

# **USER MANUAL FOR ONLINE REGISTRATION, CHOICE FILLING**

## **(Session 2024-25)**

- Admissions to the Neet Pre-Tib are being effected through the Online Counselling portal (<https://counselling.amuonline.ac.in>).
- All the eligible candidates are required to register online **as per notified schedule of the concerned course** on the Online portal for Counselling from places of their convenience preferably using a Laptop/Desktop.
- **Candidates who do not complete all the steps leading to completion of admission as detailed below for the course concerned as per notified schedule will be treated as candidates who are not interested in taking admission in the concerned course of study. HENCE, they will not be considered for counselling/admission to the concerned course, and their allotted seat, if any, will be CANCELLED.**
  - I. Registration
  - II. Login
  - III. (A) Document Upload (Scanned/Photo, both sides)  
(B) Exercising of Choices and its locking (wherever required)  
(C) Submission of Choices and the Uploaded documents.
  - IV. Re-submission of documents (if required) as per verifier(s) report.

**Detailed procedure for the same is described below:**

### **I. REGISTRATION**

1. All short-listed candidates (i.e. who are eligible as per NCISM criteria) are required to visit the AMU Online portal for Counselling and click on “**Register**” button (marked in Red box).

2. The candidate is required to enter the Roll Number, Application Number & Date of Birth exactly the same as per his/her Application Form/Admit Card details of the course concerned.

### Registration

Create your counselling account, if you have been shortlisted.

Roll Number

Application Number

Date of Birth

📅

3. The candidate has to sign on the declaration containing that he/she has read the counseling procedure.

Declaration

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Important: This Undertaking incorporates the Guide to Admissions together with User Manual for Online Registration, Choice Filling and Admission (as amended from time to time). The Undertaking and subsequent participation in counselling creates legally binding obligations between you and Aligarh Muslim University, Aligarh. Please take the time to read through them and make sure you understand and agree to all terms before you proceed. I, the undersigned, hereby declare that: 1. I have read and understood the following documents provided by Aligarh Muslim University: • Guide to Admissions • User Manual for Online Registration, Choice Filling and Admission 2. I understand the necessity of participating in the counselling process for the course of study in which I have been short-listed as per schedule notified by the University. 3. I acknowledge that merely uploading the required documents for each course is not sufficient; I must also submit the counselling form, along with my choices, for the concerned course to be considered for admission in the counselling process. 4. I understand that after submitting the counselling form within the stipulated time, I will receive a mail (on my email account registered at the counselling portal) containing a summary of all the documents and the choices I have submitted for the course concerned. 5. I recognize that failure to adhere to the guidelines and deadlines, including the timely submission of the counselling form and requisite documents, may affect my admission process. 6. I affirm that all the information provided by me is true to the best of my knowledge and belief. 7. By digitally signing this declaration, I agree to comply with all the terms and conditions as detailed in User Manual for Online Registration, Choice Filling and Admission and Guide to Admissions of Aligarh Muslim University for the counselling and admission process.

I agree to this declaration

OK

4. The candidate is also required to enter his/her valid email and 10 digits mobile number.

Email

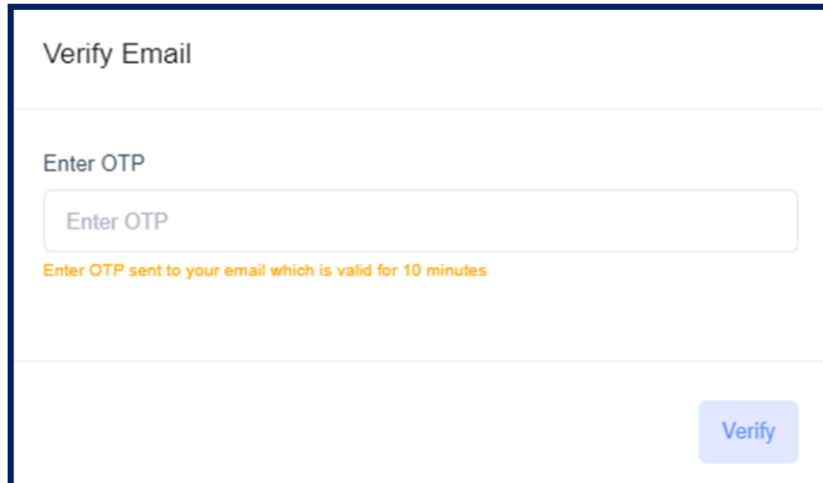
Click to verify

Mobile

Click to verify

Enter your 10 digits mobile number without +91

Upon pressing the “Click to verify” button, it will prompt for the OTP sent on the provided email. Fill up the OTP received on the provided email. This will validate the candidate's email account.



