



**DR. N.T.R UNIVERSITY OF HEALTH SCIENCES**

Government Of Andhra Pradesh

**User Manual  
For  
Dr. NTR UHS – UG AYUSH (BAMS,BHMS) Courses  
Under All India Quota for the Academic Year  
2024-25**

**Prepared By**

**APOnline**

---

## Table of Contents

1 INTRODUCTION .....	4
1.1 ABOUT Dr. NTR UHS.....	4
1.2 OBJECTIVES.....	4
1.3 SCOPE.....	4
2 SOFTWARE AND TECHNOLOGIES .....	4
3 PROCESS FLOW.....	5
3.1 Registration .....	5
3.2 Login.....	7
3.3 Application Submission.....	7
3.4 Know your Application Status .....	16
3.5 Know your Payment status .....	17
3.6 Print Provisional Application .....	17

### Tables

TABLE 1: SOFTWARE AND TECHNOLOGIES.....	4
---	---

### Figures

FIGURE 1: REGISTRATION-LINK.....	5
FIGURE 2 : REGISTRATION-GENERATE OTP .....	5
FIGURE 3: REGISTRATION – OTP .....	6
FIGURE 4: REGISTRATION – REGISTRATION ID (USER ID) GENERATION.....	6
FIGURE 5: LOGIN PAGE – LINK .....	7
FIGURE 6: LOGIN PAGE – LOGIN .....	7
FIGURE 7: APPLICATION SUBMISSION – LINK.....	7
FIGURE 8: APPLICATION SUBMISSION – TABS .....	8
FIGURE 9: APPLICATION SUBMISSION – PERSONAL DETAILS .....	8
FIGURE 10: APPLICATION SUBMISSION– FEE PAYMENT .....	9
FIGURE 11: APPLICATION SUBMISSION–PAYMENT SUCCESS.....	9
FIGURE 12: APPLICATION SUBMISSION – LOCAL – EDUCATIONAL REGION.....	10
FIGURE 13: APPLICATION SUBMISSION – OU EDUCATIONAL REGION.....	11
FIGURE 14: APPLICATION SUBMISSION – OU REGION.....	11
FIGURE 15: APPLICATION SUBMISSION – OU REGION - MIGRATED FROM TG TO AP.....	12
FIGURE 16: APPLICATION SUBMISSION – OU REGION MIGRATED –FINAL REGION.....	12
FIGURE 17: APPLICATION SUBMISSION – OU REGION APNL –APNL.....	12

FIGURE 18: APPLICATION SUBMISSION–NON-LOCAL .....	13
FIGURE 19: APPLICATION SUBMISSION – NON-LOCAL – APNL WITH AP DOMICILE .....	13
FIGURE 20: APPLICATION SUBMISSION – UPLOADS .....	14
FIGURE 21: APPLICATION SUBMISSION – PREVIEW APPLICATION LINK .....	14
FIGURE 22: APPLICATION SUBMISSION – PREVIEW AND SUBMIT .....	15
FIGURE 23: APPLICATION SUBMISSION – SUBMISSION CONFORMATION .....	16
FIGURE 24: KNOW YOUR APPLICATION STATUS– LINK .....	16
FIGURE 25: KNOW YOUR APPLICATION STATUS – STATUS .....	16
FIGURE 26: KNOW YOUR PAYMENT STATUS– LINK .....	17
FIGURE 27: KNOW YOUR PAYMENT STATUS - RECEIPT .....	17

## INTRODUCTION

---

### 1.1 ABOUT Dr. NTR UHS:

The Government of Andhra Pradesh inaugurated Dr. NTR University of Health Sciences as in 1986.

The University is offering various UG, PG, Super Specialty, Ph.D. & PDF Courses in Modern Medicine, Dental Surgery, Ayurveda, Unani, Homoeopathy, 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
- ❖ Print Final Application
- ❖ Objections
- ❖ Web Option
- ❖ Allotment Letter Download

#### 3.1 Registration:

Click on 'Registration' in the title to register for UG Ayush as shown in the screen below.



Figure 1: Registration-Link

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

- Enter the Candidate NEET Hall ticket No and DOB.
- Enter the Mobile Number, Email ID.
- Enter the password and re-enter it in the confirm password field.
- Enter the Captcha and click on "Generate OTP" Button.

