



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

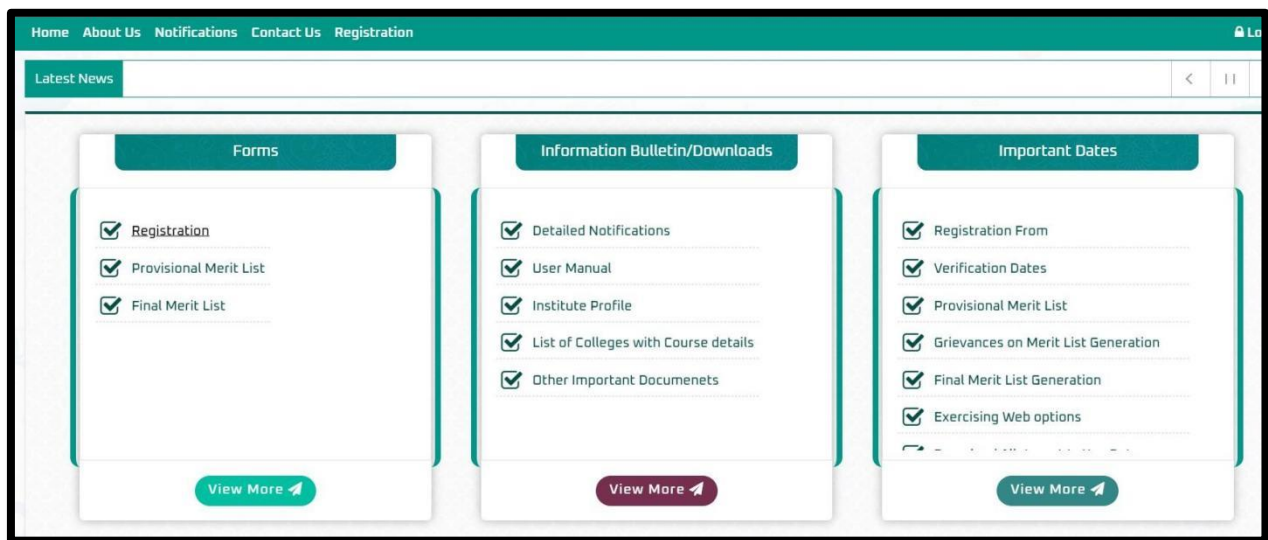


Figure 1: Home Page



3.1 Registration:

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

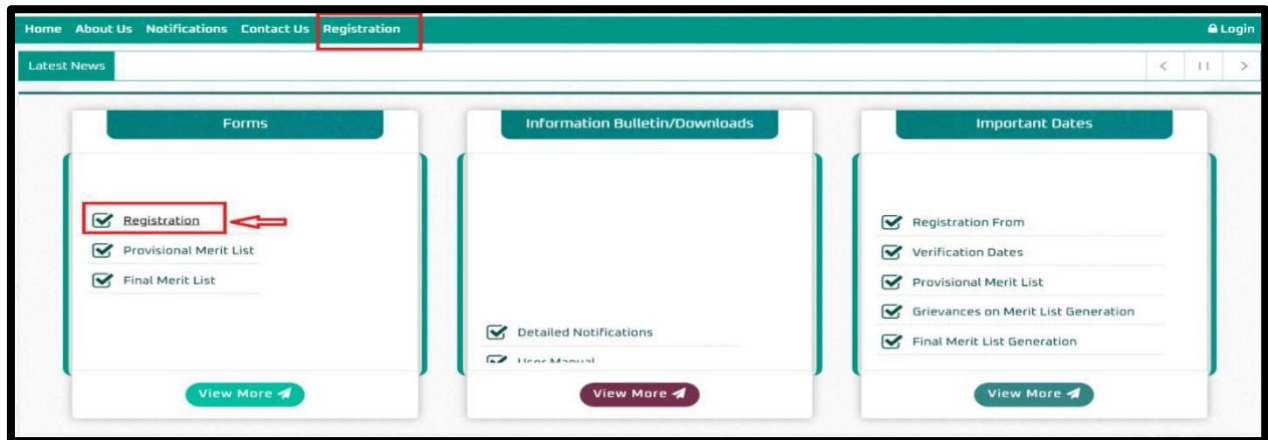


Figure 2: Registration - Link

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.

The screenshot shows the 'M PHIL REGISTRATION DETAILS' form. The form is titled 'M Phil Registration' and contains the following fields:

- Name *: A suresh
- Mobile Number *: 8008
- eMail ID *: suresh
- State *: Andhra Pradesh
- Date of Birth *: 28/11/1999
- Password *: Sui
- Confirm Password *:
- Captcha *: 41 - 11 = ?

