AYUSH UG/PG-2025

Manual for Online Document Verification



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Executive Summary

These guidelines have been drafted to provide an overview of online document verification guidelines for AYUSH PG 2021. Access rights, process flow and associated activities have been shortlisted for participating institute users that include two roles: PI User and PI Admin. Document verification is an extremely sensitive activity in a counseling process as the merit of the candidate is justified and mapped with the eligibility criteria based on supporting documents. Process mentioned in this document should be followed while processing candidate application for online document verification.

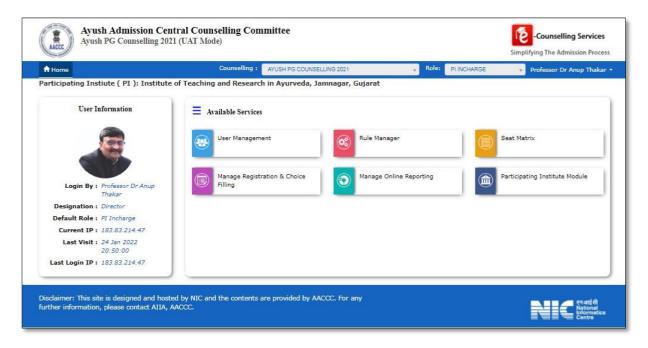
1 Log-in

User should select the agency relevant to AYUSH. Fill in details for user Id, password and security. User will be directed to his/her account on press of submit button if valid credentials are entered.



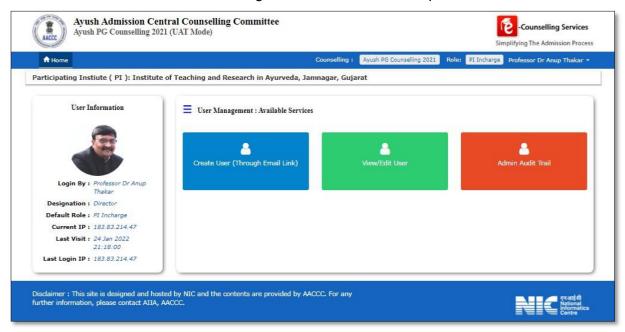
2 PI Admin

PI Admin can conduct various activities associated with participating institute including user management and managing online reporting.



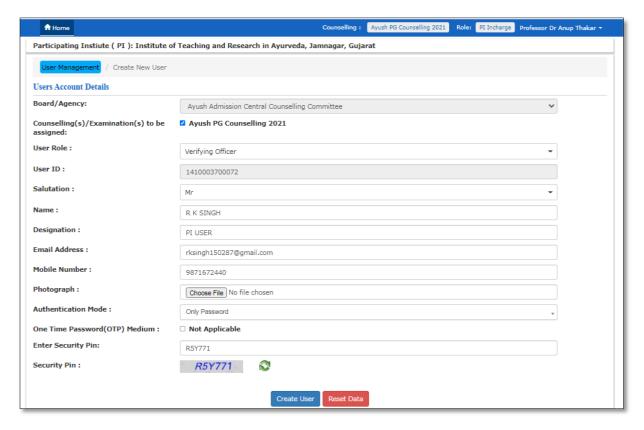
2.1 User Management

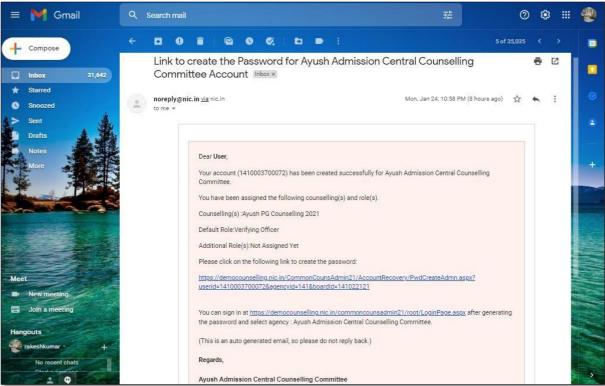
New user can be created and existing users can be viewed or updated.



