








USER MANUAL FOR ALLOTTED INSTITUTE ADMIN

-  ADMIN LOGIN
-  USER MANAGEMENT
-  RESIGNATION(SURRENDER) Of ALLOTTED SEAT
-  REPORTING INITIALIZATION (FOR RE-SETTING ENTRIES)
-  PRINT CANDIDATE'S DETAILS
-  CENTER WISE REPORTING STATUS
-  ALLOTMENT & REPORTING STATUS
-  REPORTING MONITORING
-  CHANGE PASSWORD

This application can be best viewed in Internet Explorer 6.0 or above

1. Allotted Institute Admin Login

For the first time, the Login and Password would be distributed by MCC to all the Administrators of the allotted (participating) institutes.

(It has already been distributed by Directorate General of Health Services. In case any participating institution (Medical/Dental College) has not received the same, they may please contact ADG (ME) on telephone or through email at adgme@nic.in)

- 1.1 The admin of the allotted institute would be forced by system to change the password during first time of login. This could be done as per the screen shown below:

The screenshot displays the login page for the All India Quota Online Post Graduate Medical / Dental Seats portal. The header includes the Government of India emblem and the text "All India Quota Online Post Graduate Medical / Dental Seats", "ALLOTMENT PROCESS - COUNSELING", "Directorate General of Health Services, Ministry of Health & Family Welfare", "Government of India", and "Medical Counseling Committee (MCC)". The navigation bar contains links: Home, Counseling Scheme, Counseling Schedule, Participating Institutions, Notices, and Contact Us.

The main content area is titled "Online Reporting at Allotted Institute" and features a login form with the following fields and buttons:

- Select Stream Type:** A dropdown menu with "Medical" selected.
- User Id:** A text field containing "AS01Admin".
- Password:** A text field with masked characters.
- Submit** and **Reset** buttons.

Callouts indicate the following actions:

- "Enter Password" points to the password field.
- "Enter User ID" points to the User Id field.
- "Click On Submit for Login" points to the Submit button.
- "Select Stream Type" points to the dropdown menu.

Below the login form is a disclaimer: "Disclaimer: This site is designed and hosted by NIC and the contents are provided by MCC. For any further information, please contact MCC." The footer includes "Designed and Developed by: Education Informatics, National Informatics Centre, Ministry of Communications & Information Technology, Government of India, New Delhi" and a footer bar with links: Information Bulletin, AIPGMEE Results, and Help Centre. A final disclaimer at the bottom states: "Disclaimer: This site is designed and hosted by NIC and the contents are provided by DGHS. For any further information, please contact DGHS."

Following activities will be available for the Allotted Institute Admin

The screenshot displays the "Available Activities" page for the All India Quota Online Post Graduate Medical / Dental Seats portal. The header and navigation bar are identical to the login page.

The main content area is titled "Available Activities" and lists the following activities:

- User Management
- Resignation(Surrender) of Allotted seat if candidate not satisfied
- Duplicate Resignation(Surrender) Seat Receipt
- Reporting Initialization(for Resetting entries)
- Print Candidate Details
- Allotment Status
- Center Wise Reporting Status
- Allotment & Reporting Status
- Reporting Monitoring
- Change Password

A callout indicates: "Click on User Management to View User Details" pointing to the "User Management" activity.

Below the list of activities is a status bar: "Logged in by: Allotted Institute Incharge".

The footer includes the same disclaimer as the login page: "Disclaimer: This site is designed and hosted by NIC and the contents are provided by MCC. For any further information, please contact MCC." The footer bar contains links: Information Bulletin, AIPGMEE Results, and Help Centre. A final disclaimer at the bottom states: "Disclaimer: This site is designed and hosted by NIC and the contents are provided by DGHS. For any further information, please contact DGHS."

1.2 User Management

Allotted Institute Admin will create the users for various activities at Allotted Institute. A list of all available users will be displayed and Allotted Institute (AI) Admin can Activate/Deactivate/Edit user.

Home | Logout
Allotted Institute Incharge

Set User Status	Edit	LoginId	User Current Status	User Name	Designation	Mobile No.	Email	Role
Activate/Deactivate	Edit	AS010002	Active	Cross Site Request Forgery	Reporting Official	9121212121	test@yahoo.com	Online Reporting
Activate/Deactivate	Edit	AS010003	Deactive	TESTING NEW	Director/Dean/Principle	9121212121	aa@mm.com	No Role Assigned

[Click Here To Add New User](#)

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Note: Once a user is deactivated, user can't perform any activity until the user is activated again by Allotted Institute Admin.

