

# **USER MANUAL FOR ONLINE REGISTRATION, CHOICE FILLING AND ADMISSION (Session 2021-22)**

- In view of COVID-19 pandemic, the Aligarh Muslim University has decided to implement Online Counselling/Admission for admissions.
- All the eligible candidates who figure in the **Select/Chance Memo/Nomination Lists** are required to register online **as per notified schedule of the concerned course** on the Online portal for Counselling and Admission (<https://counselling.amuonline.ac.in>) 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.**
  1. Registration
  2. Login
  3. Document Upload (Scanned/Photo, both sides)
  4. Choice Filling and locking (wherever required)
  5. Submission of the Uploaded documents.
  6. Payment of requisite Admission Fee, if offered admission.

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

## **REGISTRATION**

1. All short-listed candidates (i.e. who figure in the Select/Chance Memo/Nomination Lists of the concerned course) are required to visit the AMU Online portal for Counselling and Admission and click on “**Register**” button (marked in Red box).

Aligarh Muslim University

Sign In

If you have created your counselling account, login with your email and password.

Email

Email

Password

Password

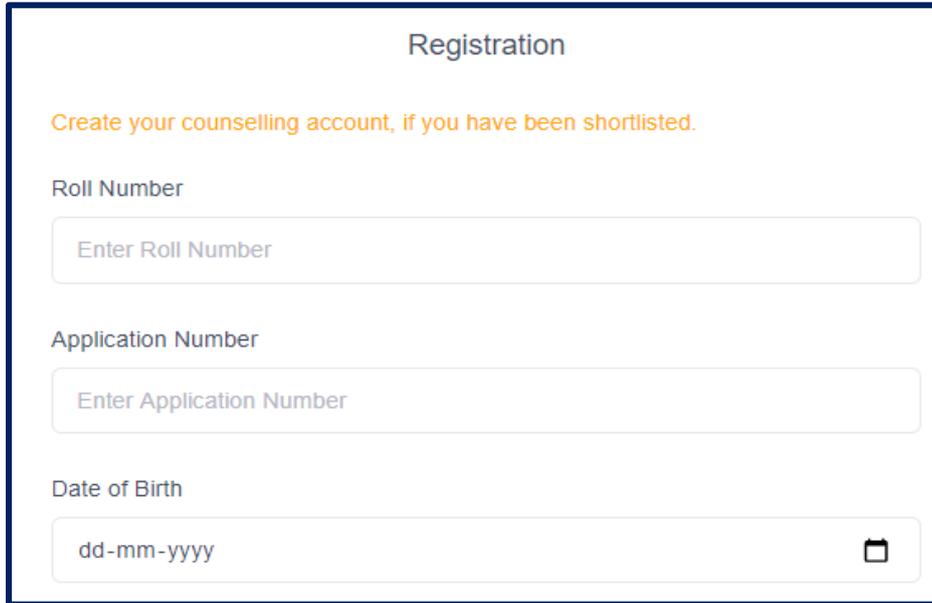
Remember password

LOGIN

[Forgot Password?](#)

[Register](#) here to create a counselling account of the course/courses for which your counselling has to be done.

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.



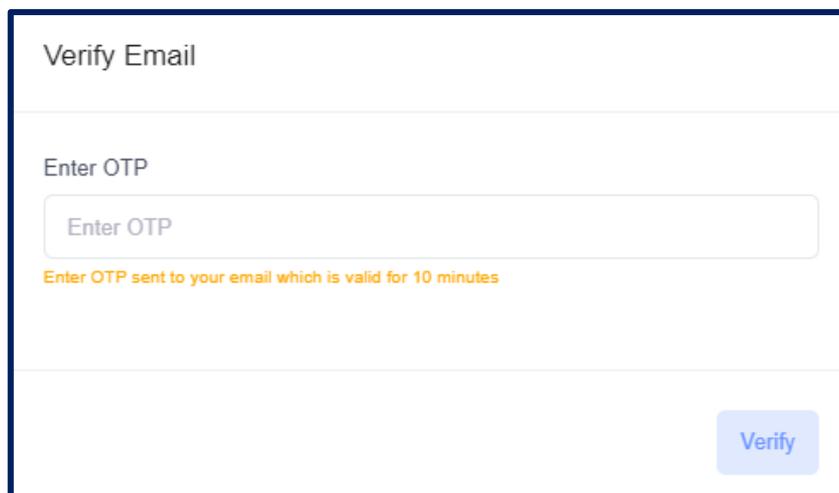
The screenshot shows a registration form titled "Registration". At the top, it says "Create your counselling account, if you have been shortlisted." Below this, there are three input fields: "Roll Number" with a placeholder "Enter Roll Number", "Application Number" with a placeholder "Enter Application Number", and "Date of Birth" with a placeholder "dd-mm-yyyy" and a calendar icon on the right.

