure 9: Application Submission – Tabs	10
Figure 10: Application Submission – Personal Details.....	11
Figure 11: Application Submission – Fee Payment.....	12
Figure 12: Application Submission – Payment Success.....	12
Figure 13: Application Submission – AU/SVU Educational Region.....	13
Figure 14: Application Submission – OU Educational Region.....	13
Figure 15: Application Submission – OU Region - Migrated from TG to AP.....	14
Figure 16: Application Submission – Other Region Migrated – Final Region	14
Figure 17: Application Submission – SWI – Educational Region.....	15
Figure 18: Application Submission – Uploads	16
Figure 19: Application Submission – Preview Application Link	17
Figure 20: Application Submission – Preview and Submit	18
Figure 21: Application Submission – Submission Conformation	19
Figure 22: Know your Payment Status – Link	19
Figure 23: Know your Payment Status - Receipt	19
Figure 24: Print Provisional Application – Link	20
Figure 25: Print Provisional Application – Download	21
Figure 26: Know your Application Status – Link	22
Figure 27: Know your Application Status - Status	22



1 INTRODUCTION

1.1 ABOUT Dr. NTR UHS:

The Government of Andhra Pradesh renamed Dr. NTR University of Health Sciences as “Dr. NTR University of Health Sciences”. It was inaugurated in 1986.

The University is offering various UG, PG, Super Specialty, Ph.D. & PDF Courses in Modern Medicine, Dental Surgery, Ayurveda, Unani, Homeopathy, Naturopathy, Nursing, Physiotherapy and Para Medical Graduate Courses in its affiliated colleges.

1.2 OBJECTIVES

Facilitating the transition from registration to college joining confirmation for the admission process.

1.3 SCOPE

The scope of this document is to explain the process of Candidate registration, Fee payment & opting for the web options and allotment of seats as per the candidate preferences.

2 SOFTWARE AND TECHNOLOGIES

S.No.	Software	Version
1	.NET Core	7 Version
2	SQL Server	22 Version

Table 1: Software and Technologies



3 PROCESS FLOW

- ❖ Registration
- ❖ Application Submission
- ❖ Know Your Payment Status
- ❖ Print Provisional Application
- ❖ Know Your Application Status
- ❖ Re-upload Documents
- ❖ Print Final Application
- ❖ Objections
- ❖ Web Option
- ❖ Allotment Letter Download

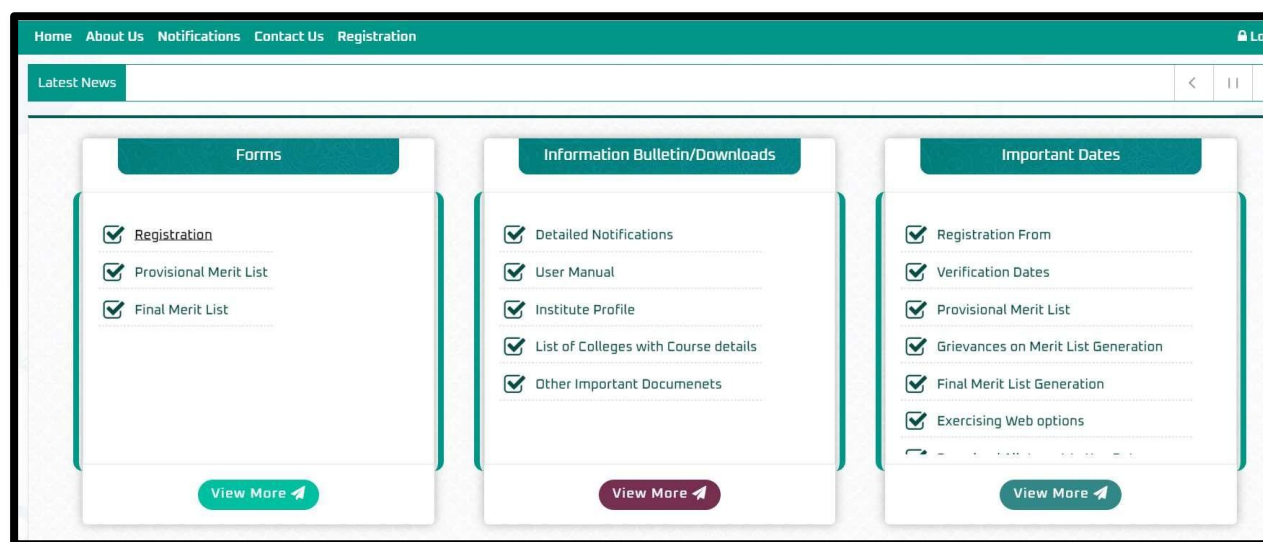


Figure 1: Home Page



3.1 Registration:

Click on 'Registration' in the FORMS tile to register for PG MDS management quota admissions, as shown in the screen below.

