



User Manual for



AP PGCET - 2021 ADMISSIONS

Post Graduate Engineering Counselling
(Conducted By Sri Venkateswara University, Tirupati on behalf of APSCHE)
(For GATE / GPAT Qualified Candidates)



Prepared by

APOnline

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Function	Name	Date
Prepared By	Nanda Nayak.V	15.11.2021
Reviewed By	Shabana.A,Srinivasa.P	16.11.2021

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1. **INTRODUCTION:**

1.1 **About APSCHE:**

AP State Council of Higher Education (APSCHE) came into existence w.e.f. 20.05.1988 through Act 16 of 1988 as per the recommendations of the National Education Policy 1986 to advise the Government in matters relating to Higher Education in the State and to oversee its development with perspective planning and for matters connected therewith and incidental thereto.

It is the general duty of the Council to coordinate and determine standards in institutions of Higher Education, Research, Scientific and Technical Institutions in accordance with the guidelines issued by the University Grants Commission from time to time. The Act 16 of 1988 envisages three distinct functions (a) Planning and Coordination, (b) Academic Functions and (c) Advisory Functions.

1.2 **Objective:**

The main objective of the Admission module is to allot the seats as per the eligibility rules.

1.3 **Scope:**

The scope of this document is to explain the process of Candidate registration, Fee payment and placing the weboptions and allotment of seats as per the candidates preference.

1.4 **Abbreviations:**

APPGECE	Andhra Pradesh Post Graduate Engineering Common Entrance Test
APSCHE	Andhra Pradesh State Council of Higher Education
VO	Verification Officer
HLC	Help Line Center
OTP	One Time Password
PH	Physically handicapped
NCC	National Cadet Corps
CAP	Candidate Assessment of Performance
EWS	Economically Weaker Section

