

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 Mozilla Firefox Latest Version

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 labels:

- Select Stream Type:** A dropdown menu with "Medical" selected.
- User Id :-:** A text field containing "AS01Admn".
- Password :-:** A text field with masked characters "*****".
- Submit** and **Reset** buttons.

Callout boxes highlight the following elements:

- "Enter Password" pointing to the password field.
- "Enter User ID" pointing to the User Id field.
- "Click On Submit for Login" pointing to the Submit button.

Below the login form is a disclaimer: "Disclaimer: This site is designed and hosted by NIC and the contents are provided by DGHS. For any further information, please contact DGHS." The footer includes links for "Information Bulletin", "AIPGMEE Result", and "Help Centre", along with another disclaimer: "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 box highlights the "User Management" activity with the text: "Click on User Management to View User Details".

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

The footer includes links for "Information Bulletin", "AIPGMEE Result", and "Help Centre", along with a disclaimer: "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.

Allotted Institute : ASSAM MEDICAL COLLEGE, DIBRUGARH (Allotted Institute/Help Centre) [Home](#) [Logout](#)

Stream : Medical Stream Allotted Institute Incharge

Round Number : 1

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](#)

Click Here to Add New User

hosted by NIC and the contents are provided by MCC. For any further information, please contact MCC.

[Information Bulletin](#) [AIPGMEE Result](#) [Help Centre](#)

Disclaimer: This site is designed and hosted by NIC and the contents are provided by DGHS. For any further information, please contact DGHS.

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:

Allotted Institute : ASSAM MEDICAL COLLEGE, DIBRUGARH (Allotted Institute/Help Centre) [Home](#) [Logout](#)

Stream : Medical Stream Allotted Institute Incharge

Round Number : 1

Create New User

UserID:

Password (8-13 Chars): ?

User Name:

Designation:

Email:

Mobile No.:

Address:

Select Role for a User: ☒ Online Reporting

After filling up details Click on Submit

Click on Reset to clear all details

[Information Bulletin](#) [AIPGMEE Result](#) [Help Centre](#)

Disclaimer: This site is designed and hosted by NIC and the contents are provided by DGHS. For any further information, please contact DGHS.

Click on Submit, the following window appears

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 Counselling Committee (MCC)

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

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

Set User Status	Edit	LoginId	User Current Status	User Name	Designation	Mobile No.	Email	Role
Activate/Deactivate	Edt	AS010002	Active	Cross Site Request Forgery	Reporting Official	9121212121	test@yahoo.com	Online Reporting
Activate/Deactivate	Edt	AS010003	Deactive	TESTING NEW	Director/Dean/Principle	9112121212	aa@mm.com	No Role Assigned

[Click here, To Add New User](#)

Disclaimer: This site is designed and hosted by MCC and the contents are provided by MCC. For any further information, please contact MCC.

Information Bulletin | AIPGMEE Results | Help Centre

Disclaimer: This site is designed and hosted by MCC and the contents are provided by DGHS. For any further information, please contact DGHS.

1.3 Resignation (Surrender) of Allotted Seat

Mandatory inputs are Roll Number and DOB of candidate.

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 Counselling Committee (MCC)

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

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

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 : 07857C5008 Candidate's RollNo

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

[Submit](#) [Reset](#)

After filling up Details Click on Submit

Click on Reset to clear all details

Disclaimer: This site is designed and hosted by MCC and the contents are provided by MCC. For any further information, please contact MCC.

Information Bulletin | AIPGMEE Results | Help Centre

Disclaimer: This site is designed and hosted by MCC and the contents are provided by DGHS. For any further information, please contact DGHS.

For a valid candidate following information will be displayed

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 Counselling Committee (MCC)

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

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

Resignation (Surrender) of Allotted Seat if Candidate not satisfied

Roll No/Confirmation No : 07857C5008
 Roll No : 07857C5008
 Confirmation No : 07857C5008
 All India Rank : 2008
 Remarks : Eligible for MB and BDS Seats

Date of Birth : 19-02-1988
 Date of Birth : 19-02-1988
 Mother's Name : 0000000000000000

Your Allotted Details

Institute Name	Enrolled Name	Alotted Cat.	Quota	Choice No.	Round No.	Status
ASSAM MEDICAL COLLEGE, DIBRUGARH	P.D. GENERAL SURGERY	UR	MB India	002	1	Alotted and Reported

Candidate's Agreement

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

☐ I accept ☐ I decline

[Click Here to Surrender Seat](#)

Disclaimer: This site is designed and hosted by MCC and the contents are provided by MCC. For any further information, please contact MCC.

Information Bulletin | AIPGMEE Results | Help Centre

Disclaimer: This site is designed and hosted by MCC and the contents are provided by DGHS. For any further information, please contact DGHS.