2.1.1 Create New User

New user can create in the system. User role should be selected as "Institute User" for creating a PI user. PI user account will be given to officials who would verify the documents and add remarks for candidates for any discrepancy in the documents. An auto generated user Id is generated with increment in the last two digits maintained as serial number for the PI users. User should fill all the essential details, upload photograph and press "Create User" button.

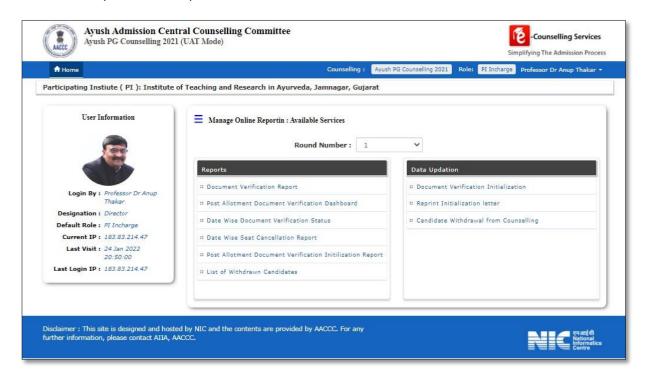






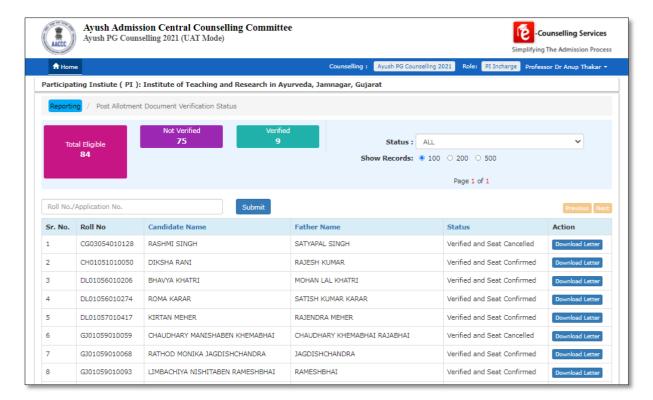
2.2 Manage Online Reporting

Various activities associate with the online reporting can be managed from this section. Round number can be selected from the drop down. All the activities are listed in the document verification, reports & data updation sections.



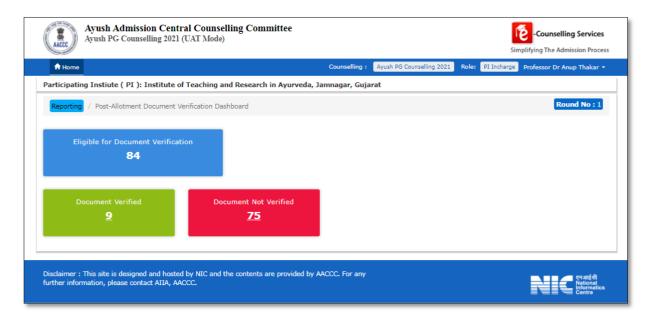
2.2.1 Document Verification Report

Dashboard displays the total eligible, not verified and verified candidates. Number of records can be selected from the choice of radio buttons.



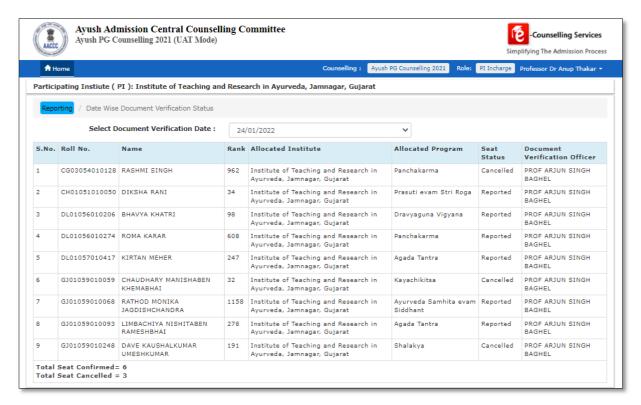
2.2.2 Pre Allotted Document Verification Dashboard

Dashboard displays the total eligible candidates for document verification, document not verified and document verified candidates.



