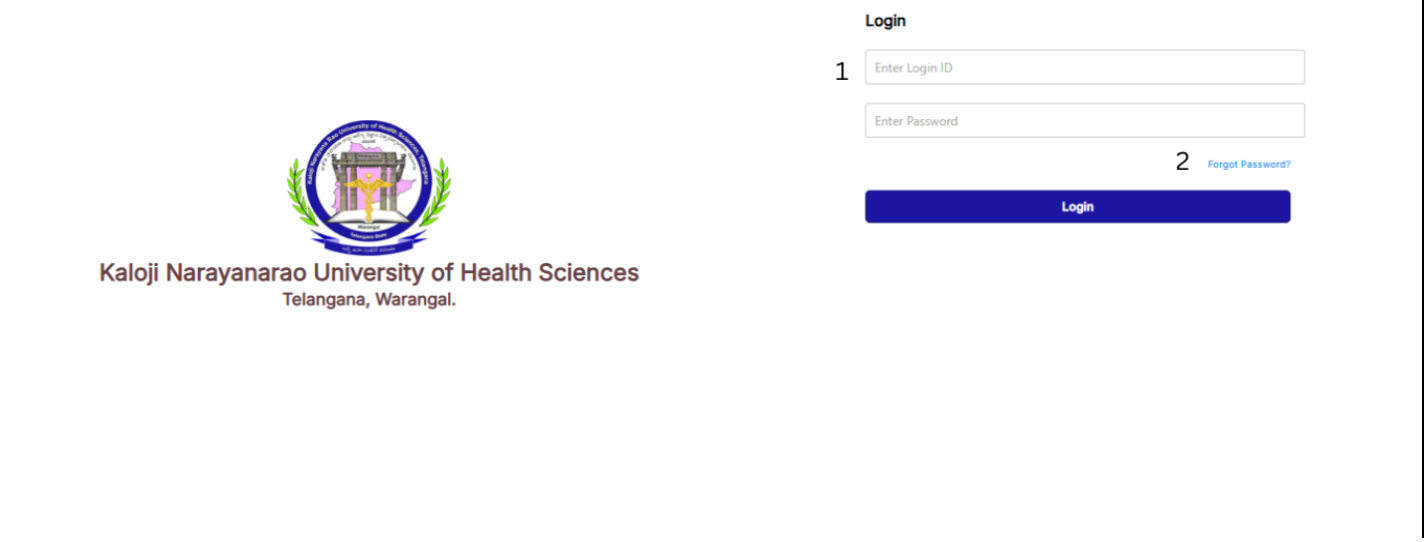
Kaloji Narayana Rao University of Health Sciences

User Manual

Note: Images are showing in this document is for sample purpose only



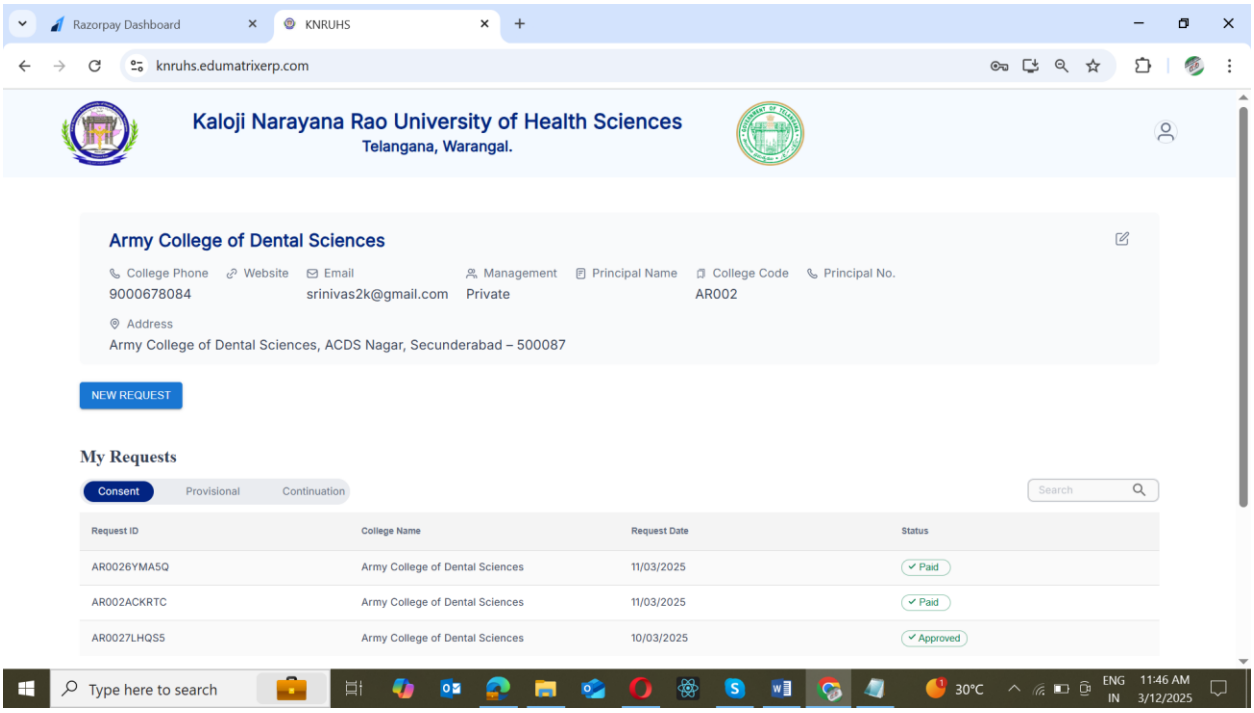
Login Page:

1. Enter the Login ID: The user needs to input their username in the designated field.
2. For first time Users Click on "Forgot Password"**:** By clicking this option, a new password will be generated and sent to the user's registered email address. After login with the new password the user can change the password for future login.

Kaloji Narayanarao University of Health Sciences
Telangana, Warangal.