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



The screenshot shows a form for email and mobile verification. It has two sections: "Email" and "Mobile". Each section has an input field with a placeholder "Enter Email" or "Enter Mobile" and a "Click to verify" button to the right. Below the "Mobile" section, there is a note: "Enter your 10 digits mobile number without +91".

Upon Clicking on the “verify button”, it will prompt for the OTP sent on the provided email. Fill up the OTP recieved on the provided email. This will validate the email account of the candidate.



The screenshot shows a "Verify Email" form. It has a title "Verify Email" and a section "Enter OTP" with a placeholder "Enter OTP". Below this, there is a note: "Enter OTP sent to your email which is valid for 10 minutes". At the bottom right, there is a "Verify" button.

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.

The screenshot shows a registration form with two fields: 'Email' and 'Mobile'. The email field contains 'faisa [redacted]@zhcet.ac.in' and has a green 'Verified' button with a checkmark. The mobile field contains '9368 [redacted]' and also has a green 'Verified' button with a checkmark. Below the mobile field, there is a text prompt: 'Enter your 10 digits mobile number without +91'.

4. 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.

The screenshot shows a password registration form. It has a 'Password' label and a text input field with the placeholder 'Enter Password'. Below the input field, there is a text prompt: 'Password must be at least 6 characters'. Below this, there is a CAPTCHA section with a checkbox labeled 'I'm not a robot' and a reCAPTCHA logo with 'reCAPTCHA Privacy - Terms' text. At the bottom, there are two buttons: 'Register' and 'Cancel'.

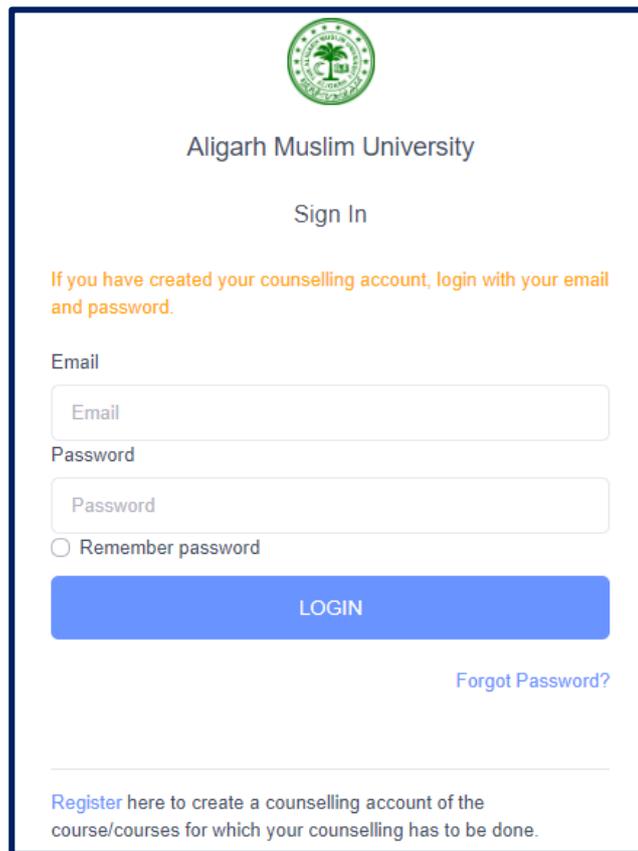
5. The candidate is then required to check the CAPTCHA and press “**Register**” button to complete the Registration process.

