

**Government of India**  
**Ministry of Ayurveda, Yoga & Naturopathy, Unani, Siddha and**  
**Homoeopathy (AYUSH)**

---

**Flow Chart and Guidelines for Reporting period**

**1. Activities by Reporting Officer for admission:**

1. Institute admin (Principal/Director) has to login into his/her account by using Login Id and Passwords provided to them on website namely "[www.medicalcounseling.nic.in/aaccpg](http://www.medicalcounseling.nic.in/aaccpg)".



2. **Institute Login link** for login will be visible on **left side of website screen**.



3. Further, Principals, who have **not created Reporting Officer Login id and Passwords yet**, they have to click on "**User Management link**" available in their Profile under "**Select Activities here**" tab.



4. Further, they have to create **new user Login id** and **password** by filling the details in opened window. Password must have an **Upper case alphabet, a lower case alphabet, a special character and a numerical value** for example **Test@123456 etc. Reporting officer Login Id** will be visible in **first row of screen** for example **1060002 etc.** and Principals should note this **User Id and Password** created by them for **Reporting Officer Login**.



5. **By using this Login Id and Password** reporting officer can Login into his account by using **above mentioned website address and through Institute login Link**.



6. While Login, Reporting Officers has to **change the old password** provided by their Principals and has to **set new password** and password must have a **Upper case alphabet, a lower case alphabet, a special character and a numerical value** for example **Test@123456**.



7. After **Login into his/her account**, Reporting Officer has to **start Online Document Verification**.



8. Reporting Officer has to **enter Roll number and Date of Birth** of Reported Candidate and **submit** the details.



9. On submission, new window will be open, having details of Candidate. In this page, there will be **editable candidate details**. **Category of Candidate can be upgraded**. If **Reserved Category candidate** is allotted seat in **Unreserved/General Category**, then **candidate should not be asked for category certificate as he/she has been allotted seat from General Category**. Accordingly, details can be edited and saved.



10. Person with Disability can be changed from **Yes to No, if candidate is not eligible for PwD or not having valid PwD certificate as per guidelines**. However, seat of candidate will be cancelled automatically and for next round of counseling candidate will be treated as non PwD candidate in his/her respective category.



10. R.O. should check the entire applicable certificate and tick the **checklist after verifying these certificates**.



11. After, **ticking all relevant Checklist point**, R.O. has to click the **Submit link**.



12. After submitting, new page will appear, List of Documents submitted will be visible and availability of documents will be shown as **Yes/No**.



13. After that, RO has to click **Final submit link** and then **admission letter will be generated**.



14. If, there is **unavailability of required documents** then after submission, **seat of candidate will be cancelled**.

## **2. Reporting Initialization by Institute Principal:**

1. In case, candidate seat has been **cancelled mistakenly**, then, **R.O.** has to **inform this issue to Principal**.



2. Principal of the college has to **login into his account** and under **Reporting Activities tab**, he/she has to click on **Reporting Initialization link**.



3. Then, the Principal has to **fill details of candidate** i.e. **Roll number, Application number, Candidate name and Date of Birth** and has to click on **submit link**.



4. On submitting, new page will **open and student details will be appear**. In bottom of the page, **Initialize link/tab** will be visible and Principal of the college has to **click on this tab** and has to **click on OK tab** for **final submission**.



4. Then, R.O. can **restart document verification** process as detailed above.

**Note: this process is allowed once for any candidate at Principal level. Therefore, R.O. should do document verification carefully to avoid mistakes. Kindly take printouts of these guidelines and also print outs of User Manual provided to you and read collectively for better understanding.**

### **Important Instructions:**

1. **In case, if a eligible candidate is having valid 12<sup>th</sup> standard Marks sheet, however, not having passing certificate of 12<sup>th</sup> Standard due to non-issuance of same by the concerned authority. Then, if candidate fulfils all other criteria than he/she has to submit Affidavit/Undertaking stating that he/she will submit the passing certificate of 12<sup>th</sup> Standard as soon as issued by the concerned authority.**

2. **Passing marks for eligibility in admission to ASU & H UG courses** should be as per the ASU & H UG regulations and should be followed strictly. Admission without fulfilling the eligibility criteria will be considered as in-valid and seat may be cancelled accordingly. The details of marks required in 12<sup>th</sup> Standard for different categories are as follows:

i. The candidate must have passed intermediate (10+2) or its equivalent examination recognised by the concerned State Government and Education Board **with the subjects of Physics, Chemistry, Biology and English individually.**

ii. **Minimum of 50% marks taken together in Physics, Chemistry and Biology** at the aforesaid qualifying examination in the case of **General category.**

iii. **40% Marks** in the case of the **Scheduled Castes, Scheduled Tribes and Other Backward Classes.**

iv. In respect of **persons with disability** candidate specified under the **Rights of Persons with Disabilities Act, 2016 (49 of 2016)**, the minimum qualifying marks in the said qualifying examination are as follows:

a) In Physics, Chemistry and Biology shall be **45%** in the case of **general category. (for PwD candidates only)**

b) **40%** in the case of the **Scheduled Castes, Scheduled Tribes and Other Backward Classes. (for PwD candidates only)**

3. For PwD candidates, **PwD certificate should be as per the guidelines issued by Central Government and notified by the CCIM/CCH.** (Available on counseling website under notices section).