

USER MANUAL FOR ONLINE REGISTRATION, CHOICE FILLING

AND ADMISSION

(Session 2024-25)

- Admissions to the Aligarh Muslim University are being effected through the Online Counselling /Admission portal for admissions (<https://counselling.amuonline.ac.in>).
- 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 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.
 - V. Payment of requisite Admission Fee, if offered admission.

Detailed procedure for the same is described below:

I. 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).

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 counselling procedure.

Declaration

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

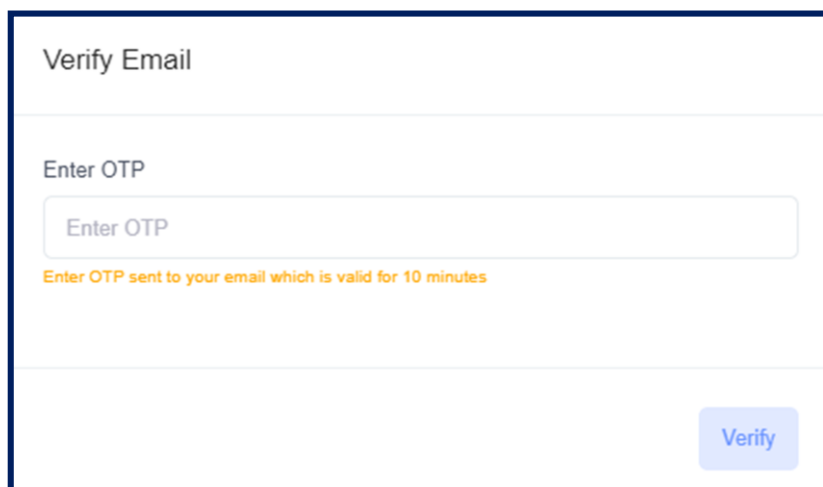
Click to verify

Mobile

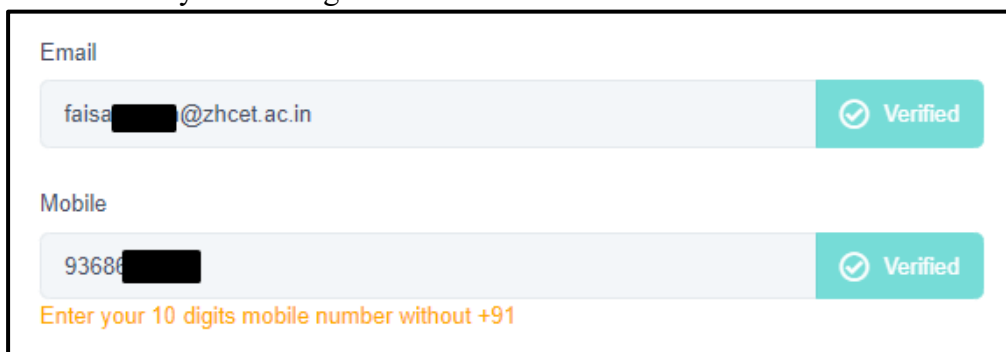
Click to verify

Enter your 10 digits mobile number without +91

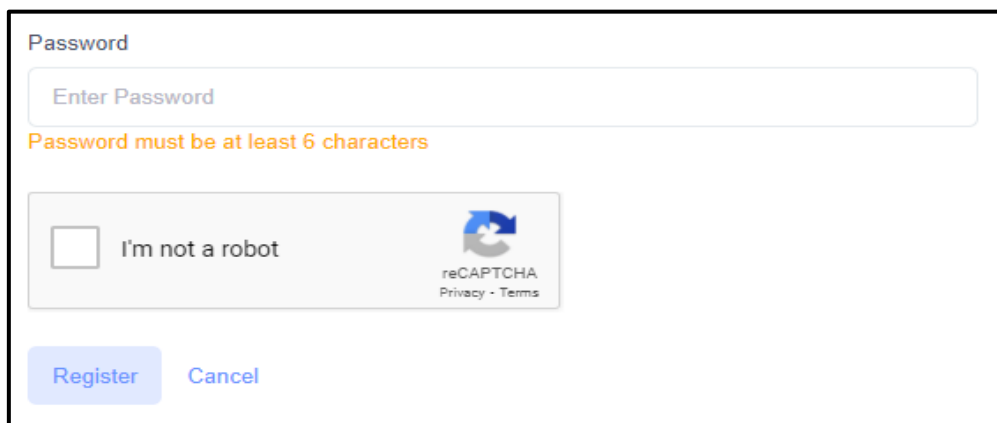
Upon pressing the “Click to verify” button, it will prompt for the OTP sent on the provided email. Fill up the OTP received on the provided email. This will validate the email account of the candidate.

A screenshot of a 'Verify Email' form. At the top, it says 'Verify Email'. Below that is a section titled 'Enter OTP' with a text input field containing the placeholder 'Enter OTP'. Under the input field, there is a note in orange text: 'Enter OTP sent to your email which is valid for 10 minutes'. At the bottom right of the form is a blue button labeled '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.

A screenshot showing the verification status of email and mobile number. Under the heading 'Email', there is a text box containing 'faisa [redacted]@zhcet.ac.in' and a green button with a checkmark and the word 'Verified'. Below this, under the heading 'Mobile', there is a text box containing '9368 [redacted]' and another green button with a checkmark and the word 'Verified'. At the bottom, there is a note in orange text: '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.

