DR. N.T.R UNIVERSITY OF HEALTH SCIENCES
Government Of Andhra Pradesh

User Manual
For

Common Application For Entrance and Admission into M.Phil Clinical Psychology & Professional Diploma in Clinical Psychology-2024-25

Prepared By

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1 INTRODUCTION

1.1 ABOUT Dr. NTR UHS:

The Government of Andhra Pradesh renamed Dr. NTR University of Health Sciences as. 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 for entrance test from registration to release of results.

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
- ❖ Provisional merit list
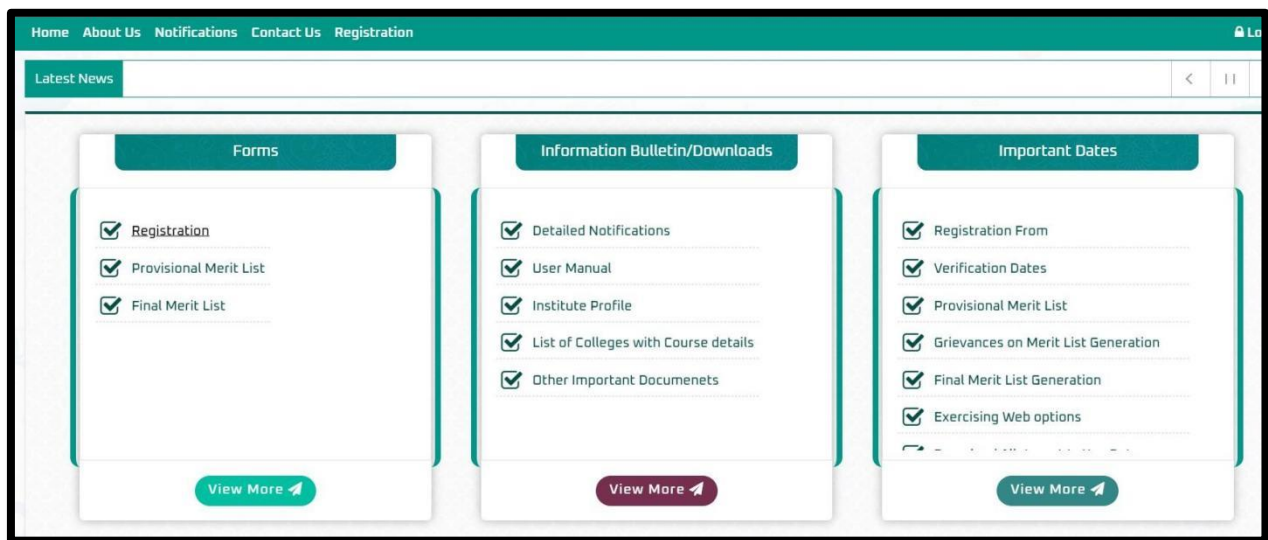- ❖ Hall tickets download
- ❖ Result