Verify Email

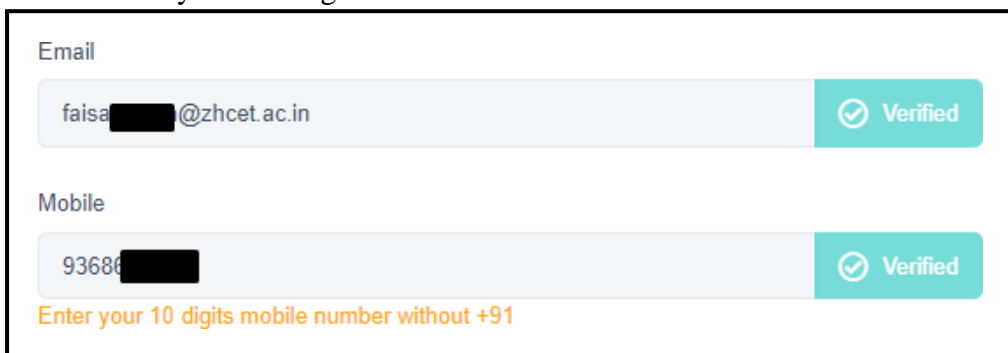
Enter OTP

Enter OTP

Enter OTP sent to your email which is valid for 10 minutes

Verify

In a similar fashion, the candidate will also be required to enter his/her mobile number and validate the same by submitting the OTP received on the Mobile Number.



Email

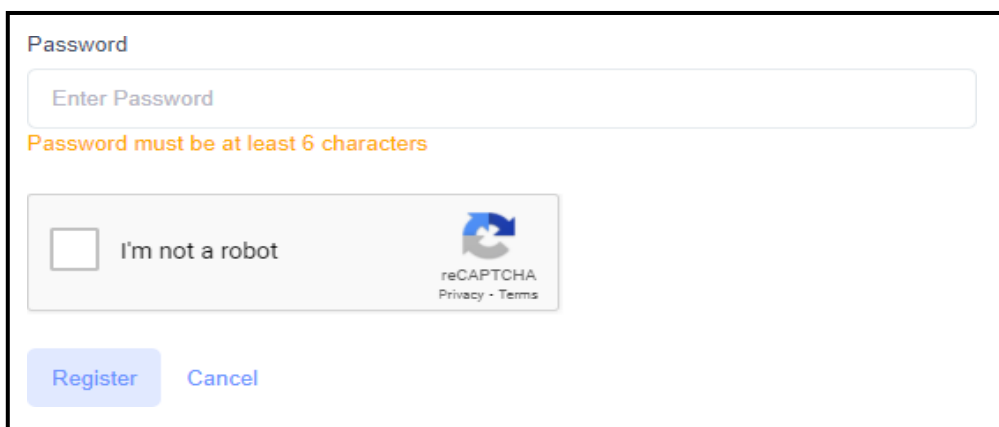
faisa [redacted]@zhcet.ac.in Verified

Mobile

9368 [redacted] Verified

Enter your 10 digits mobile number without +91

5. The candidate is required to enter a Password of his/her choice, as per the **password policy** shown during the Registration process and reconfirm it.



Password

Enter Password

Password must be at least 6 characters

I'm not a robot reCAPTCHA Privacy - Terms

Register Cancel

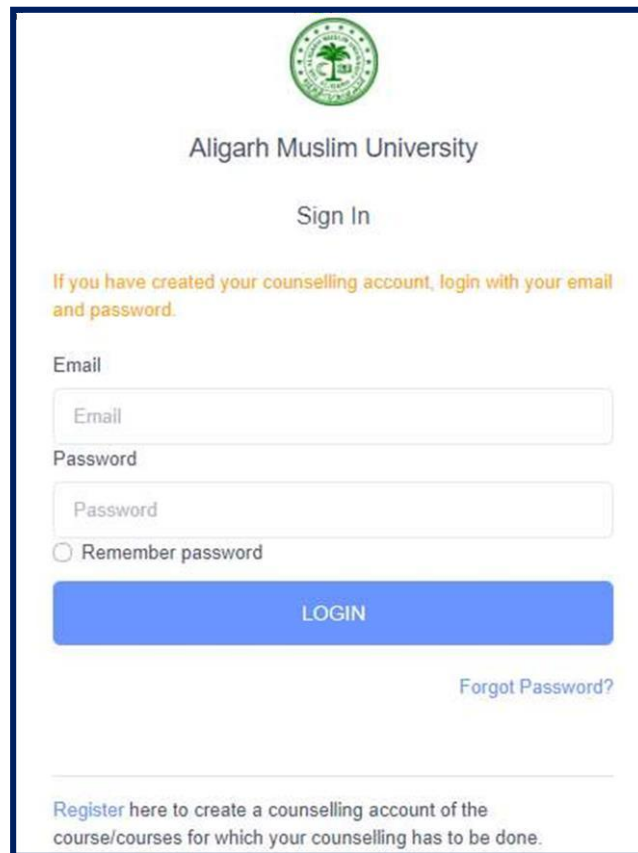
6. The candidate is then required to check the CAPTCHA and press “**Register**” button to complete the Registration process.