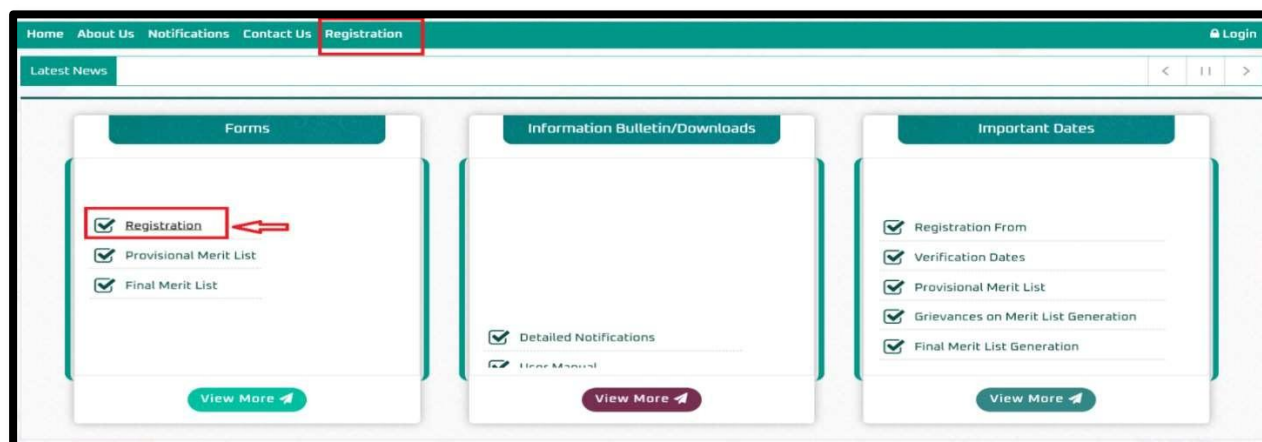


Figure 2: Registration - Link

After clicking the Registration link, a registration webpage will be displayed as shown on the screen below.

- Enter the NEET hall ticket number and Date of Birth, then click "Get Details." The Name, Mobile Number, and Email ID will be displayed from the NEET data. The Mobile Number and Email ID fields will be in edit mode. If any changes are required in the Mobile Number or Email ID, make the necessary updates.
- Enter the password and re-enter it in the confirm password field.
- Enter the Captcha and click on "Generate OTP." Button.

The screenshot shows the 'REGISTRATION DETAILS' page. It has a title 'Registration' and a subtitle 'REGISTRATION DETAILS'. The form contains several fields: 'NEET Hall Ticket Number/Roll No.' (with value 2455), 'Date of Birth' (with value 18/), 'Name (as per NEET)', 'Mobile Number', 'eMail ID', 'Password', 'Confirm Password', and 'Captcha'. The 'Get Details' button is highlighted with a red box and a red arrow. Below the form, there is a 'Generate OTP' button (highlighted with a red box and a red arrow) and a 'Reset' button. A note at the bottom states: 'Note: Mobile number should be active till the closer of the admission'. The form also includes eye icons for password visibility and a green checkmark indicating that password requirements were met.

Figure 3: Registration – Get NEET details



An OTP will be sent to the registered Mobile Number and Email ID. Enter the OTP in the OTP field and click the "Submit" button.

REGISTRATION DETAILS

Registration

NEET Hall Ticket Number/Roll No. * Date of Birth *

Name (as per NEET) * Mobile Number * eMail ID *

Password * Confirm Password * Captcha *

Password requirements were met Password requirements were met

OTP *

Note: Mobile number should be active till the closer of the admission

Figure 4: Registration - OTP

After successful submission, the Registration ID will be displayed as shown below. An SMS and email will also be sent with the Registration ID. The screen will show a "Successfully submitted" message along with the Registration ID.