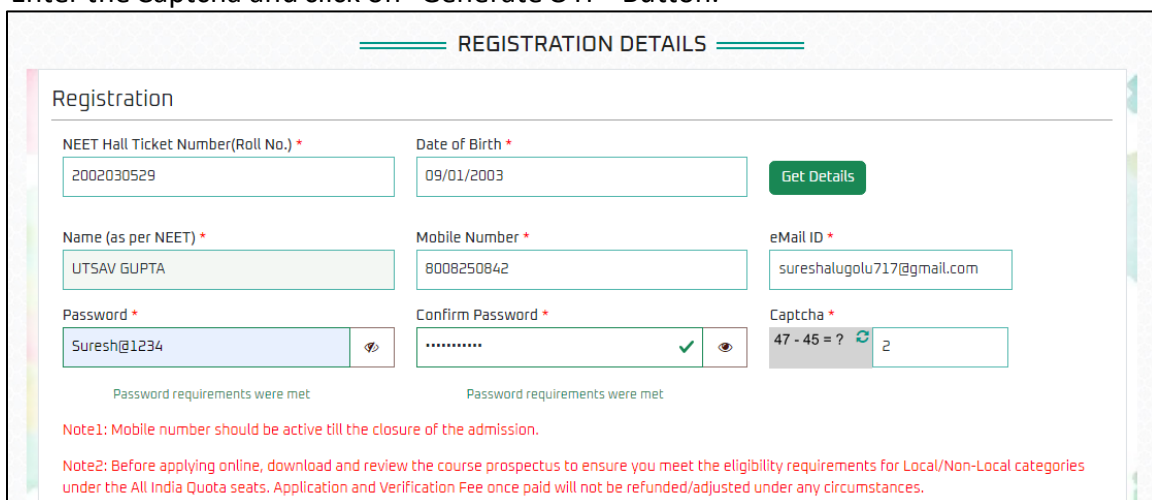
The image shows a registration form titled 'REGISTRATION DETAILS'. The form has several input fields: 'NEET Hall Ticket Number (Roll No.)' with value '2002030529', 'Date of Birth' with value '09/01/2003', 'Name (as per NEET)' with value 'UTSAV GUPTA', 'Mobile Number' with value '8008250842', 'eMail ID' with value 'sureshalugolu717@gmail.com', 'Password' with value 'Suresh@1234', and 'Confirm Password' with a masked value. There are also 'Get Details' and 'Generate OTP' buttons. Below the form, there are two notes: 'Note1: Mobile number should be active till the closure of the admission.' and 'Note2: Before applying online, download and review the course prospectus to ensure you meet the eligibility requirements for Local/Non-Local categories under the All India Quota seats. Application and Verification Fee once paid will not be refunded/adjusted under any circumstances.'

Figure 2: Registration-Generate OTP

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.

The screenshot shows a web form titled "REGISTRATION DETAILS" with a sub-header "Registration". The form contains several input fields: "NEET Hall Ticket Number (Roll No.)" with value "2002030529", "Date of Birth" with value "09/01/2003", "Name (as per NEET)" with value "UTSAV GUPTA", "Mobile Number" with value "8008250842", "eMail ID" with value "sureshalugolu717@gmail.com", "Password" with value "Suresh@1234", "Confirm Password" with value ".....", and "Captcha" with value "47 - 45 = ? 2". There are "Get Details", "Submit", and "Reset" buttons. The "OTP" field is highlighted with a red box and contains the text "Enter OTP".

Figure 3: 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.

The screenshot shows the same "REGISTRATION DETAILS" form, but now the "NEET Hall Ticket Number" field is empty and contains the placeholder "Enter NEET Hall Ticket Number (Roll No.)". The "Date of Birth" field contains the placeholder "DD/MM/YYYY". The "Name" field contains "Enter Name", "Mobile Number" contains "Enter Mobile Number", and "eMail ID" contains "Enter eMail ID". The "Password" and "Confirm Password" fields contain "Enter Password". The "Captcha" field contains "47 - 45 = ?" and "Enter Captcha". There are "Submit" and "Reset" buttons. Below the form, there are two notes: "Note1: Mobile number should be active till the closure of the admission." and "Note2: Before applying online, download and review the course prospectus to ensure you meet the eligibility requirements for Local/Non-Local categories under the All India Quota seats. Application and Verification Fee once paid will not be refunded/adjusted under any circumstances." At the bottom, there is a "Click here to login" button and a message "Your Registration ID is UG24AIQ06000033" where the ID is highlighted with a red box.

Figure 4: Registration – Registration ID (User ID) Generation

### 3.2 Login:

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



Figure 5: 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.