A screenshot of a password registration form. It has a section titled 'Password' with a text input field containing the placeholder 'Enter Password'. Below the input field, there is a note in orange text: 'Password must be at least 6 characters'. Further down is a reCAPTCHA section with a checkbox labeled 'I'm not a robot' and the reCAPTCHA logo. At the bottom, there are two buttons: a blue 'Register' button and a light blue 'Cancel' button.

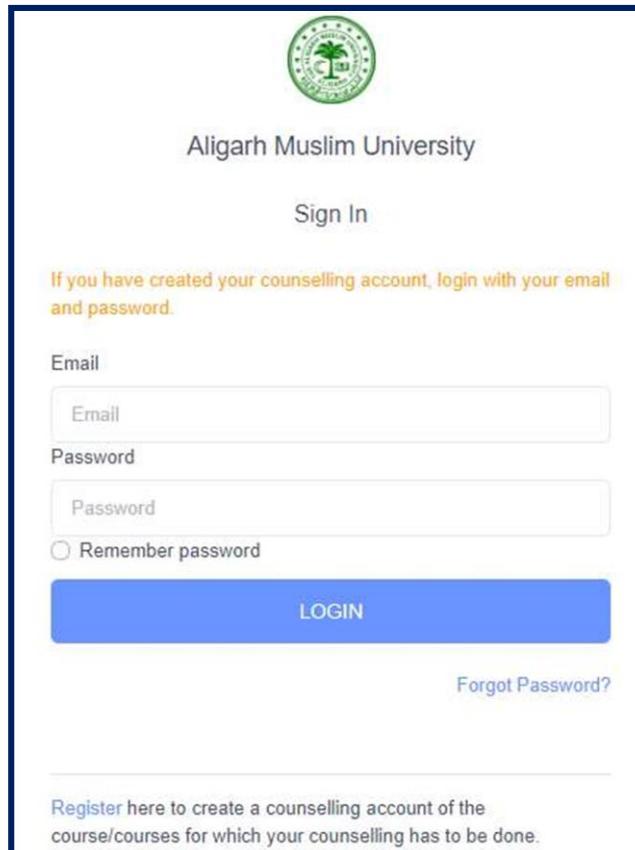
6. The candidate is then required to check the CAPTCHA and press “**Register**” button to complete the Registration process.

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 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 should Login through their already Registered account for all courses of study where they have been short-listed for counselling/admission.*

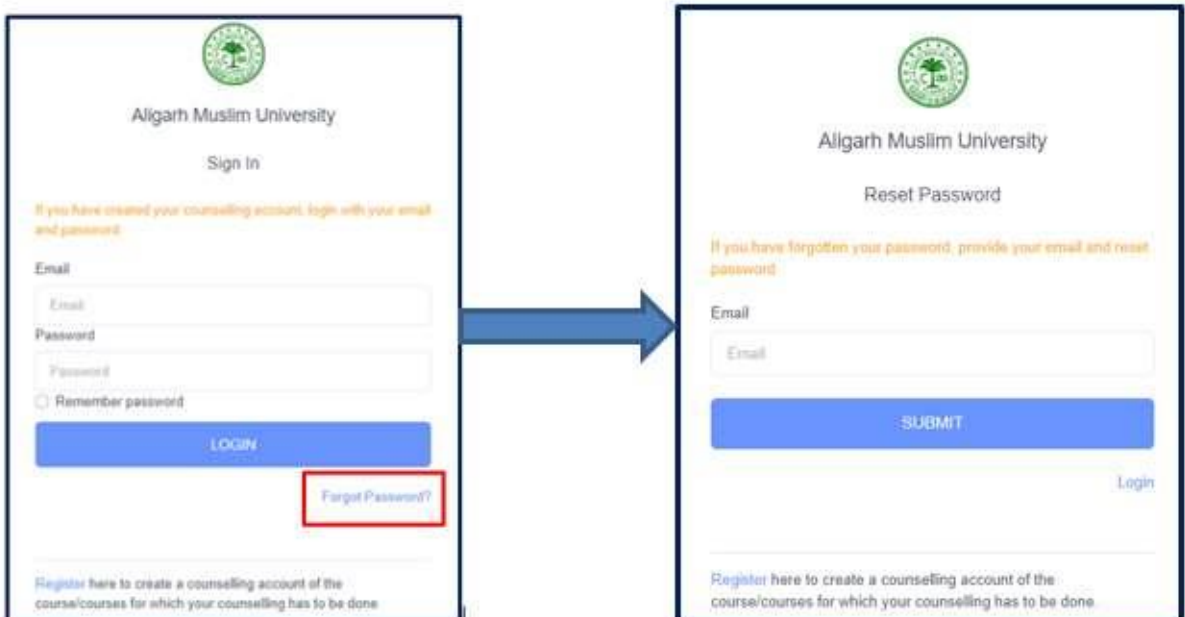
II. LOGIN

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 image 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 says: '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 centered below the inputs. To the right of the 'LOGIN' button is a link 'Forgot Password?'. At the bottom, there is a link '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.