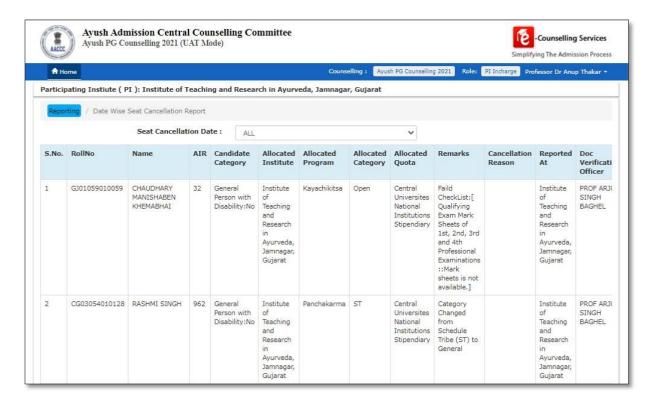
2.2.3 Date Wise Document Verification Status

Dashboard display information about the number of candidates document verified on any particular date after selecting from drop down.

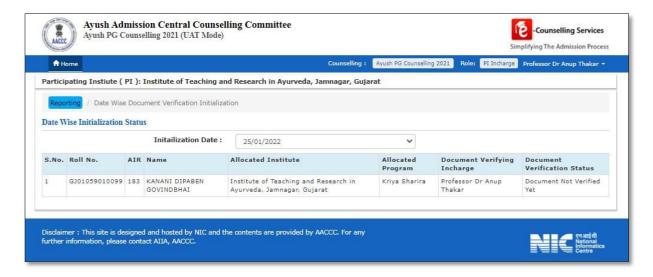


2.2.4 Date Wise Seat Cancellation Report

Dashboard display information about the number of seat cancellation report on any particular date after selecting from drop down



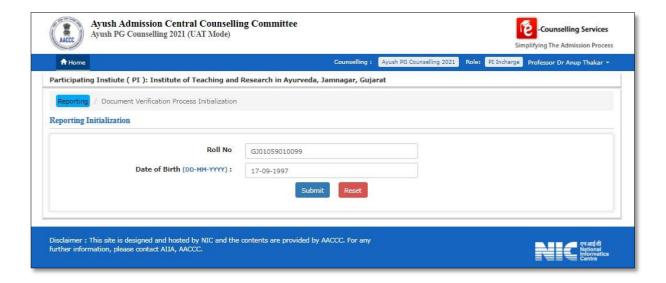
2.2.5 Post Allotment Document Verification Initialization Reports

