

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

**Prepared By** 



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#### **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.

<b>DR. N.T.R. UNIVERS</b> Government Of Andhra Pr	ITY OF HEALTH SCIENCES adesh	
Home About Us Notifications Contact Us	Registration	<b>≜</b> Login

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.

NEET Hall Ticket Number(Roll No.) *		Date of Birth *			
2002030529		09/01/2003			Get Details
Name (as per NEET) *		Mobile Number *			eMail ID *
UTSAV GUPTA		8008250842			sureshalugolu717@gmail.com
Password *		Confirm Password *			Captcha *
Suresh@1234	Ø		~	۲	47 - 45 = ? 2
Password requirements were met		Password requirements	were met		
Note1: Mobile number should be active ti	ll the clos				

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.

NEET Hall Ticket Number(Roll N	n.) *	Date of Birth *		
2002030529		09/01/2003		Get Details
Name (as per NEET) *		Mobile Number *		eMail ID *
UTSAV GUPTA		8008250842		sureshalugolu717@gmail.com
Password *		Confirm Password *		Captcha *
Suresh@1234	Ø)		✓ ④	47 - 45 = ? 2
Password requirements we	e met	Password requirements we	ere met	

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.

EET Hall Ticket Number(Roll No.) *	Date of Birth *		
Enter NEET Hall Ticket Number (Roll No.)	DD/MM/YYYY	Get Details	
ame (as per NEET) *	Mobile Number *	eMail ID *	
Enter Name	Enter Mobile Number	Enter eMail ID	
assword *	Confirm Password *	Captcha *	
Enter Password 🗸 🗸	🔊 Enter Password 🗸 🗸	● 47 - 45 = ? 2 Enter Captcha	
Password requirements were met	Password requirements were met		
ote1: Mobile number should be active till the	closure of the admission.		
	eview the course prospectus to ensure you meet the I Verification Fee once paid will not be refunded/adjus	eligibility requirements for Local/Non-Local categories	

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.

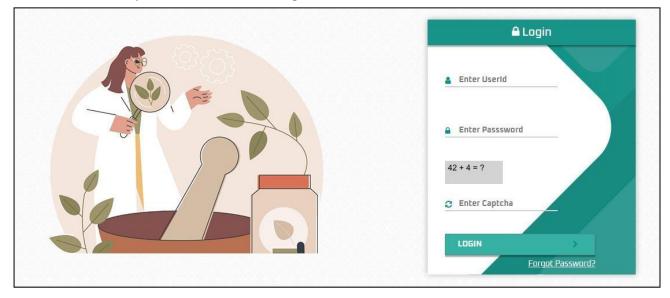


Figure 6: Login Page – Login

## 3.3 Application Submission:

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

ashboard Services <b>*</b>		Profile 🔻
Application Submission	WELCOME	101515
	Figure 7: Application Submission – Link	
Page		

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

Personal Details	Payment Details	Local/Non-local	Upload Documents
	( 🖪 )	( 🌲 )	( <b>(</b> )
	$\smile$	$\bigcirc$	$\bigcirc$

*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.

Personal Details	Payment Details.	Local/Wan-local	Upload Excements
	(II)	(A)	
-	$\cup$	$\cup$	$\cup$
IEET Details:			Registration ID: UB2AAIQ0000
NUT HAL TOSHE NO. (Kell No.) *	ATT SMR *	NET State *	Name as par NEST *
anananas	1921	63	UTERPERIATE
Date of sixth +	Matheris Name *	Father's Norte 1	
394119209	UND/GIPTA	SURPOSER ALMARISLATIN	
Educational Details:			
SSC/EQUIVALENT:			
Sik/Applyaler lices?*	BE Resident Hall Total No. *	liner & Month of Report	
x2-102 (951) 🗸	123/06/98962000/1	2016	
INTERMEDIATE			
intermediate listed *	is English Gree of The Subject +	Internediate Hall Ticket No.+	Year & Motol's Of Parend *
AF more data-sile.	200	123155709275513	-1000
Total Secured Marks Intermediate (including Language) *	Total Max Marks in Intermediate (Including Language) *	arber Renzenzage(3s) *	Yotal Group Secured Marke(Physics + Dramietry + Biology Including Practicals
Total Sets and starks	3000	e u	620
Tatal Group Mec Marke)Physics + Cherrist	v Intermediate Percentage(N) *	-	
+ Ecclogy including Practicality*			
600	82.25		
Personal Details:			
Name (In per intermediate) *	Geoder *	Methia No.+	Attentiative Mobile No.
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Audham No.+	ental.iD *	Social Status (Castra) +	Casta Certificate insued ity *
273866863030	sumitakipsi/7/2@pmil.com	20-11 V	62 Manipus v
Casta Certificate Number *	Maxing +	Caster Sub-category * MILA	Casta Certificate Insued District*
Citizenship *	Liste of icous of CENTRID Card+	Not (Proceeding Descently)*	Pup Certificate sound by *
Person of index Grigin(PG)(Dum)	12/06/2003	WE.	si Menava 👻
PwD Dettificate No.*	Usability Percentage(H)*		
127628727	<b>H</b>		
Residential Address:	Second and a second		
House No./Flat No. *	Village/Weed Name *	State *	Bela*
122402	GUNTLR	Watten Fractiont	Atratulya v
Hendai *	Landmark *	Fin Exde+	
Galueet/ 4	BROGE CONTER	COLLER -	

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.