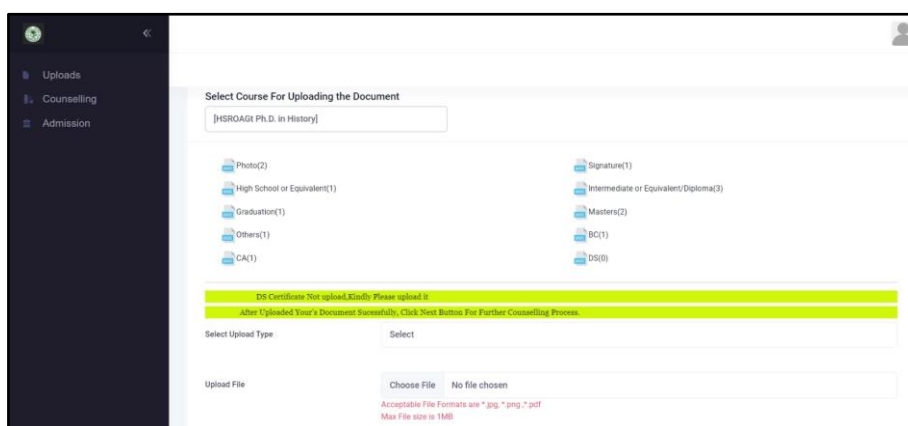
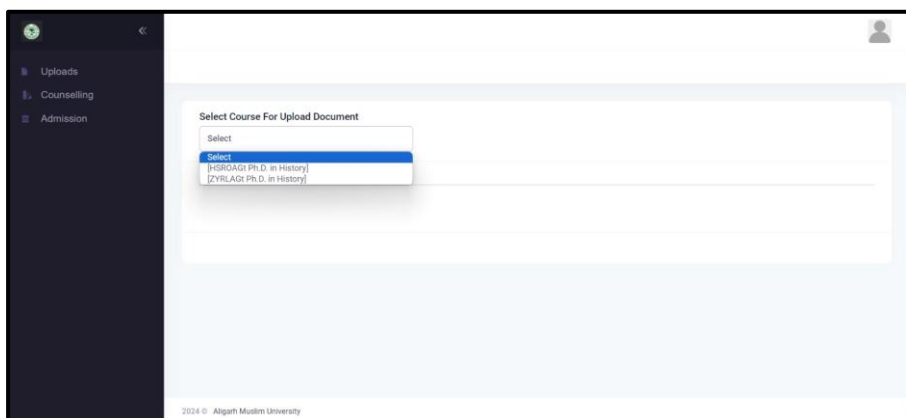


The image shows a flow diagram illustrating the password reset process. On the left is the 'Sign In' page, which is identical to the one in the previous block. A red box highlights the 'Forgot Password?' link. A large blue arrow points from this link to the 'Reset Password' page on the right. The 'Reset Password' page has the same header and footer as the 'Sign In' page. The title is 'Reset Password'. The message in orange text says: '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'. To the right of the 'SUBMIT' button is a link 'Login'.

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. Documents are to be uploaded separately for each course within the stipulated duration as mentioned in the counselling schedule.



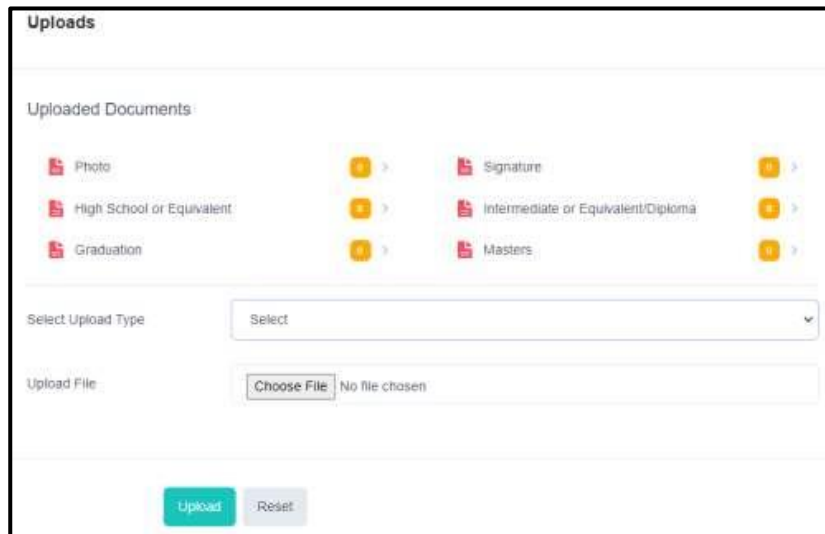
10. Candidate is **MANDATORILY** required to Upload the following **colour scanned copies (both sides, if back side is not blank)** of his/her documents as given below.
- Class X/High School Certificate in support of date of birth.
 - Mark sheet of all examinations passed up to the Qualifying Examination 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 follows:

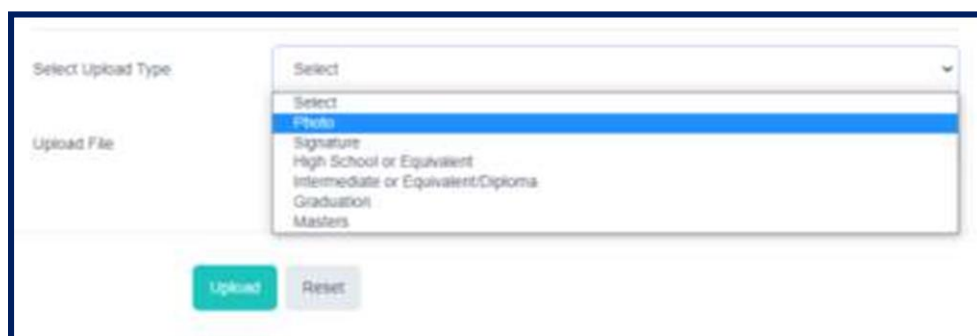


The screenshot shows a web interface titled "Uploads". At the top, there is a section "Uploaded Documents" displaying a grid of document thumbnails with labels: "Photo", "High School or Equivalent", "Graduation", "Signature", "Intermediate or Equivalent/Diploma", and "Masters". Each thumbnail has a yellow circular icon with a right-pointing arrow. Below this grid is a "Select Upload Type" dropdown menu currently set to "Select". Underneath is an "Upload File" section with a "Choose File" button and the text "No file chosen". At the bottom are "Upload" and "Reset" buttons.