Figure 1: Home Page

3.1 Registration:

Click on 'Registration' in the FORMS tile to register for M Phil admissions, as shown in the screen below.
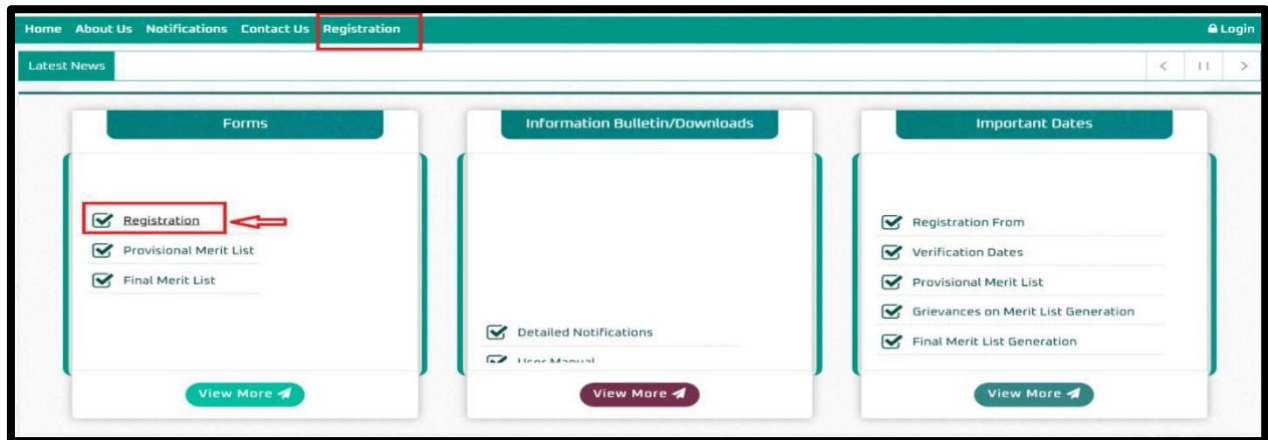

Figure 2: Registration - Link

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

- ➢ Enter the Name,Mobile number,Email ID, State, Date of Birth.
- ➢ Enter the password and re-enter it in the confirm password field.
- ➢ Enter the Captcha and click on "Generate OTP." Button.

Figure 3: Registration

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.

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.

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

3.2 Login:

After successful registration, click "Login" to submit your application.

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Home   About Us   Contact Us   Registration   🔒 Login
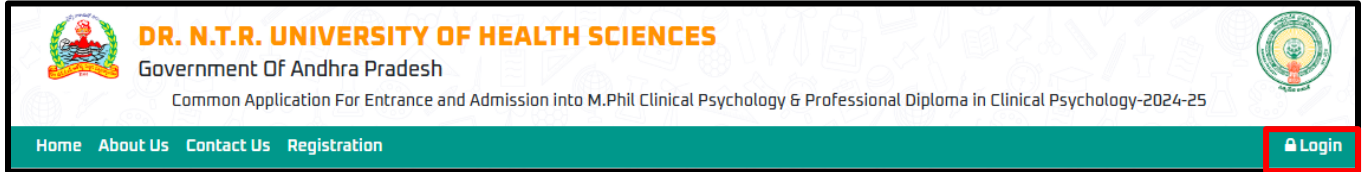
Figure 6: Login Page – Link

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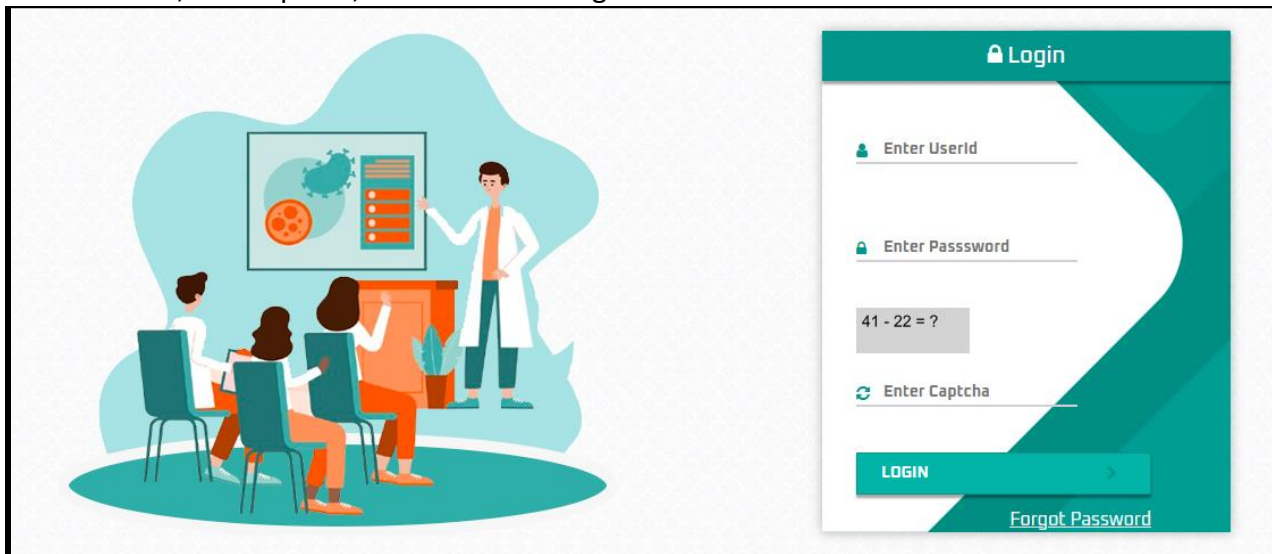