To Create new user Click on Add new User

The following information to be provided for creating new user as shown below:

Home | Logout
Allotted Institute Incharge

Create New User

UserID: AS010003
Password (8-13 Chars):
User Name: Deepak
Designation: Reporting Official
Email: deep@gmail.com
Mobile No.: 8854123012
Address: C-97, G2, New Delhi

Select Role for a User: ☒ Online Reporting

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Click on Submit, the following window appears

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 ALLOTMENT PROCESS - COUNSELLING
 Directorate General of Health Services, Ministry of Health & Family Welfare
 Government of India
 Multi-Specialty Counseling Centre (MCC)

Home Counseling Scheme Counseling Schedule Participating Institutions Notices Contact Us

Alotted Institute : ASSAM MEDICAL COLLEGE, DIBRUGARH (Alotted Institute/Help Centre) Home || Logout
 Stream : Medical Stream Alotted Institute Incharge
 Round Number : 1

Set User Status	Edit	LoginId	User Current Status	User Name	Designation	Mobile No.	Email	Role
Active/Deactive	Edit	AS000002	Active	Cross Site Request Forger	Reporting Official	9121212121	test@yahoo.com	Online Reporting
Active/Deactive	Edit	AS000003	Deactive	TESTING NEW	Director/Dean/Principle	9112121212	aa@gmail.com	No Role Assigned

Click Here, To Add New User

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1.3 Resignation (Surrender) of Allotted Seat

Mandatory inputs are Roll Number and DOB of candidate.

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 Directorate General of Health Services, Ministry of Health & Family Welfare
 Government of India
 Multi-Specialty Counseling Centre (MCC)

Home Counseling Scheme Counseling Schedule Participating Institutions Notices Contact Us

Alotted Institute : ASSAM MEDICAL COLLEGE, DIBRUGARH (Alotted Institute/Help Centre) Home || Logout
 Stream : Medical Stream Alotted Institute Incharge
 Round Number : 1

Resignation (Surrender) of Allotted Seat if Candidate not satisfied

Enter Roll No./Confirmation No And Date of Birth of the Candidate

Roll No/Confirmation No : 1785105008 Candidate's Roll No

Date of Birth : 19-02-1988 (DD-MM-YYYY) Candidate's DOB

Submit Reset

Click on Reset to clear all details

After filling up Details Click on Submit

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For a valid candidate following information will be displayed

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 Directorate General of Health Services, Ministry of Health & Family Welfare
 Government of India
 Multi-Specialty Counseling Centre (MCC)

Home Counseling Scheme Counseling Schedule Participating Institutions Notices Contact Us

Alotted Institute : ASSAM MEDICAL COLLEGE, DIBRUGARH (Alotted Institute/Help Centre) Home || Logout
 Stream : Medical Stream Alotted Institute Incharge
 Round Number : 1

Resignation (Surrender) of Allotted Seat if Candidate not satisfied

Roll No/Confirmation No	Roll No	Confirmation No	Alotted Institute	Stream	Round No	Status
1785105008	1785105008	1785105008	ASSAM MEDICAL COLLEGE, DIBRUGARH	Medical	1	Not Satisfied

Click Here to Surrender Seat

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Click On surrender seat, the receipt is generated as following.

Seat Surrender receipt

Medical Stream

Round Number:- 1

Click Here to Print Surrender Seat receipt

Print Next

Roll No/Confirmation No.:	W785VDS006	Application No/Testing ID.:	SR8676029
Name:	AJIL P SURESH	Date of Birth:	19-02-1988
Father's Name:	CHANDRAN	Mother's Name:	CHANDRAN
All India Rank:	1538		
Remark:	Eligible for UR and OBC Seats		

Institute Name	Subject Name	Allotted Cat.	Quota	Choice No.	Round No.	Status
ASSAM MEDICAL COLLEGE, DIBRUGARH	M.S. (GENERAL SURGERY)	UR	All India	422	1	Surrendered

Candidate's Agreement

I am not satisfied with current allotted seat and wish to opt out of online allotment process (counseling). Therefore I wish to surrender my seat.

Candidate surrendered allotted seat at ASSAM MEDICAL COLLEGE, DIBRUGARH on 03-06-2013 12:18:05

The above mentioned seat Allotment is **SURRENDERED** because of candidate request. The candidate is not eligible for further rounds of seat allotment.

Sign of Candidate: AJIL P SURESH
Date: 3/6/2013 Time: 12:18:05

Sign of Allotted Institute Incharge
Date: 3/6/2013 Time: 12:18:05

1.4 Reporting Initialization (Use only for re-setting entries)

If there is any human mistake by Allotted Institute users then AI Admin can initialize (reset) the entries of particular candidate. Mandatory inputs are Roll No, Application No, Name and DOB of candidate. On success all the updates made by the Allotted Institute user are re-initialized.