Home About Us Notifications Contact Us Registration

REGISTRATION DETAILS

Registration

NEET Hall Ticket Number/Roll No. * Date of Birth *

Name (as per NEET) * Mobile Number * eMail ID *

Password * Confirm Password * Captcha *

Password requirements were met Password requirements were met

Your Registration ID is: PG2

Note: Mobile number should be active till the closer of the admission

User Alert! You have Registered Successfully. Your Registration ID is: PG2

Figure 5: Registration – Registration ID (User ID) Generation



3.2 Login:

After successful registration, click “Login” to submit your application.



Figure 6: Login Page – Link

The login screen will be displayed as shown below. Enter your User ID (Registration ID), Password, and Captcha, then click the “Login” button.

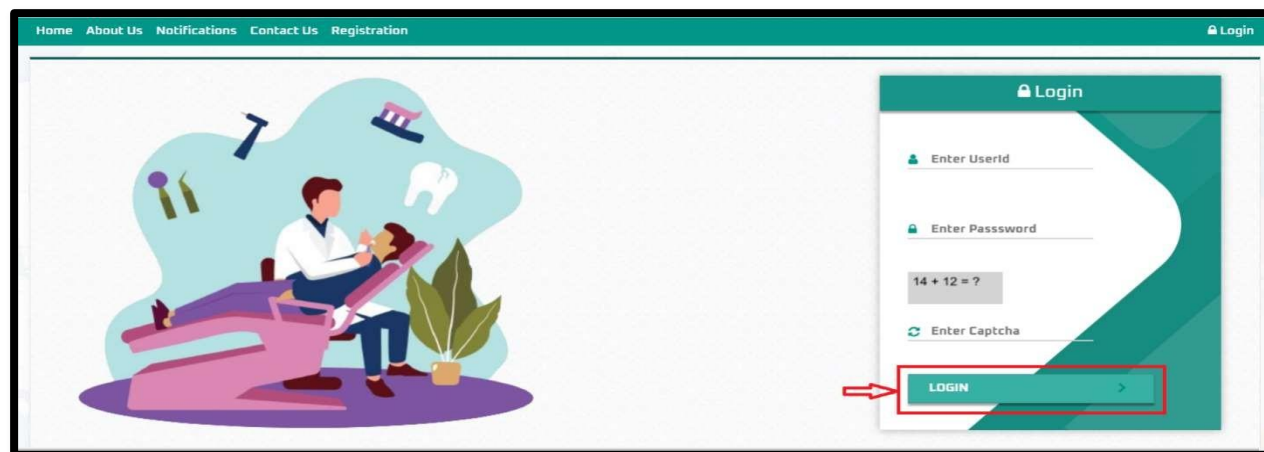


Figure 7: Login Page – Login

3.3 Application Submission:

After logging in, select “Services” from the menu bar and click on the “Application Submission” link.

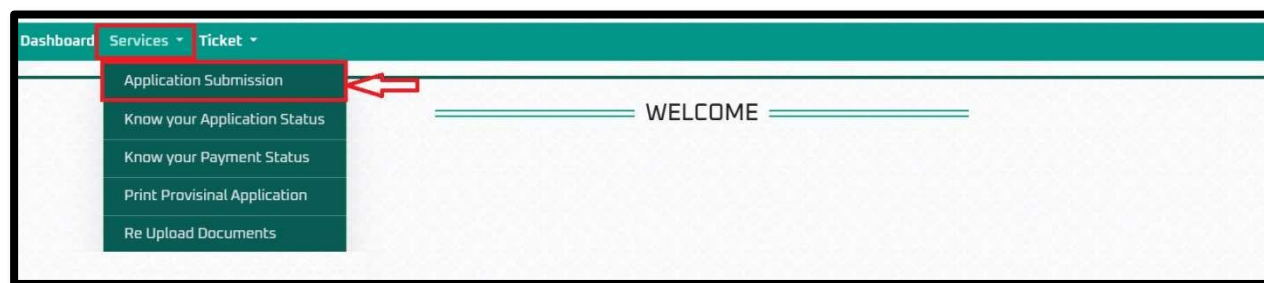


Figure 8: Application Submission – Link



After clicking on the “Application Submission” link, the screen will appear as shown below. The following tabs will be displayed on the application submission screen:

- a. Personal Details
- b. Payment Details
- c. Local/Non-local Region
- d. Upload Documents

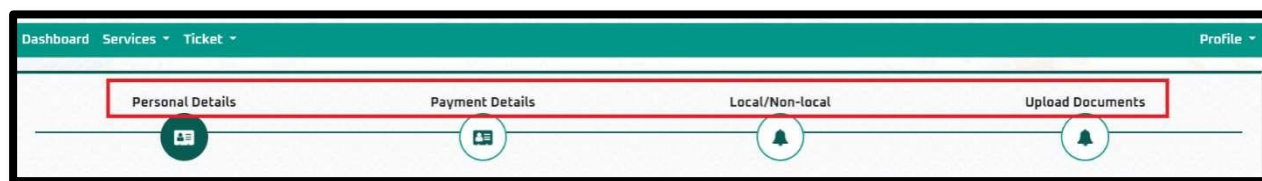


Figure 9: Application Submission – Tabs

Note: Note: Candidates must fill in all tabs and submit the application. If any tab is missed or the application is not submitted, the candidate will be considered ineligible for admission.

Personal Details:

NEET details will be auto populated from NEET data. Fill in the Educational Details, Personal Details, and Residential Address, then click the “Save and Continue” button.



Personal Details

Payment Details

Local/Non-Local

Upload Documents

NEET Details:

Registration ID: **PG25MQ12500042**

NEET Hall Ticket No. (Roll No.) *

NEET Rank *

NEET Score *

Name as per NEET *

2025000000

123456

276

ADARSH SANKAR PATIL

Date of Birth *

Mother's Name *

Father's Name *

04/03/2000

SUNITHA PATIL

SANKAR PATIL

Educational Details:

SSC/EQUIVALENT:

BOS/Equivalent:

Year & Month of Pass *

AP SSC (GSC)

123456789

--Select-- --Select--

BOS DETAILS:

BOS Studied *

BOS University Name *

BOS Hall Ticket Number *

BOS Admission Year *

Enter BOS Studied

Select University Name

Enter BOS Hall Ticket Number

Select BOS Admission Year

BOS Completion Year *

Internship Completion Date *

Dental Council Registration Name *

Dental Council Registration Date *

Select BOS Completion Year

DD/MM/YYYY

Select Dental Council Registration Name

DD/MM/YYYY

Dental Council Registration Number *

Any Other PG Details *

Dental Council Registration Number

YES

Personal Details:

Name (As per BOS Degree) *

Gender *

Mobile No. *

Alternative Mobile No.

ADARSH SANKAR PATIL

MALE

9876543210

9876543210

Aadhaar No. *

email ID *

Social Status (Caste) *

Caste Certificate Issued By *

9876543210

sunitha.patil@gmail.com

ST

AP SDA (GCH/HV/LV/VM)

Caste Certificate Number *

Minority *

Caste Sub-category *

Caste Certificate Issued District *

CGC202500000000

HINDU-MINORITY

CHUDKULA

ALLUR SITHANNA RAOJI

Citizenship *

POB (Person with Benchmark Disability) *

Indian

NO

Residential Address:

House No./Flat No. *

Village/ward Name *

State *

District *

Flat No. 006

Gangapersh Surya Towers

ANDHRA PRADESH

NTR

Household *

Landmark *

Pin Code *

WATSON

Ramakrishna Colony

500000

Claiming S2 or S3:

Claiming NRI Quota(S2) *

Claiming Institutional Quota(S3) *

--Select--

--Select--

Save & Continue

Figure 10: Application Submission – Personal Details

After clicking the “Save & Continue” button, the page will automatically redirect to the payment gateway screen.

Select the payment type, agree to the terms and conditions, and click the 'Pay Now' button. The screen will then redirect to the bank page to complete the fee payment.

Note:- If the OCI/PIO card issue date is 04/03/2021 or later, the candidate is not eligible for the S1 Quota and same candidates claims 'NO' for "Claiming Institutional Quota (S3)" and "Claiming NRI Quota (S2)" those candidates are not eligible for application submission.



