File No. 3-97/2024/NCH/HEB/ AACCC/2024-25/ 4153 – 4165   **Dated :** 09 SEP 2024

To

1. The Principal Secretary/Secretary, (Department of AYUSH / ISM& Homoeopathy / Medical Education/ Health & FW-All State U.T.
2. The Commissioner/Director (Directorate of AYUSH / ISM& Homoeopathy /Medical Education/Health & FW- All State & U.T.
3. The Chairman, Counseling Authority/ Committee (Directorate of AYUSH / ISM& Homoeopathy/Medical Education/Health & FW- All State & U.T.
4. The Registrar of University (Including Deemed Universities) having affiliated/Constituent Homoeopathic Medical Colleges- All State & U.T.
5. The Registrar, Homoeopathic Board/ Council- All State & U.T.
6. The Principal of all the Homoeopathic Medical Colleges and Hospital (including Director,N.I.H. Kolkata & NEIAH, Shillong).
7. All Homoeopathic Associations and Federation/Society & General Public

Sub: To upload updated data of admitted students at the end of each round of Homoeopathy- UG & PG counselling for the A.Y. 2024-25 by the State/UT counselling authority on the AACCC-UG & PG portal - reg.

Sir/Madam,

     With reference to the subject cited above and for transparency in admissions in Homoeopathy Colleges and to prevent any undue duplication of students in the State/UT and Central admission quota, the competent authority has directed to convey as under :

1. That the State/UT counselling authority shall essentially upload the updated data of admitted students (all categories including Management, NRI/Foreign Quota and all others, if any) at the end of each round of Homoeopathy- UG & PG counselling for the A.Y. 2024-25, on the dedicated AACCC-UG & PG web portal of the Ministry of AYUSH.
2. The link to upload the above data is https://intraaaccc.gov.in/AppMgmt/Root/LoginPage.aspx. And the necessary guidelines for the same are annexed as Annexure I.
3. The State/UT counselling authorities to send the Homoeopathy- UG & PG counselling schedule on email heb-nch@gov.in & consultant.exam-nch@gov.in.

This is issued with the approval of the Competent Authority.

Encl.: Annexure I.

(Dr. Sanjay Gupta)
Secretary

Copy for necessary information & action through e-mail to:
1. The Secretary, GOI, Ministry of Ayush, INA, New Delhi. E-mail: secy-ayush@nic.in
2. The Chairperson, National Commission for Homoeopathy, New Delhi. E-mail: chair-nch@gov.in
3. The President, Homoeopathy Education Board, NCH, New Delhi. E-mail: heb-nch@gov.in
4. The Director, AACCC, Ministry of AYUSH, GoI, New Delhi. E-mail: aaccc-admn-ayush@gov.in
5. IT Consultant, NCH with the direction to upload on website. E-mail: itofficer-nch@gov.in
6. Guard File.

GUIDELINES FOR STATE/UT COUNSELING AUTHORITIES FOR UPLOADING THE DATA ON ADMISSIONS MADE THROUGH VARIOUS ROUNDS OF STATE/UT COUNSELING FOR THE ACADEMIC YEAR 2024-25

All State/UT counseling Authorities are requested to upload the data on admissions made by the State/UT AYUSH counseling Authorities in various rounds of State/UT counseling under 85% of State/UT Quota seats of Govt./Govt. Aided colleges and 100% seats of Private Institutions of Ayurveda, Siddha, Unani and Homoeopathy streams on the AACCC-UG&PG counseling portal, without fail, for the A.Y 2024-25. The procedure for uploading the data on the portal is the same as in the previous year

All State/UT Ayush counseling Authorities are requested to follow the below-mentioned directives:

1. The following data need to be uploaded:

   a) Candidates admitted through State/UT counseling under 85% State/UT Quota seats of Govt./Govt. Aided institutes
   b) Candidates admitted through State/UT counseling under 15% All India Quota seats of Private institutes
   c) Candidates admitted through State/UT counseling under 85% of State/UT Quota seats of Private institutes
   d) The admission details of the students admitted to the institutional quota.

2. The admission made by the State/UT counseling Authorities in the AIQ(Private), State/UT Government Quota, Management Quota, NRI quota etc., as per respective State and UT reservation policy, as applicable, **need to be uploaded on the AACCC-UG&PG portal.**

3. Only the data of those admissions made as per the directives issued by the NCISM/NCH for UG and PG counseling and admissions for the A.Y 2024-25 is to be uploaded on the portal.