Note: Please note that a candidate can be initialized only once.

All India Quota Online Post Graduate Medical / Dental Seats

ALLOTMENT PROCESS - COUNSELING

Directorate General of Health Services, Ministry of Health & Family Welfare
Government of India
Medical Counseling Committee (MCC)

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Reporting Initialization

Please Enter the Roll No/Confirmation No, Application No/Testing Id, Name & Date of Birth

Roll Number/Confirmation No: W785VDS006 Candidate's Roll No

Application No/Testing Id: SR8676029 (Ex: 000678)

Candidate Name: AJIL P SURESH Candidate's Name

Date of Birth: 19-02-1988 (DD-MM-YYYY) Candidate's DOB

Submit Reset

After filling up all details Click on Submit

Click on Reset to clear all details

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All the inputs are verified with the database and on success the following information will be displayed.

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 Government of India
Medical Counseling Commission (MCC)

Home | Counseling Scheme | Counseling Schedule | Participating Institutions | Notices | Contact Us

Allotted Institute : ASSAM MEDICAL COLLEGE, DIBRUGARH (Allotted Institute/Help Centre)
 Stream : Medical Stream
 Round Number : 1

Home | Logout
Allotted Institute Incharge

Roll No/Confirmation No :	W78SYD5009	All India Rank :	14075
Candidate Name :	DINGDI SHASHWATEE SINHA	Date of Birth :	09-12-1987

Test (Classical English)					
Institute Name	Subject Name	Admitted Cat.	Quota	Choice No.	Round No.
ASSAM MEDICAL COLLEGE, DIBRUGARH	M.S. (D.A.T.)	UR	All India	499	1

Document Verification Details

Category :	UR	Gender :	Female
Verification Date :	02/06/2013	Physic. Provided :	No
Document Verification :	Yes		

Check Date Verification : None
 Note: This process will reset the entire Document Verification status of the candidate. After resetting, it will be essential for the Allotted Institute Official to re-verify all the documents of the candidate and submit the fresh details.

[Initialize](#)

Click Here for Reporting Initialization

Information Bulletin | AIPMER Results | Help Centre

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By clicking on 'Initialize' button the candidate's details will be initialized (reset). And following receipt will be generated

All India Quota Online Post Graduate Medical / Dental Seats
ALLOTMENT PROCESS - COUNSELLING
 Directorate General of Health Services, Ministry of Health & Family Welfare
 Government of India
Medical Counseling Commission (MCC)

Home | Counseling Scheme | Counseling Schedule | Participating Institutions | Notices | Contact Us

Allotted Institute : ASSAM MEDICAL COLLEGE, DIBRUGARH (Allotted Institute/Help Centre)
 Stream : Medical Stream
 Round Number : 1

Home | Logout
Allotted Institute Incharge

Point

Initialization of Document's Verification

Roll No/Confirmation No :	W78SYD5009	All India Rank :	14075
Candidate Name :	DINGDI SHASHWATEE SINHA	Date of Birth :	09-12-1987
Allotted Institute :	AD01	Allotted Institute Official :	Allotted Institute Incharge
IP Address :	114	Initialization Date :	3/6/2013 Time: 12:37:07

Note: Documents Verification Initialization process has been executed successfully. This process has reset the previously Verification status of the candidate . It will be essential for the AI Official to re-verify all the documents of the candidate and submit the fresh details .

Candidate (Roll No/Confirmation No.: W78SYD5009) has been initialized.

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1.5 Print Candidate Details

Enter Roll number of the candidate to print

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ALLOTMENT PROCESS - COUNSELLING
 Directorate General of Health Services, Ministry of Health & Family Welfare
 Government of India
Medical Counseling Commission (MCC)

Home | Counseling Scheme | Counseling Schedule | Participating Institutions | Notices | Contact Us

Allotted Institute : ASSAM MEDICAL COLLEGE, DIBRUGARH (Allotted Institute/Help Centre)
 Stream : Medical Stream
 Round Number : 1

Home | Logout
Allotted Institute Incharge

Print Candidate Details

Please Enter the Roll No/Confirmation No

Roll Number/Confirmation No:

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Click on submit to View Candidate's details

The candidate details are shown as following.