**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 Select/Chance Memo/Nomination Lists of the concerned course is not permitted to Register for the course concerned.*
- (c) *Candidate whose name figures in the Select/Chance Memo/Nomination Lists of more than one course of study need not Register separately for each course of study. Such candidates can Login through their already Registered account for all courses of study where they have been short-listed for counselling/admission.*

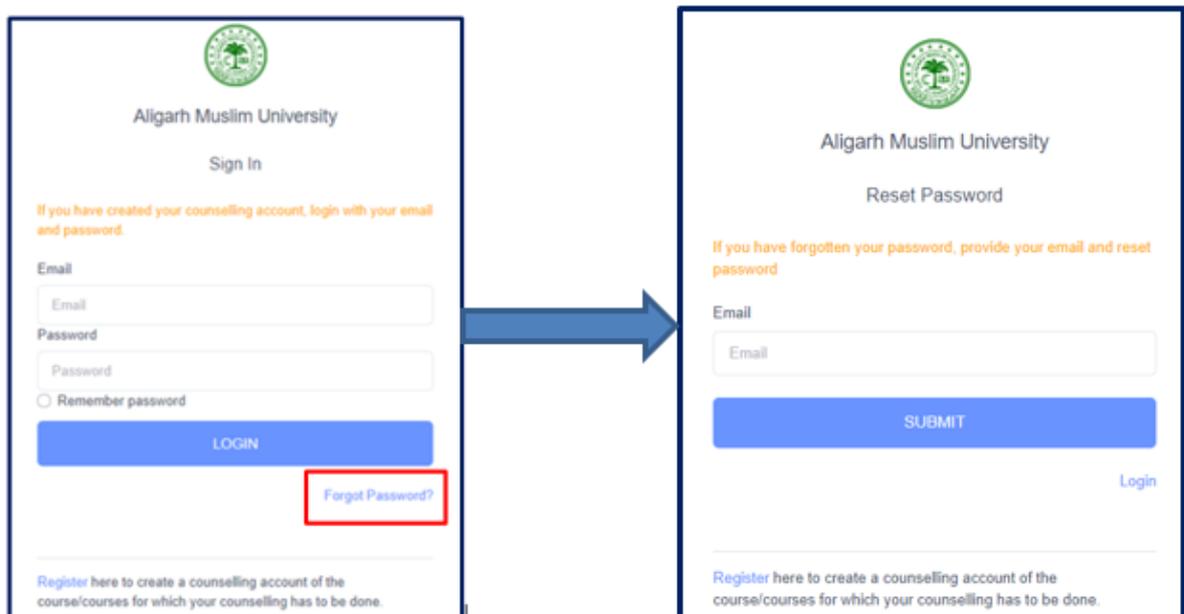
## LOGIN

- 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 is the university's logo. Below it, the text 'Aligarh Muslim University' and 'Sign In' are centered. A message in orange text 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.'