🔒 Login

👤 Enter UserId

🔒 Enter Passsword

41 - 22 = ?

🔄 Enter Captcha

LOGIN   >

Forgot Password

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.

Services ▼   Profile ▼

Dashbaord

Application Submission   ═══ WELCOME ═══

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:

Fill in the Personal Details, Residential Address, Educational Details,BA/BSc Details,MA/MSc Details and then click the "Save and Continue" button.

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.

Fee Payment:

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.

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 University
- ❖ Sri Venkateswara University
- ❖ Osmania University
- ❖ Non-local

Andhra University Region/ Sri Venkateswara University Region:

Candidates should enter and upload details 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 / 1000 KB)		Preview
1	MA/MSc-2yr	2023	Andhra Pradesh	Anakapalli	Text	Choose File	652nri.pdf	NA
2	MA/MSc-1yr	2022	Andhra Pradesh	Anakapalli	Text	Choose File	652nri.pdf	NA
3	BA/BSc-3rdyr	2021	Andhra Pradesh	Bapatla	Text	Choose File	652nri.pdf	NA
4	BA/BSc-2ndyr	2019	Andhra Pradesh	Bapatla	Text	Choose File	652nri.pdf	NA
5	BA/BSc-1styr	2018	Andhra Pradesh	Bapatla	Text	Choose File	652nri.pdf	NA
6	XII	2017	Andhra Pradesh	Bapatla	Text	Choose File	652nri.pdf	NA
7	XI	2016	Andhra Pradesh	Bapatla	Text	Choose File	652nri.pdf	NA

Region *

Andhra University

←Back

Save & Continue→

Figure 13: Application Submission – Local – Educational Region

Osmania University Region:

The candidate falls under the Osmania University region, as shown below.

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

Figure 14: Application Submission – OU Educational Region

- If 'Yes' is selected, two radio buttons will be displayed and select any one radio button.
  - 'Are you claiming Local Status as per G.O. no. 132/171/129/ (If migrated from TG to AP)?'
  - 'Are you claiming APNL?

Figure 15: Application Submission – OU Region

If you select the 'Are you Claiming Local Status as per G.Os no. 132/171/129/ (If migrated from TG to AP)' radio button, please select the local certificate issued by, the migrated district, and enter the certificate number.

Figure 16: 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.

Figure 17: Application Submission – OU Region Migrated – Final Region

If you select the 'Are you Claiming APNL' radio button, then upload any one of the three specified documents for eligibility.

Figure 18: Application Submission – OU Region APNL –APNL

Non-local Region:

If candidates come under the non-local region, it will be shown as below.
The candidate should select 'Yes' or 'No' in the 'Do you want to claim 'APNL with AP Domicile'?' dropdown.

Figure 19: Application Submission – Non-local

If 'Yes' is selected, they must upload any one of the three specified documents for eligibility.

