



## PhD Admission Process: Step-by-Step Guide for Atmiya University Students Portal

This guide provides detailed instructions on completing the PhD admission process through the Atmiya University Students Portal.

### Step 1: Access the Admission Link

1. Navigate to the **Atmiya University website**.
2. Click on the **Academic menu** and select the **PhD Section**.
3. Click on the **Online Application Form** link to proceed.

### Step 2: Sign-Up

1. Fill out the **Sign-Up Form** with the required details.
2. After submitting the form, you will receive an **email for verification**.

The screenshot shows a sign-up form for Atmiya University. The form is centered on a background of various educational icons. The Atmiya University logo is prominently displayed at the top center of the form area. The form fields are as follows:

- Name\***: A text input field with a person icon on the left.
- Email\***: A text input field with an envelope icon on the left, labeled "Email Address".
- Password\***: A text input field with a magnifying glass icon on the left.
- Confirm Password\***: A text input field with a magnifying glass icon on the left.
- Phone\***: A text input field with a telephone handset icon on the left, labeled "Phone Number".
- Whatsapp No.\***: A text input field with a telephone handset icon on the left, labeled "Whatsapp No.".
- Gender**: Three radio button options: Male, Female, and Transgender.

At the bottom of the form, there are two buttons: a blue "Submit" button and a red "Reset" button. Below the buttons, there is a link: "Already have an account? [Log In](#)".

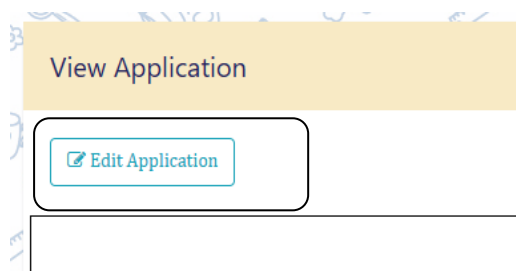
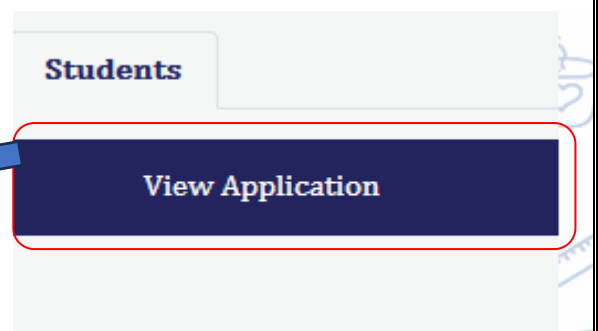


## Step 3: Email Verification

1. Open your email inbox and locate the verification email.
2. Click the **Verification Button** within the email.
3. Upon successful verification, log in to the portal using your credentials.
4. Login URL: <https://student.atmiya.ac.in/>

## Step 4: Access Application

1. After logging in, locate the menu on the left-hand side of the portal.
2. Click on the **“View Application”** menu option.
3. The application details will be displayed. Click the **“Edit Application”** button to begin filling out your application.





## Step 5: Complete the Application Tabs

After clicking the **Edit Application** button, you will see **8 tabs** to complete. Fill out each tab as described below:

### 1. Basic Information Tab

- Enter your personal details, including name, date of birth, and contact information.

### 2. Communication Information Tab

- Provide your address and other communication details.

### 3. Qualification Tab

The screenshot shows the 'Basic Information' tab of the application form. The form includes the following fields:

- Name of Applicant \***: enter your name
- Father's/Husband's Name \***: --
- Gender \***: Female
- Category \***: Open
- Email ID \***: drashtimakhwana@atmiyauni.ac.in ✓
- Mobile No. \***: --
- Whatsapp Number \***: --
- Nationality \***: Indian
- Date of Birth \***: 04-02-2016
- Specialization \***: Type Here...
- Whether cleared CSIR-NET/UGC-NET/GATE or Any Other Equivalent State Level examination?
- Have you ever been registered/completed for Ph.D./M.Phil programmes to this or any other University?
- Save & Next** button

The screenshot shows the 'Communication Information' tab of the application form. The form includes the following fields:

- Permanent Address \***: Type Here...
- Correspondence Address \***: Type Here...
- Save & Next** button



- Enter your academic qualifications, including degree details, marks, and institutions attended.

The screenshot shows the 'Qualification' tab of the application form. The header includes 'Qualification' and 'Your Application No : AU/PhD/0308'. The navigation bar contains: Basic Information, Communication Information, Qualification (selected), Experience, Research Publication, Award Appreciation Recognition, Documents, and Fees. The form fields include: Type (dropdown), Passing Year (dropdown), School/College Board/University (text), Percentage/Grade (text), Division/Class (text), Subject/Specialization (text), and Specializations (text). A file upload section for 'Enclose attached copies(Educational Qualifications)' is present with a 'Choose File' button and a note: '(Only pdf file allows. Max File length is 3 MB)'. At the bottom are 'Save & Continue' and 'Save & Next' buttons.

#### 4. Experience Tab

- Detail any professional experience relevant to your PhD application.