**Note:**

- (a) Candidate should remember his/her password for continuation of the remaining process of login, document upload, choice filling (wherever required) and its submission and completion of admission, if offered. This password or changed password (if any carried out by the candidate) must be remembered till the completion of admission process. The University will not be responsible for any consequences arising out of forgotten password/misuse of password.*
  - (b) Candidate whose name does not figure in the Display Lists of the concerned course is not permitted to Register for the course concerned.*
- .

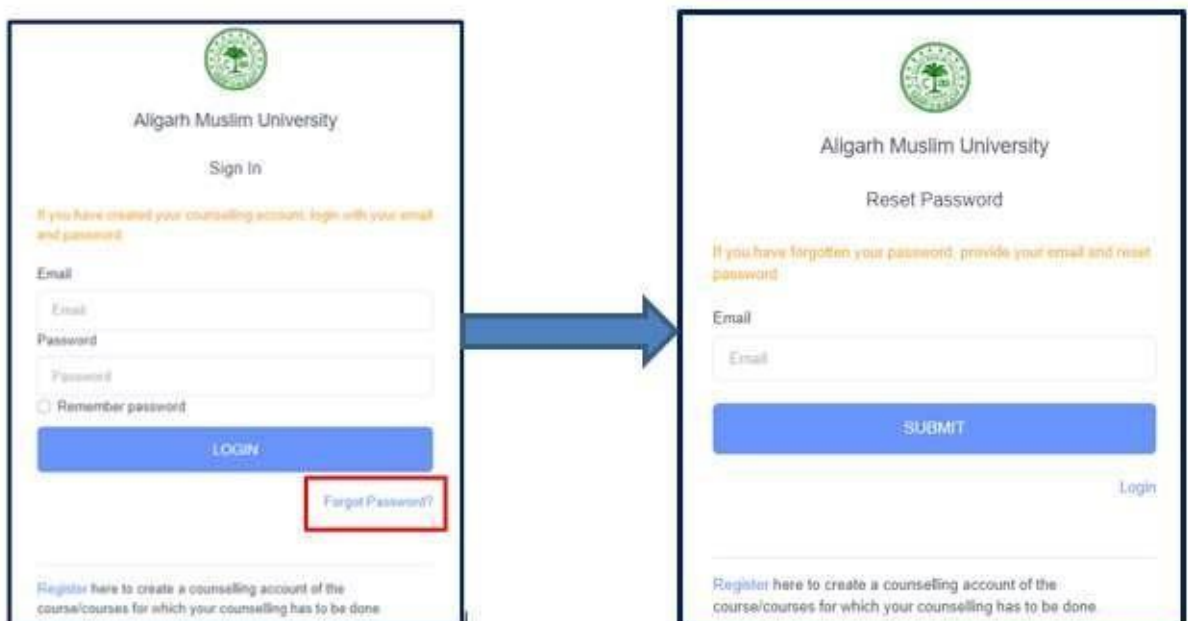
## II. LOGIN

7. After registration and subsequent verification of email and mobile number submitted by the candidate, the candidate can “**Login**” using his/her email and password.



The screenshot shows the 'Sign In' page for Aligarh Muslim University. At the top center is the university's logo. Below it, the text 'Aligarh Muslim University' and 'Sign In' are displayed. A yellow instruction reads: 'If you have created your counselling account, login with your email and password.' There are two input fields: 'Email' and 'Password'. Below the 'Password' field is a radio button labeled 'Remember password'. A large blue button labeled 'LOGIN' is positioned below the input fields. To the right of the 'LOGIN' button is a link labeled 'Forgot Password?'. At the bottom of the page, there is a link that says 'Register here to create a counselling account of the course/courses for which your counselling has to be done.'

8. In case, a candidate has forgotten his/her password, he /she can reset the same by clicking on the “Forgot Password” link.