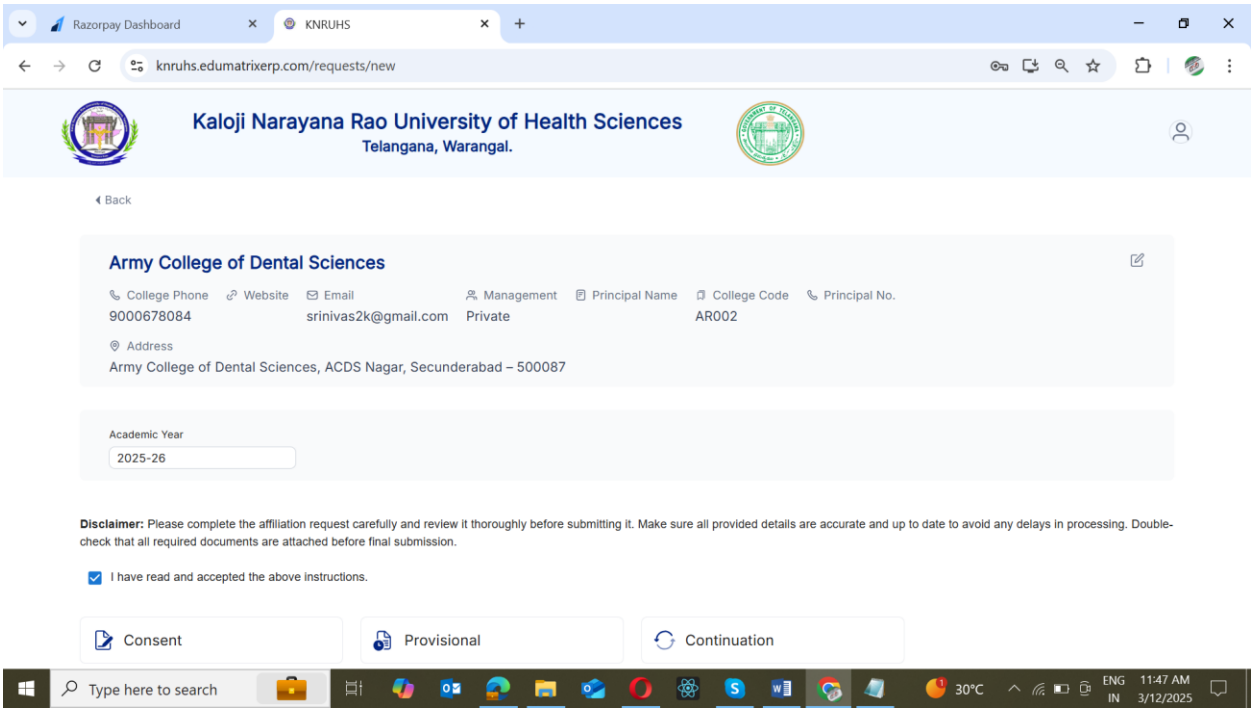
Login Page- Reset Password:

1. Enter the Username**:** The user needs to input their username in the designated field.
2. Click on "Reset Password"**:** By selecting this option, a new password will be generated and sent to the user's registered email address.



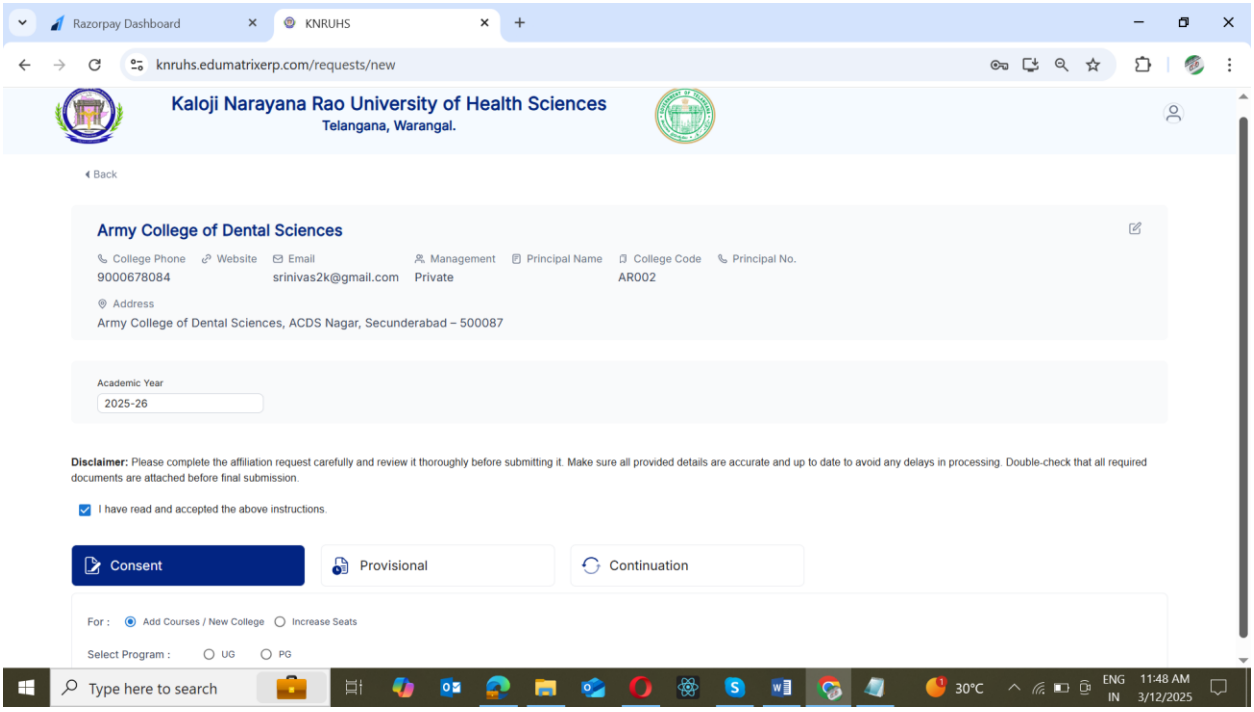
Affiliation Login:

1. View College Details: After logging in, the user can view the details of the specific college.
2. Request College Affiliation: The user can click on "New Request" to apply for college affiliation.



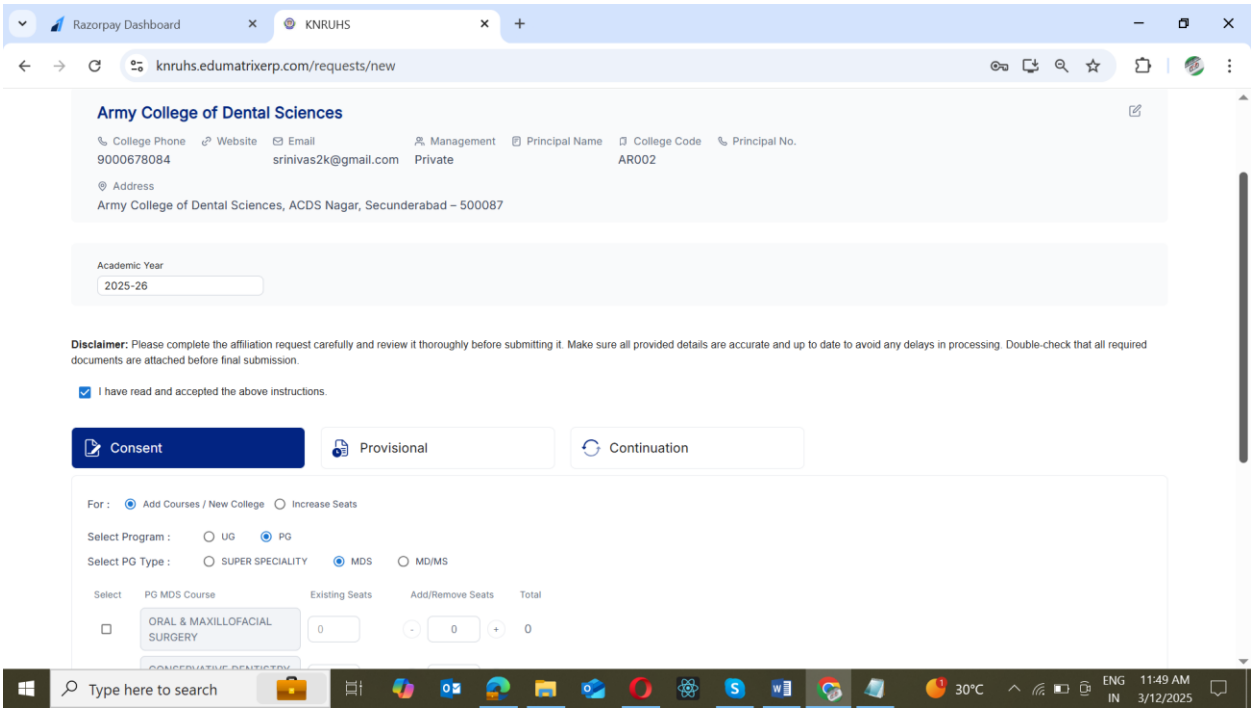
Affiliation Page:

1. Read the Disclaimer**:** The user must read the disclaimer to avoid any mistakes before proceeding with the affiliation process.
2. Agree to Terms**:** The user needs to click the checkbox to continue with the affiliation.
3. Continuation Button**:** The user can select the "Continuation" button to apply for affiliation for already existing courses with number of seats in a particular institute affiliated to the University. This button will be accessible only during scheduled time period issued by the University.
4. Provisional Button: The user can select the "Provisional" button to apply for enhancement of intake, reduction of intake for particular course or starting of a new course.
5. Consent Button**:** The user can select the "Consent" button to apply for Consent of Affiliation for starting of a new course or the enhancement of intake in an already existing course.



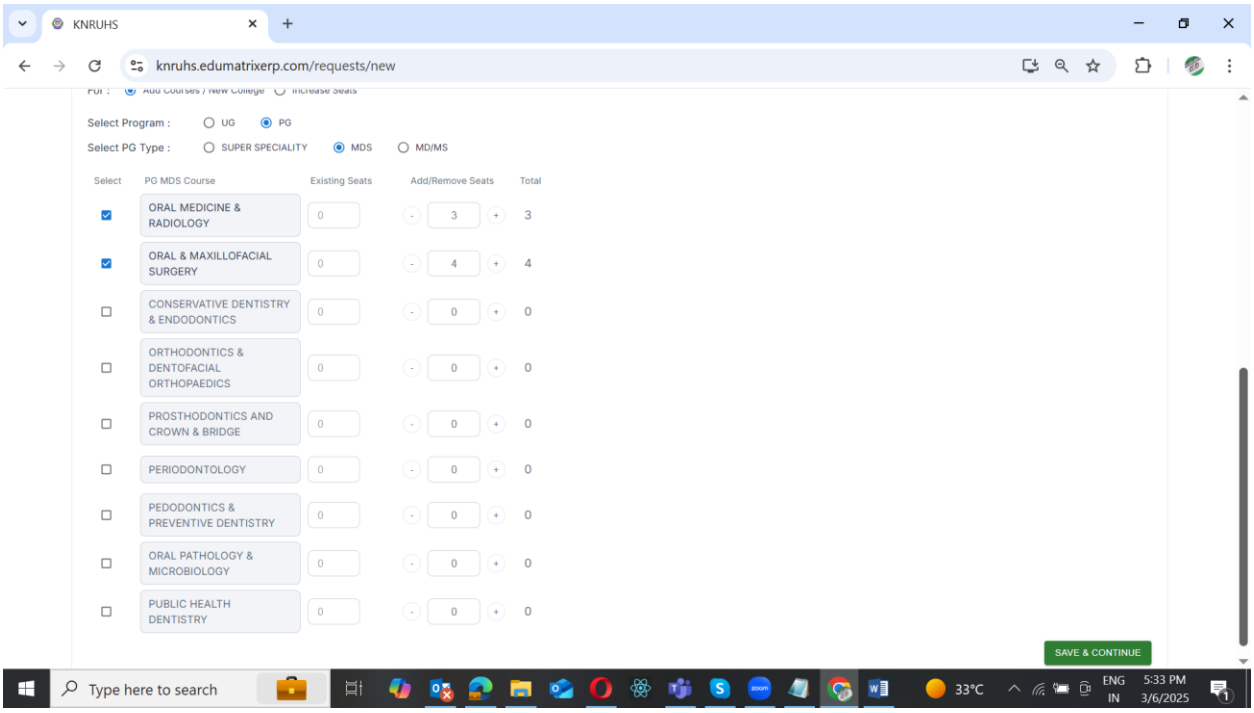
Applying for Affiliation:

1. Select Affiliation Type: The user clicks on the required affiliation option based on their needs.
2. Specify Details**:** After selecting the affiliation request, the user needs to choose the appropriate radio button to either add a course/new college or to increase seats.



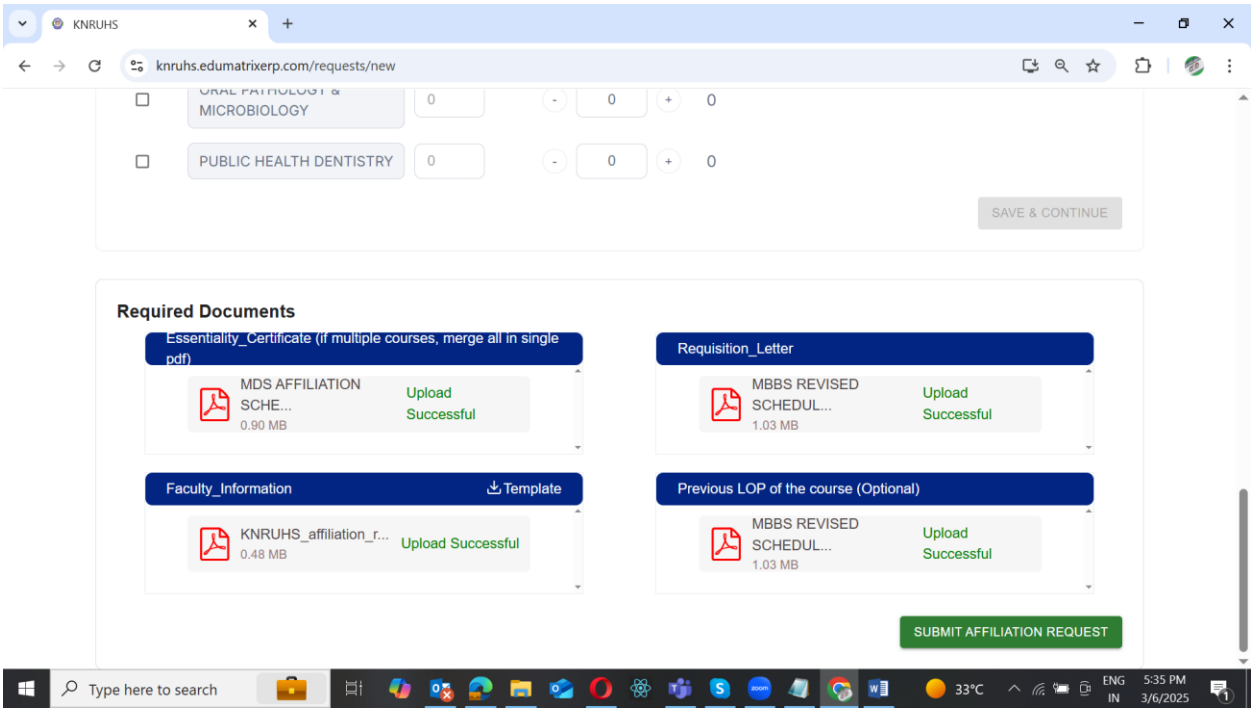
Consent Request:

1. Consent request**:** After selecting the consent request, the user needs to choose the appropriate radio button to either add a course/new college or to increase seats.
2. Select Affiliation Type: The user clicks on the required affiliation option based on their needs.
3. Choose Program: The user selects either the UG or PG radio button based on their request.
4. Select Course Type: If the user selects a program type, they then need to choose the corresponding course type.



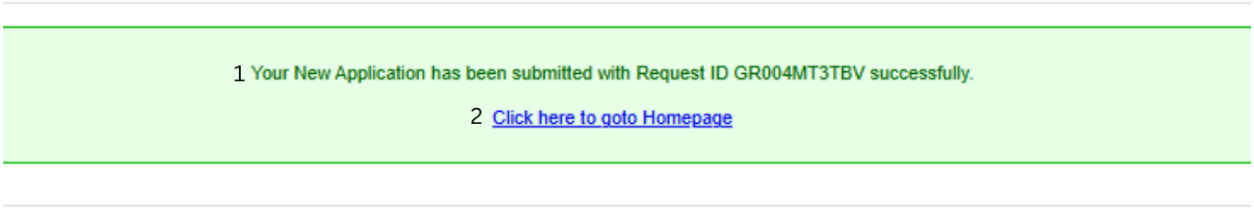
Consent Request:

1. Select the Required Course**:** The user selects the course they need.
2. Check Existing Seats**:** The user reviews the current number of seats available.
3. Adjust Seats**:** If necessary, the user can click the add button to increase or decrease the number of seats.
4. Upload Essentiality Certificate: Once the seats are confirmed for the specific course, the user uploads the Letter of Permission (LOP) for that course.
5. Save Details**:** After filling in all the required details, the user clicks on the "Save & Continue" button.



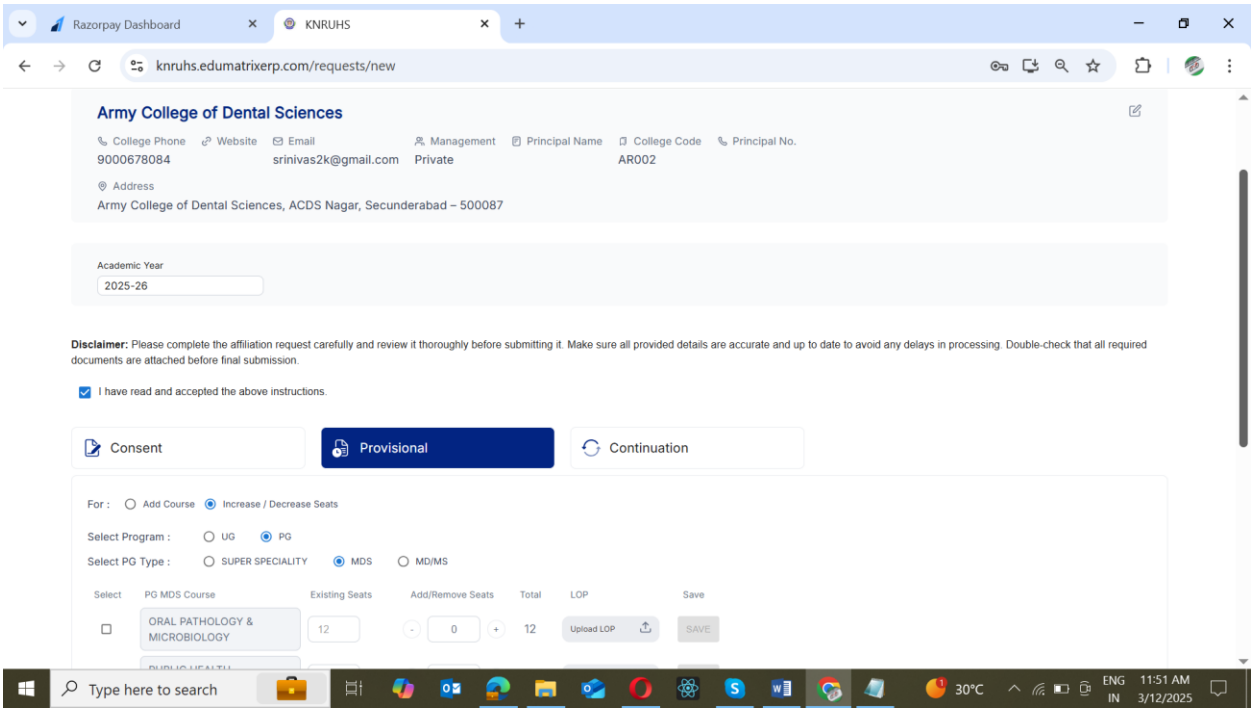
Consent required document:

1. Upload Required Documents**:** The user uploads the documents mentioned in the document list.
2. Submit Affiliation**:** Once the documents are uploaded, the user clicks on the "Submit" button.
3. Once the documents uploaded for consent affiliation. User need to get approval from the Admin for document verification.