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

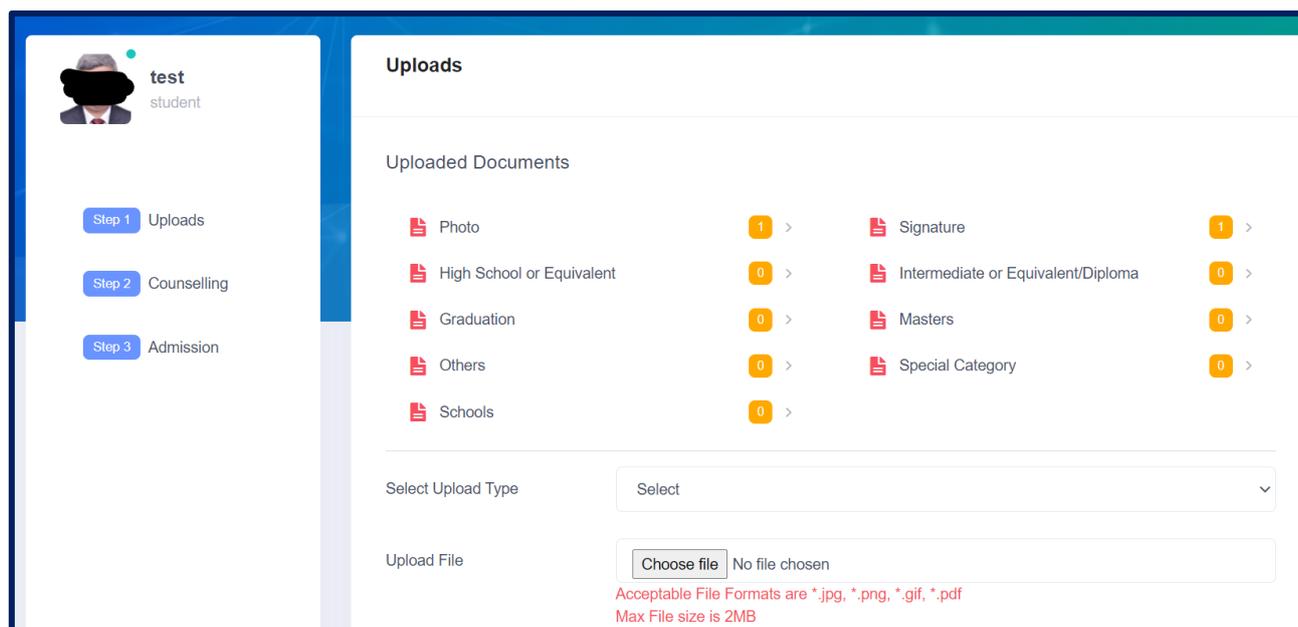


The diagram illustrates the process of resetting a password. On the left is the 'Sign In' page, which is identical to the one shown in the previous screenshot. A red box highlights the 'Forgot Password?' link. A large blue arrow points from this link to the 'Reset Password' page on the right. The 'Reset Password' page features the university logo, the text 'Aligarh Muslim University', and the heading 'Reset Password'. A message in orange text reads: 'If you have forgotten your password, provide your email and reset password.' There is an 'Email' input field and a large blue button labeled 'SUBMIT'. A 'Login' link is located at the bottom right of the page. At the bottom, 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.'

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

## UPLOADING OF DOCUMENTS

9. After successful login, the screen “Uploads” for uploading of documents is visible before the candidate



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 in support of date of birth.
- Mark sheet of all examinations passed up to the Qualifying Examination for the concerned course of study.
- Mark sheet(s) (all semesters/parts/transcript) of Qualifying Examination for the concerned course of study.
- Special Category Certificates, if applicable.

**Explanation:**

- A candidate short-listed for a Post-Graduate (PG) level course like MBA will be required to submit all mark sheets up to Graduation (i.e. X, XII or equivalent & Graduation). Similarly, a candidate short-listed for a Under-Graduate (UG) level course like B.A. will be required to submit all mark sheets up to Class XII (i.e. X & XII).
- A Candidate who has been short-listed for counselling/admission to a course of study under Special Category as claimed by him/her will have to upload relevant documents justifying his claim in the concerned category, failing which he/she will not be considered for admission under the Special Category concerned.

11. Candidate may also Upload the following **colour 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.
- Any other relevant Document (e.g. GATE Certificate for admission to M.Tech. Programme)
- The permissible file format for uploading photo and signature are: jpg, jpeg, bmp, etc., while permissible format for uploading documents are: pdf, jpg, jpeg etc.

12. To upload a document, the procedure is as under.

**Uploads**

Uploaded Documents

Photo	0 >	Signature	0 >
High School or Equivalent	0 >	Intermediate or Equivalent/Diploma	0 >
Graduation	0 >	Masters	0 >

Select Upload Type

Upload File  No file chosen

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

Select Upload Type

Upload File  No file chosen

Select Upload Type

- Select
- Photo**
- Signature
- High School or Equivalent
- Intermediate or Equivalent/Diploma
- Graduation
- Masters

Upload File

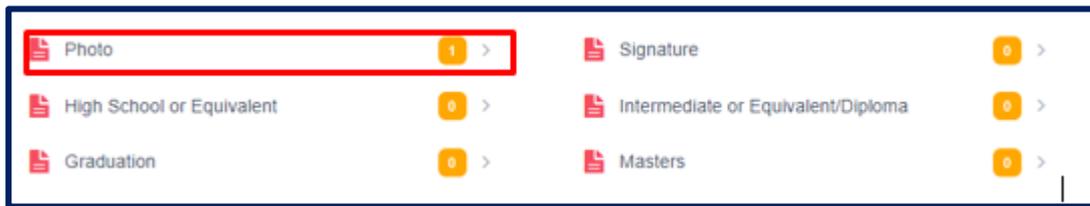
Step 2: Specify the name of the document to be uploaded (e.g. Marksheet-Ist Semester).