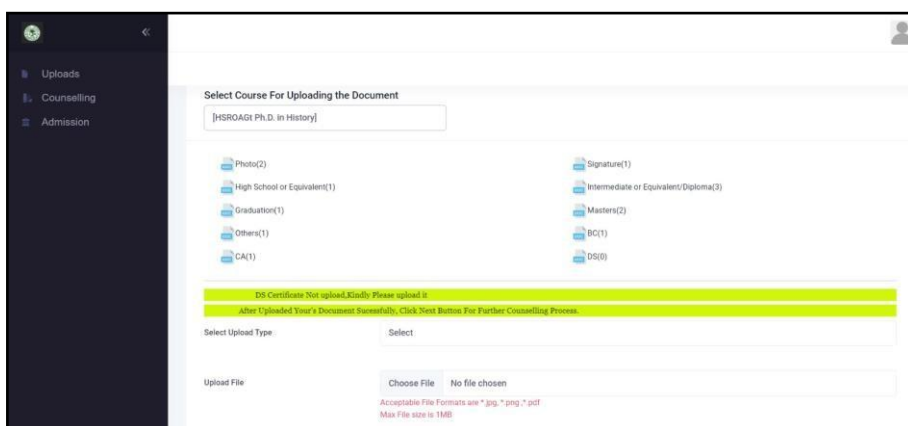
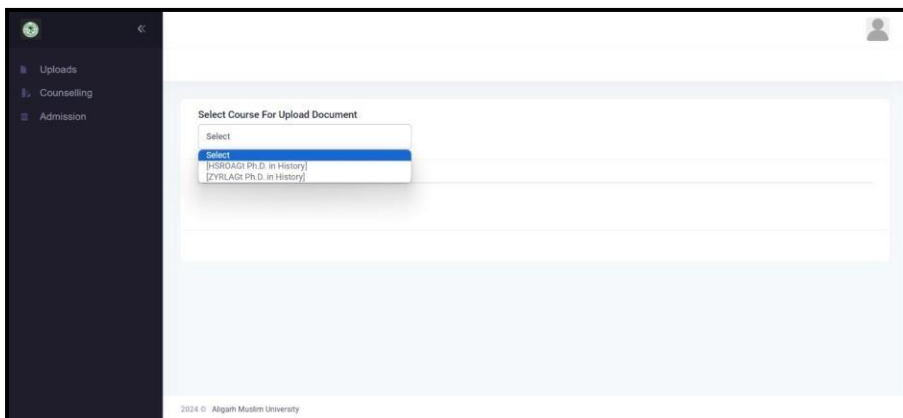


The diagram illustrates the process of resetting a password. It consists of two screenshots connected by a blue arrow pointing from left to right. The left screenshot is the 'Sign In' page, identical to the one above, but with a red box highlighting the 'Forgot Password?' link. The right screenshot is the 'Reset Password' page. It features the same university logo and text at the top. A yellow instruction reads: 'If you have forgotten your password, provide your email and reset password.' There is a single 'Email' input field. Below it is a large blue button labeled 'SUBMIT'. A 'Login' link is visible at the bottom right. At the bottom of the page, the same registration link is present: 'Register here to create a counselling account of the course/courses for which your counselling has to be done.'

9. The candidate would be required to enter his/her email, and an OTP/Password Reset link would be sent to his/her registered email.

## (A) UPLOADING OF DOCUMENTS

9. After successful login, the screen “Uploads” for uploading of documents is visible before the candidate. The candidate has to select the course from the drop-down for which he/she is uploading the documents (Here You select NEET PRE-TIB. Documents are to be uploaded within the stipulated duration as mentioned in the counselling schedule.



10. Candidate is **MANDATORILY** required to Upload the following **colour scanned copies (both sides, if back side is not blank)** of his/her documents as given below.
- Class X/High School Certificate or Equivalent in support of date of birth.
  - Mark sheet of all examinations passed up to the Qualifying Examination for the concerned course of study.(Fazil Certificate and Mark sheet or Equivalent as per NCISM Norm)
  - Mark sheet of Qualifying Examination for the concerned course of study.
  - Category Certificates, if applicable.
11. The candidate may also Upload the following **color scanned copies (both sides)** of his/her documents as given below.
- Migration Certificate
  - Mark sheets of other examinations passed, if any.
  - No-objection Certificate/Leave Sanction Order, if applicable.
  - The permissible file formats for uploading photos and signatures are: jpg, jpeg, bmp, etc., while permissible formats for uploading documents are: pdf, jpg, jpeg etc.

12. To upload a document, the procedure is as follows:

The screenshot shows a web interface titled "Uploads". At the top, there is a section for "Uploaded Documents" which lists six items: "Photo", "High School or Equivalent", "Graduation", "Signature", "Intermediate or Equivalent/Diploma", and "Masters". Each item has a red document icon and a yellow circular button with a right-pointing arrow. Below this list is a "Select Upload Type" dropdown menu currently showing "Select". Underneath is an "Upload File" section with a "Choose File" button and the text "No file chosen". At the bottom of the form are two buttons: a green "Upload" button and a grey "Reset" button.

Step 1: Upon clicking on “select” field, a dropdown will appear, select the relevant nomenclature of the document you may wish to upload

This close-up shows the "Select Upload Type" dropdown menu. The menu is open, showing the "Select" option at the top. Below it, the "Upload File" section with the "Choose File" button and "No file chosen" text is visible. The "Upload" and "Reset" buttons are also visible at the bottom.