The screenshot shows the 'Experience' tab of the application form. The header includes 'Experience' and 'Your Application No : AU/PhD/0308'. The navigation bar contains: Basic Information, Communication Information, Qualification, Experience (selected), Research Publication, Award Appreciation Recognition, Documents, and Fees. The form fields include: Type (dropdown), Name of Organization (text), Designation (text), Organization Address (text), From Date (text), To Date (text), and a file upload section for 'Enclose attached copies(Educational Qualifications)' with a 'Choose File' button and a note: '(Only pdf file allows. Max File length is 3 MB)'. At the bottom are 'Save & Continue' and 'Save & Next' buttons.

#### 5. Research Publication Tab

- List any research papers or publications you have authored.

The screenshot shows the 'Research Publication' tab of the application form. The header includes 'Research Paper Published in Journal Proceedings' and 'Your Application No : AU/PhD/0308'. The navigation bar contains: Basic Information, Communication Information, Qualification, Experience, Research Publication (selected), Award Appreciation Recognition, Documents, and Fees. The form fields include: Name of Journal/Proceedings (text), Title of the Paper (text), Publication Year (dropdown), Publication Month (dropdown), and ISSN (text). A file upload section for 'Enclose attached copies' is present with a 'Choose File' button and a note: '(Only pdf file allows. Max File length is 3 MB)'. At the bottom are 'Save & Continue' and 'Save & Next' buttons.



## 6. Achievements Tab

- Highlight awards, appreciations, or recognitions you have received.

The screenshot shows the 'Achievements : Award / Appreciation / Recognition' form. At the top, it displays 'Your Application No : AU/PhD/0308'. The navigation tabs include 'Basic Information', 'Communication Information', 'Qualification', 'Experience', 'Research Publication', 'Award Appreciation Recognition' (which is active), 'Documents', and 'Fees'. The form fields are: 'Title of Achievements' (text input), 'Achievement Type' (dropdown menu), 'Level' (dropdown menu), 'Year' (dropdown menu), and 'Month' (dropdown menu). Below these is a 'Details of Organization from which Award / Appreciation / Recognition is obtained' (text input). At the bottom, there is a 'Choose File' button for uploading attachments, with a note: 'Enclose attached copies \* (Only pdf file allows. Max File length is 3 MB)'. 'Save & Continue' and 'Save & Next' buttons are at the bottom right.

## 7. Document Tab

- Upload all required documents, Photographs & Signature and your CV.

The screenshot shows the 'Documents' tab. It displays 'Your Application No : AU/PhD/0308'. The navigation tabs include 'Basic Information', 'Communication Information', 'Qualification', 'Experience', 'Research Publication', 'Award Appreciation Recognition', 'Documents' (which is active), and 'Fees'. There are three upload sections: 'Passport Size Photo' (with a 'Choose File' button and 'Atmiya.jpg' selected), 'Signature' (with a 'Choose File' button and 'Ati.png' selected), and 'Attach your recent Curriculum Vitae (CV)' (with a 'Choose File' button and 'No file chosen'). 'Save & Continue' and 'Save & Next' buttons are at the bottom.

## 8. Fees Tab

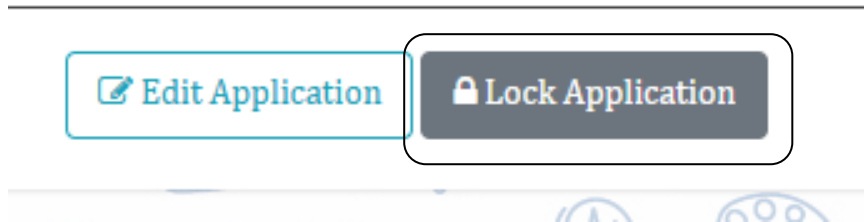
- Complete the payment process for your application fees.
- Fees Payment Link : <https://seminar.atmiya.ac.in/>

The screenshot shows the 'Fees' tab. It displays 'Your Application No : AU/PhD/0308'. The navigation tabs include 'Basic Information', 'Communication Information', 'Qualification', 'Experience', 'Research Publication', 'Award Appreciation Recognition', 'Documents', and 'Fees' (which is active). The form shows 'Advertisement No : AU/PhD/2024/JANUARY-013'. There are dropdown menus for 'Time' (set to 'Full Time'), 'Mode' (set to 'Internal'), and 'Programme' (set to 'Ph.D. In Computer Science'). Below these are input fields for 'Payment Date' (10-12-2024), 'Transaction ID' (245968...), and 'Order No.' (PhD2024...). A 'Save & Exit' button is at the bottom.



## Step 6: Lock Application

1. After filling out all the details in the tabs, go back to the **View Application** menu.
2. Lock your application by selecting the “**Lock Application**” option.



## Step 7: Generate Application PDF

1. Once the application is locked, the system will automatically generate a PDF of your application.
2. Save and review the generated PDF for your records.

## Important Notes

- Ensure all information provided is accurate before locking the application, as changes cannot be made afterward.
- Keep a copy of the generated PDF for future reference.
- Contact the university support team for assistance if needed.