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

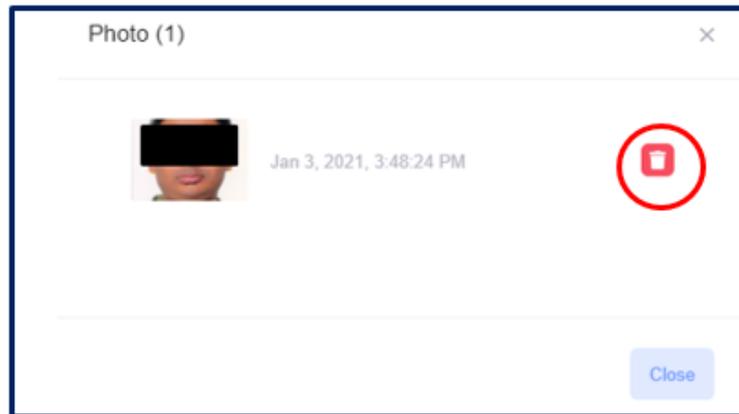
Step 4: Upon browsing the file location, click on the “upload” icon to upload the desired document.

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.

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.

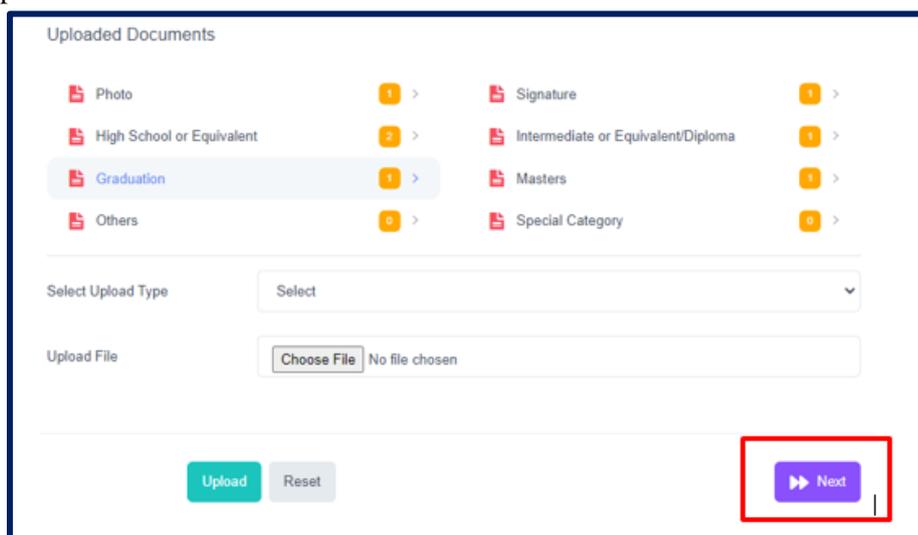


Step 8: Repeat the above steps to upload all the relevant documents.

**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.)

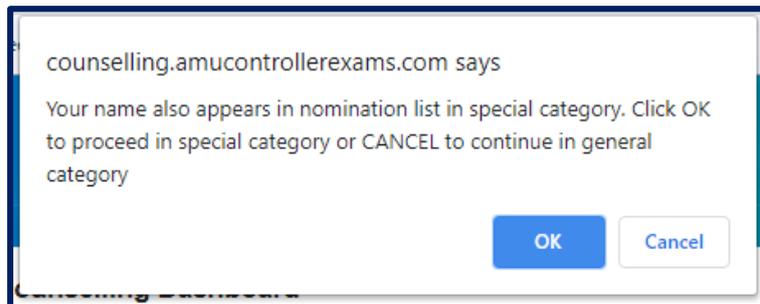
13. Once the candidate has uploaded all the relevant documents required, he/she may click on the “Next” Button to proceed further.



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 there in select/chance memo/nomination list) as available in the database of the University.

Counselling Dashboard						
#	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/Admission formalities. Here the status shows that submission is still pending. **Once submission is done successfully the status will change to “Submitted”.**
16. Once the proceed button is clicked the pop-up dialogue box shows *“Your name also appears in nomination list in special category. Click OK to proceed in special category or CANCEL to continue in general category”*, If the candidate wishes to proceed in the general list he/she may click the cancel button to continue.