Table 1: List of Abbreviations

2. PROCESS FLOW OF APECET 2021-ADMISSIONS:

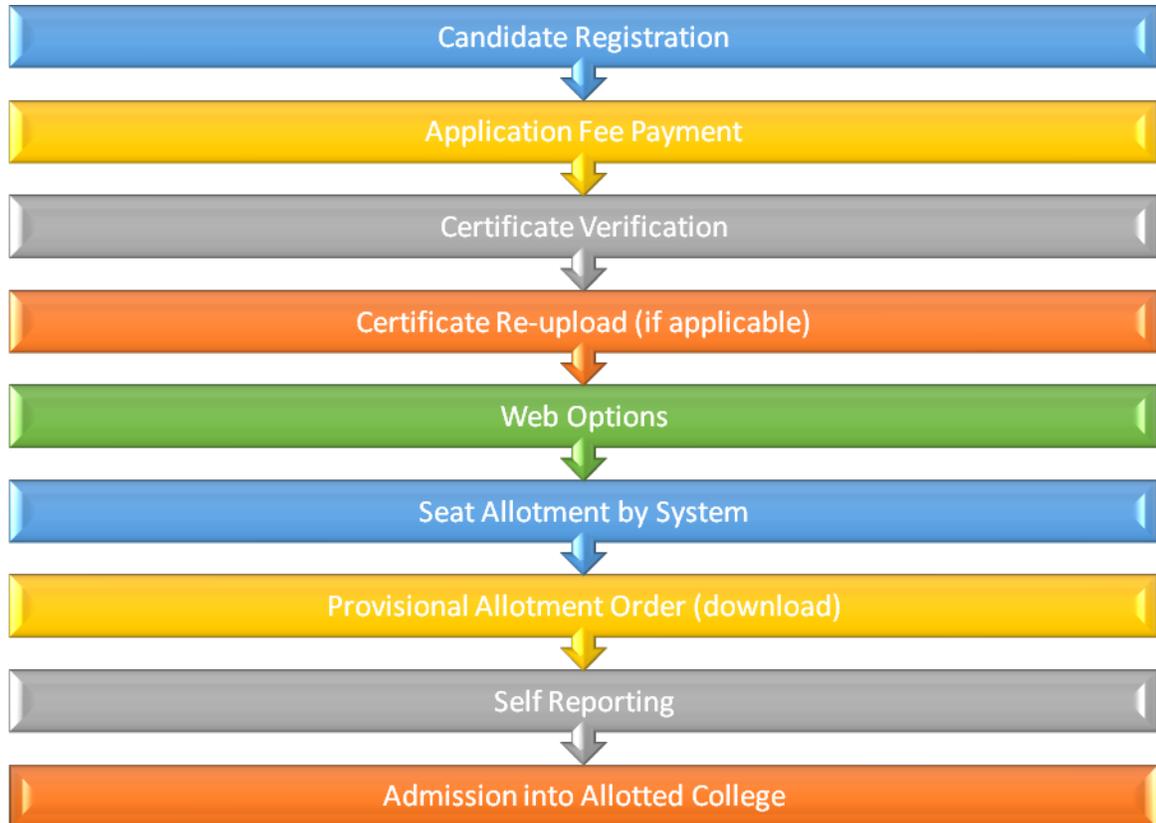


Diagram 1: Process flow diagram

3. WEBSITE:

Candidate has to visit the Website

<https://sche.ap.gov.in>

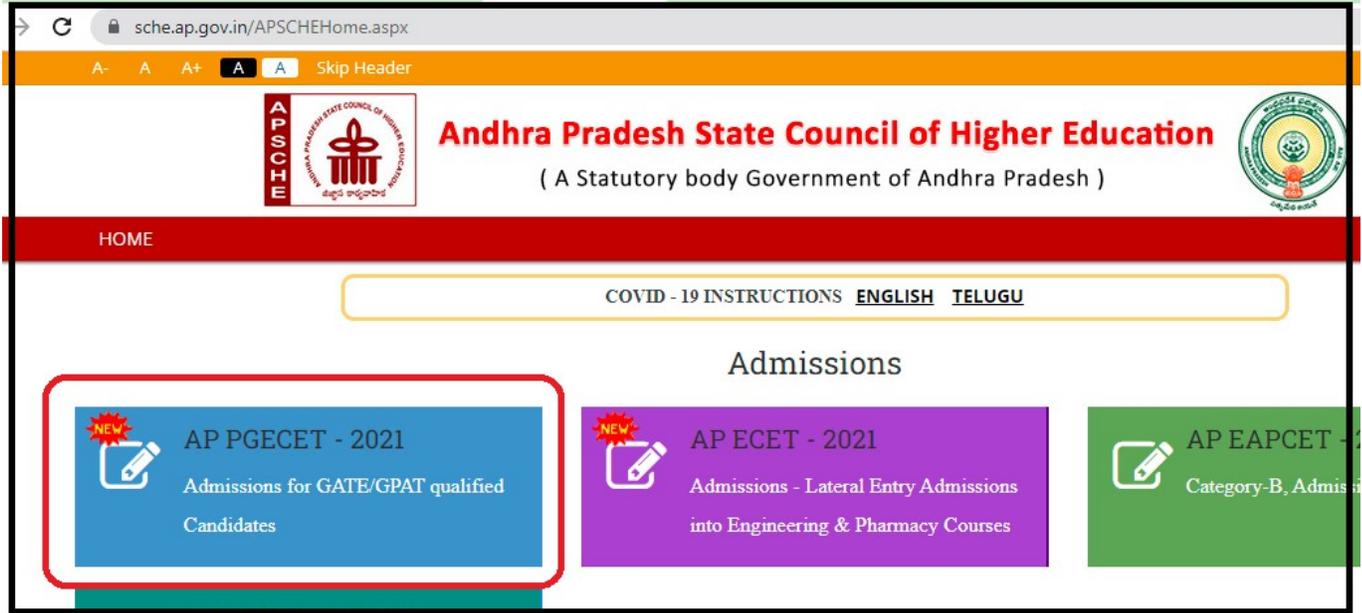


Figure 1: Landing Page

4. FORMS:

- The Candidate has to follow below steps to complete the Web based admissions process
 - ✓ Candidate Registration.
 - ✓ Know Your Payment Status.
 - ✓ Print your application form.
 - ✓ Re-Upload of documents/ information.
 - ✓ Web options.