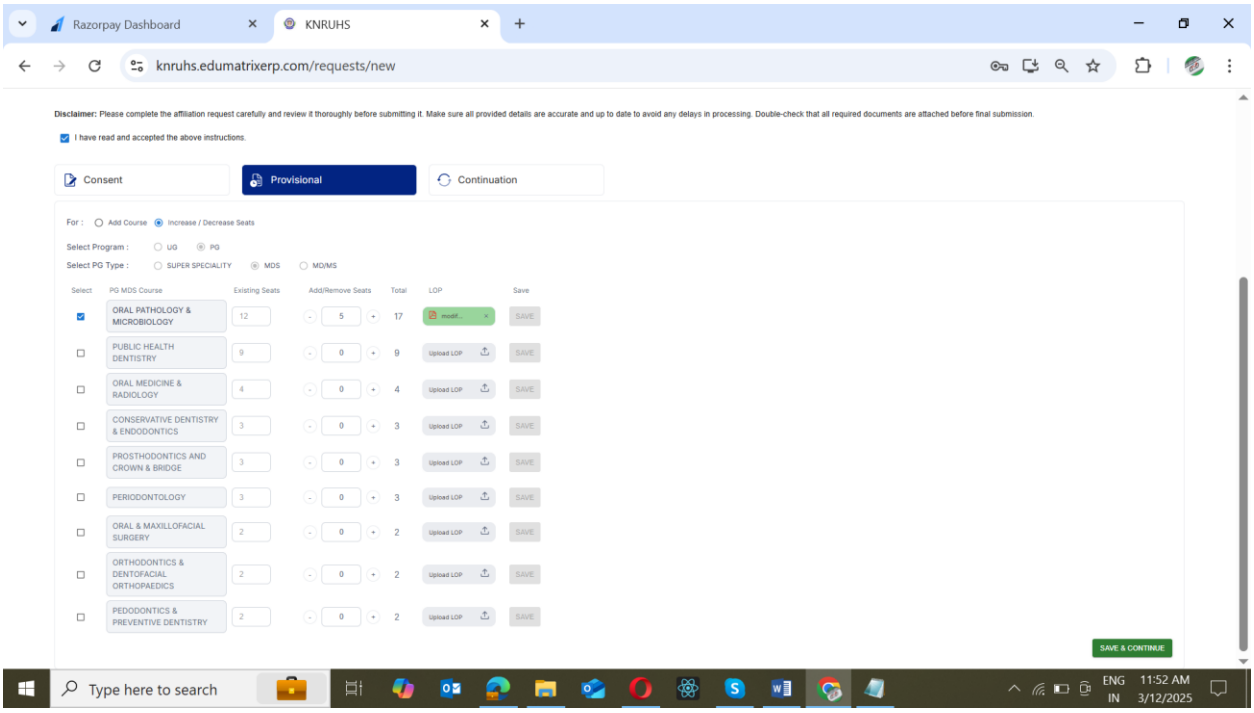
Consent Requested id:

1. Consent Request Submission: The request has been submitted, and a new request ID is generated to track the consent affiliation request process.
2. Return to Home Page: Once the request has been submitted, click on the "Home" button to go back to the home page.



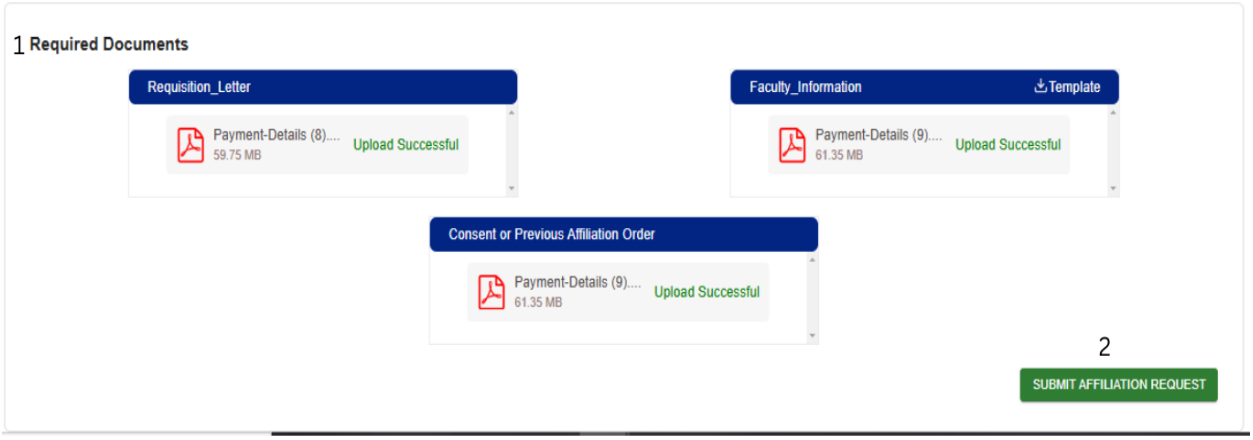
Provisional Request:

1. Provisional request**:** After selecting the Provisional request, the user needs to choose the appropriate radio button to either add course or to increase/decrease seats.
2. Select Affiliation Type: The user clicks on the required affiliation option based on their needs.
3. Choose Program: The user selects either the UG or PG radio button based on their request.
4. Select Course Type: If the user selects a program type, they then need to choose the corresponding course type.



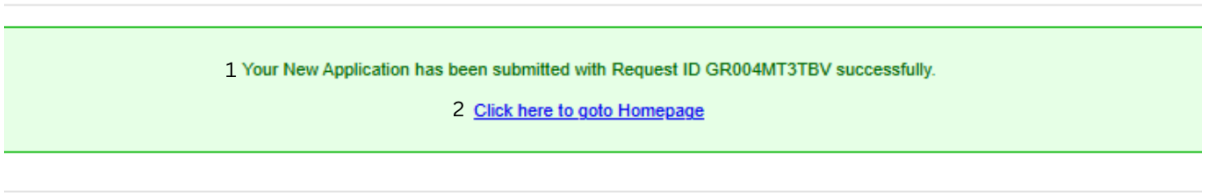
Provisional submission:

1. Select the Required Course**:** The user selects the course they need.
2. Check Existing Seats**:** The user reviews the current number of seats available.
3. Adjust Seats**:** If necessary, the user can click the add button to increase or decrease the number of seats.
4. Upload LOP: Once the seats are confirmed for the specific course, the user uploads the Letter of Permission (LOP) for that course.
5. Save Details**:** After filling in all the required details, the user clicks on the "Save" button.
6. Once the details are filled then user click on “save and continue” button.



