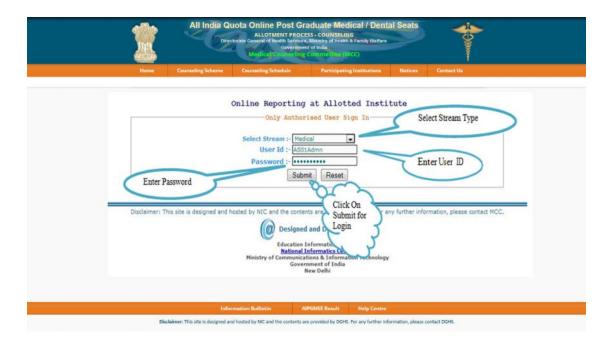# USER MANUAL FOR ALLOTTED INSTITUTE ADMIN

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:

Following activities will be available for the Allotted Institute Admin

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.
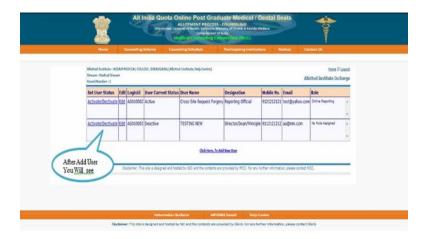

Note: Once a user is deactivated, user can't perform any activity until the user is activated again by Allotted Institute Admin.

To Create new user Click on Add new User

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

Click on Submit, the following window appears

1.3 Resignation (Surrender) of Allotted Seat

Mandatory inputs are Roll Number and DOB of candidate.

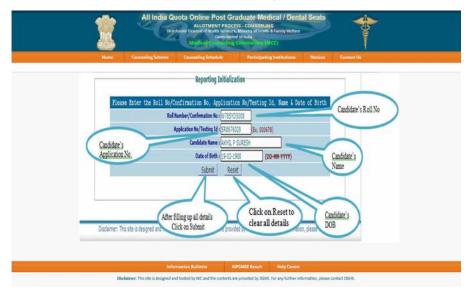**For a valid candidate following information will be displayed**

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

Click Here to Print Surrender Seat receipt

Seat Surrender receipt

Medical Stream

Round Number-: 1

Print   Next

Roll No./Confirmation No.. :	W78SYD5006		Application No/Testing ID. :	SRB676029
Name :	AKHIL P SURESH		Date of Birth :	19-02-1988
Father's Name :	GILICGANCHIJ		Mother's Name :	CHICHGGHGCHI
All India Rank :	3938			
Remark :	Eligible for UR and OBC Seats			

Surrendering Seat Details

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 **SURRENDERD** because of candidate request. The candidate is not eligible for further rounds of seat allotment.

Sign of Candidate : AKHIL 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.

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All the inputs are verified with the database and on success the following information will be displayed.
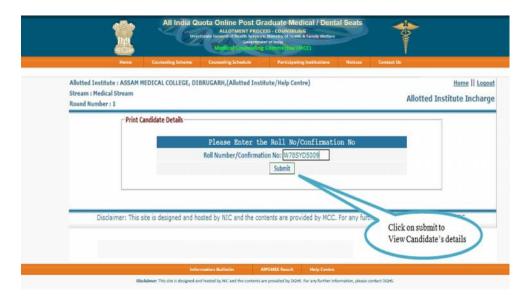
By clicking on 'Initialize' button the candidate's details will be initialized (reset). And following receipt will be generated
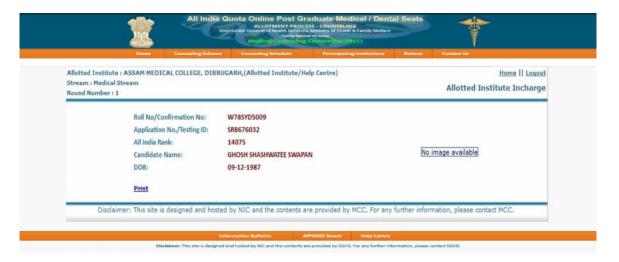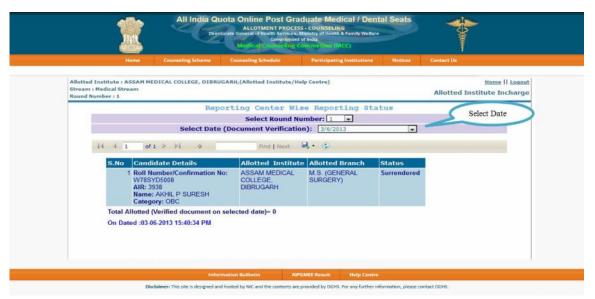

1.5 Print Candidate Details

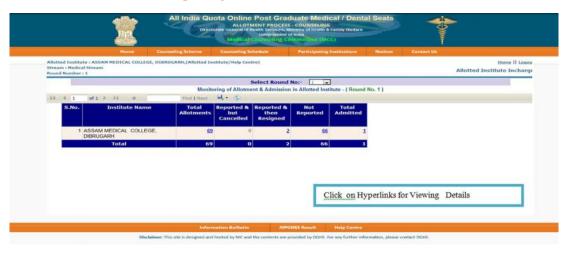Enter Roll number of the candidate to print

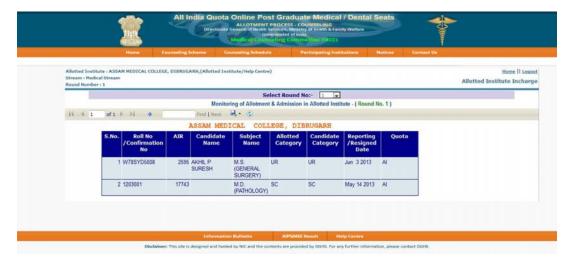The candidate details are shown as following.

1.6 Centre Wise Reporting Status

1.7 Allotment & Reporting Status

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

1.8 Reporting Monitoring

1.9 Change Password