4.1 Candidate Registration:

- Home Page → Candidate Registration

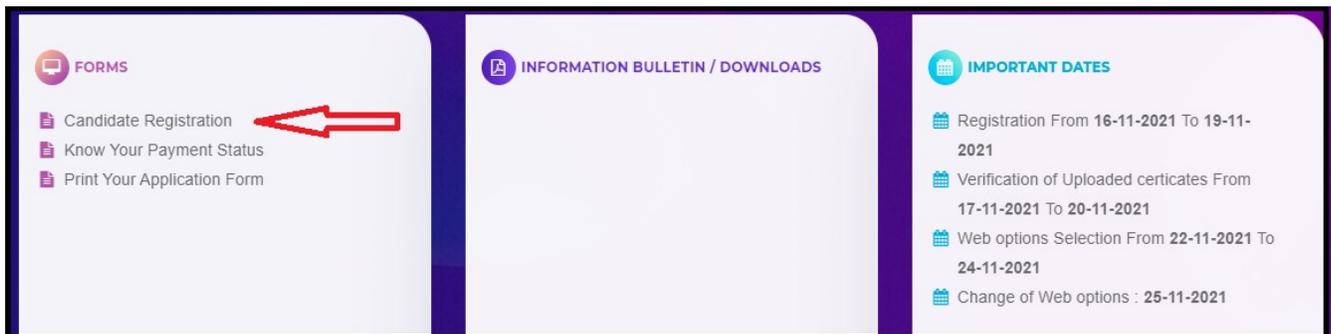


Figure 2: Candidate Registration

- Here the Candidate should provide the 'Application Number & Date of Birth' & click on 'Submit'. after entering the valid hall ticket and date of birth, the candidate registration data will be auto populated.

In registration form the candidate mail ID and mobile number will be shown along with other details. The registered mobile number will be used for all future correspondence with regard to admissions.

- All the certificates will be validated by the system. If required candidate need to enter the certificate details and need to upload the corresponding file. Only JPEG, JPG & PDF formats are allowed.
- All the uploaded files, chosen by the candidate at the time registration will be sent to the certificate Verification officer.
- Candidate eligibility will be verified based on the percentage of marks in qualifying exam.
- EWS certificate and Caste certificate entered by the candidate will be verified by system. Candidate has to enter the correct Meeseva certificate number. If candidate does not enter the correct meeseva certificate number or could not be validated then system will prompt for uploading the certificate. The same shall be verified by the verification officer.
- Income certificate to be uploaded in order to be eligible for Fee Reimbursement.
- Minority Candidate can select the Appropriate "Minority-Muslim" or "Minority-Christian" carefully and upload the certificate.

Important:- Caste certificate or EWS certificate number to be entered carefully. Exact Meeseva certificate number will be validate with meeseva system.

If the certificate is validated online, then there is no need to upload the copy of certificate. Other wise system will prompt for uploading the certificate, which will then be verified by Verification officer.



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[Home](#)

Candidate Details

All uploads must be in PDF/JPG/JPEG Format
Note : File size should be less than 1MB only

Personal Details

Name of the Candidate*	Father's Name*	Gender*	
<input type="text" value="MADDU SRINIVASARAO"/>	<input type="text" value="MADDU PEDA RAMAIAH"/>	<input type="text" value="Male"/>	
Date of Birth	Aadhaar No	Minority	Region/Local Area
<input type="text" value="18/03/1999"/>	<input type="text" value="*****3935"/>	<input type="text" value="NON-MINORITY"/>	<input type="text" value="AU"/>
Address	MobileNo	e-Mail	Caste Category
<input type="text" value="6-174, MACHAVARAM SC CO"/>	<input type="text" value="6300257767"/>	<input type="text" value="srinivasaraomaddu2000@gma"/>	<input type="text" value="SC"/>

Special Categories

Physically Challenged*	Physically Challenged Category*	Physically Challenged Certificate*
<input type="text" value="Yes"/>	<input type="text" value="VH"/>	<input type="button" value="Choose file"/> No file chosen
NCC*	NCC Upload Certificate*	
<input type="text" value="Yes"/>	<input type="button" value="Choose file"/> No file chosen	
Sports & Games*	Sports & Games Upload Certificate*	
<input type="text" value="Yes"/>	<input type="button" value="Choose file"/> No file chosen	
Children of Armed forces Personnel (CAP)*	Children of Armed forces Personnel (CAP) Upload Certificate*	
<input type="text" value="Yes"/>	<input type="button" value="Choose file"/> No file chosen	