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



This screenshot shows the "Select Upload Type" dropdown menu open. The menu is highlighted with a blue border. The dropdown list contains the following options: "Select", "Photo", "Signature", "High School or Equivalent", "Intermediate or Equivalent/Diploma", "Graduation", and "Masters". The "Photo" option is currently selected and highlighted in blue. The "Upload File" section and "Upload/Reset" buttons are visible below the dropdown.



This screenshot shows the "Select Upload Type" dropdown menu open, with the "Photo" option selected. The dropdown list is visible, showing the same options as the previous screenshot. The "Photo" option is highlighted in blue. The "Upload File" section and "Upload/Reset" buttons are visible below the dropdown.

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

The screenshot shows a form titled "Uploaded Documents". It contains two columns of document type options, each with a red document icon and a yellow circular button with a right arrow. The left column includes "Photo", "High School or Equivalent", "Graduation", and "Others". The right column includes "Signature", "Intermediate or Equivalent/Diploma", "Masters", and "Special Category". Below these is a "Select Upload Type" dropdown menu currently set to "Graduation". Underneath the dropdown is a text input field labeled "Name of the document" with the placeholder text "Example: High School Marksheet". This field is highlighted with a red rectangular border. Below the name field is an "Upload File" section containing a "Choose File" button, the text "No file chosen", and 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 shows a portion of the upload form. The "Select Upload Type" dropdown is set to "Photo". Below it, the "Upload File" section is highlighted with a red rectangular border. Inside this section, the "Choose File" button is visible next to the text "No file chosen".

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

This screenshot shows the bottom part of the upload form. The "Select Upload Type" dropdown is still "Photo". The "Upload File" section shows the "Choose File" button and "No file chosen". At the bottom of the form, there are two buttons: a teal "Upload" button and a grey "Reset" button. The "Upload" button is highlighted with a red rectangular border.

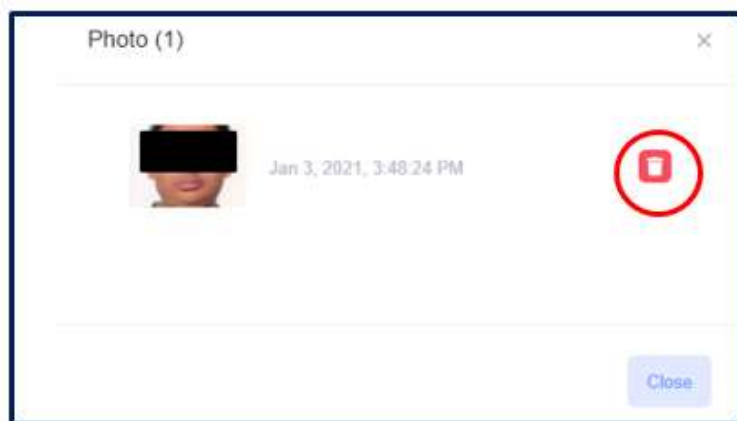
Step 5: One may use the “Reset” Button if the candidate desires to cancel the upload of any document, if in case any wrong “upload type” or file is selected.

This screenshot shows the bottom part of the upload form, similar to the previous one. The "Upload" button is teal and the "Reset" button is grey. The "Reset" button is highlighted with a red rectangular border. To the right of the "Reset" button is a purple button with a right arrow and the text "Next".

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.

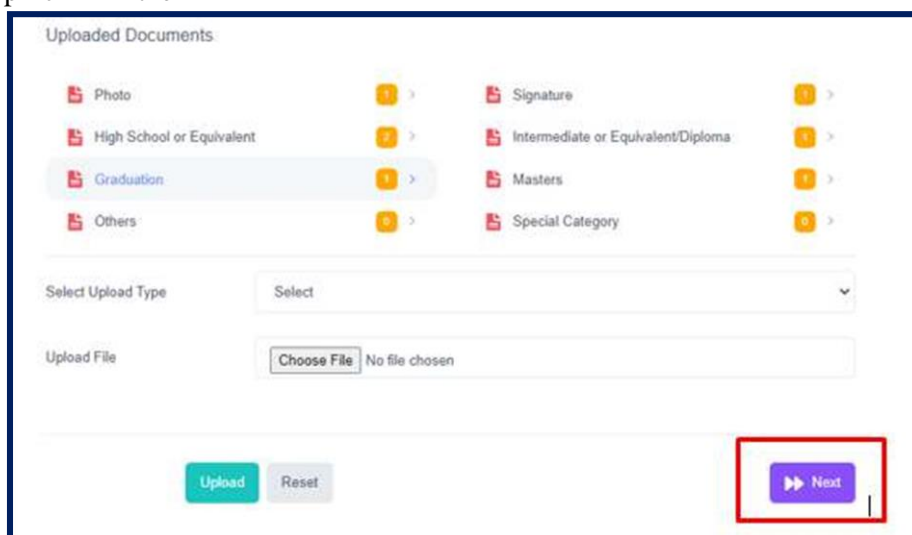


Step 8: Repeat the above steps to upload all the relevant documents.