This close-up shows the dropdown menu with the "Photo" option selected and highlighted in blue. The other options visible are "Select", "Signature", "High School or Equivalent", "Intermediate or Equivalent/Diploma", "Graduation", and "Masters". The "Upload" and "Reset" buttons are visible at the bottom.

Step 2: Specify the name of the document to be uploaded

The screenshot shows a form titled "Uploaded Documents". At the top, there is a grid of document categories, each with a red document icon and a yellow circular button with a right-pointing arrow. The categories are: Photo, High School or Equivalent, Graduation, Others, Signature, Intermediate or Equivalent/Diploma, Masters, and Special Category. Below this grid is a dropdown menu labeled "Select Upload Type" with "Graduation" selected. Underneath is a text input field labeled "Name of the document" with the placeholder text "Example: High School Marksheet". Below the text field is a button labeled "Choose File" and the text "No file chosen". At the bottom, there is a note: "Acceptable File Formats are \*.jpg, \*.png, \*.gif, \*.pdf. Max file size is 2MB".

Step 3: Click on the “Choose file” button and browse the location where the file to be uploaded is saved.

This screenshot is a close-up of the "Upload File" section. The "Select Upload Type" dropdown is set to "Photo". The "Choose File" button is highlighted with a red rectangular box. The text "No file chosen" is visible next to the button.

Step 4: Upon browsing the file location, click on the “upload” icon to upload the desired document.

This screenshot shows the "Upload File" section with the "Choose File" button. Below the file selection area, there are two buttons: a green "Upload" button and a grey "Reset" button. The "Upload" button is highlighted with a red rectangular box.

Step 5: One may use the “Reset” Button if the candidate desires to cancel the upload of any document, if in case any wrong “upload type” or file is selected.

This screenshot shows the bottom of the form. The "Upload" button is green and the "Reset" button is grey. Both buttons are highlighted with red rectangular boxes. To the right of the "Reset" button is a purple "Next" button with a right-pointing arrow.



Step 6: Once a document is uploaded, the counter will depict the number of documents uploaded under each section.



Step 7: For confirmation, the candidate may click on the relevant field under uploaded documents to verify whether the document is uploaded correctly or not. One may also use the “Bin” icon to delete any document/photograph/signature, if uploaded incorrectly.

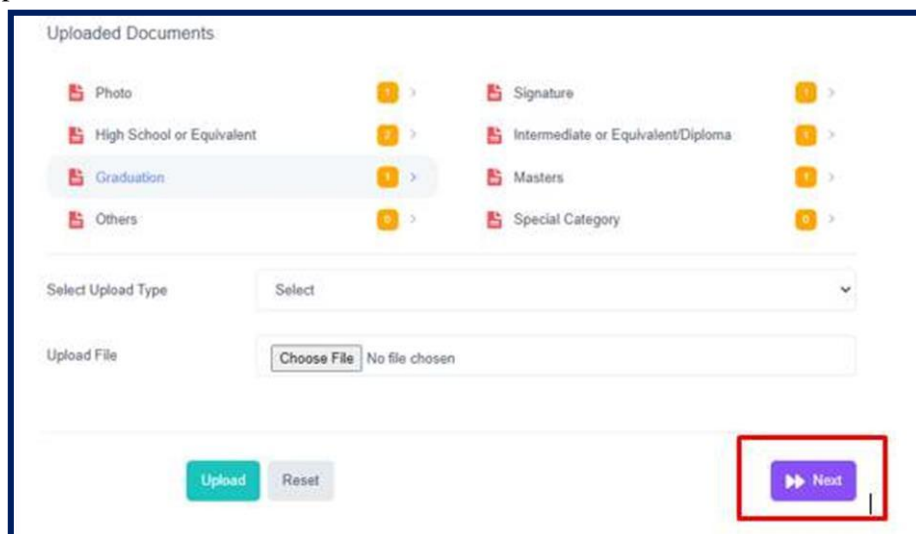


Step 8: Repeat the above steps to upload all the relevant documents.