Educational Details

S.No	Class	School / College / Institute	State	District	Upload Certificate
<input type="checkbox"/>	B.PHARM 4th Year	VIGNAN PHARMCY C	Andhra Pradesh	GUNTUR	
<input type="checkbox"/>	B.PHARM 3rd Year	VIGNAN PHARMCY C	Andhra Pradesh	GUNTUR	
<input type="checkbox"/>	B.PHARM 2nd Year	VIGNAN PHARMCY C	Andhra Pradesh	GUNTUR	
<input type="checkbox"/>	B.PHARM 1st Year	VIGNAN PHARMCY C	Andhra Pradesh	GUNTUR	
<input type="checkbox"/>	Inter 2nd Year	SRI CHAITANYA JR C	Andhra Pradesh	GUNTUR	
<input type="checkbox"/>	Inter 1st Year	SRI CHAITANYA JR C	Andhra Pradesh	GUNTUR	
<input type="checkbox"/>	10th Class	APSW RESI SCHOOL	Andhra Pradesh	GUNTUR	

Region

Select HLC of your choice for online Verification of uploaded certificate

District:

Verification Preferred Center:

Note: Certificate verification for the uploaded certificates will be done by concerned authorities by online. Candidates need not visit the HLCs physically for verification. However, any candidate needs help/support can attend the selected HLC.

Disclaimer:

I do hereby declare that the information furnished in this application is true to the best of my knowledge and belief. I am aware that in the event of any information being found to be false or untrue. I shall be liable to such action by the Prescribed Authority as it may deem proper apart from penal action under Law.

Figure 3: Candidate Registration Form

If the candidate would like to change the shown details, then they can choose “Do you want to make any changes in the above information provided” as **YES** and can edit the allowed fields and then proceed to make the payment after editing the details.

The changes in the details will be accepted only if corresponding proof of document is enclosed, the document will be sent to selected HLC for verification.

If the candidate needs to change the Name, Father’s name or age then he has to upload the SSC certificate, as shown below.

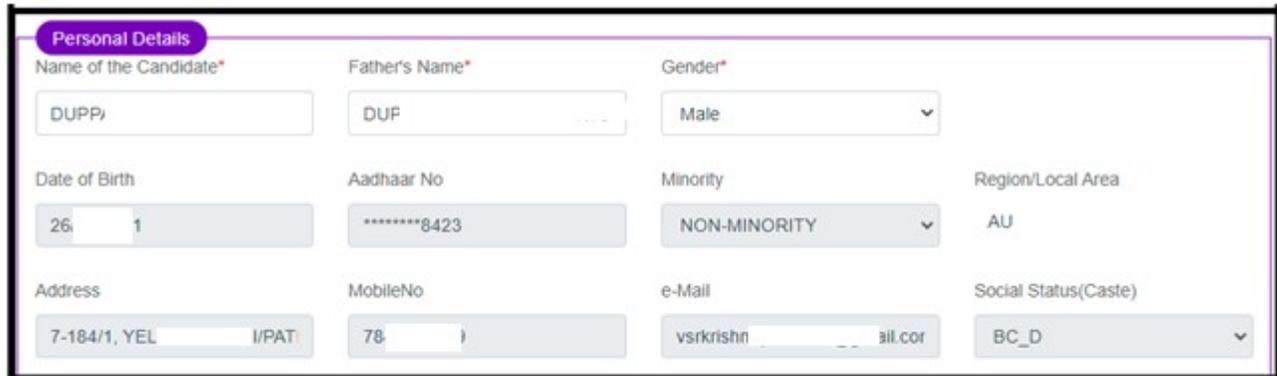


Figure 4: Changes in Name, Father Name & Age

Special category candidates, if required can edit the details as shown below.