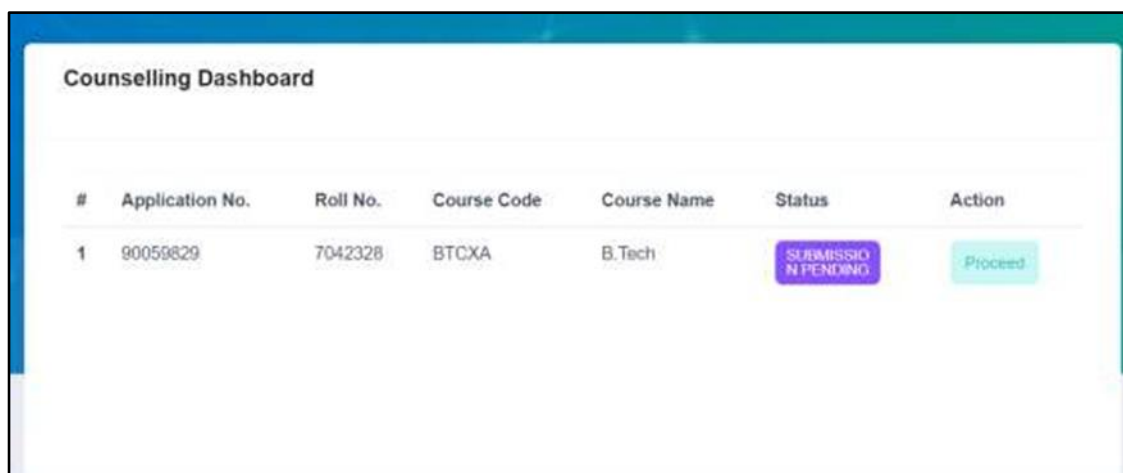
Note: In document uploads, multiple documents under single field may be uploaded. However, in case of photograph and signature only one each is allowed.

(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.

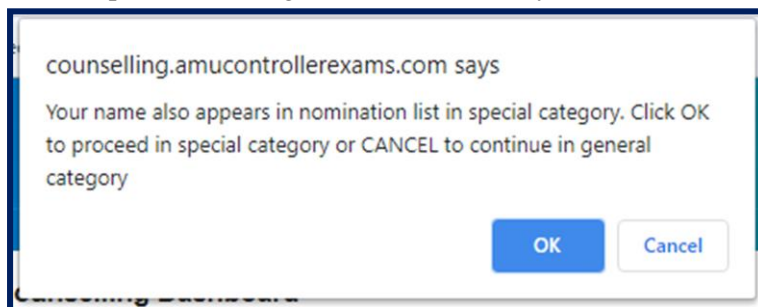


14. After navigating to the next screen, i.e. the “Counselling Dashboard”, the candidate would be shown his/her credentials (details of the course in which his/her name is there in select/chance memo/nomination list) as available in the database of the University.

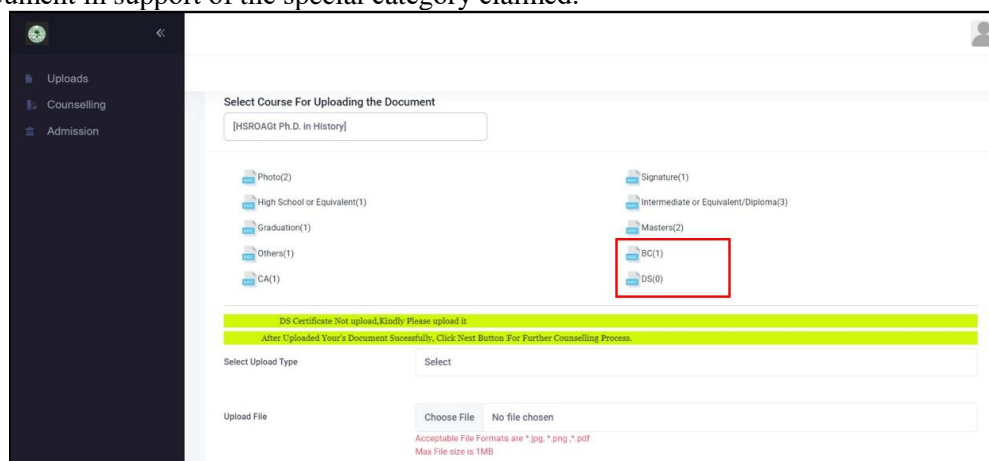


#	Application No.	Roll No.	Course Code	Course Name	Status	Action
1	90059829	7042328	BTCXA	B.Tech	SUBMISSION PENDING	Proceed

15. Use “Proceed” button against the course for which the candidate desires to complete counselling/Admission formalities. Here the 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.