Fee Payment:

PAYMENT DETAILS

Select Payment Type

- ☐ Net Banking (SBI)
- ☐ Net Banking (HDFC)
- ☐ Net Banking (ICICI)
- ☐ Net Banking (Other Banks)
- ☐ Debit Card
- ☐ Credit Card

☐ agree to the terms & conditions and request for Registration

Note:- While making payments, if the amount is deducted and the transaction is not successful, please wait for 15 minutes. Do not repeat the payment within 15 minutes. If the status is not successful even after 15 minutes, then payment can be done again and deducted amount will be refunded to your account within 7 working days.

Payment Summary

Name

Registration No.

Fee Amount

Verification Amount

Convenience Charges

Total Payment

Pay Now **Cancel**

Back

Figure 11: Application Submission – Fee Payment

After the payment is successful, the payment receipt will be displayed below.

Click “Continue” button to be redirected to the Local/Non-local screen, as shown below.

PAYMENT RECEIPT

Applicant Name: _____

Mobile Number: _____

Caste: _____

Transaction Amount: _____

Payment Ref.No.: _____

Registration Number: _____

Gender: _____

Transaction Date: _____

Transaction Number: _____

Payment Status: _____

Back **Continue**

Figure 12: Application Submission – Payment Success

Note: While making payments, if the amount is deducted but the transaction is not successful, Click on "Verify and Continue" If the transaction is successful, the status will be updated automatically. If a transaction fails, the screen will redirect to the payment gateway page and you can attempt the payment again. The deducted amount will be refunded to your account within 7 working days.



Educational Local/Non-local Region:

Based on the candidate's BDS education, they will fall under one of the following regions:

- ❖ Andhra Pradesh Region
- ❖ Other Region
- ❖ BDS studied in GDC Vijayawada, GDC Hyderabad, ACDS Secunderabad

Andhra University Region/ Sri Venkateswara University Region (except GDC GOVT. DENTAL COLLEGE AND HOSPITAL, VIJAYAWADA):

The region will be automatically displayed in the region field based on the location of the BDS college studied in Andhra Pradesh. Click “Save and Continue” button.

Region *

Andhra Pradesh

←Back

Save & Continue→

Figure 13: Application Submission – AU/SVU Educational Region

Other Region:

The candidate falls under the Other region, as shown below.

The candidate needs to select 'Yes' or 'No' in the 'Do you want to claim, 'Migrated from TG to AP'?' dropdown.

- If 'No' is selected, the candidates under the 'Other' region are eligible for management quota.

Region *

Others

Do you want to claim "Migrated from TG to AP"

--Select--

--Select--

Yes

No

Save & Continue→

Figure 14: Application Submission – OU Educational Region

If 'YES' is selected, migrated details will be displayed. Please select the local certificate issued by, the migrated district, and enter the certificate number.



Region *

Others

Do you want to claim "Migrated from TG to AP"

Yes

Are you Claiming Local status as per G.Os no. 132/171/129/ (If migrated from TG to AP) *

Local Certificate Issued by *

AP Meeseva

Local Status Certificate Number *

Certificate Number

District Migrated *

--Select--

Final Region *

Figure 15: Application Submission – OU Region - Migrated from TG to AP

After entering the details, the final region will be displayed as shown below. Click the “Save & Continue” button.

Region *

Others

Are you Claiming Local status as per G.Os no. 132/171/129/160 (If migrated from TG to AP) *

Yes

Local Certificate Issued by *

AP Meeseva

Local Status Certificate Number *

AP0420572521

District Migrated *

EAST GODAVARI

Final Region *

Andhra Pradesh

Back

Save & Continue

Figure 16: Application Submission – Other Region Migrated – Final Region

BDS studied under GDC Vijayawada, GDC Hyderabad, ACDS Secunderabad Colleges

If the candidate studied BDS at GDC Vijayawada, GDC Hyderabad, or ACDS Secunderabad colleges, they should upload details from classes 6 to 12 in the grid for educational region calculation.

After entering all details, the educational region will be displayed as shown below. Follow the above process based on the educational region to determine the final region.