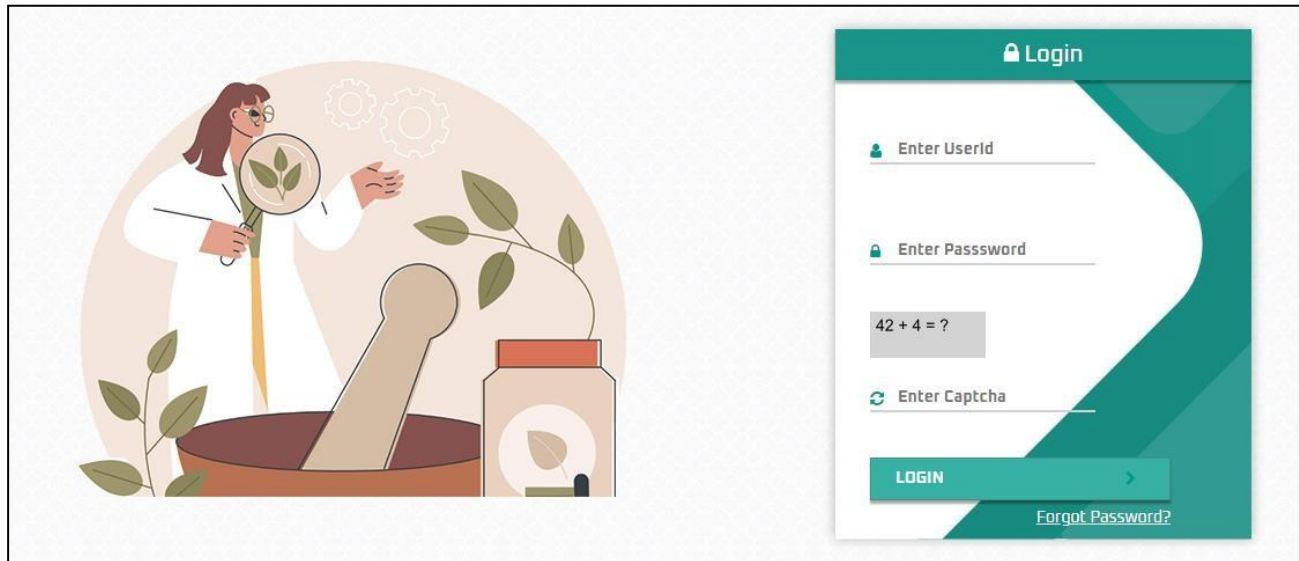


Figure 6: Login Page – Login

### 3.3 Application Submission:

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



Figure 7: 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 8: Application Submission – Tabs

**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:**

Fill in the Personal Details, Candidate details like Name, DOB, Mobile Number and Mail ID Residential Address, Educational Details and Service Details then click the “Save and continue” button.

Figure 9: 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.

**Fee Payment:**

PAYMENT DETAILS

**Select Payment Type**

Net Banking (SBI)

Net Banking (HDFC)

Net Banking (ICICI)

Net Banking (Other Banks)

Debit Card

Credit Card

**Payment Summary**

<b>Name</b>	UTSAV GUPTA
<b>Registration No.</b>	UG24AIQ06000033
<b>Fee Amount</b>	2360.00 (Including GST)
<b>LateFee Amount</b>	0.00 (Including GST)
<b>Verification Amount</b>	0
<b>Convenience Charges</b>	
<b>Total Payment</b>	2360.00

Pay Now
Cancel

I 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.

← Back

Figure 10: 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.

Personal Details
Payment Details
Local/Non-local
Upload Documents

PAYMENT RECEIPT

<b>Applicant Name:</b>	UTSAV GUPTA	<b>Registration Number:</b>	UG24AIQ06000033
<b>Mobile Number:</b>	8008250842	<b>Gender:</b>	Male
<b>Caste:</b>	BC-B	<b>Transaction Date:</b>	21-10-2024 14:46:01
<b>Transaction Amount:</b>	2383.60	<b>Transaction Number:</b>	UG6241021144601143
<b>Payment Ref.No.:</b>	PTM2110869373B95	<b>Payment Status:</b>	Success

← Back
Continue →

Figure 11: 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 education, they will fall under one of the following regions:

- ❖ Andhra Pradesh Region
- ❖ Others

**Andhra Pradesh Region:**

Candidates should enter and 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 below process based on the educational region to determine the final region (Andhra Pradesh).