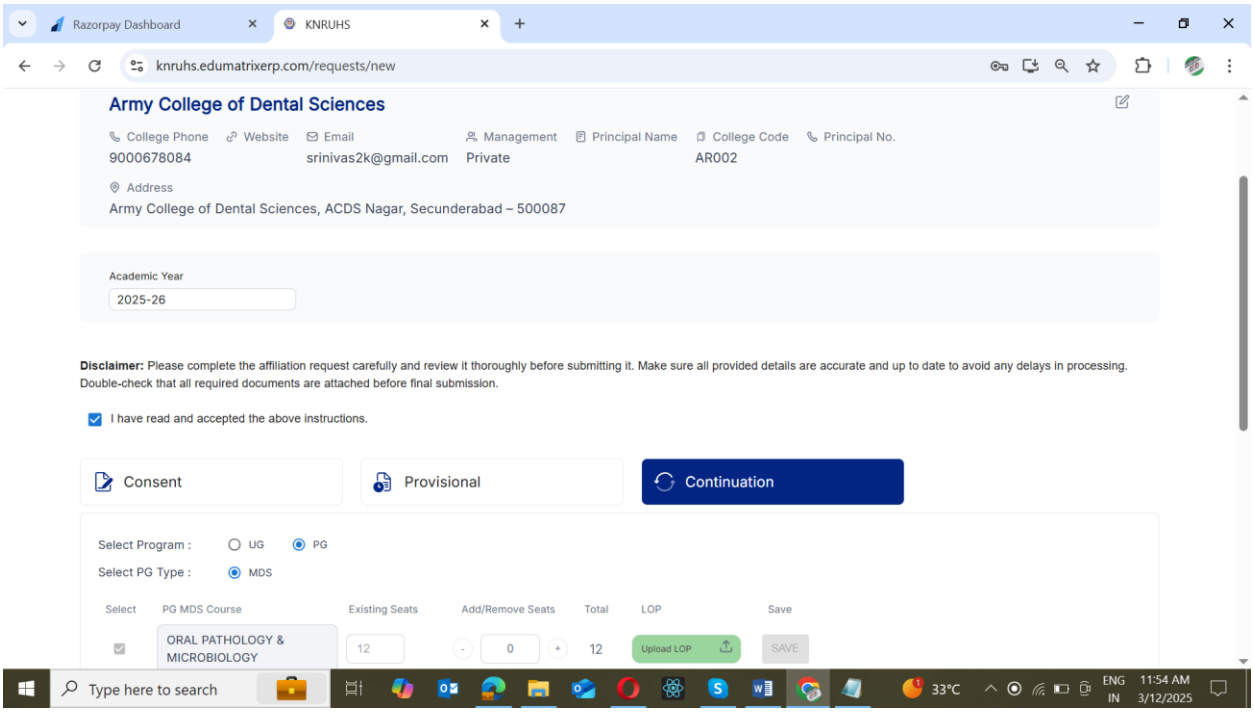
Provisional required Document:

1. Upload Required Documents**:** The user uploads the documents mentioned in the document list.
2. Submit **:** Once the documents are uploaded, the user clicks on the "Submit" button.



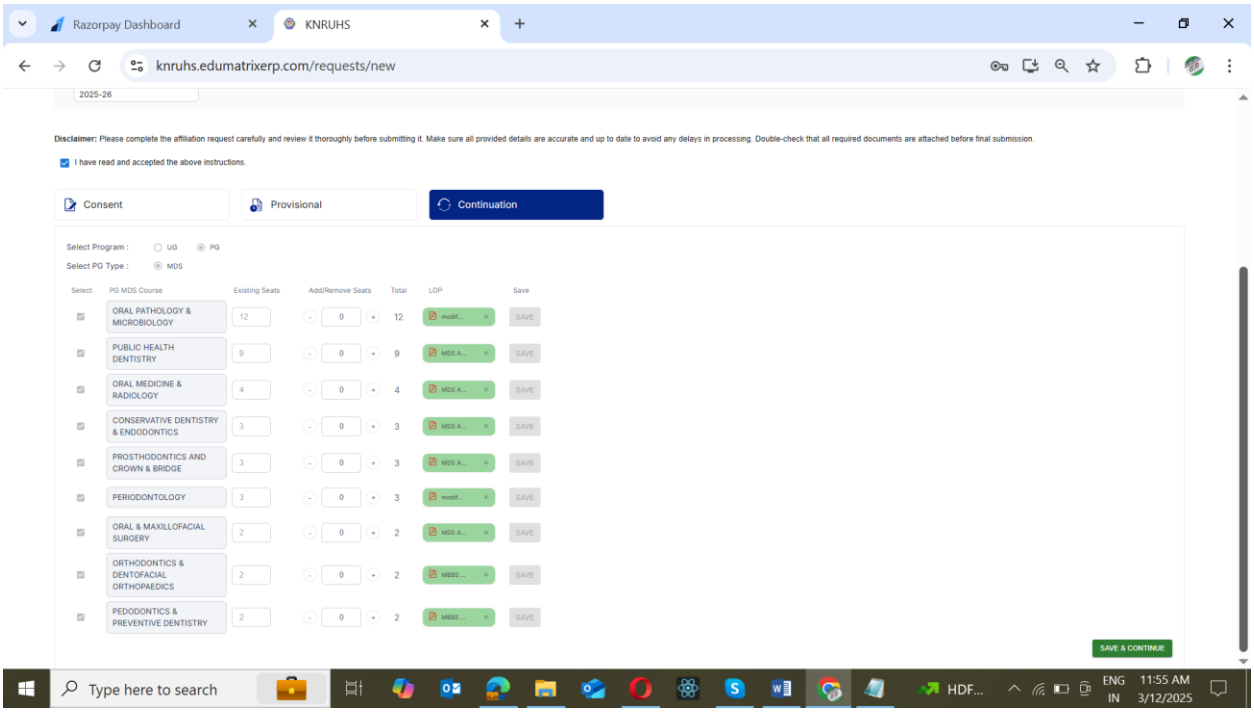
Provisional Requested id:

1. Provisional Request Submission: The affiliation request has been submitted, and a new request ID is generated to track the provisional affiliation request process.
2. Return to Home Page: Once the request has been submitted, click on the "Home" button to go back to the home page.



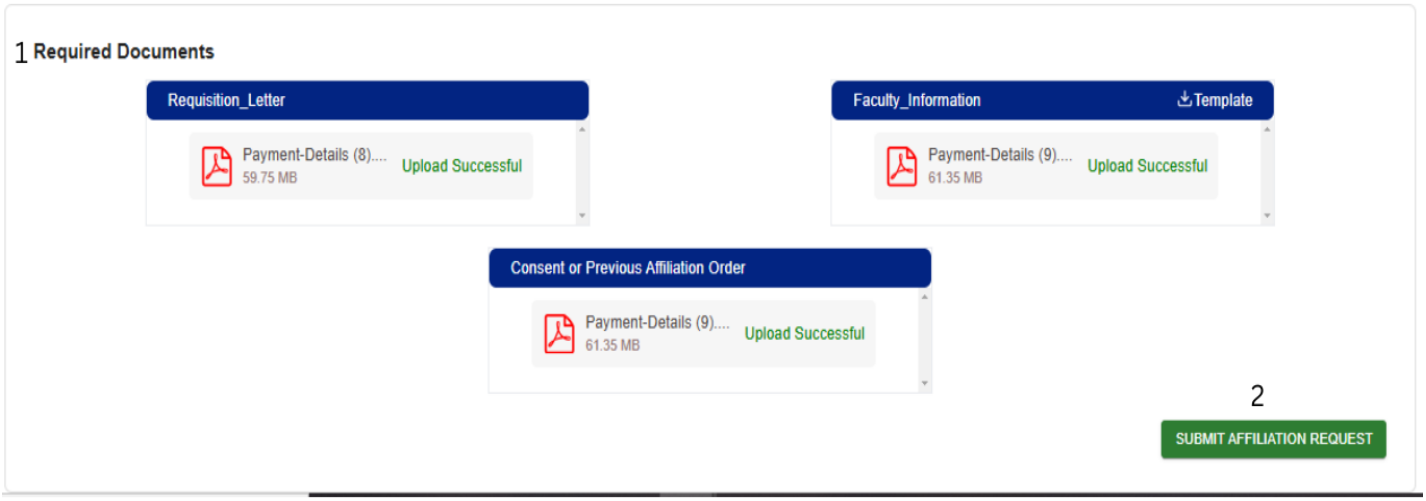
Continuation Applying:

1. Select the Required Course**:** The user selects the course they need.
2. Check Existing Seats**:** The user reviews the current number of seats available.
3. Adjust Seats**:** If necessary, the user can click the add button to increase or decrease the number of seats.
4. Upload LOP: Once the seats are confirmed for the specific course, the user uploads the Letter of Permission (LOP) for that course.
5. Save Details**:** After filling in all the required details, the user clicks on the "Save" button.