17. 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.

**Uploaded Documents**

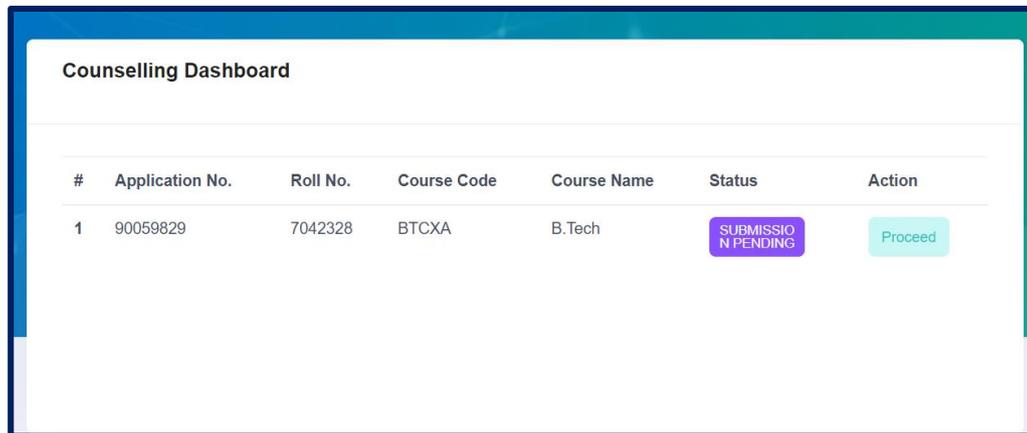
<p> Photo <span style="float: right; border: 1px solid orange; border-radius: 50%; padding: 2px;">1</span> &gt;</p> <p> High School or Equivalent <span style="float: right; border: 1px solid orange; border-radius: 50%; padding: 2px;">2</span> &gt;</p> <p> Graduation <span style="float: right; border: 1px solid orange; border-radius: 50%; padding: 2px;">1</span> &gt;</p> <p> Others <span style="float: right; border: 1px solid orange; border-radius: 50%; padding: 2px;">0</span> &gt;</p>	<p> Signature <span style="float: right; border: 1px solid orange; border-radius: 50%; padding: 2px;">1</span> &gt;</p> <p> Intermediate or Equivalent/Diploma <span style="float: right; border: 1px solid orange; border-radius: 50%; padding: 2px;">1</span> &gt;</p> <p> Masters <span style="float: right; border: 1px solid orange; border-radius: 50%; padding: 2px;">1</span> &gt;</p> <p style="border: 2px solid red; padding: 2px;"> Special Category <span style="float: right; border: 1px solid orange; border-radius: 50%; padding: 2px;">0</span> &gt;</p>
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Select Upload Type Select ▼