**Educational Details (For Local Area/Region Validation)**

S.No	Class	Year of Study	State	District	School/College/Institute	Upload Study Certificate(PDF Only / 1 MB)	Preview
1	XII	2018	Andhra Pradesh	Anakapalli	ANUSVUASDFCV	Choose File   No file chosen	Preview
2	XI	2017	Andhra Pradesh	Alluri Sitharama Raju	ANUSVUASDFCV	Choose File   No file chosen	Preview
3	X	2016	Andhra Pradesh	Anakapalli	ANUSVUASDFCV	Choose File   No file chosen	Preview
4	IX	2015	Andhra Pradesh	Anakapalli	ANUSVUASDFCV	Choose File   No file chosen	Preview
5	VIII	2014	Andhra Pradesh	Bapatla	ANUSVUASDFCV	Choose File   No file chosen	Preview
6	VII	2013	Andhra Pradesh	Eluru	ANUSVUASDFCV	Choose File   No file chosen	Preview
7	VI	2012	Andhra Pradesh	Annamayya	ANUSVUASDFCV	Choose File   No file chosen	Preview

Region \*

[←Back](#) [Save & Continue→](#)

Figure 12: Application Submission – Local – 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.



Figure 13: Application Submission – Other 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.

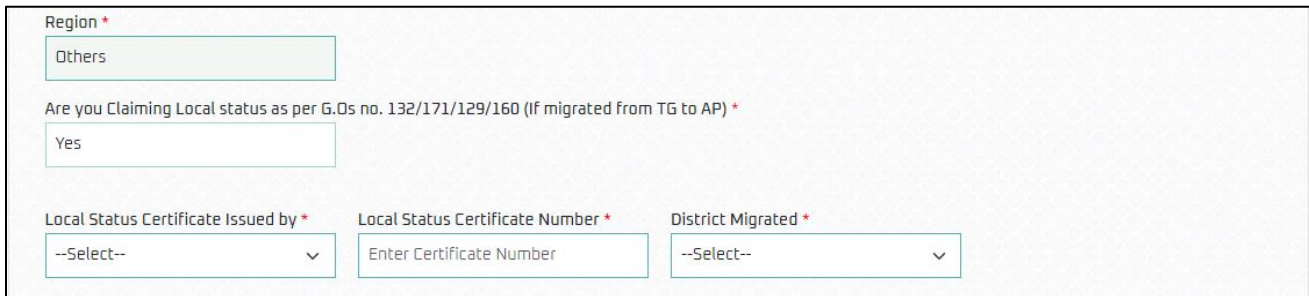


Figure 14: Application Submission – Other Region Migrated - Selection

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

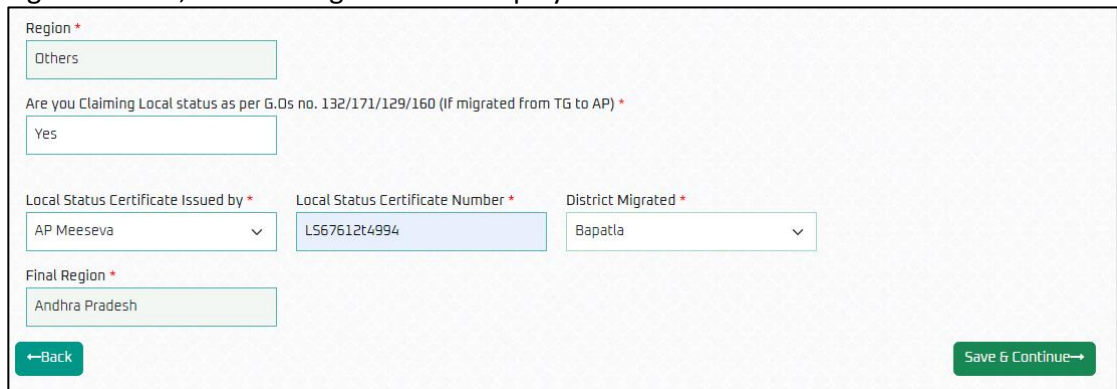


Figure 15: Application Submission –Other Region Migrated – Final Region

## Documents Uploads:

Candidates should upload all documents 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	Candidate Photo	<input type="button" value="Choose File"/> No file chosen	NA
2	Candidate Signature	<input type="button" value="Choose File"/> No file chosen	NA
3	NEET Rank Card	<input type="button" value="Choose File"/> No file chosen	NA
4	SSC Marks Memo	<input type="button" value="Choose File"/> No file chosen	NA
5	Intermediate/Equivalent Marks Memo	<input type="button" value="Choose File"/> No file chosen	NA
6	Intermediate/Equivalent Study Certificate	<input type="button" value="Choose File"/> No file chosen	NA
7	Intermediate/Equivalent Transfer Certificate	<input type="button" value="Choose File"/> No file chosen	NA
8	Caste Certificate	<input type="button" value="Choose File"/> No file chosen	NA
9	Aadhaar Card	<input type="button" value="Choose File"/> No file chosen	NA
10	Minority Certificate	<input type="button" value="Choose File"/> No file chosen	NA
11	PwD(Person with Disability (Latest 3 months)	<input type="button" value="Choose File"/> No file chosen	NA
12	Migration Certificate from TG to AP (Local Status as per GOs No 192/171/129)	<input type="button" value="Choose File"/> No file chosen	NA
13	Overseas Certificate	<input type="button" value="Choose File"/> No file chosen	NA