4. The admission data made by the college without custody of the original candidates' documents shall not be uploaded to the AACCC-UG&PG portal.

5. If any State/UT Counseling Authorities are not uploading the data on the AACCC-UG/PG portal as per the direction of NCISM/NCH, such admission shall be considered as offline admissions, and approval of the same shall not be given by the NCISM/NCH.

User Manual to upload the data on the AACCC-UG&PG Portal

➢ Click on the link provided by the **State AYUSH Admission Reporting Cell (SAARC)**

➢ User will land on **Counseling Authorities Login page.**

➢ User will select **Agency/Board** name from the drop-down (Ayush Admissions Central Counseling Committee); enter the **User ID & Password (provided by SAARC) and Security Pin** as displayed and click **Submit** to login.

➢ User will select the **Counseling Authorities** option.

➢ User can view **User Information** details and **Available Services** icons as links.

➢ User will click on **Upload Admitted Candidate Data State Wise**.

➢ After clicking on **Admitted Candidate Data State Wise,** the user will land on **Admitted Candidate Entry using File Uploading** page.

➢ The user can download a sample CSV file by clicking on **Download Sample CSV file.**

➢ After clicking on **Download Sample CSV file,** the user will land on the **Excel Shee**t format for capturing data.

➢ The file contains the following details: Round number, Roll No, Name, Rank, Institution ID, Institute Name, Institute Type, Seat type, Programme name, Allotted category and Allotted subcategory. **(**the detail of information to be filled against each point is placed in **Table I)** (Special characters **i.e #,*, &, %,:, etc. are not allowed**)

➢ It is necessary to fill in the data on the downloaded **Excel Sheet and save it in CSV format**

➢ User will click on **Choose File to** select and upload the **CSV file** of the admitted candidate entry using file uploading.

➢ Then user will click on **Upload** to upload the file data.

➢ Once the data is uploaded, a success message appears on the screen: **Data Uploaded Successfully**.

➢ State/UT counseling Authority can remove the uploaded admission detail of the candidate from the portal if he/she resigns from the institute allotted through State/UT counseling.

			Table-I	
Sl. No	**Credentials**	**Type of Counseling**	**Details of the data need to be uploaded**	
1	Round no.	UG/PG counseling	State/UT Counseling Authorities have to enter the round of UG/PG-counseling in which the candidate gets allotted	
2	Roll no. of the candidate	UG/PG counseling	State/UT Counseling Authorities have to enter the Roll number mentioned on the candidate's re-revised NEET (UG) 2024 score card/ AIAPGET 2024 score card.	
3	Name of the candidate	UG/ PG counseling	State/UT Counseling Authorities have to enter the name of the candidate as on candidate's NEET (UG) 2024 score card/ AIAPGET 2024 score card	
4	Rank of the candidate	UG/ PG counseling	State/UT Counseling Authorities have to enter the All India Rank as mentioned in the candidate's NEET(UG) 2024 score card/AIAPGET 2024 score card.	
5	College ID	UG/PG counseling	State/UT Counseling Authorities have to enter the College ID provided by NCISM/NCH.	
6	Institute Name	UG/PG counseling	State/UT Counseling Authorities have to enter the Participating UG/PG Institute's name, where the candidate gets allotted	
7	Institute type	UG/PG counseling	State/UT Counseling Authorities have to enter Institute type, i.e whether Govt. /Pvt. /Deemed/ Govt. Aided/ Central Universities / National Institutes, etc,.	
8	Seat type	UG/PG counseling	State/UT Counseling Authorities have to enter Seat type; AIQ, State Quota, Management Quota, self-finance, NRI etc,.	
9	Programme name	UG/PG counseling	State/UT Counseling Authorities have to enter the UG-program name in which the candidate gets admission in UG courses (i.e. BAMS/BSMS/BUMS/BHMS) and PG Programs (name of PG subjects)	
10	Allotted category	UG/PG counseling	State/UT Counseling Authorities have to enter the allotted category of the candidate as per the Central/State Reservation Policy norms	
11	Allotted sub-category	UG/PG counseling	State/UT Counseling Authorities have to enter the allotted sub-category of the candidate as per the Central/State Reservation Policy norms, if any.	
Any additional data other than the required information need not to be uploaded				