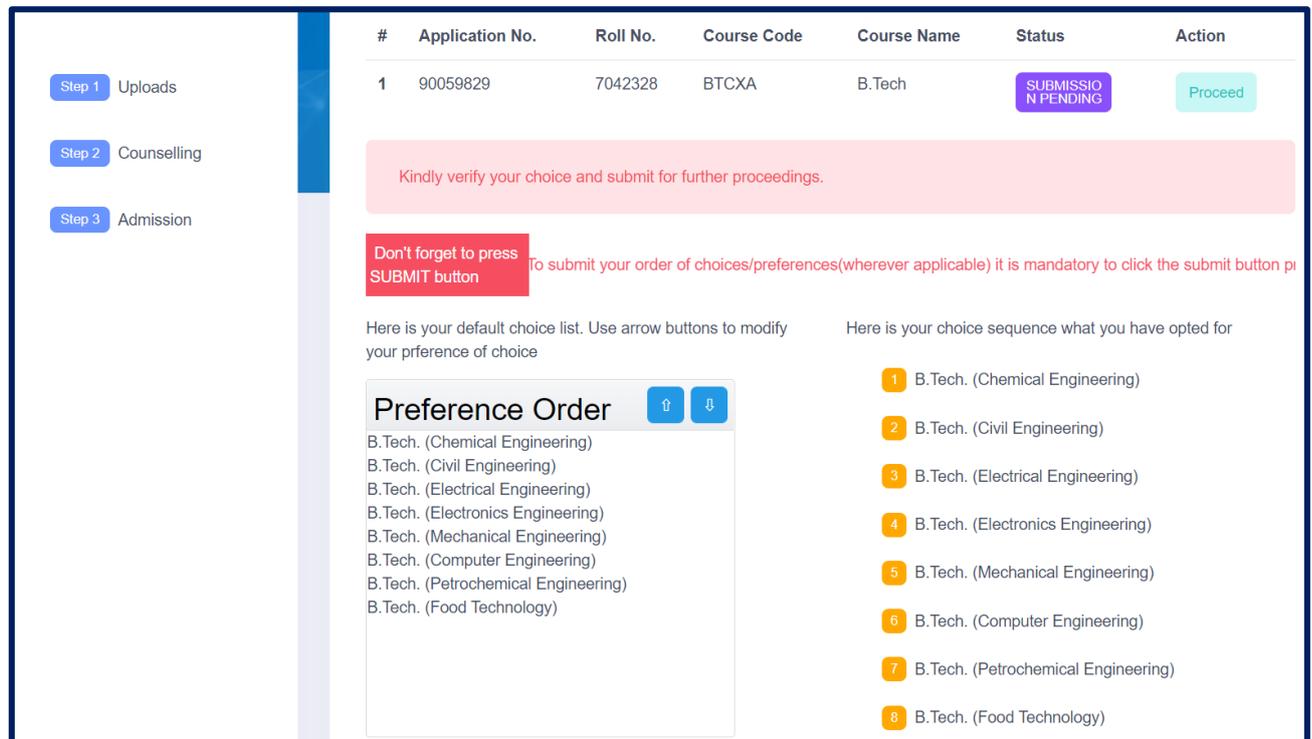
Upload File Choose File No file chosen

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

- 18. For filling of choices, the candidate is required to press the “Proceed” button
- 19. 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. This may be done by clicking on the icon “Proceed” against the course in which the candidate is interested seeking admission. The “proceed” icon against a course is active as per the schedule of the counselling dates.



- 20. The preference order of choices may be done by selecting a particular choice and then putting them in order of preference by using the arrows or by dragging the choices.



- 21. Once the candidate finalizes the preference order, he/she is required to opt whether he/she wants upgradation or not, in case any vacancy arises in a higher preference, if the candidate is currently being offered admission in a lower branch/course/center in the preference order given by him/her.

If admitted to a lower choice, would you consider upgradation?

Yes  No

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I hereby solemnly affirm and declare on oath that all the documents/mark-sheets/certificates uploaded by me are genuine to the best of my knowledge and belief and if at any stage any document/mark-sheet/certificate uploaded by me is found to be forged/tampered, my admission will STAND CANCELLED and I will be solely responsible for the same. Further, the University will be free to take any legal / disciplinary action against me as per law.

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In case the candidate checks “No”, his/her name is not considered for subsequent upgradation.

22. 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.
23. Finally click on the submit button for final submission of documents and choices for subsequent verification. Once submitted the status will also reflect the status as “submitted”

If admitted to a lower choice, would you consider upgradation?

Yes  No

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I hereby solemnly affirm and declare on oath that all the documents/mark-sheets/certificates uploaded by me are genuine to the best of my knowledge and belief and if at any stage any document/mark-sheet/certificate uploaded by me is found to be forged/tampered, my admission will STAND CANCELLED and I will be solely responsible for the same. Further, the University will be free to take any legal / disciplinary action against me as per law.

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

24. Check the undertaking Box and save the choices for any subsequent “modification” within the time duration given for uploading of documents and filling of choices in the counselling schedule. Every time the candidate opts for modification, its mandatory to click the submit button else older order of preference will be retained.

#	Application No.	Roll No.	Course Code	Course Name	Status	Action
1	60025451	10252252	MTEEA	TEST2 COURSE	PAYABLE	Make a Payment
2	600254585	25202521	BMMEA	SINGLE CHOICE COURSE	SAVED	Modify
3	6002542	10254254	MTLEA	TEST COURSE	PROCESS COMPLETED	

25. 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.
26. The saved order of preferences given for the choices will be automatically locked on the last date of filling/locking choices as per Counseling Schedule (i.e. after the given duration for uploading of documents is over).
27. If a candidate logs in again after expiry of the time for choice filling, then the choices cannot be modified or altered.