Educational Details (For Local Area/Region Validation)

S.No	Class	Year of Study	State	District	School/College/Institute	Upload Certificate (PDF Only / 500 KB)	Preview
1	XII	2003	Andhra Pradesh	Anakapalli	Enter Institute Name	Choose File No file chosen	NA
2	XI	2002	Andhra Pradesh	Anakapalli	Enter Institute Name	Choose File No file chosen	NA
3	X	2001	Andhra Pradesh	Anakapalli	Enter Institute Name	Choose File No file chosen	NA
4	IX	2000	Andhra Pradesh	Anakapalli	Enter Institute Name	Choose File No file chosen	NA
5	VIII	1999	Andhra Pradesh	Anakapalli	Enter Institute Name	Choose File No file chosen	NA
6	VII	1998	Andhra Pradesh	Anakapalli	Enter Institute Name	Choose File No file chosen	NA
7	VI	1997	Andhra Pradesh	Anakapalli	Enter Institute Name	Choose File No file chosen	NA

Region *

Andhra Pradesh

←Back

Save & Continue→

Figure 17: Application Submission – SWI – Educational Region

➤ Documents Uploads:

Candidates should upload all document in PDF format and click “Save Documents”.



Upload Documents:

All uploads must be in PDF format & maximum size of 1 MB

S.No	Document Name	Upload Document	Preview
1	NEET MDS-2025- Score Card	<input type="button" value="Choose File"/> No file chosen	NA
2	Birth Certificate (SSC Marks Memo)	<input type="button" value="Choose File"/> No file chosen	NA
3	Caste Certificate	<input type="button" value="Choose File"/> No file chosen	NA
4	Photo Identity Proof (Aadhaar Card, PAN Card etc.,)	<input type="button" value="Choose File"/> No file chosen	NA
5	Original BDS Degree (or) Provisional BDS Pass Certificate	<input type="button" value="Choose File"/> No file chosen	NA
6	Internship Completion Certificate	<input type="button" value="Choose File"/> No file chosen	NA
7	BDS Study/Transfer Certificate	<input type="button" value="Choose File"/> No file chosen	NA
8	Dental Council Registration Certificate	<input type="button" value="Choose File"/> No file chosen	NA
9	Other PG Certificate	<input type="button" value="Choose File"/> No file chosen	NA
10	Sponsorship Letter from Institute/College for claiming Institutional Quota-53	<input type="button" value="Choose File"/> No file chosen	NA
11	Affidavit (Sub-Category-2 Annexure-II) signed by both the candidate and NRI along with evidential documents as follows	<input type="button" value="Choose File"/> No file chosen	NA
12	Any one (Green Card (OR) Citizenship Card (OR) Pass-port issued by the respective country	<input type="button" value="Choose File"/> No file chosen	NA
13	Any one (Copy of NRI's Bank Statement for last 6 months (OR) Latest Electricity Bill (OR) Gas Bill (OR) Water Bill in the name of NRI)	<input type="button" value="Choose File"/> No file chosen	NA

[← Back](#)

[Save Documents](#)

Figure 18: Application Submission – Uploads

NOTE: - Please review the details before submitting; No editing option will be available throughout the admission process.



After saving, the 'Preview Application' button will be activated. Click on the 'Preview Application' button to submit your application.

10	Sponsorship Letter from Institute/College for claiming Institutional Quota-S3	Choose File	No file chosen	Preview
11	Affidavit (Sub-Category-2 Annexure-II) signed by both the candidate and NRI along with evidential documents as follows	Choose File	No file chosen	Preview
12	Any one (Green Card (OR) Citizenship Card (OR) Pass-port issued by the respective country	Choose File	No file chosen	Preview
13	Any one (Copy of NRI's Bank Statement for last 6 months (OR) Latest Electricity Bill (OR) Gas Bill (OR) Water Bill in the name of NRI)	Choose File	No file chosen	Preview

[← Back](#)[Save Documents](#)[Preview Application](#)

Figure 19: Application Submission – Preview Application Link

After clicking 'Preview Application' button, you will be redirected to the application preview page. Verify all details, read the declaration, and click 'Final Submit'. If any details are incorrect, click the 'Cancel' button, change the required fields, and submit the application again.