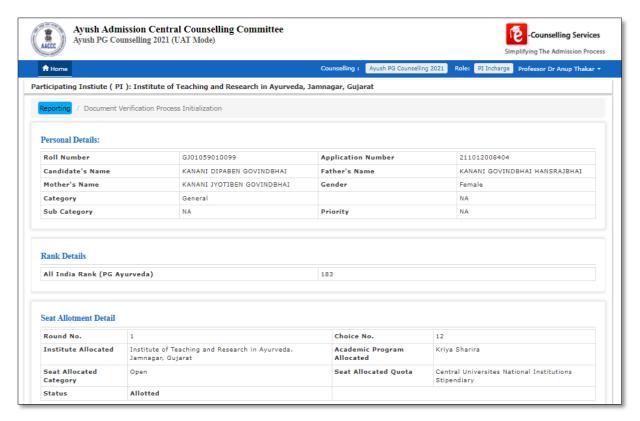


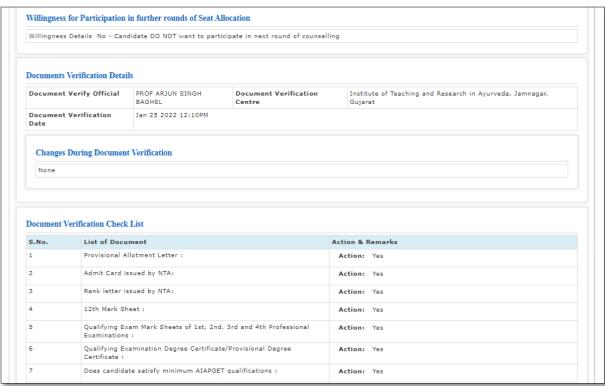
2.2.6 List of Withdraw Candidates



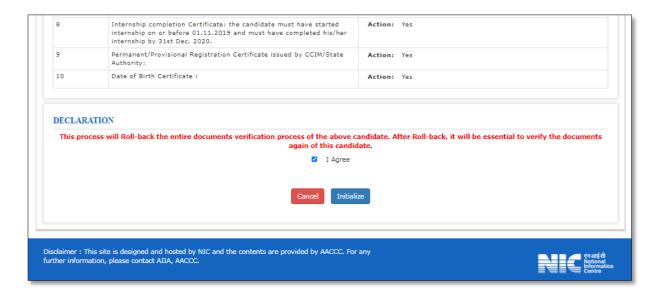
2.2.7 Document Verification Initialization

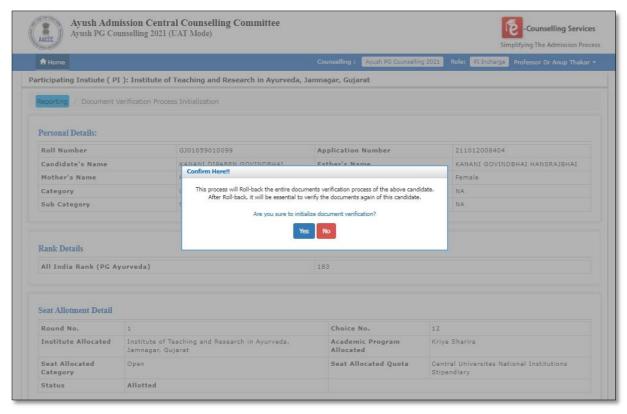






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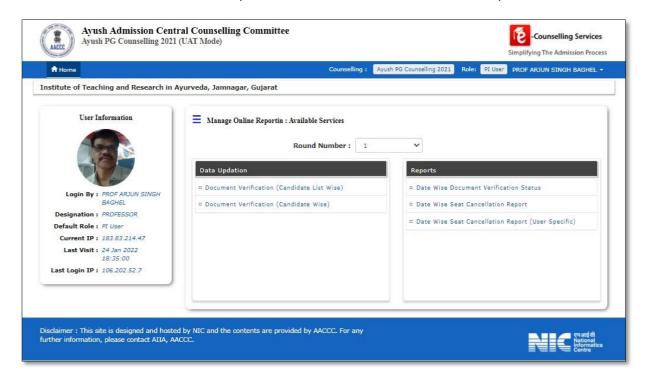
3 PI User

PI user account will be given to officials who would verify the documents and add remarks for candidates for any discrepancy in the documents. Any number of PI user accounts can be created by the PI admin. Activities associated with online document verification can be accessed from the "Manage Online Reporting" tab.



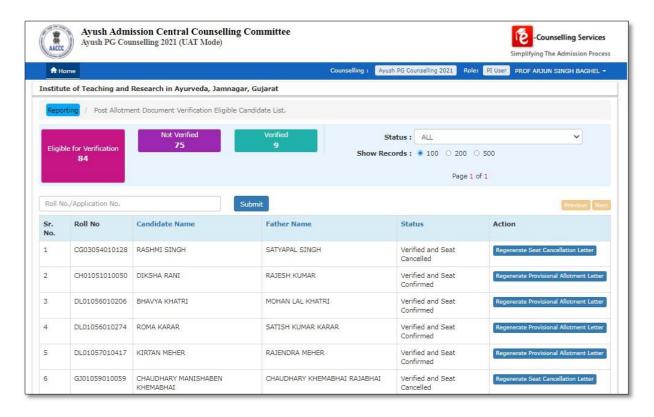
3.1 Manage Online Reporting

Various activities associate with the online reporting can be managed from this section. Round number can be selected from the drop down. All the activities are listed in the reports section.