Below the form, there are two buttons: 'Generate OTP' and 'Reset'. A note at the bottom of the form states: 'Note: Mobile number should be active till the closure of the admission.'

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.

The screenshot shows the 'M PHIL REGISTRATION DETAILS' form. The fields are filled as follows: Name: A suresh, Mobile Number: 800€, eMail ID: suresh, State: Andhra Pradesh, Date of Birth: 28/11/1999, Password: [masked], Confirm Password: [masked], Captcha: 41 - 11 = ? 30, and OTP: 290985. There are 'Submit' and 'Reset' buttons at the bottom. A note states: 'Note: Mobile number should be active till the closure 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.

The screenshot shows the 'M PHIL REGISTRATION DETAILS' form after successful submission. A green 'User Alert' message is displayed at the top right: 'You have Registered Successfully, Your Registration ID is MP24ET17000013'. The form fields are now empty. At the bottom, the text 'Your Registration ID is: MP24ET17000013' is displayed. There are 'Submit', 'Reset', and 'Click here to login' buttons.

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



3.2 Login:

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

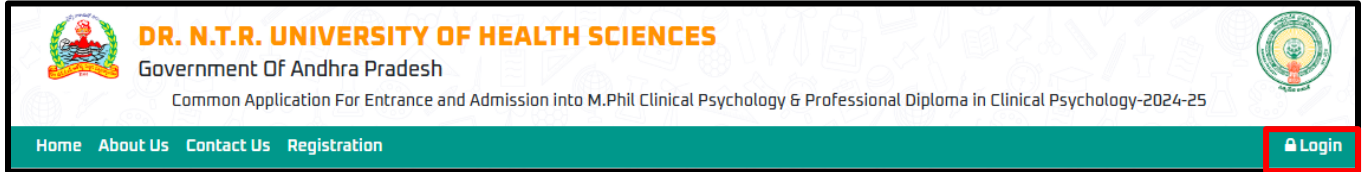


Figure 6: Login Page – Link

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

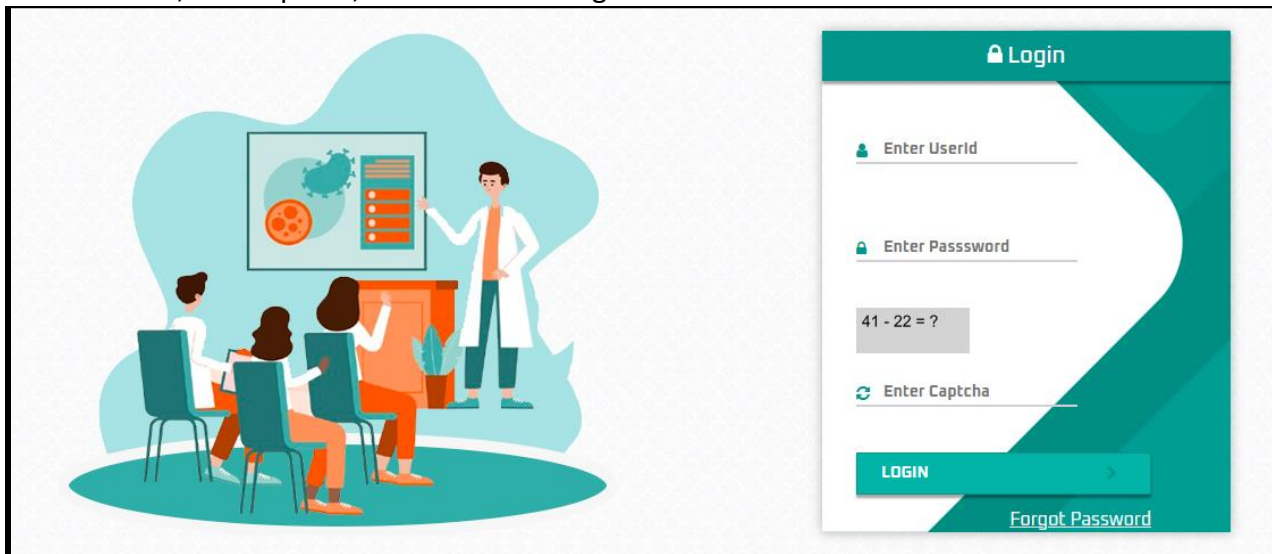


Figure 7: Login Page – Login

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:

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



The screenshot shows a web form titled 'Personal Details' with a registration ID of MP24ET17000313. The form is organized into several sections:

- Personal Details:** Includes fields for Name (As per PG Degree), Date of Birth (As per SSC), Gender, Mobile No., Alternative Mobile No., Address No., Father's Name, Social Status (Caste), Caste Certificate issued by, Caste Certificate Number, Caste Certificate issued District, and Registration ID.
- Residential Address:** Includes fields for House No./Flat No., Village/Ward Name, State, District, Mandal, Landmark, and Pin Code.
- Educational Details:** Divided into two sub-sections:
 - SSC/EQUIVALENT:** Fields for SSC Equivalent Board, SSC Equivalent Roll No./Matr. Ticker No., and Year & Month of Pass.
 - INTERMEDIATE/EQUIVALENT:** Fields for Inter Equivalent Board, Inter Equivalent Roll No./Matr. Ticker No., and Year & Month of Pass.
- BA/BSC DETAILS:** Fields for BA/BSC Course, Studied State, Studied District, College Details, Admission Year, Completion Year, UG/Integrated Degree Total Marks (Out to Final Year), UG/Integrated Degree Secured Marks (Out to Final Year), and Percentage.

A 'Save & Continue' button is located at the bottom right of the form.

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.



Region *
Osmania University

Do you want to claim "APNL" or "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) *
 Are you Claiming APNL *

Local Certificate Issued by *
--Select--

Local Status Certificate Number *
Enter Certificate Number

District Migrated *
Select District Migrated

←Back Save & Continue→

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.

Region *
Osmania University

Do you want to claim "APNL" or "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) *
 Are you Claiming APNL *

Local Certificate Issued by *
AP Meeseva

Local Status Certificate Number *
a769876

District Migrated *
Guntur

Final Region *
Andhra University

←Back Save & Continue→

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.

Region *
Osmania University

Do you want to claim "APNL" or "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) *
 Are you Claiming APNL *

Minimum 10 Years study Certificate of either of parents, if student in Andhra Pradesh Only (PDF Only / 500 KB) *
Choose File No file chosen

(or)
Current Employment Certificate of either of parents, if working in Andhra Pradesh Only (PDF Only / 500 KB) *
Choose File No file chosen

(or)
Minimum 10 Years Residence Certificate (Only Andhra Pradesh State) of either of parents (PDF Only / 500 KB) *
Choose File No file chosen

Final Region *
APNL

←Back Save & Continue→

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

Region *
Non-Local

Do you want to claim "APNL with AP Domicile"
--Select--
--Select--
Yes
No

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

Region *
Non-Local

Do you want to claim "APNL with AP Domicile"
Yes

Minimum 10 Years study Certificate of Student/either of parents, if student in Andhra Pradesh Only (PDF Only / 500 KB) *
Choose File No file chosen

(or)

Current Employment Certificate of either of parents, if working in Andhra Pradesh Only (PDF Only / 500 KB) *
Choose File No file chosen

(or)

Minimum 10 Years Residence Certificate (Only Andhra Pradesh State) of either of parents (PDF Only / 500 KB) *
Choose File No file chosen

Final Region *
APNL with AP Domicile

←Back Save & Continue→

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.

PERSONAL DETAILS				
Registration ID	10000000000000000000	Candidate Name	Praveen	 
Gender	Male	Date of Birth (DD/MM/YYYY)	20/11/1999	
Mobile No.	9888888888	Identification Number	9888888888	
Current No.	9888888888	Email ID	praveen@aponline.com	
Current Address (State)	IN			
Current Certificate Issued By	AP University	Current Certificate Status	Published	
Current Category	Open/General			

RESIDENTIAL ADDRESS			
Current Res. Flat No.	100-10	Res. Complex Name	Green Woods
State	Andhra Pradesh	District	Prakasam
Pin Code	523 108	Landmark	Green Woods

EDUCATIONAL DETAILS			
MBC (3rd) Requirement			
MBC (Regulation) Board Name	APBC (2005)	MBC (Regulation) Roll No./Flat No.	2005000000
Year of Month of Passed	2015		
MBC (3rd) (B.Sc.) Requirement			
MBC (Regulation) Board Name	APBC (2005)	MBC (Regulation) Roll No./Flat No.	2005000000
Year of Month of Passed	2015		
MBC (3rd) (B.Sc.) Details			
Course	B.Sc. in Psychology (3 years)	Examined State	Andhra Pradesh
Examined District	Prakasam	College Details	Prakasam College
Admission Year	2014	Completion Year	2015
UG Total Marks (Out of Total %)	1000	UG Scored Marks	100
Percentage %	10.00		
MBC (3rd) (B.Sc.) Details			
Course	B.Sc. in Psychology	Examined State	Andhra Pradesh
Examined District	Prakasam	College Details	Prakasam College
Admission Year	2014	Completion Year	2015
UG Total Marks (Out of Total %)	1000	UG Scored Marks	100
Percentage %	10.00		