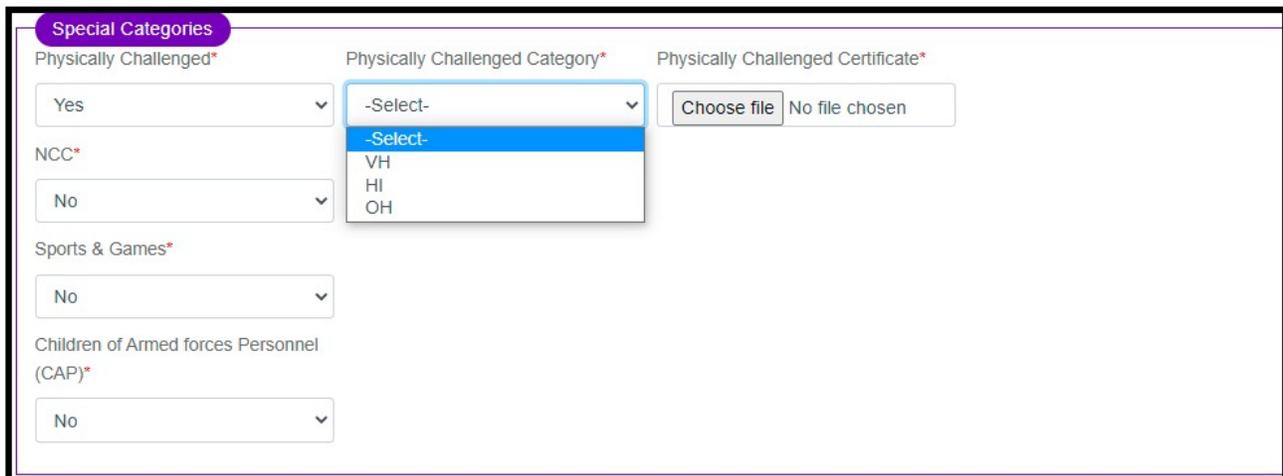


Figure 5: Special Category Changes

Candidates need to verify their Local Area/Region showing in system, if found correct then no need change any Educational details.

If any change in Local area/Region is required, then the candidate has to change their Academic details as shown and finally click on get

region.

Educational Details

S.No	Class	School / College / Institute	State	District	Upload Certificate
<input type="checkbox"/>	B.PHARM 4th Year	JNTU A OTPRI	Andhra Pradesh	ANANTAPUR	
<input type="checkbox"/>	B.PHARM 3rd Year	JNTU A OTPRI	Andhra Pradesh	ANANTAPUR	
<input type="checkbox"/>	B.PHARM 2nd Year	JNTU A OTPRI	Andhra Pradesh	ANANTAPUR	
<input type="checkbox"/>	B.PHARM 1st Year	JNTU A OTPRI	Andhra Pradesh	ANANTAPUR	
<input type="checkbox"/>	Inter 2nd Year	APSWR JUNIOR COL	Andhra Pradesh	KURNOOL	
<input type="checkbox"/>	Inter 1st Year	APSWR JUNIOR COL	Andhra Pradesh	KURNOOL	
<input type="checkbox"/>	10th Class	APSWR SCHOOL BO	Andhra Pradesh	ANANTAPUR	

Figure 6: Change of Education Details

Region

SVU

Get Region

Disclaimer:

I do hereby declare that the information furnished in this application is true to the best of my knowledge and belief. I am aware that in the event of any information being found to be false or untrue. I shall be liable to such action by the Prescribed Authority as it may deem proper apart from penal action under Law.

Submit

Figure 7: Selection of Help Line Center

Verification of the uploaded certificates will be done by concerned authorities through online. Before Click on Submit button, verify all the details and then Submit the details. Then Payment option will be enabled.

Details once submitted cannot be changed.

Candidate can choose any of the following payment options to pay the application fee.