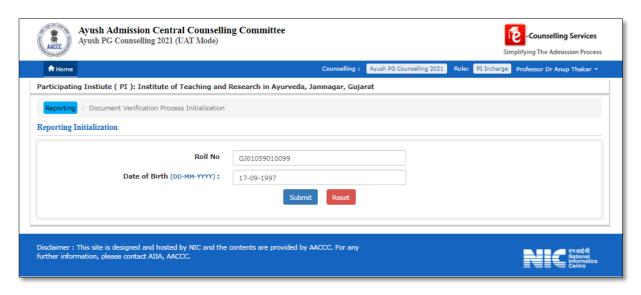


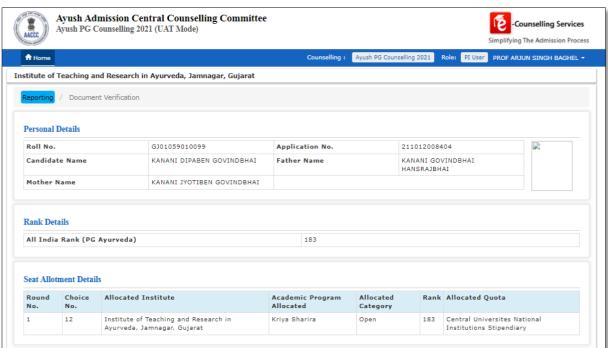
3.1.1 Document Verification (Candidates List Wise)

Dashboard displays the total eligible, not verified and verified candidates. Number of records can be selected from the choice of radio buttons.

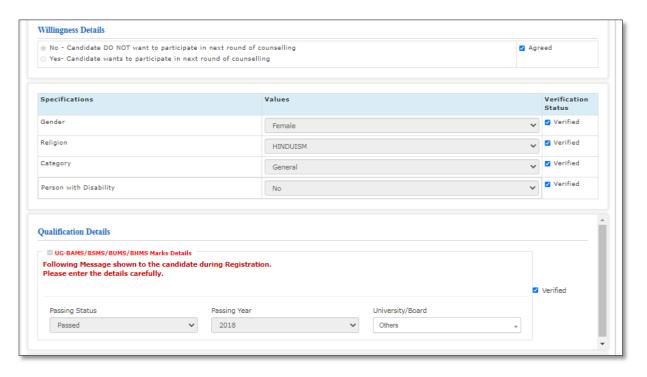


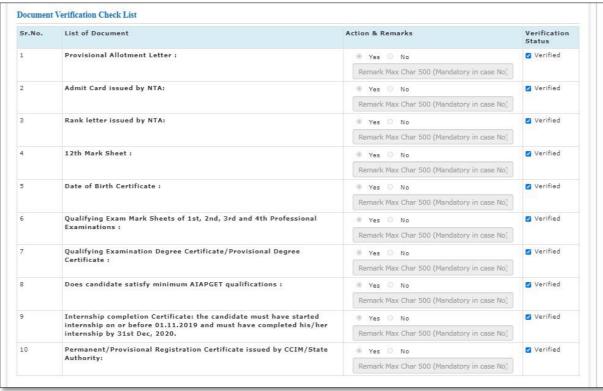
3.1.2 Document Verification (Candidates Wise)