EDUCATIONAL DETAILS (FOR LOCAL AREA/REGION VALIDATION)							
S.No	Class	Year of Study	School/College/Institute	State	Medium	Result	Upload Marksheet
1	B.Sc. in Psychology	2015	Prakasam	Andhra Pradesh	English	Pass	Yes
2	B.Sc. in Psychology	2015	Prakasam	Andhra Pradesh	English	Pass	Yes
3	B.Sc. in Psychology	2015	Prakasam	Andhra Pradesh	English	Pass	Yes
4	B.Sc. in Psychology	2015	Prakasam	Andhra Pradesh	English	Pass	Yes
5	B.Sc. in Psychology	2015	Prakasam	Andhra Pradesh	English	Pass	Yes
6	B.Sc. in Psychology	2015	Prakasam	Andhra Pradesh	English	Pass	Yes
7	B.Sc. in Psychology	2015	Prakasam	Andhra Pradesh	English	Pass	Yes
8	B.Sc. in Psychology	2015	Prakasam	Andhra Pradesh	English	Pass	Yes
9	B.Sc. in Psychology	2015	Prakasam	Andhra Pradesh	English	Pass	Yes
10	B.Sc. in Psychology	2015	Prakasam	Andhra Pradesh	English	Pass	Yes

REGION			
S.No	Center Type of Local Status	Registration per Academic Year	Registration Status
1	Yes	None/Not set	Published/Unpublished

UPLOADED DOCUMENTS	
S.No	Documents
1	Candidate Photo
2	Candidate Registration
3	MBC Certificate (3rd Marksheet)
4	Digital PG or Provisional Certificate of B.Sc. (Integrated)
5	Digital Degree or Provisional Certificate of B.Sc.
6	Study Certificate of B.Sc.
7	Study Certificate of B.Sc.
8	University marksheet of B.Sc. (Integrated) (3rd Year %)
9	University marksheet of B.Sc. (3rd Year %)
10	Tuition Fee

I hereby declare that I read the rules and regulations of the University as notified in the prospectus of the University.
 I hereby 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 fulfill all the eligibility conditions and that the PG/Integrated course applied for. In the event of any information being found false or incorrect, or being falsified or tampered with after the submission, the candidate will be liable and will be penalized as per the rules. It is also notified that I have informed the University of Health Officers as an applicant and will be solely responsible for all general consequences thereof.

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.

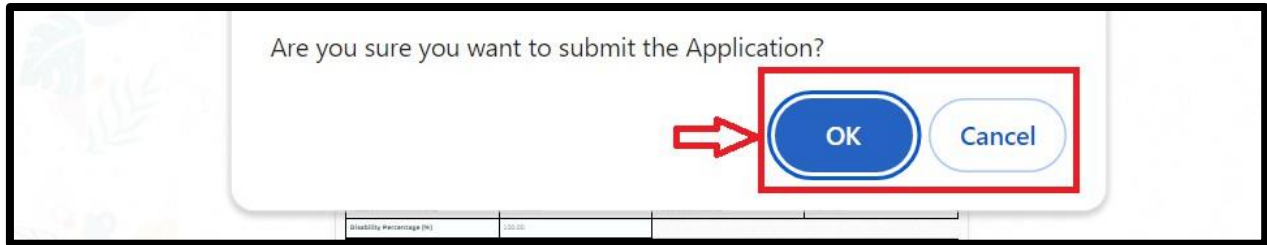


Figure 24: Application Submission – Submission Conformation

3.3 Know your Payment Status

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

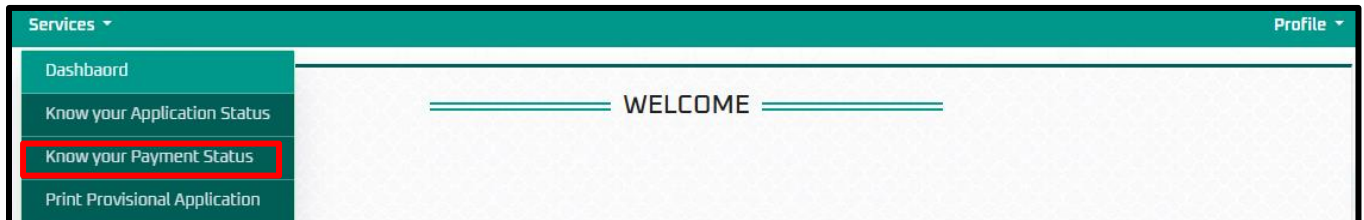


Figure 25: Know your Payment Status – Link

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.