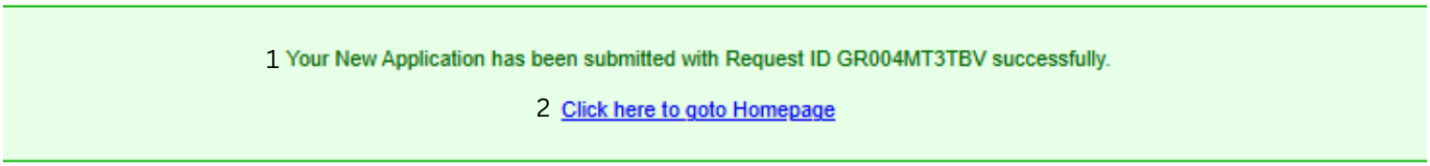
Continuation Submission:

1. Complete All Required Fields: The user fills in all the required fields as per the request.
2. Save and Continue: The user clicks on the "Save and Continue" button to proceed to the next step.



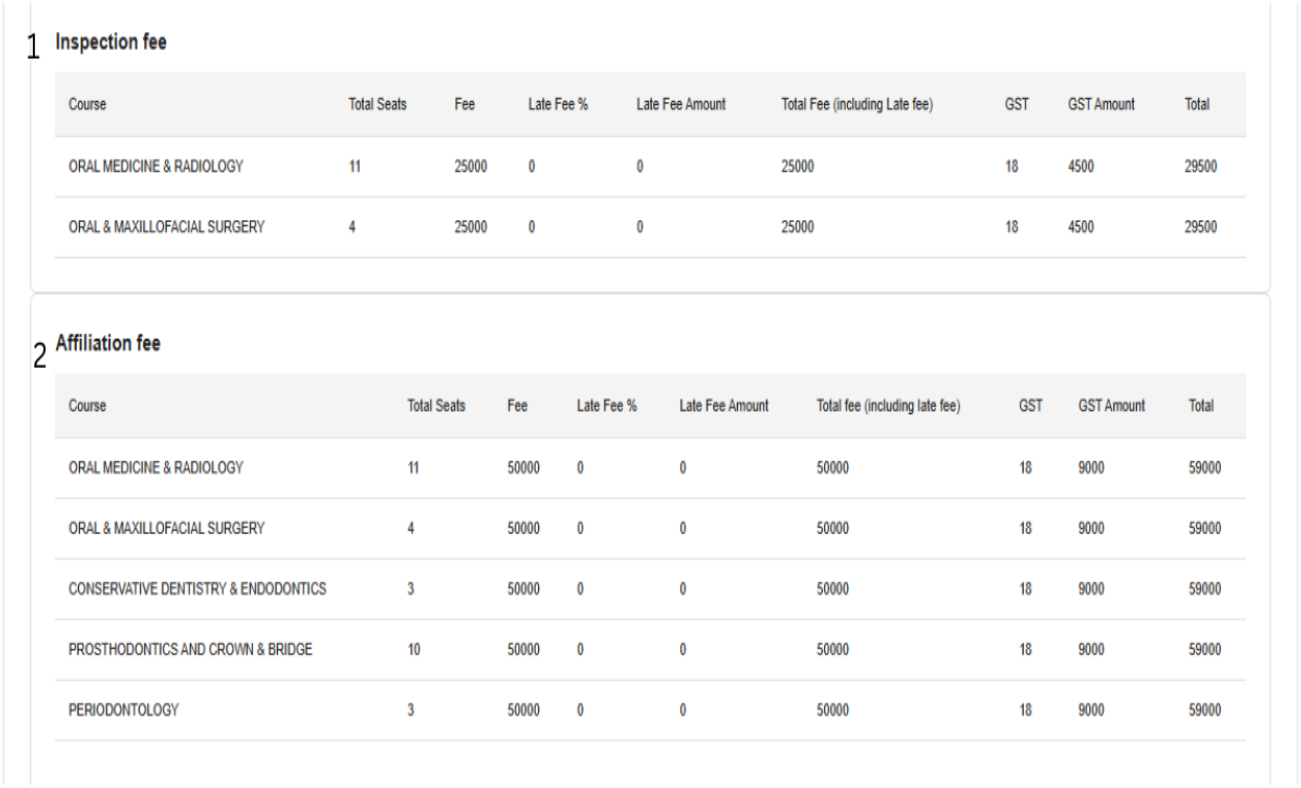
Continuation submission:

1. Upload Required Documents**:** The user uploads the documents mentioned in the document list.
2. Submit**:** Once the documents are uploaded, the user clicks on the "Submit" button.



Continuation Requested id:

3. Continuation Request Submission: The affiliation request has been submitted, and a new request ID is generated to track the affiliation request process.
4. Return to Home Page: Once the request has been submitted, click on the "Home" button to go back to the home page.