Figure 20: Application Submission – Non-local – APNL with AP Domicile

➢ **Documents Uploads:**

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

Upload Documents:

Candidate Photo & Signature must be in (JPG/JPEG/PNG) Format & maximum Size of 100KB
All uploads must be in PDF format & maximum size of 1000KB

S.No	Document Name	Upload Document	Preview
1	Candidate Photo	Choose File No file chosen	NA
2	Candidate Signature	Choose File No file chosen	NA
3	Birth Certificate (SSC Marks Memo)	Choose File No file chosen	NA
4	Original PG or Provisional Certificate of BA/BSc/Integrated	Choose File No file chosen	NA
5	Original Degree or Provisional Certificate of MA/MSc	Choose File No file chosen	NA
6	Study Certificates of BA/BSC	Choose File No file chosen	NA
7	Study Certificates of MA/MSC	Choose File No file chosen	NA
8	University marks memos of BA/BSc/Integrated (1st to Final Yr)	Choose File No file chosen	NA
9	University marks memos of MA/MSc (1st to Final Yr)	Choose File No file chosen	NA
10	Aadhaar Card	Choose File No file chosen	NA

← Back   Save Documents

Figure 21: 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.

8	University marks memos of BA/BSc/Integrated (1st to Final Yr)	Choose File No file chosen	Preview ⊙
9	University marks memos of MA/MSc (1st to Final Yr)	Choose File No file chosen	Preview ⊙
10	Aadhaar Card	Choose File No file chosen	Preview ⊙

← Back   Save Documents   Preview Application ⊙

Figure 22: 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.

Figure 23: 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.
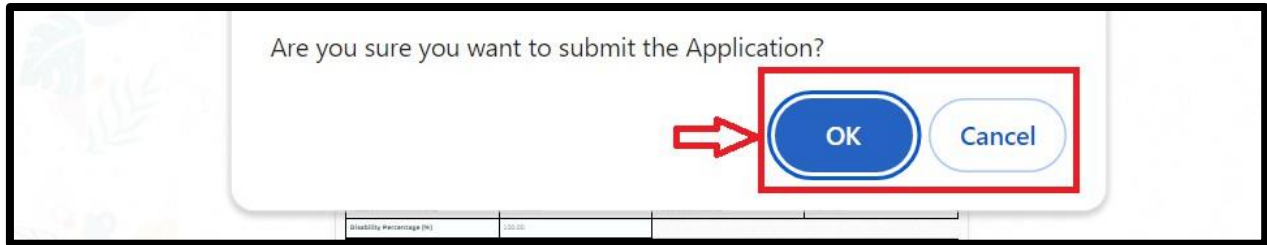

Figure 24: Application Submission – Submission Conformation

3.3 Know your Payment Status

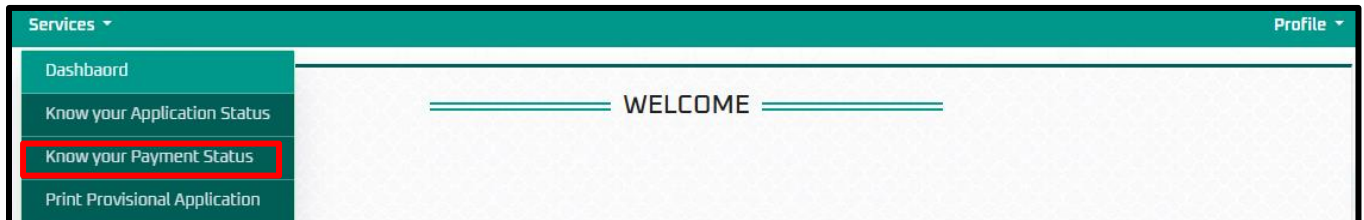After logging in, select "Services" from the menu bar and click on the "Know your Payment Status" link.