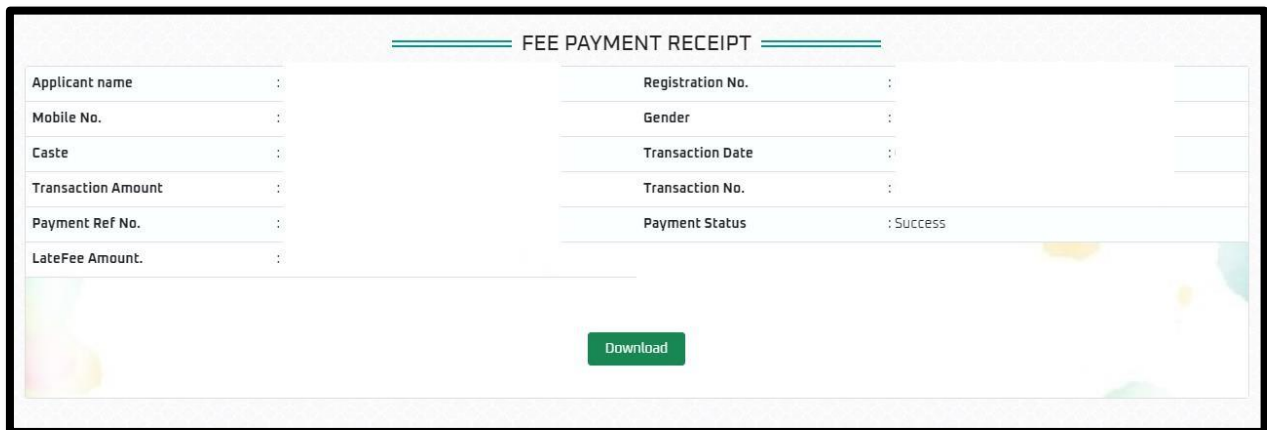


Figure 26: Know your Payment Status - Receipt



3.4 Print Provisional Application

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

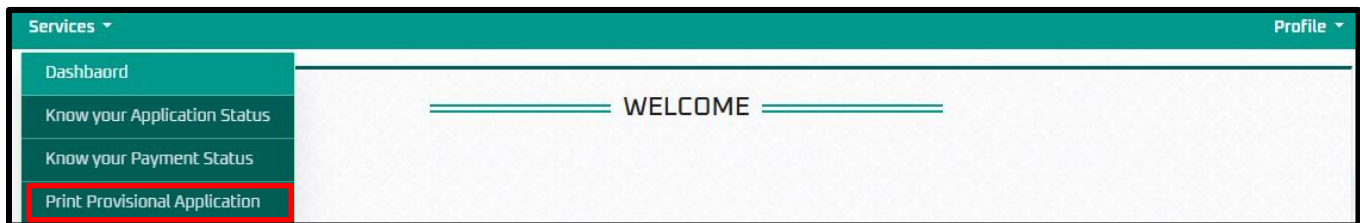


Figure 27: Print Provisional Application – Link

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.

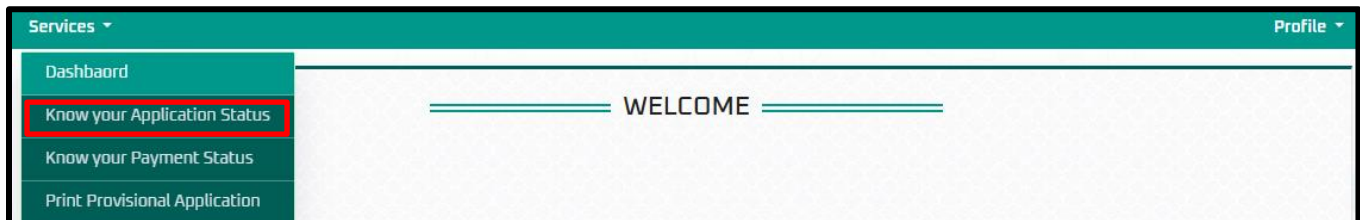


Figure 28: Know your Application Status – Link

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.



APPLICATION STATUS

Registration No.:	
Applicant Name :	Mobile No. :
Gender :	Email :
Caste :	Payment Status :
Transaction Date :	Application Status :

Figure 29: Know your Application Status - Status

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