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. :	W78SYD5008	Application No/Testing ID. :	SR8676029
Name :	AKHIL P SURESH	Date of Birth :	19-02-1988
Father's Name :	GHJGHJGHJ	Mother's Name :	GHJGHJGHJGH
All India Rank :	3938		
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 12:18:06

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 : AKHIL P SURESH
Date : 3/6/2013 Time: 12:18:06

Sign of Allotted Institute Incharge
Date : 3/6/2013 Time: 12:18:06

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 Commission (MCC)

Home Counseling Scheme Counseling Schedule Participating Institutions Notices Contact Us

Reporting Initialization

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

Roll Number/Confirmation No: W78SYD5008 Candidate's Roll No

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

Candidate Name: AKHIL 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

Disclaimer: This site is designed and hosted by NIC and the contents are provided by DGHS. For any further information, please contact DGHS.

Information Bulletin AIPOMEE Result Help Centre

All the inputs are verified with the database and on success the following information 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 Commission (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 Allotted Institute Incharge
Round Number : 1

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

Go to Document Details

Institute Name :	Subject Name :	Allotted Cat :	Quota :	Choice No :	Round No :	Status :
ASSAM MEDICAL COLLEGE, DIBRUGARH	N.E. (J.K.E.)	UR	All India	056	1	Allotted

Document Verification Details

Category :	UR	Gender :	FEMALE
Verification Date :	03/06/2013	Physical Disabled :	No
Minimum Qualification :	100		

Shames Data Verification : NONE Eligible for UR Seats

Note: This process will reset the entire Documents 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](#)

Disclaimer: This site is designed and hosted by NIC and the contents are provided by MCC. For any further information, please contact MCC.

Information Bulletin AIPGMEET Result Help Centre

Disclaimer: This site is designed and hosted by NIC and the contents are provided by DGHS. For any further information, please contact DGHS.

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 - COUNSELING
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) Home || Logout
Stream : Medical Stream Allotted Institute Incharge
Round Number : 1

Print

Initialization of Document's Verification

Roll No/Confirmation No :	W78SYD5009	All India Rank :	14075
Candidate Name :	GHOSH SHASHWATEE SWAPAN	Date of Birth :	09-12-1987
Allotted Institute :	AS01	Allotted Institute Official :	Allotted Institute Incharge
IP Address :	113	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.

Disclaimer: This site is designed and hosted by NIC and the contents are provided by MCC. For any further information, please contact MCC.

Information Bulletin AIPGMEET Result Help Centre

Disclaimer: This site is designed and hosted by NIC and the contents are provided by DGHS. For any further information, please contact DGHS.

1.5 Print Candidate Details

Enter Roll number of the candidate to print

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 Commission (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 Allotted Institute Incharge
Round Number : 1

Print Candidate Details

Please Enter the Roll No/Confirmation No

Roll Number/Confirmation No:

[Submit](#)

Disclaimer: This site is designed and hosted by NIC and the contents are provided by MCC. For any further information, please contact MCC.

Information Bulletin AIPGMEET Result Help Centre

Disclaimer: This site is designed and hosted by NIC and the contents are provided by DGHS. For any further information, please contact DGHS.

Click on submit to View Candidate's details

The candidate details are shown as following.

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 Commission (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 **Allotted Institute Incharge**
 Round Number : 1

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](#)

Disclaimer: This site is designed and hosted by NIC and the contents are provided by MCC. For any further information, please contact MCC.

[Information Bulletin](#) [AIPGME Result](#) [Help Centre](#)

Disclaimer: This site is designed and hosted by NIC and the contents are provided by DGHS. For any further information, please contact DGHS.

1.6 Centre Wise Reporting Status

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 Commission (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 **Allotted Institute Incharge**
 Round Number : 1

Reporting Center Wise Reporting Status

Select Round Number: Select Date
 Select Date (Document Verification):

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

[Information Bulletin](#) [AIPGME Result](#) [Help Centre](#)

Disclaimer: This site is designed and hosted by NIC and the contents are provided by DGHS. For any further information, please contact DGHS.

1.7 Allotment & Reporting Status

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 Commission (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 **Allotted Institute Incharge**
 Round Number : 1

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](#) [AIPGME Result](#) [Help Centre](#)

Disclaimer: This site is designed and hosted by NIC and the contents are provided by DGHS. For any further information, please contact DGHS.

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)
 Stream : Medical Stream
 Round Number : 1

Home || Logout
 Allotted Institute Incharge

Select Round No:- 1

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

Find | Next

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

Information Bulletin AIPGMEE Result Help Centre

Disclaimer: This site is designed and hosted by NIC and the contents are provided by DGHS. For any further information, please contact DGHS.

1.8 Reporting Monitoring

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)
 Stream : Medical Stream
 Round Number : 1

Home || Logout
 Allotted Institute Incharge

Select Round No:- 1

Find | Next

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

Information Bulletin AIPGMEE Result Help Centre

Disclaimer: This site is designed and hosted by NIC and the contents are provided by DGHS. For any further information, please contact DGHS.

1.9 Change Password

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)
 Stream : Medical Stream
 Round Number : 1

Home || Logout
 Allotted Institute Incharge

Change Password of Allotted Institute

User ID: AS01Admn

Old Password: [Masked]

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

Confirm New Password: [Masked] 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

Disclaimer: This site is designed and hosted by NIC and the contents are provided by MCC. For any further information, please contact MCC.

Information Bulletin AIPGMEE Result Help Centre

Disclaimer: This site is designed and hosted by NIC and the contents are provided by DGHS. For any further information, please contact DGHS.