Figure 25: Know your Payment Status – Link

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

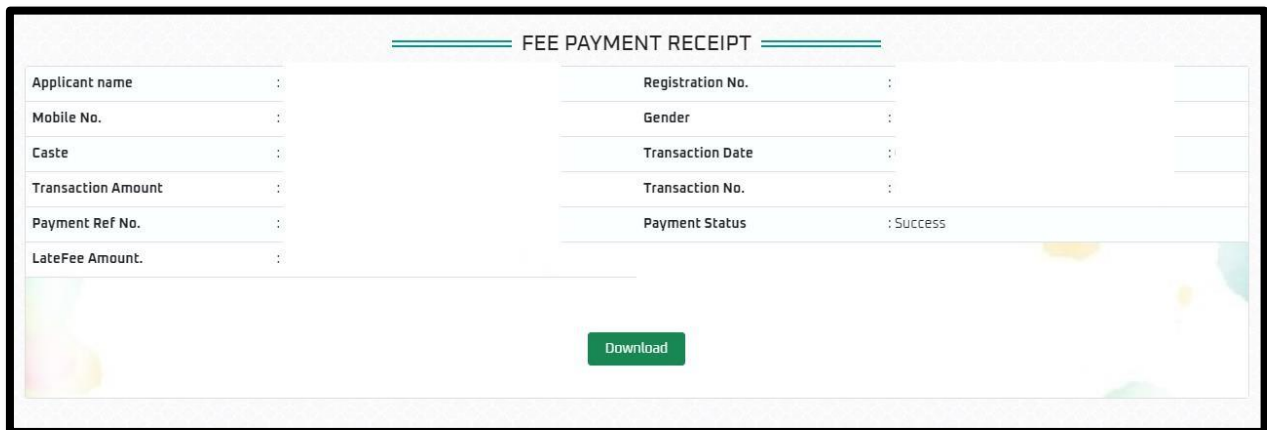You can view payment details or download the payment receipt.

Figure 26: 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.
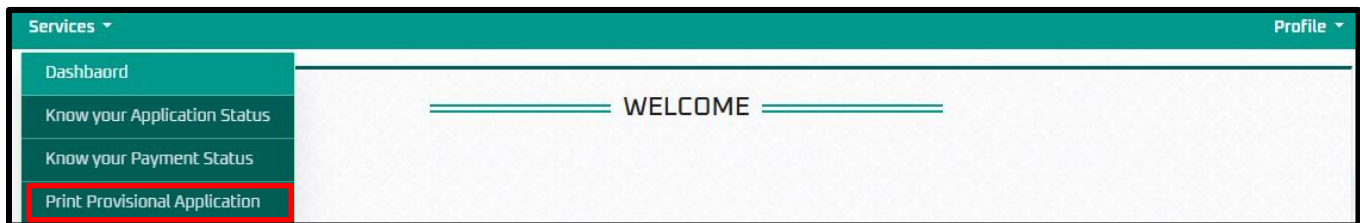

Figure 27: Print Provisional Application – Link

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.

3.5 Know your Application Status

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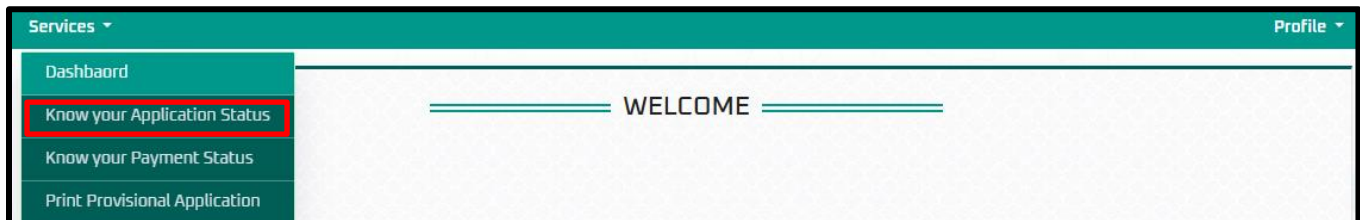

Figure 28: Know your Application Status – Link

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.

Figure 29: Know your Application Status - Status

============================END 0F DOCUMENT===============================