Standard Operational Procedure for Online Enrolment Form

For Students who's Enrolment is 2019 onwards only.

To fill online Enrolment form and take a copy of it. please follow the sequential steps.

1. On the browser type address https://www.anuvidhya.in/ in the Browser address bar.
2. Select user as "Applicant". Type Password "app123".
3. After Successful Login, It will display a form called "Login for Applicant – Enrolment Application in HBNI.
4. It will display two options,
   a. **First option : "New Registration" (if you are not yet started the application entry at all), Create your User ID using your Email ID;**
   i. **Enter your Email ID, Reenter your Email ID and Select the Programme Name and click on "Proceed" Button.**
   ii. **If your Email ID is valid then you will get the Mail containing User Name , Password from Web manager, Anuvidhya (after got your User details, Click the Second Option).**
   b. **Second option : "Already Registered - Complete Application Entry" (already started application entry). Enter your User Name (email id), password and click the button "Proceed".**
5. If your Login Details are valid then it proceeds to main page which enables you to Enter / update your application details of the enrolment form.
6. It contains 6 options (Programme Details, Personal Details, Educational Details, Other Details, Final Submission, Logout) in the left hand side of the page.
   a. **Programme Details : form containing about the programme, Discipline (Board of Studies), CI, Student Type (Employee from DAE/ Employee from non DAE / Research Fellow), Single / Double degree(Integrated Ph.D. only)**
   b. **Personal Details (details such as Name, Aadhaar Card No., Birth date, Father Name, Address for (Correspondance, Permanent and Office address) etc)**
   c. **Educational Details : Your Qualifying Degree, state where the qualifying degree was obtained and other details of education (degree / diploma, Year, %marks , Subjects and University).**
   d. **Other Details : like Research summary, Research title, etc depends upon the programme it varies.**
   e. **Final Submission : Check the Details carefully and click the checkbox below and click the button.**
7. Once your final submission is over then in the left hand side menu will display only "Show / Print Application", "Update Part-B" (for M.Tech/M.Phil /Ph.D.(Research fellow)), "Upload Attachements" and "Logout".
8. Upload your attachments /certificates like date of birth, marksheets, etc (whatever required).
9. Students who are pursuing M.Tech / Ph.D(only for Research Fellow i.e. JRF / DGFS students)/M.Phil, they have to fill Part-B and Part-C after one year of enrolment.
10. Click on "Show / Print Application"; to take printout of the forms By clicking all the links(right side of the page).
11. Put signatures at appropriate places and attach all documents required then submit it.

Any wrong entries may result in delay in enrolment / failure of enrolment. Students are advised to ensure that all entries are correct.