Select Payment Type	Payment Summar	/
<ul> <li>Net Banking (SBI)</li> <li>Net Banking (HDFC)</li> <li>Net Banking (ICICI)</li> <li>Net Banking (Other Banks)</li> <li>Debit Card</li> </ul>	Name Registration No. Fee Amount LateFee Amount Verification Amount Convenience Charges Total Payment	UTSAV GUPTA UG24AIQ06000033 2360.00 (Including GST) 0.00 (Including GST) 0 2360.00
<ul> <li>Credit Card</li> <li>I agree to the terms &amp; conditions and request for Registration ate:- While making payments, if the amount is deducted and the transaction is not successf inutes. If the status is not successful even after 15 minutes, then payment can be done aga arking days.</li> <li>Back</li> </ul>		not repeat the payment wit

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
	PAYM		_
Applicant Name:	UTSAV GUPTA	Registration Number:	UG24AIQ06000033
Mobile Number:	8008250842	Gender:	Male
Caste:	BC-B	Transaction Date:	21-10-2024 14:46:01
Transaction Amount:	2383.60	Transaction Number:	UG6241021144601143
Payment Ref.No.:	PTM2110B69373B95	Payment Status:	Success
Here 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.

#### **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).

5.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 ®
З	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 v	Andhra Pradesh 🗸	Annamayya 🗸	ANUSVUASDFCV	Choose File No file chosen	Preview ®
egion Andhr	* a Prade:	sh					

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.

Region * Others		
Are you Claiming Local sta Select	us as per G.Os no. 132/171/129/160 (If migrated from TG to AP) *	
Select		
Yes		Save & Continue→
No		

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.

Region * Others			
	er G.Os no. 132/171/129/160 (If migrated fro	m TG to AP) *	
Yes			
ocal Status Certificate Issued by	<ul> <li>Local Status Certificate Number *</li> </ul>	District Migrated *	

#### 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.

re you Claiming Local status as per l Yes	5.0s no. 132/171/129/160 (If migrated fro	m TG to AP) *		
ocal Status Certificate Issued by *	Local Status Certificate Number *	District Migrated *		
AP Meeseva 🗸 🗸	LS67612t4994	Bapatla	~	
Final Region *				
Andhra Pradesh				



## **Documents Uploads:**

Candidates should upload all documents in PDF	F format and click "Save Documents".
---	--------------------------------------

Jpload	Documents:		
All uplo	ads must be in PDF format & maximum size of 1 MB		
S.No	Document Name	Upload Document	Preview
1	Candidate Photo	Chaose File No file chosen	NA
2	Candidate Signature	Choose File No file chosen	NA
з	NEET Rank Card	Chaose File No file chosen	NA
4	SSC Marks Memo	Choose File No file chosen	NA
5	Intermediate/Equivalent Marks Memo	Chaose File No file chosen	NA
6	Intermediate/Equivalent Study Certificate	Choose File No file chosen	NA
7	Intermediate/Equivalent Transfer Certificate	Chaose File No file chosen	NA
в	Casto Cortificato	Choose File No file chosen	NA
9	Aadhaar Card	Choose File No file chosen	NA
10	Minority Certificate	Choose File No file chosen	NA
11	PwD(Person with Disability (Latest 3 months)	Choose File No file chosen	NA
12	Migration Certificate from TG to AP (Local Status as per GDs No 132/171/129)	Chaose File No file chosen	NA
13	Overseas Cortificate	Chaose File No file chosen	NA
+ Back		s	ave Documents

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.

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erren di siger										maignet a maniput of USE

Figure 18 : Application Submission – Preview and Submit

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

After clicking the "OK" button application will be submitted successfully.

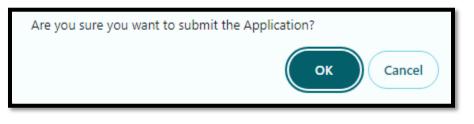


Figure 19: Application Submission – Submission Conformation

## 3.4 Know your Application Status

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

Dashboard	Services *	Profile
	Know your Application Status	
	Know your Payment Status	
	Print Provisional Application	

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.

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.

Dashboard Services *		Profile *
Know your Application Status		
Know your Payment Status	WELCOME	
Print Provisional Application		

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 de	etails or down	load the pay	vment 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.

Dashboard Services *		Profile 🔻
Know your Application Status		
Know your Payment Status	WELCOME	
Print Provisional Application		

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.

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