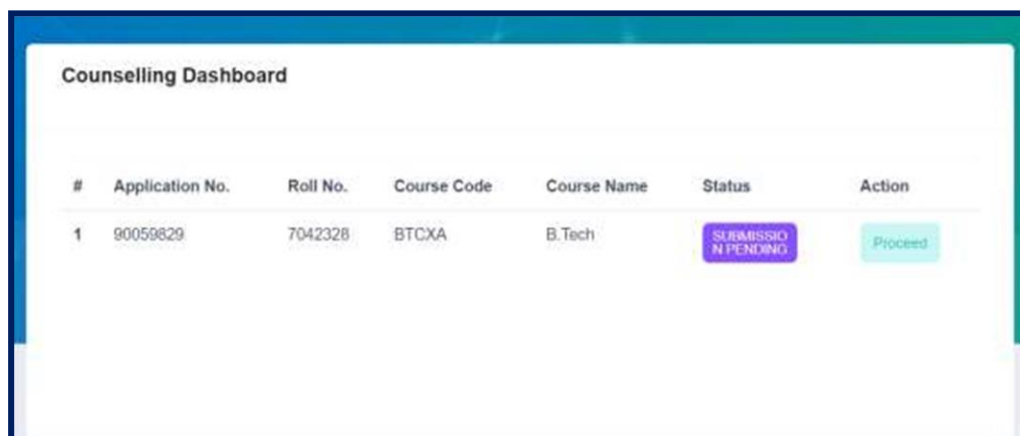
18. However, if the candidate desires to opt for nomination in any special category, he/she may click on “OK” button. This will again navigate the candidate to document upload page, where he/she is required to upload the document in support of the special category claimed.



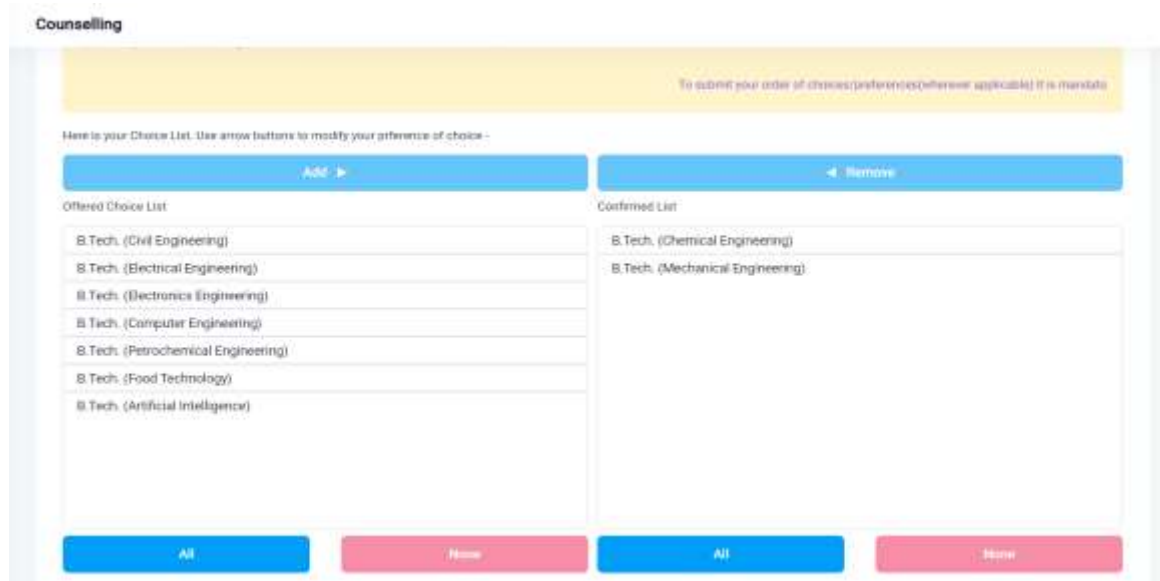
(B) FILLING & GIVING PREFERENCE FOR CHOICES (WHEREVER APPLICABLE)

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.

The screenshot shows a web interface for counselling. A modal dialog box is open with the text: "counselling.amuonline.ac.in says Are you sure to submit your documents and preferences. Once submitted you will not be able to modify your details." with "OK" and "Cancel" buttons. Below the dialog, there is a section titled "Offered Choice List" with a list of B.Tech. programs: (Computer Engineering), (Electronics Engineering), (Artificial Intelligence), (Electrical Engineering), (Automobile Engineering/Electric Vehicle), (Mechanical Engineering), (Civil Engineering), (Chemical Engineering), (Petrochemical Engineering), and (Food Technology). At the bottom, there are "All" and "None" buttons for selection, a checkbox for a declaration, and a "Submit" button.

(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.

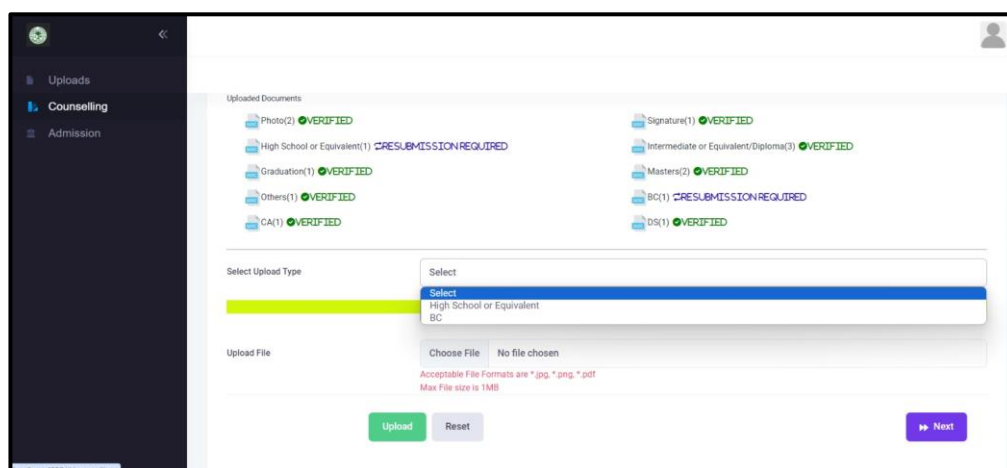
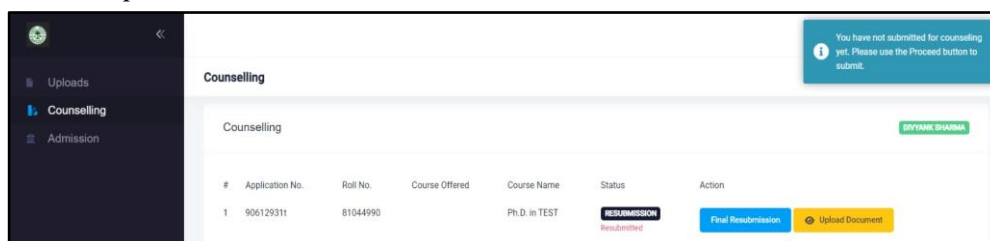
VERIFICATION OF DOCUMENTS