Management Authority Quota Admission into PG Dental Degree/Diploma Course-2020

NEET DETAILS

Registration ID	
NEET Hall Ticket No. (Self No.)	
NEET Rank	
NEET Score	
Name as Per NEET	
Date of Birth	
Mother's Name	
Father's Name	

PERSONAL DETAILS

Name (As per BDE Degree)		Gender	
Mobile No.		International Mobile No.	
Address No.		AHAT ID	
Social Station (Caste)		Ministry	
State Certificate Issued By		State Certificate Number	
State Certificate District		State Subcategory	
Citizenship			
PHSD (Person with Benchmark Disability)			

RESIDENTIAL ADDRESS

House No./Flat No.	Post No./PO	Village/Taluk Name	Designated State Town
State	Pin Code	District	State
Household	Telephone	Landmark	Residential Category
Pin Code	Post Office		

CLAIMING QUOTA OR SI

Claiming NE Quota (SI)	Yes	College Name	Nearest District College if Hospital/Third Level Medical Officer
Claiming Institutional Quota (SI)	Yes		

EDUCATIONAL DETAILS

BMC (SI) Registration

BMC Registered Board Name	AP MC (SI)	BMC Registered Hall No./Hall Ticket No.	1717/2019/16
Year of Month of Award	2019/01/01		

BMC Results

BMC Student	BMC University Name	BMC University Name	SI (SI) AP MC (SI) 1717/2019/16
BMC College Name	AP MC (SI) 1717/2019/16	BMC Hall Ticket No.	1717/2019/16
BMC Submission Year	2017	BMC Completion Year	2019
Internship Completion Date	01/01/2019	Dental Council Registration Date	01/01/2019 01/01/2019 01/01/2019
Dental Council Registration Date	01/01/2019	Dental Council Registration No.	10000
Any Other PG Dental?	Yes		

REGION

S.No.	State Type	Region as per Academic Year	Region Defined
1	SI	Others	Others

UPLOADED DOCUMENTS

S.No.	Documents
1	NEET MC SI Score Card
2	Birth Certificate (BMC/Mother Name)
3	State Certificate
4	Photo Identity Proof (Address Card, PAN Card, etc.)
5	Original BMC Degree (SI) Provisional BMC Pass Certificate
6	Internship Completion Certificate
7	BMC Study/Transfer Certificate
8	Dental Council Registration Certificate
9	Other PG Certificate
10	Candidate Photo
11	Candidate Signature
12	Representation from Institute/College for claiming Institutional Quota SI
13	SI (SI) Sub Category (SI) signed by both the candidate and SI along with enclosed documents as follows
14	Any one (SI) SI (SI) Citizenship Card (SI) Form part issued by the respective country
15	Any one (SI) SI (SI) Bank Statement for last 6 months (SI) Latest Electricity Bill (SI) Gas Bill (SI) Water Bill in the name of SI

☐ I hereby declare that I read the rules and regulations of the University and find it in the proportion of the University. I declare that all the entries and statements made in this application are true, complete, and correct to the best of my knowledge and belief. I also declare that I fulfil all the eligibility conditions set for the PG MC SI MC course applied for. In the event of any information, fraud, false or incorrect, or irregularity being detected before or after the admission, the University will cancel the admission and will not be responsible for any loss or damage. I also declare that I have not been a student of any other medical institution (SI) and I am not a student of any other medical institution (SI) and I am not a student of any other medical institution (SI).

Figure 20: Application Submission – Preview and Submit



A confirmation pop-up will be displayed as shown below. Click 'OK' to submit or click 'Cancel' to go back and edit the details.

After clicking the “OK” button application will be submitted successfully.

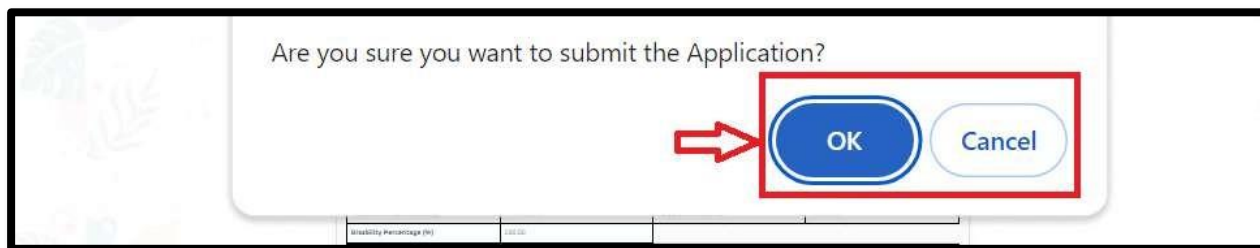


Figure 21: Application Submission – Submission Confirmation

3.3 Know your Payment Status

After logging in, select “Services” from the menu bar and click on the “Know your Payment Status” link.