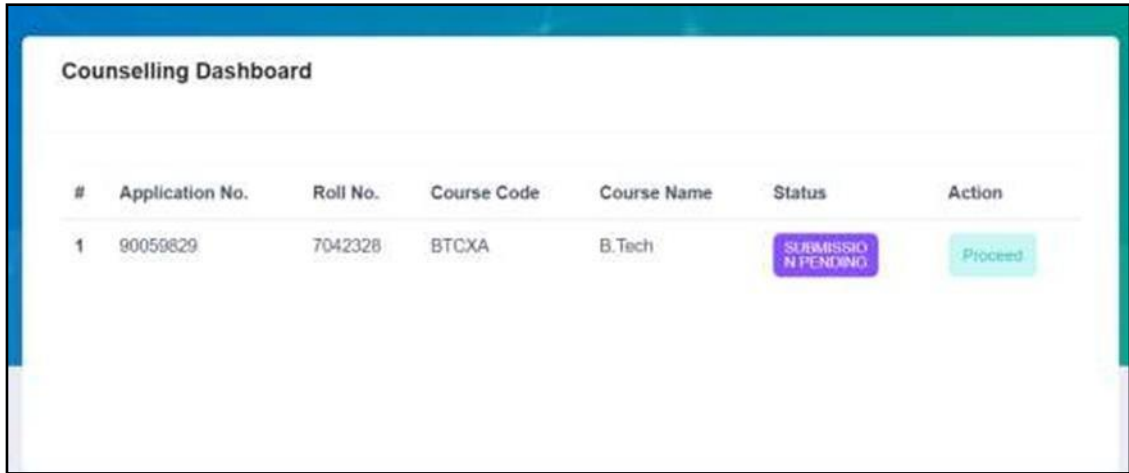
**Note: In document uploads, multiple documents under single field may be uploaded. However, in case of photograph and signature only one each is allowed.**

(e.g. mark sheets of all semesters/year of graduation may be uploaded one after the other under Graduation tab and may be named as MS1, MS2, MS3, MS4 etc.)

13. Once the candidate has uploaded all the relevant documents required, he/she may click on the “Next” Button to proceed further.

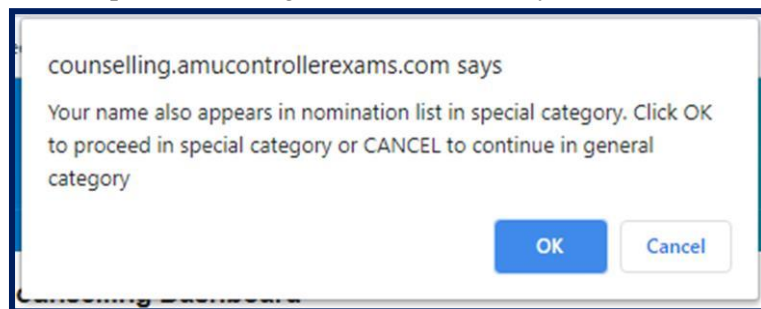


14. After navigating to the next screen, i.e. the “Counselling Dashboard”, the candidate would be shown his/her credentials (details of the course in which his/her name is listed) as available in the database.

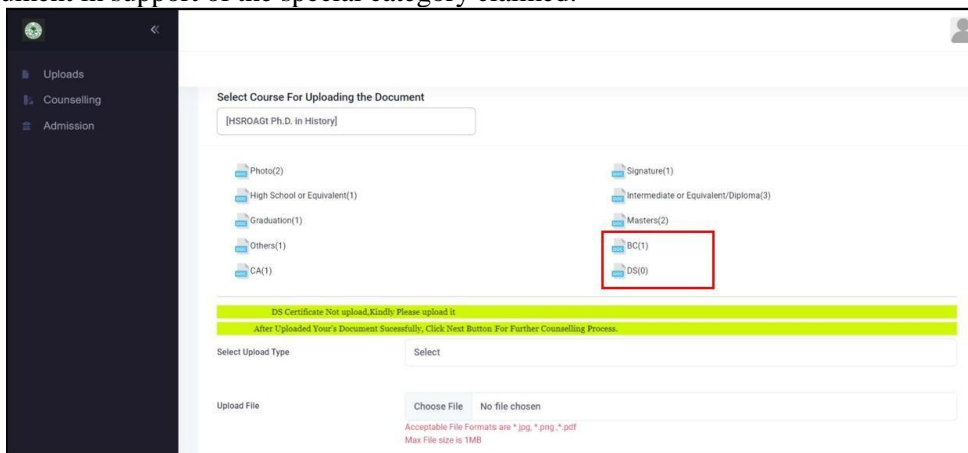


#	Application No.	Roll No.	Course Code	Course Name	Status	Action
1	90059829	7042328	BTCXA	B.Tech	SUBMISSION PENDING	Proceed

15. Use “Proceed” button against the course for which the candidate desires to complete counselling formalities. Here the initial status shows that submission is still pending.
16. Once the proceed button is clicked the pop-up dialogue box may show **“Your name also appears in nomination list in special category. Click OK to proceed in special category or CANCEL to continue in general category”**,
17. If the candidate wishes to proceed in the general list he/she may click the cancel button to continue.