Figure 16: Application Submission – Document Upload

**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.

9	Minority Certificate	Choose File No file chosen	Preview
← Back		Save Documents	Preview Application

Figure 17: 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.

**Dr. N.T.S. UNIVERSITY OF HEALTH SCIENCES**  
Department of Health & Welfare  
2022-2023 (2022-2023) Courses Under All India Quota for the Academic Year 2022-23

**PERSONAL DETAILS**

Registration ID	10000000000000000000
MBIT Roll No./New Roll No.	10000000000000000000
MBIT Roll No.	10000000000000000000
MBIT Name	10000000000000000000
MBIT Roll No. MBIT	10000000000000000000
Date of Birth	10000000000000000000
Parent's Name	10000000000000000000
Parent's Name	10000000000000000000

**EDUCATIONAL DETAILS**

10000000000000000000	10000000000000000000	10000000000000000000	10000000000000000000
10000000000000000000	10000000000000000000	10000000000000000000	10000000000000000000
10000000000000000000	10000000000000000000	10000000000000000000	10000000000000000000
10000000000000000000	10000000000000000000	10000000000000000000	10000000000000000000

**EDUCATIONAL DETAILS (FOR LOCAL AREA/REGIONAL VALIDATION)**

Sl. No.	Year of Study	Medium	Result	Board/Institution	Applicable
1	10	10000000000000000000	10000000000000000000	10000000000000000000	10000000000000000000
2	10	10000000000000000000	10000000000000000000	10000000000000000000	10000000000000000000
3	10	10000000000000000000	10000000000000000000	10000000000000000000	10000000000000000000
4	10	10000000000000000000	10000000000000000000	10000000000000000000	10000000000000000000
5	10	10000000000000000000	10000000000000000000	10000000000000000000	10000000000000000000
6	10	10000000000000000000	10000000000000000000	10000000000000000000	10000000000000000000
7	10	10000000000000000000	10000000000000000000	10000000000000000000	10000000000000000000
8	10	10000000000000000000	10000000000000000000	10000000000000000000	10000000000000000000
9	10	10000000000000000000	10000000000000000000	10000000000000000000	10000000000000000000

**UPLOADED DOCUMENTS**

Sl. No.	Document Name
1	10000000000000000000
2	10000000000000000000
3	10000000000000000000
4	10000000000000000000
5	10000000000000000000
6	10000000000000000000
7	10000000000000000000
8	10000000000000000000
9	10000000000000000000
10	10000000000000000000
11	10000000000000000000
12	10000000000000000000
13	10000000000000000000
14	10000000000000000000
15	10000000000000000000
16	10000000000000000000
17	10000000000000000000
18	10000000000000000000
19	10000000000000000000
20	10000000000000000000

**Final Submit**

Figure 18 : 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.

