



Ph.D Admission Counselling 2023:
Information & Instructions for Candidates on the Counselling Process

1. Reporting & Attendance: Centre for Integrated Studies Building Lobby

- All the candidates called for admission counselling have to sign the attendance register at the counters set up in front of the CIS building.
- Candidates appearing in the merit list of more than one category will have to sign on all the attendance sheets wherever their names are appearing.
- Candidates shortlisted for admission counselling of more than one program have sign on the attendance sheets of all the programs wherever they have been shortlisted.
- Under exceptional circumstances, candidates having valid reasons may be permitted to attend counselling online through video conferencing. To avail this facility, the candidates are required to email their request along with supporting documents (with subject line “**Admission Counselling Online_{Name}_{Subject}_Application No}_{Category}_{Rank}**”) to drae@uohyd.ac.in latest by 02/01/2023 by 15:00 Hrs. Video conferencing link will be mailed to them on the counselling day. The candidates will be expected to be present online at the time of counselling of their respective subjects failing which the seat will be offered to the next available candidate.
- Candidates availing facility to attend online counselling are required to consolidate scanned copies of all their original certificates as **one single pdf file** (not exceeding 1 MB) and email it to drae@uohyd.ac.in for the purpose of certificate verification. The candidate will also be required to show the originals to the verifying authorities on video link. Such candidates who are finally shortlisted for admission will have to pay the fee online on SAMARTH portal immediately, failing which the seat may be offered to the next candidate in the order of merit.
- The classes for PhD will commence on 6th January.

2. Counseling Desk: Auditorium (First Floor)

- Signed candidates will be called for admission counselling in the order of their merit.
- Candidates those who are offered a seat will be issued an Admission Counselling slip mentioning the seat allotment.
- Candidates will proceed to the document verification desk in room no 119/121 on receipt of the Admission Counselling slip.
- Candidates those who have been shortlisted for more than one program may wait till the counselling of the program of their choice is over, to complete the admission formalities.

3. Verification Desk: Room No. 119

- Candidates have to report to the Counseling/Admission desk as per the instructions of the Officials.

- All the documents as in the Check list (Annexure I) will be verified and collected accordingly.
- Candidates offered admission after the document verification will be shortlisted for admission in Samarth Portal and they will receive a link over email for payment of fee.
- Admission fee can be through the Samarth Login in the IT LAB just opposite to the Verification desk.

4. Payment of Admission fee and Issue of Conditional Admit Card: IT LAB

After completing all the formalities at the admission desk and payment of fee the candidates those who are offered admission will have to remain seated in the IT LAB or Lobby as will be instructed by the officials. On completion of the office formalities Admit Card will be issued.

5. Hostel Admission: Office of Chief Warden, IT LAB

After completing all the admission formalities and receipt of Conditional Admit Card, students seeking hostel admission should report to Hostel Admission Desk in the Students Amenities Building.

6. General Information and Instruction to the Candidates:

- a) It shall be the responsibility of the candidate to establish their minimum eligibility as per the prospectus.
- b) Instructions will be given from time to time by the concerned officials at the counselling venue. In case of any doubt or clarifications, candidates may freely interact with the officials at the venue.
- c) Only candidates are allowed to the counselling venue. Parents of the candidates who are offered a seat in the order of merit will be permitted to the venue after the counselling process to complete the admission formalities, if required.
- d) Candidates cannot leave the venue till counseling process is over. If a signed candidate is not available at the time of counseling he/she will be marked as "ABSENT" and the seat will be offered to the next candidate.
- e) If the candidates shortlisted for more than one program is offered a seat in one Program after counseling and wishes to not to take admission in that Program, He/She will have to forfeit the seat and wait for counselling of the Program of His/Her choice. The seat will be offered to the next signed candidate in their order of merit.
- f) Candidates reaching the venue after the closing of attendance will not be allowed to sign and appear for the counselling.
- g) In addition to the above, all the instructions in the [Admission Counselling Notification](#) and [General Instructions](#) may be strictly followed.

7. Tentative Schedule: Order of Counselling

04-01-2023 (Wednesday):

Reporting for counseling (All Programs)	09:00 Hrs
Attendance (All Programs)	09:00 to 09:45 Hrs
Closing of Attendance (All Programs)	09:45 Hrs
Pre-counselling instructions and general briefing of counseling process	09:45 Hrs -10:00 Hrs
Tentative Order of Counselling :	

Ph.D. - Applied Mathematics Ph.D. - Statistics Ph.D. - Computer Science Ph.D. - Physics Ph.D. - Electronics Science & Engineering Ph.D. - Biochemistry Ph.D. - Plant Sciences Ph.D. - Microbiology Ph.D. - Animal Biology Ph.D. - Biotechnology Ph.D. - Systems & Comp. Biology Ph.D. - Public Health Ph.D. - Optometry Ph.D. - Nursing Ph.D. - Biomedical Science Ph.D. - Psychology Ph.D. - Cognitive Science Ph.D. - Materials Engineering Ph.D. - Nanoscience and Technology Ph.D. - Chemistry

05-01-2023 (Thursday):

Reporting for counseling (All Programs)	09:00 Hrs
Attendance (All Programs)	09:00 Hrs to 09:45 Hrs
Closing of Attendance (All Programs)	09:45 Hrs
Pre-counselling instructions and general briefing of counseling process	09:45 Hrs to 10:00 Hrs
Tentative Order of Counselling :	
Ph.D. - Philosophy Ph.D. - Hindi Ph.D. - Applied Linguistics Ph.D. - Translation Studies Ph.D. - Comparative Literature Ph.D. - Sanskrit Studies Ph.D. - English Language Studies Ph.D. - History Ph.D. - Political Science Ph.D. - Sociology Ph.D. - Anthropology Ph.D. - Education Ph.D. - Regional Studies Ph.D. - Folk Culture Studies Ph.D. - Social Exclusion and Inclusive Policy Ph.D. - Gender Studies Ph.D. - Economics Ph.D. - Dance Ph.D. - Art History & Visual Studies Ph.D. - Communication Ph.D. - Management Studies	

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Deputy Registrar
Academics and Exams