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.

V. **OFFER OF ADMISSION & PAYMENT OF FEE**

35. 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.
36. 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**.

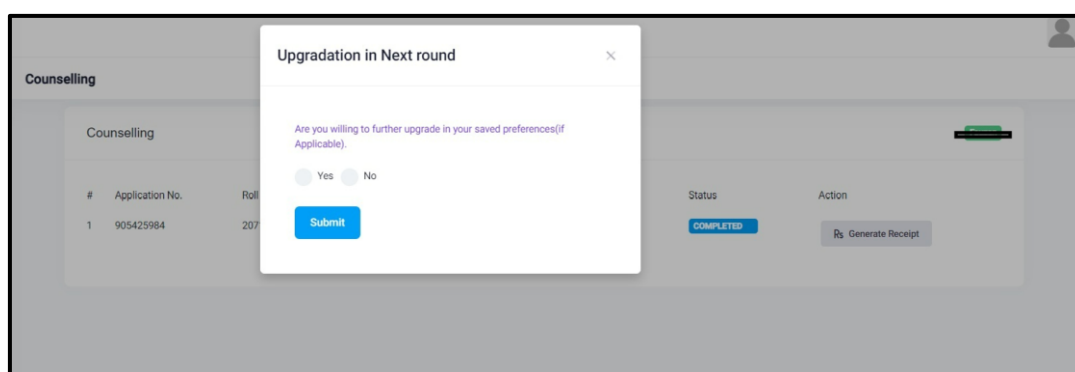
Counselling Dashboard						
#	Application No.	Roll No.	Course	Father Name	Status	Action
1	60091270	8206222	MTEEA	[REDACTED]		Make a Payment
2	60091270	8206222	MBAXA	[REDACTED]		Make a Payment
3	60091270	8206222	SUBTA	[REDACTED]		Make a Payment



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.

SUBSEQUENT ROUNDS OF COUNSELLING AND SEAT UPGRADATION

37. Candidates who miss a round of counselling, due to any reason whatsoever, will be eligible for participating in subsequent rounds of counselling provided they register and complete all the formalities in the subsequent round.
38. Candidates who participate in a round of counselling but are not offered admission will be eligible for participating in subsequent rounds of counselling. They will have the option of only exercising fresh choices/ order of preference in the subsequent round, provided that uploaded documents are verified in prior round of counselling.
39. Candidates who have been offered admission on a lower preference choice will be eligible for participating in subsequent rounds of counselling through upgradation only if they get their admission completed against admission offered to them in a given round and have submitted their willingness to upgrade to higher opted choice in subsequent Rounds. However, such candidates cannot exercise fresh choices/ order of preference in the subsequent round. After successful pay of fee against allotted branch/school/subject/center the candidate has to opt for upgradation. The upgradation will be done in order of preference given by the candidate against available seats.

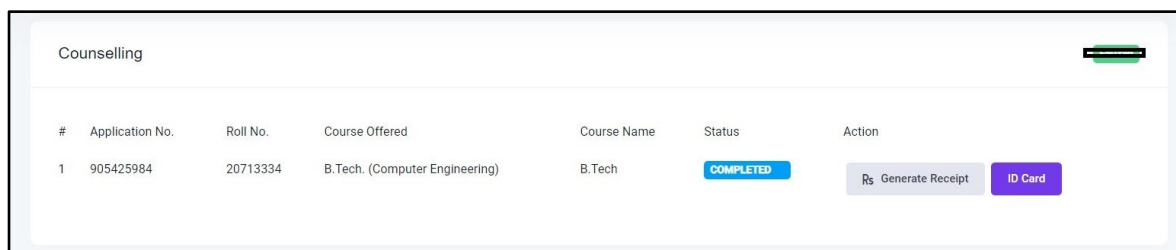


40. A candidate who had accepted the allocated seat with willingness to upgrade his admission, shall be upgraded automatically, on merit, to higher preference in the event of a vacancy arising therein and his/her currently offered/accepted seat will automatically be forfeited and the candidate will not have any claim on previously allotted seat.
41. Candidates who have been offered admission on their first preference choice will not be eligible for participating in subsequent rounds of counselling.

42. Candidates who have got their admission completed in a given round and subsequently get it cancelled will not be eligible for participating in subsequent rounds of counselling.