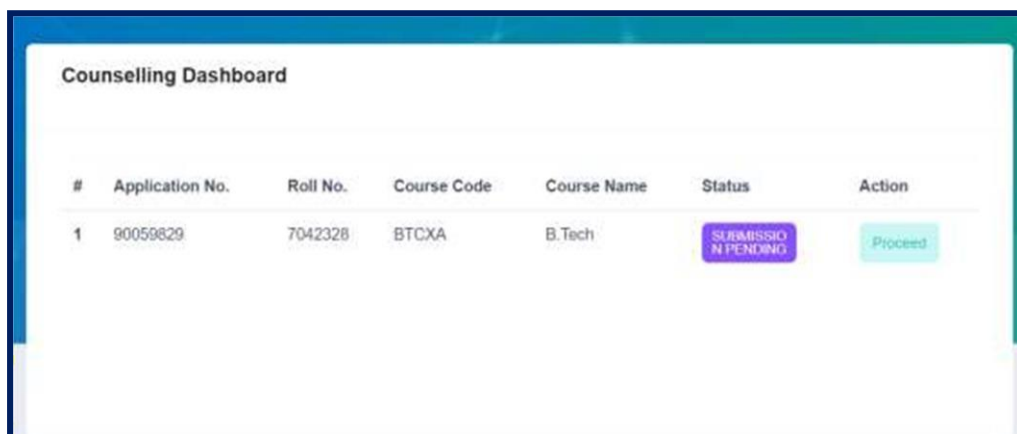
18. However, if the candidate desires to opt for nomination in any special category, he/she may click on “OK” button. This will again navigate the candidate to document upload page, where he/she is required to upload the document in support of the special category claimed.



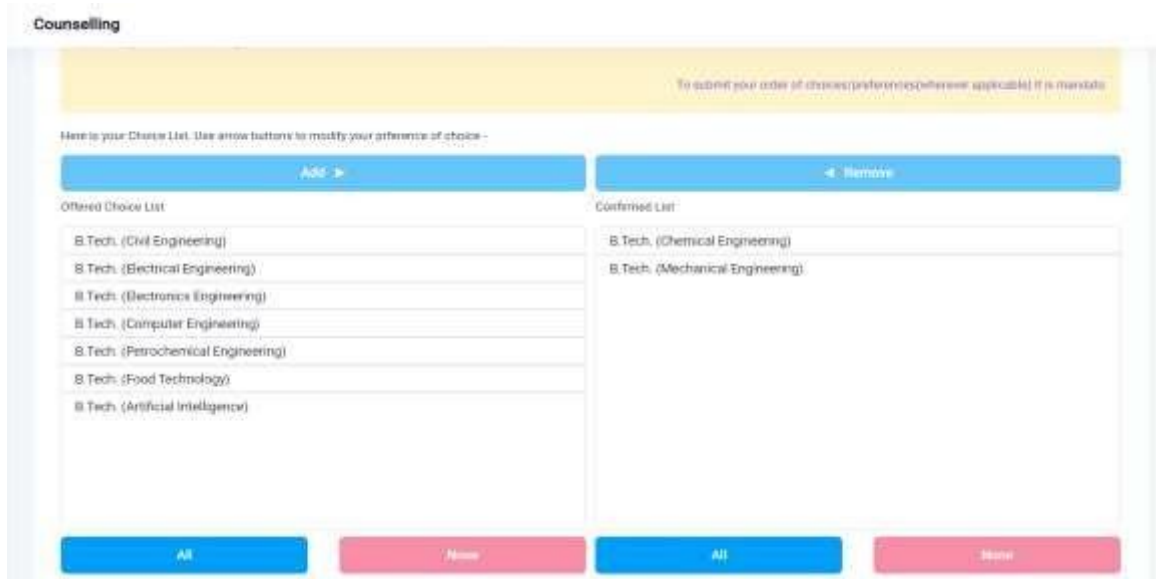
**(B) FILLING & GIVING PREFERENCE FOR CHOICES (WHEREVER APPLICABLE)**

19. For filling of choices, the candidate is required to press the “**Proceed**” button
20. The available course specific choices (wherever applicable) based on the candidate’s application will also be displayed. Candidate will be required to indicate his/her **order of preference** for the choices from amongst those listed under the concerned course of study. The candidate can modify/change the order of preference as many times as required during the Choice Filling period.

The “proceed” icon against a course is active only as per the schedule of the counselling dates.



21. The preference order of choices may be done by selecting a particular choice from the Offered Choice List (available Choices) and pressing the “Add” button so that it gets added to the Confirmed List. The candidate may remove any choice from the Confirmed List in a similar way by selecting that choice and pressing the “Remove” button.



22. The candidate should select and add only those choices in which he/she is interested from the available choices applicable for the concerned course in “Order of Preference”. First being the most preferred choice and last being the least preferred choice.
23. the candidate has to also give an undertaking that the documents uploaded by him/her are genuine and if at any stage any document is found to be forged/tampered, the admission of the candidate will be cancelled

and it will be the sole responsibility of the candidate. Further, the University will be free to take any legal action against him/her as per law.