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 Government of India
 Medical Counseling Committee (MCC)

Home Counseling Scheme Counseling Schedule Participating Institutions Notices Contact Us

Allotted Institute : ASSAM MEDICAL COLLEGE, DIBRUGARH,(Allotted Institute/Help Centre) [Home](#) || [Logout](#)
 Stream : Medical Stream
 Round Number : 1 Allotted Institute Incharge

Roll No/Confirmation No:	W78SYD5009	
Application No./Testing ID:	SR8676032	
All India Rank:	14075	
Candidate Name:	GHOSH SHASHWATEE SWAPAN	No image available
DOB:	09-12-1987	

[Print](#)

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1.6 Centre Wise Reporting Status

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Allotted Institute : ASSAM MEDICAL COLLEGE, DIBRUGARH,(Allotted Institute/Help Centre) [Home](#) || [Logout](#)
 Stream : Medical Stream
 Round Number : 1 Allotted Institute Incharge

Reporting Center Wise Reporting Status

Select Round Number:

Select Date (Document Verification): Select Date

1 of 1 Find Next

S.No	Candidate Details	Allotted Institute	Allotted Branch	Status
1	Roll Number/Confirmation No: W78SYD5008 AIR: 3938 Name: AKHIL P SURESH Category: OBC	ASSAM MEDICAL COLLEGE, DIBRUGARH	M.S. (GENERAL SURGERY)	Surrendered

Total Allotted (Verified document on selected date)= 0
 On Dated :03.06.2013 15:40:34 PM

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1.7 Allotment & Reporting Status

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 Government of India
 Medical Counseling Committee (MCC)

Home Counseling Scheme Counseling Schedule Participating Institutions Notices Contact Us

Allotted Institute : ASSAM MEDICAL COLLEGE, DIBRUGARH,(Allotted Institute/Help Centre) [Home](#) || [Logout](#)
 Stream : Medical Stream
 Round Number : 1 Allotted Institute Incharge

Select Round No:-

Monitoring of Allotment & Admission in Allotted Institute - (Round No. 1)

1 of 1 Find Next

S.No.	Institute Name	Total Allotments	Reported & but Cancelled	Reported & then Resigned	Not Reported	Total Admitted
1	ASSAM MEDICAL COLLEGE, DIBRUGARH	69	0	2	66	1
Total		69	0	2	66	1

[Click on Hyperlinks for Viewing Details](#)

Information Bulletin AIPGMEET Result Help Centre

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Click on Reporting Status of AI Institute following window will be displayed.

All India Quota Online Post Graduate Medical / Dental Seats
 ALLOTMENT PROCESS - COUNSELING
 Directorate General of Health Services, Ministry of Health & Family Welfare
 Government of India
 Medical Counseling Committee (MCC)

Home Counseling Scheme Counseling Schedule Participating Institutions Notices Contact Us

Allotted Institute : ASSAM MEDICAL COLLEGE, DIBRUGARH, (Allotted Institute/Help Centre) Home || Logout
 Stream : Medical Stream
 Round Number : 1 Allotted Institute Incharge

Select Round No:- 1

Monitoring of Allotment & Admission in Allotted Institute - (Round No. 1)

ASSAM MEDICAL COLLEGE, DIBRUGARH

S.No.	Roll No /Confirmation No	AIR	Candidate Name	Subject Name	Allotted Category	Candidate Category	Reporting /Resigned Date	Quota
1	W78SYD5008	2595	AKHIL P SURESH	M.S (GENERAL SURGERY)	UR	UR	Jun 3 2013	AI
2	1203001	17743		M.D. (PATHOLOGY)	SC	SC	May 14 2013	AI

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1.8 Reporting Monitoring

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Allotted Institute : ASSAM MEDICAL COLLEGE, DIBRUGARH, (Allotted Institute/Help Centre) Home || Logout
 Stream : Medical Stream
 Round Number : 1 Allotted Institute Incharge

Select Round No:- 1

S.No.	Allotted Institute	Total Allotments	Joined & Confirmed	Reported but Cancelled	Reported but Resigned	Not Joined	Total Admitted	Reporting Initialization	No. of Users	Currently Active User
1	ASSAM MEDICAL COLLEGE, DIBRUGARH	69	0	0	2	66	1	3	3	3

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1.9 Change Password

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 Government of India
 Medical Counseling Committee (MCC)

Home Counseling Scheme Counseling Schedule Participating Institutions Notices Contact Us

Allotted Institute : ASSAM MEDICAL COLLEGE, DIBRUGARH, (Allotted Institute/Help Centre) Home || Logout
 Stream : Medical Stream
 Round Number : 1 Allotted Institute Incharge

Change Password of Allotted Institute

User ID: AS01Admin

Old Password: *****

New Password: ***** [?] Should be 8-13 char

Confirm New Password: ***** Should be 8-13 char

Submit Reset

Enter New Password

Enter User ID

Enter old Password

After filling up details Click on Submit to Change Password

Click on Reset to clear all details

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