E-ICARD GENERATION

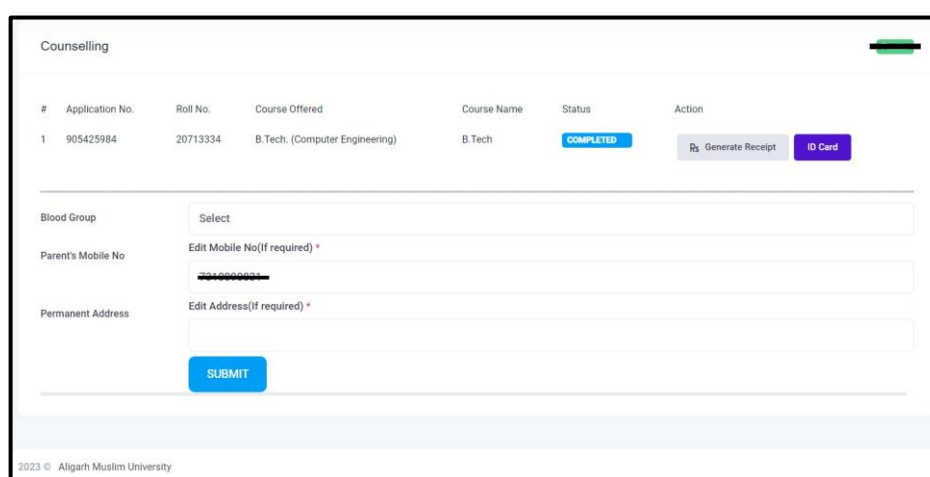
43. After completion of admission, the student is required to fill certain particulars for generation of e-identity card.



The screenshot shows a web interface titled 'Counselling'. It contains a table with the following columns: #, Application No., Roll No., Course Offered, Course Name, Status, and Action. The table has one row with the following data: # 1, Application No. 905425984, Roll No. 20713334, Course Offered B.Tech. (Computer Engineering), Course Name B.Tech, Status COMPLETED. In the Action column, there are two buttons: 'Rs Generate Receipt' and 'ID Card'.

#	Application No.	Roll No.	Course Offered	Course Name	Status	Action
1	905425984	20713334	B.Tech. (Computer Engineering)	B.Tech	COMPLETED	Rs Generate Receipt ID Card

44. The student is required to fill his/her blood group, parents' mobile number and permanent address.



The screenshot shows the 'Counselling' page with a form for filling in personal details. The form has the following fields: Blood Group (with a 'Select' dropdown), Parent's Mobile No (with a text input field and a red asterisk indicating it is required), and Permanent Address (with a text input field and a red asterisk indicating it is required). There is a 'SUBMIT' button at the bottom of the form. The footer of the page reads '2023 © Aligarh Muslim University'.

Blood Group

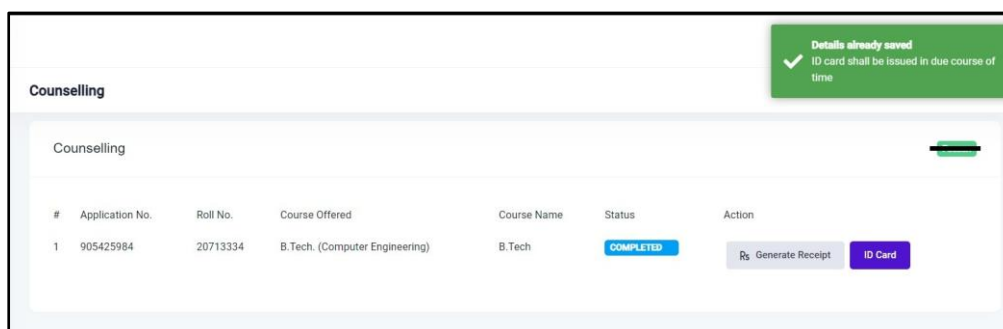
Parent's Mobile No

Permanent Address

[SUBMIT](#)

2023 © Aligarh Muslim University

45. After submission of the data, the e identity card shall be issued in due course of time

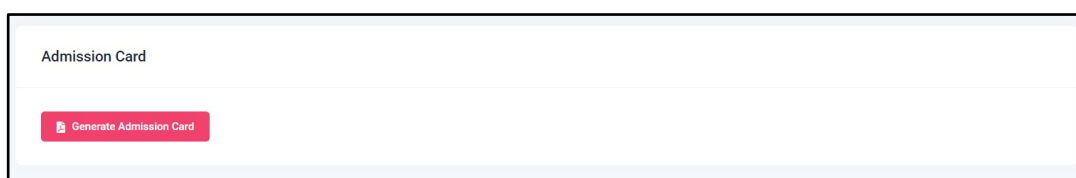


The screenshot shows the 'Counselling' page with a confirmation message at the top right: 'Details already saved' with a green checkmark icon, and 'ID card shall be issued in due course of time'. Below the message is the same table as in the previous screenshot, showing the student's details and the 'ID Card' button.

Details already saved
✓ ID card shall be issued in due course of time

#	Application No.	Roll No.	Course Offered	Course Name	Status	Action
1	905425984	20713334	B.Tech. (Computer Engineering)	B.Tech	COMPLETED	Rs Generate Receipt ID Card

46. After the completion of all the above steps, the student may finally generate his admission card for his/her records. the candidate may be asked to submit the same as and when required. On update of any information, fresh admission card is to be downloaded.



The screenshot shows a web interface titled 'Admission Card'. It contains a single button labeled 'Generate Admission Card'.

[Generate Admission Card](#)

PHYSICAL REPORTING OF CANDIDATES

47. 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.
48. 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.
49. 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

50. 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.
51. Any Refund of Admission Fee (if permissible), will be governed by the rules as detailed in the Guide to Admissions.