### (C) SUBMISSION

25. The candidate is required to finally click on the submit button for final submission of documents and choices for subsequent verification. **Once submission is done successfully the status against the course concerned on the Counselling Dashboard will change from “Submission Pending” to “Submitted”.**

Counselling Dashboard						
#	Application No.	Roll No.	Course Code	Course Name	Status	Action
1	90059829	7042328	BTCXA	B.Tech	SUBMITTED	Modify

26. The candidate may modify the submitted choices within the time duration given for uploading of documents and filling of choices in the counselling schedule by pressing the “**Modify**” button and repeating the whole process of submission. Every time the candidate opts for modification, its mandatory to click the submit button else the last submitted order of preference will be retained.
27. A candidate who does not submit the choices/undertaking as per notified schedule will be treated as candidate who is not interested in taking admission in the concerned course of study and will therefore not be considered for counselling/admission to the concerned course of study.
28. If a candidate logs in after expiry of the time for choice filling, then the choices cannot be submitted , and if already submitted, then the same cannot be modified or altered.

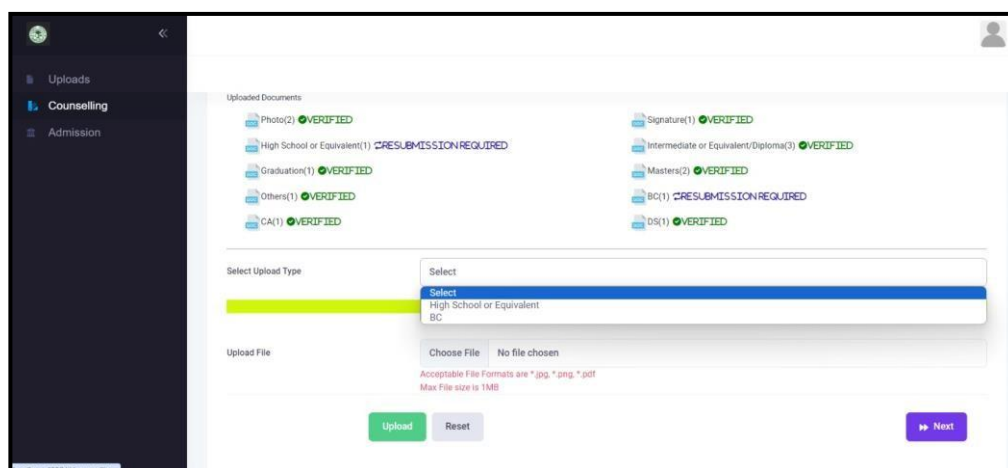
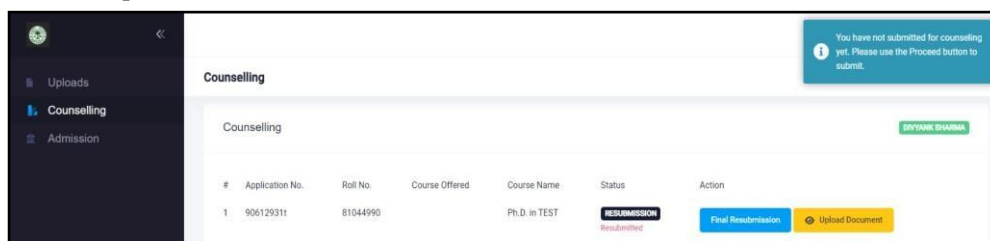
### VERIFICATION OF DOCUMENTS

29. The uploaded Documents will be verified ONLINE by the Verifying Officers.
30. During online verification, the Verifying Officer may either find the candidate eligible for provisional admission based on the provisional documents submitted by the candidate or alternatively find the candidate ineligible on account of not fulfilling the eligibility criteria of the course concerned as per uploaded documents or due to non-uploading of the relevant documents by the candidate,

31. The status of the candidate with regard to the verification of documents will be visible to the candidate in their login account on the Counselling-cum-Admission portal.
32. Candidates whose documents are not accepted by the Verifying Officer will not be considered for counselling/admission to the concerned course of study.

#### IV. **RE-SUBMISSION WINDOW (AS PER VERIFIER(S) REPORT)**

33. The candidates will be given a resubmission window as per notified schedule if the verification report is adverse. During this period the candidate has to upload and submit the rejected documents again as per the objections raised by the verifier. Resubmission is to be only against the documents which shows “Resubmission Required”.



34. The re-submitted documents will be scrutinized again by the verifier and admission coordinator. Candidates whose documents are not accepted by the Verifying Officer /Admission Coordinator will not be considered for counselling/admission to the concerned course of study and no further correspondence in this matter will be considered.