1 Inspection fee

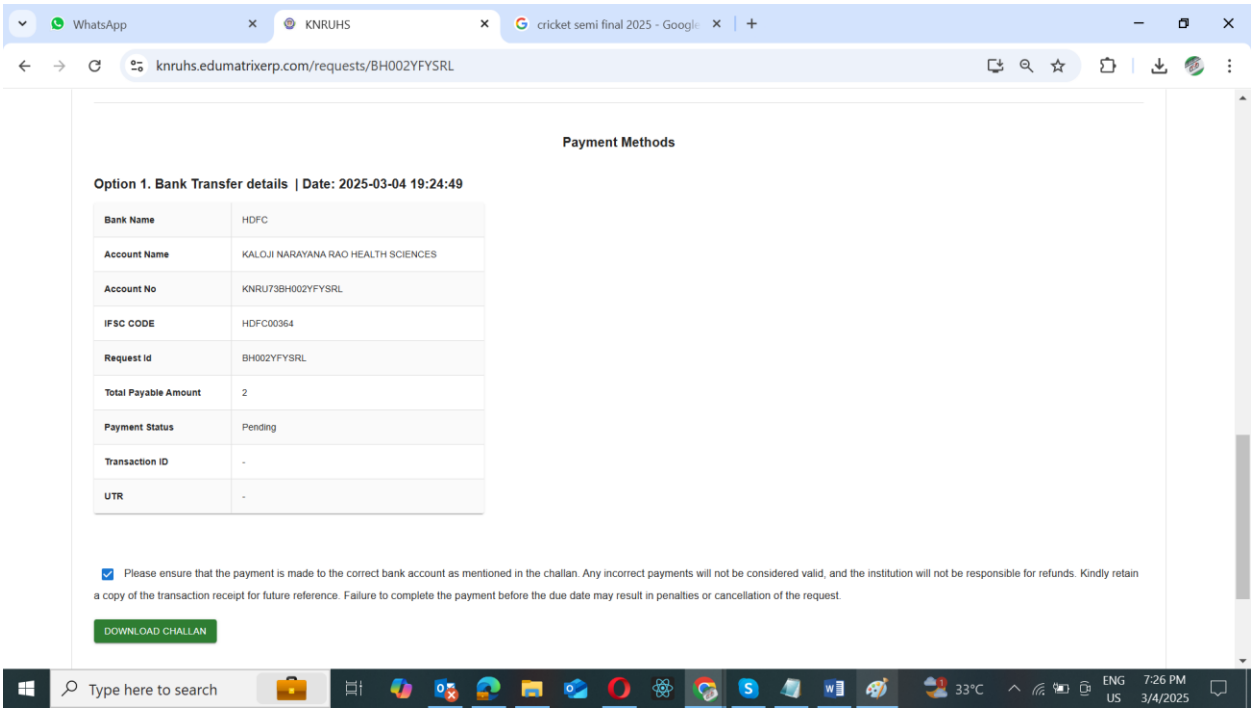
Course	Total Seats	Fee	Late Fee %	Late Fee Amount	Total Fee (including Late fee)	GST	GST Amount	Total
ORAL MEDICINE & RADIOLOGY	11	25000	0	0	25000	18	4500	29500
ORAL & MAXILLOFACIAL SURGERY	4	25000	0	0	25000	18	4500	29500

2 Affiliation fee

Course	Total Seats	Fee	Late Fee %	Late Fee Amount	Total fee (including late fee)	GST	GST Amount	Total
ORAL MEDICINE & RADIOLOGY	11	50000	0	0	50000	18	9000	59000
ORAL & MAXILLOFACIAL SURGERY	4	50000	0	0	50000	18	9000	59000
CONSERVATIVE DENTISTRY & ENDODONTICS	3	50000	0	0	50000	18	9000	59000
PROSTHODONTICS AND CROWN & BRIDGE	10	50000	0	0	50000	18	9000	59000
PERIODONTOLOGY	3	50000	0	0	50000	18	9000	59000

Affiliation fee structure:

1. Review Fee Structure**:** After receiving approvals from the admin, the user can check the fee structure. This includes the fees for the specific college and courses that were applied for, along with the inspection fee and affiliation fee.

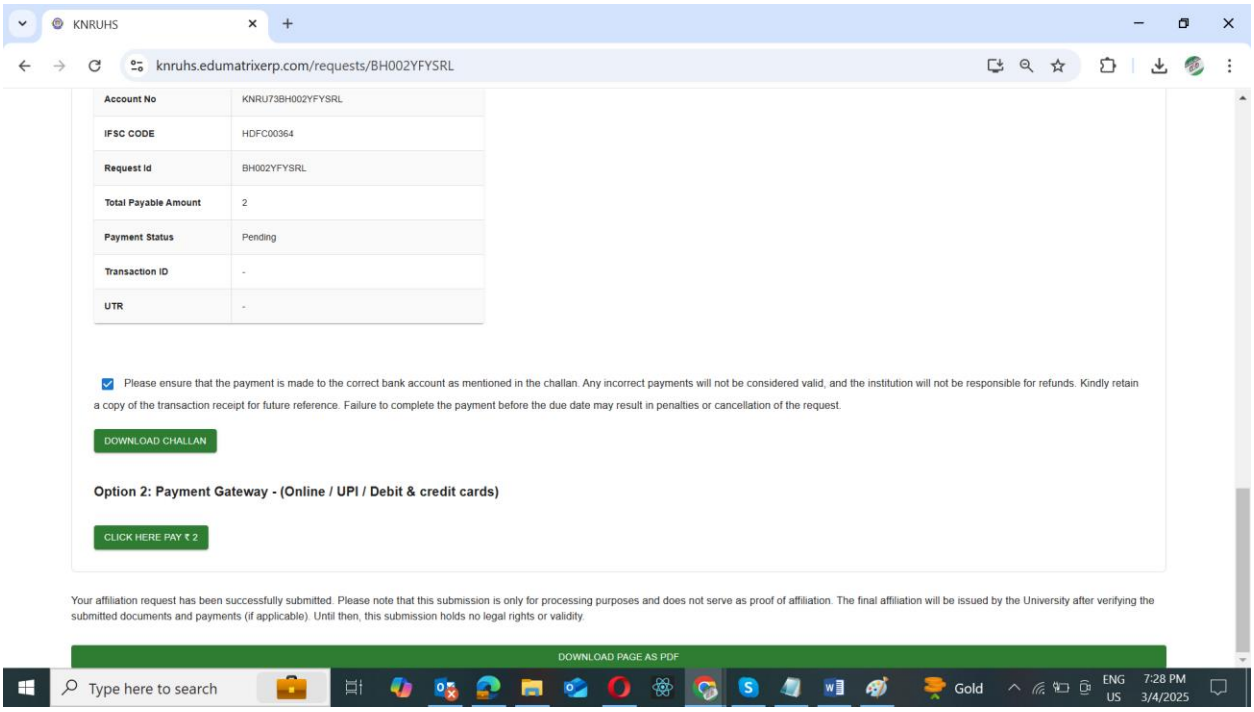


Payment option1:

1. Download Challan**:** The user clicks on the "Download Challan" button to obtain the payment document.
2. Pay Fee at Bank: The user pays the fee at their respective bank.
3. The college can also add the account to their online banking and make the payment. The transaction will be reflected in the portal within 30 minutes.
4. Verify Payment: Once the payment is made, the Payment status on the bank details page will display as "Paid."
5. Download PDF**:** The user can then click on the "Download PDF" button for reference after the Payment status on the bank details page displays as “Paid”.

   Submit the downloaded PDF attested by the college authorities along with necessary attachments to the University in offline for further process.

Payment option2:



6. Payment Gateway**:** The user clicks on the "CLICK HERE PAY" option button to obtain the payment, then it will redirect to the HEDFC Payment gateway, where the college can pay the affiliation free through Online / Debit Card / Credit Card / UPI. The transaction will be reflected in the portal within 30 minutes.
7. Verify Payment: Once the payment is made, the Payment status on the bank details page will display as "Paid."
8. Download PDF**:** The user can then click on the "Download PDF" button for reference after the Payment status on the bank details page displays as “Paid”.

   Submit the downloaded PDF attested by the college authorities along with necessary attachments to the University in offline for further process.