### **VERIFICATION OF DOCUMENTS**

28. The uploaded Documents will be verified ONLINE by the Verifying Officers.
29. 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,
30. 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.
31. Candidates whose documents are not accepted by the Verifying Officer will not be considered for counselling/admission to the concerned course of study and no further correspondence in this matter will be considered.

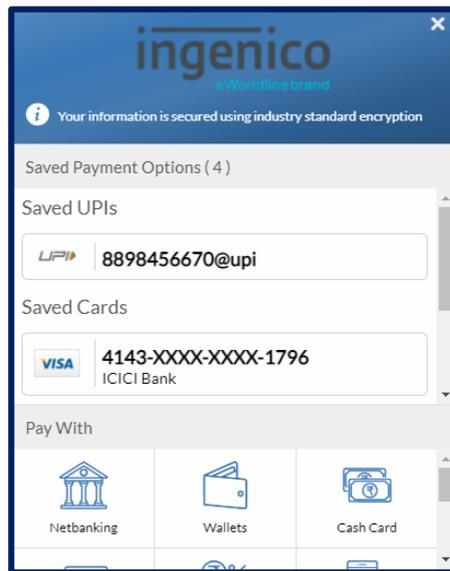
### **CORRECTION WINDOW**

32. The candidates will be given a correction window as per notified schedule if the verification report is adverse. During this period the candidate has to upload and submit the documents again as per the objections raised by the verifier.
33. The re-submitted documents will be scrutinized again by the verifier and admission coordinator. Now, the decision of the verifier and admission coordinator is final and no request for further submission of the documents will be entertained.

### **OFFER OF ADMISSION & PAYMENT OF FEE**

34. Based on candidate's rank, his/her category and filled choices, he/she may be provisionally allotted a seat in the concerned course after online verification of his/her documents.
35. A candidate who has been allotted a seat, and wishes to complete the admission formalities, is required to Log-in to his/her account on counselling-cum-admission portal to accept the allotted seat and SECURE the provisional admission in the concerned course of study by depositing the ADMISSION FEE.

#	Application No.	Roll No.	Course	Father Name	Status	Action
1	60091270	8206222	MTEEA	[REDACTED]		Make a Payment
2	60091270	8206222	MBAXA	[REDACTED]		Make a Payment
3	60091270	8206222	SUBTA	[REDACTED]		Make a Payment



Candidates who do not pay ADMISSION FEE within the specified period will be treated as candidates who are not interested in taking admission in the concerned course of study. HENCE, their allotted seat will stand CANCELLED.

36. Once fee submission is successful, the candidate can download the admission card from his/her dashboard.

### **SEAT UPGRADATION**

37. A candidate who had accepted the allocated seat with willingness to upgrade his admission, shall be upgraded automatically, on merit, to higher preference in the event of a vacancy arising therein and his/her currently offered/accepted seat will automatically be forfeited and the candidate will not have any claim on previously allotted seat.
38. However, if the candidate desires to retain any allot branch/course and does not want any further upgradation as per his/her choices he/she may click the “stop upgradation” button against the course on his/her dashboard.

### **PHYSICAL REPORTING OF CANDIDATES**

39. All provisionally admitted candidates shall be required to report physically and produce the Originals of all uploaded documents/Marks-Sheets/Certificates as per schedule announced by the University after completion of all provisional admissions.
40. In case any provisionally admitted candidate does not report as per notified schedule or fails to produce the Original documents or the original documents so produced are found to be tampered/forged, the admission of such a candidate will stand 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.
41. Persons with Disability (PwD), who have been admitted against seats earmarked for such candidates based on the documents uploaded by them, will also be required to report for physical examination as per schedule announced by the University in this regard.

### **CANCELLATION OF ADMISSION**

42. An admitted candidate may request a cancellation of his/her admission by logging in to his/her account and making a request for the same by exercising the Cancellation/Exit option against the concerned course of study.

43. Any Refund of Admission Fee (if permissible), will be governed by the rules as detailed in the Guide to Admissions.