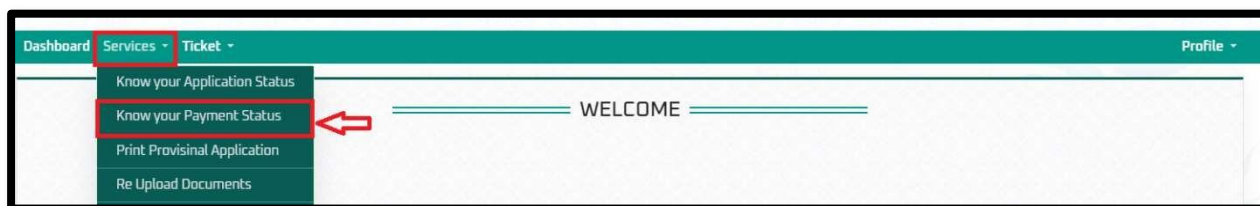


Figure 22: Know your Payment Status – Link

If fee payment has already been made, the fee payment receipt will be displayed as shown below.

You can view payment details or download the payment receipt.

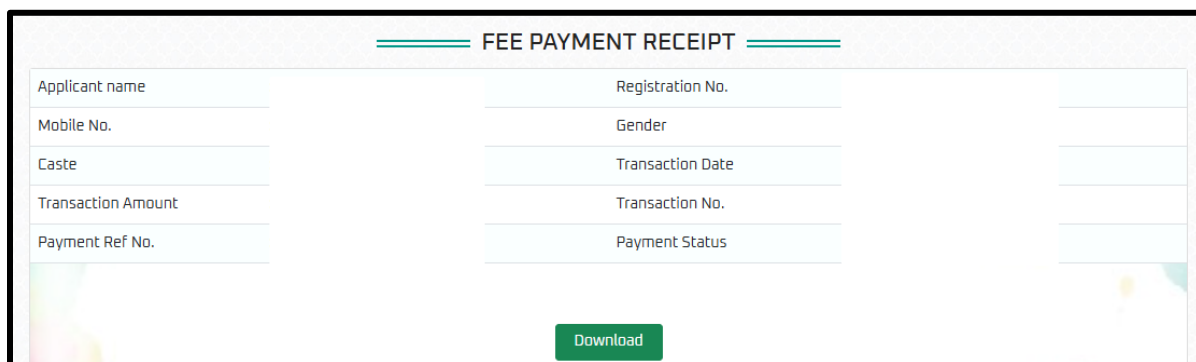


Figure 23: Know your Payment Status - Receipt



3.4 Print Provisional Application

After logging in, select “Services” from the menu bar and click on the “Print Provisional Application” link.



Figure 24: Print Provisional Application – Link

If Candidate would like to Print Provisional Application, then candidate should log in his candidate login then go to services tab and click on Provisional Application then page shown as below. Candidate can be downloaded and print out the Provisional Application.



Figure 25: Print Provisional Application – Download



3.5 Know your Application Status

After logging in, select “Services” from the menu bar and click on the “Know Your Application Status” link.

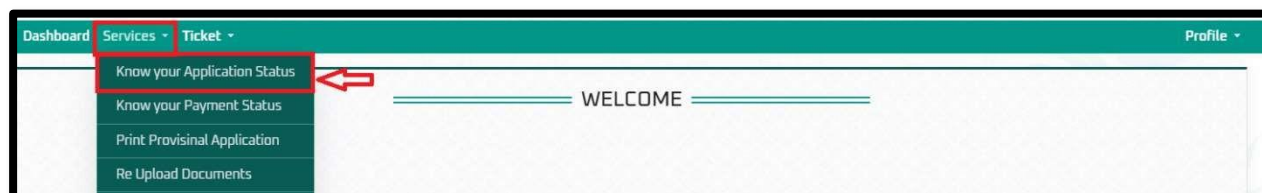


Figure 26: Know your Application Status – Link

If Candidate would like to know his Application status, then candidate should log in his candidate login then go to services tab and click on know your Application status, the following page is displayed as shown below.

Candidate can be downloaded and print out the Application Status

APPLICATION STATUS	
Hall Ticket No.:	Registration No. :
Applicant Name :	Mobile No. :
Gender :	Email :
Caste :	Payment Status :
Transaction Date :	Application Status :

Figure 27: Know your Application Status - Status

=====END OF DOCUMENT=====