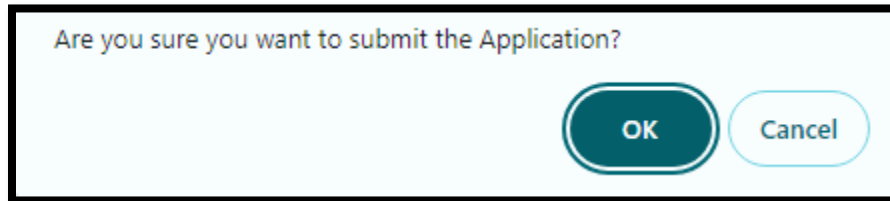


Figure 19: Application Submission – Submission Conformation

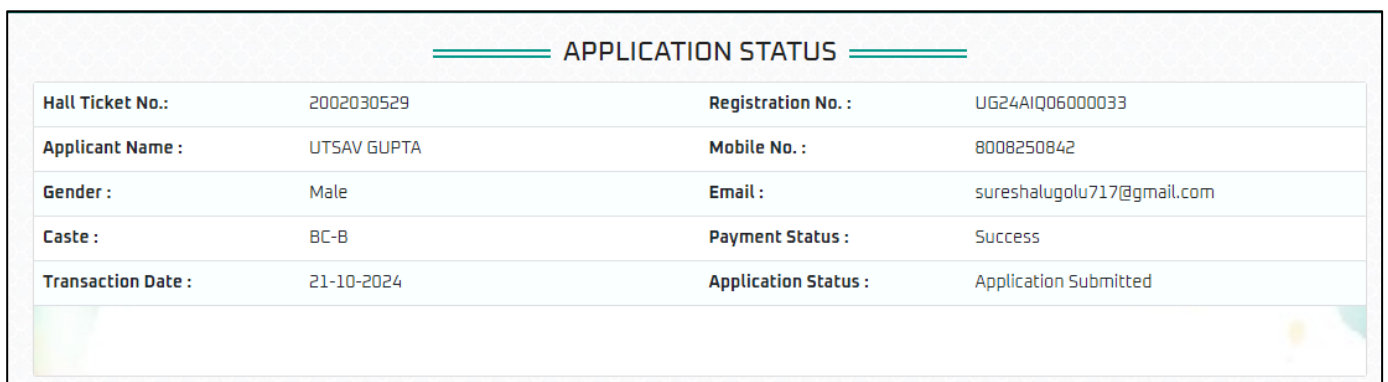
### 3.4 Know your Application Status

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



Figure 20: Know your Application Status– Link

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



APPLICATION STATUS			
Hall Ticket No.:	2002030529	Registration No. :	UG24AIQ06000033
Applicant Name :	UTSAV GUPTA	Mobile No. :	8008250842
Gender :	Male	Email :	sureshalugolu717@gmail.com
Caste :	BC-B	Payment Status :	Success
Transaction Date :	21-10-2024	Application Status :	Application Submitted

Figure 21: Know your Application Status – Status

### 3.5 Know your Payment status

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

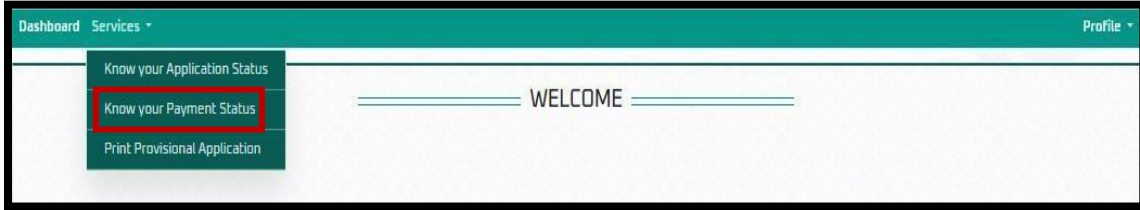


Figure 22: Know your Payment Status– Link

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.

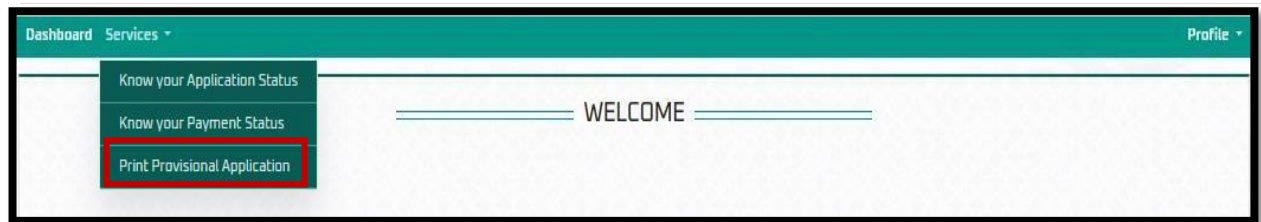
FEE PAYMENT RECEIPT			
Applicant name	: UTSAV GUPTA	Registration No.	: UG24AIQ06000033
Mobile No.	: 8008250842	Gender	: Male
Caste	: BC-B	Transaction Date	: 21-10-2024 14:46:01
Transaction Amount	: 2383.60 (Including GST)	Transaction No.	: UG6241021144601143
Payment Ref No.	: PTM2110B69373B95	Payment Status	: Success

[Download](#)

Figure 23: Know your Payment Status - Receipt

### 3.6 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 login 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.

The remaining services related user manual will be shared shortly.

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



