

Standard Operational Procedure for Online Enrolment Form

For Students who's Enrolment is 2019 onwards only ; those who are enrolled before 2019 they have to use document available in the website (<http://www.hbni.ac.in/main/downloads.html>) only.

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

1. On the browser type address <http://www.anuvidhya.in/> in the Browser address bar.
2. Select user as "Student". Type Password "g123".
3. In the Menu, go to Enrolment->Student Enrolment.
4. It will display Login Form for Student Enrolment with following options :
Enter new Application / Complete my pending Application
5. It will display two options,
 - a. **First option : To Enter new Application (if you are not yet started the application entry at all); Create your user using your Email ID and set the Password and click on "Proceed for Application Entry"**
 - b. **Second option : Complete my pending Application (already started application entry, want to do some updation). Enter your User Name (email id), password and click the button "Proceed".**
6. If your email id and password is valid then it proceeds to main page which enables you to Enter / update your application details of the enrolment form.
7. 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.**
8. 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**".
9. Upload your attachments /certificates like date of birth, marksheets, etc (whatever required)
10. 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.
11. Click on "Show / Print Application"; to take printout of the forms By clicking all the links(right side of the page).
12. 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.