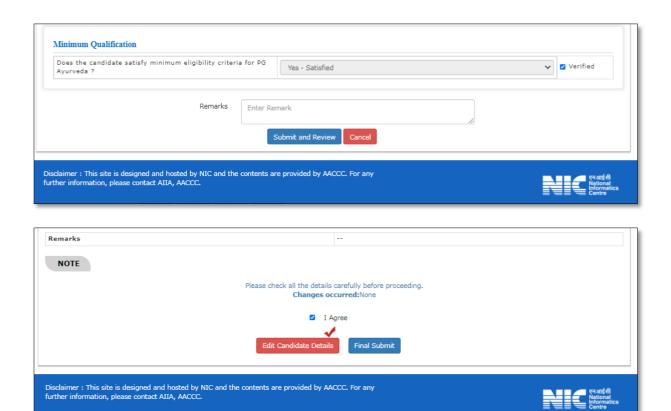


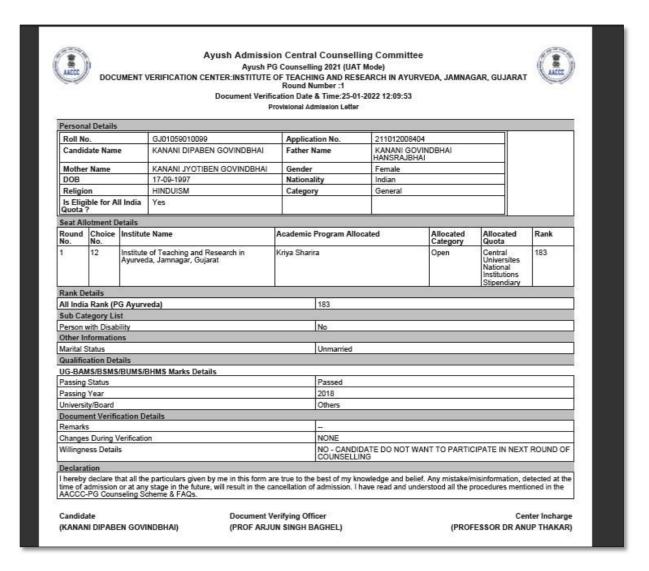
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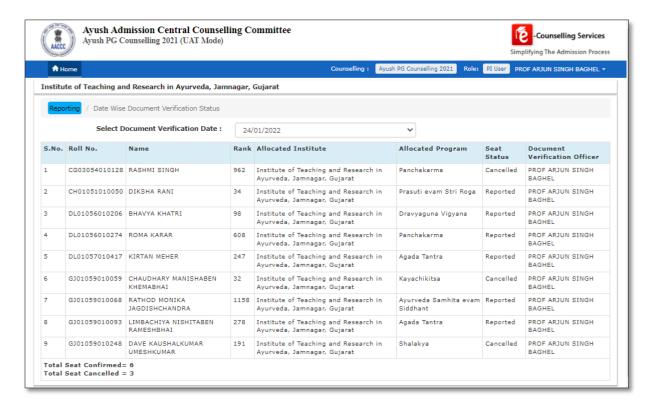
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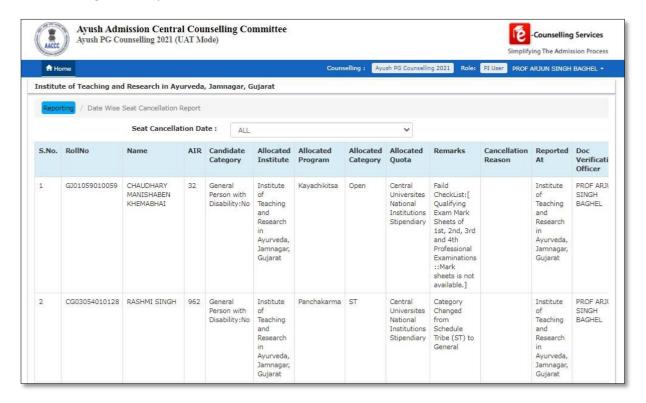
3.1.3 Date Wise Document Verification Status

Dashboard display information about the number of candidates document verified on any particular date after selecting from drop down.



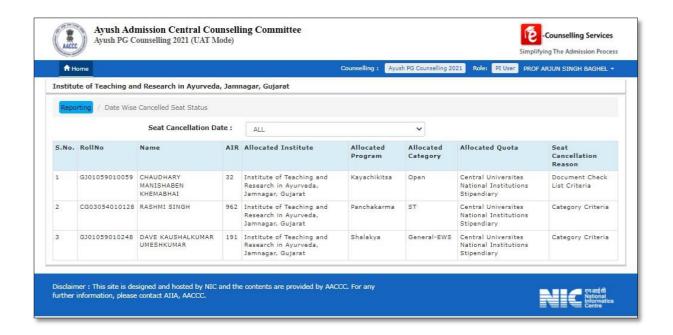
3.1.4 Date Wise Seat Cancellation Report

Dashboard display information about the number of seat cancellation report on any particular date after selecting from drop down



3.1.5 Date Wise Seat Cancellation Report (User Specific)

Dashboard display information about the number of seat cancellation report on any particular date where reason for seat cancellation can be seen from last column



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