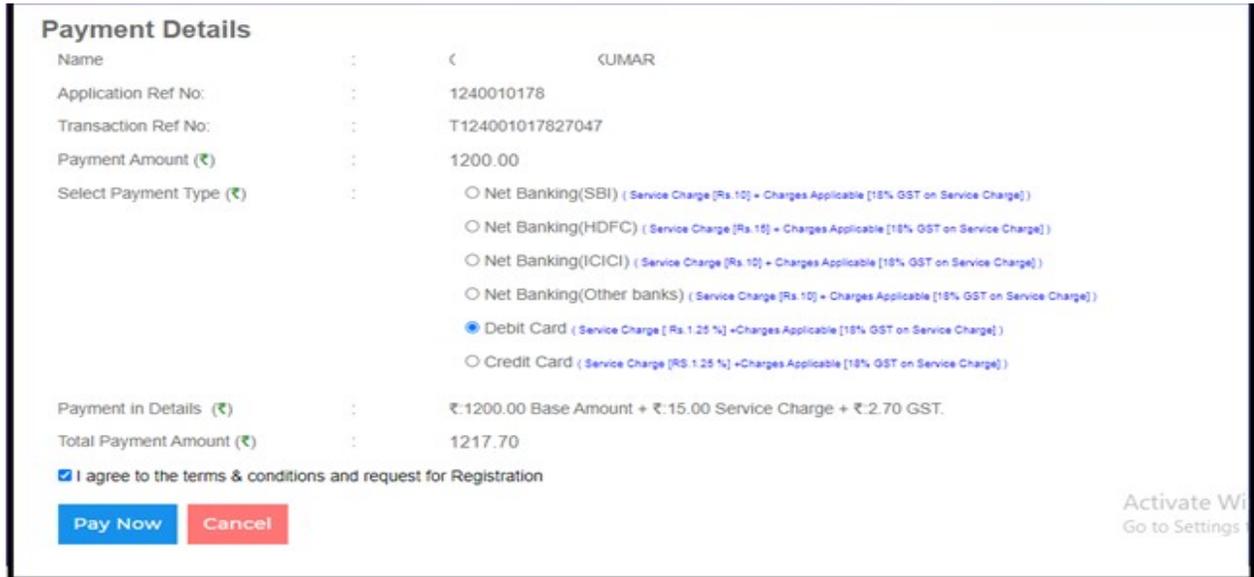


Figure 8: Selection of Payment Option

Enter the payment details and make the payment as show in following screen.

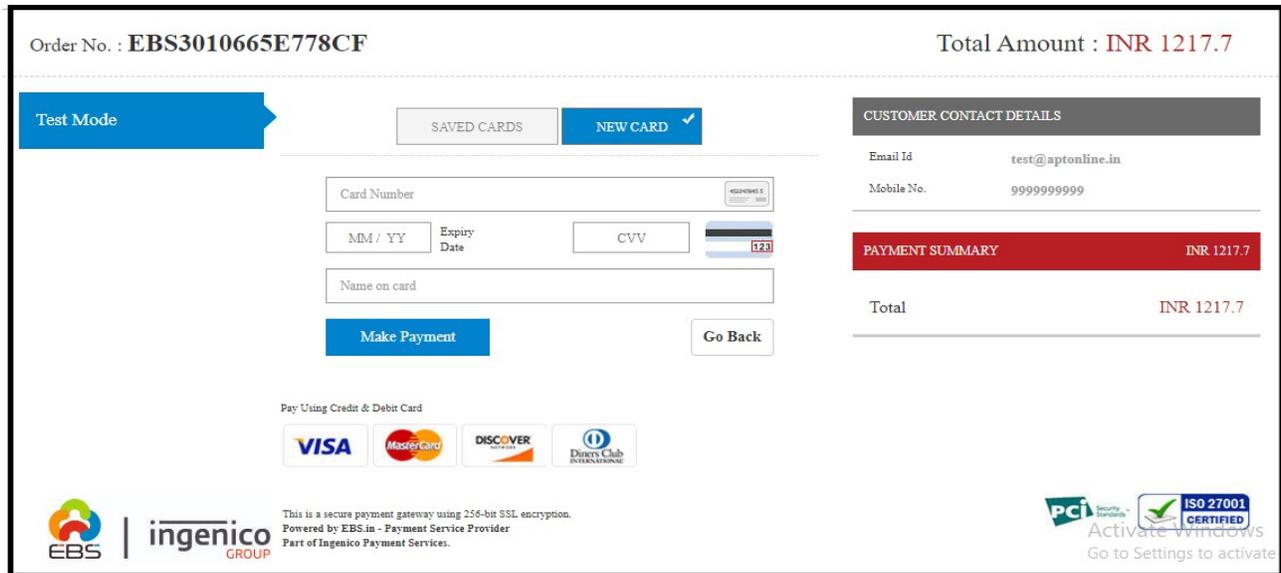


Figure 9: Payment Details Entry

Candidate needs to wait for the payment process to completed.

Don't press the BACK button or REFRESH buttons till the payment is completed.



Figure 10: Success Response from Payment Gateway

If payment is successful an acknowledgement will be displayed with the details like Payment Reference Id, Amount, Payment Date etc. as shown in following screen.

If payment is not done then system will automatically redirect the candidate to Payment page to pay the application Fee.

If payment fails for any reason candidate has to click on the registration link/know your payment status in the home page and candidate will be redirected to payment page to complete the payment.

Candidate has to ensure that the payment is successful in order to be eligible for selection of web options.

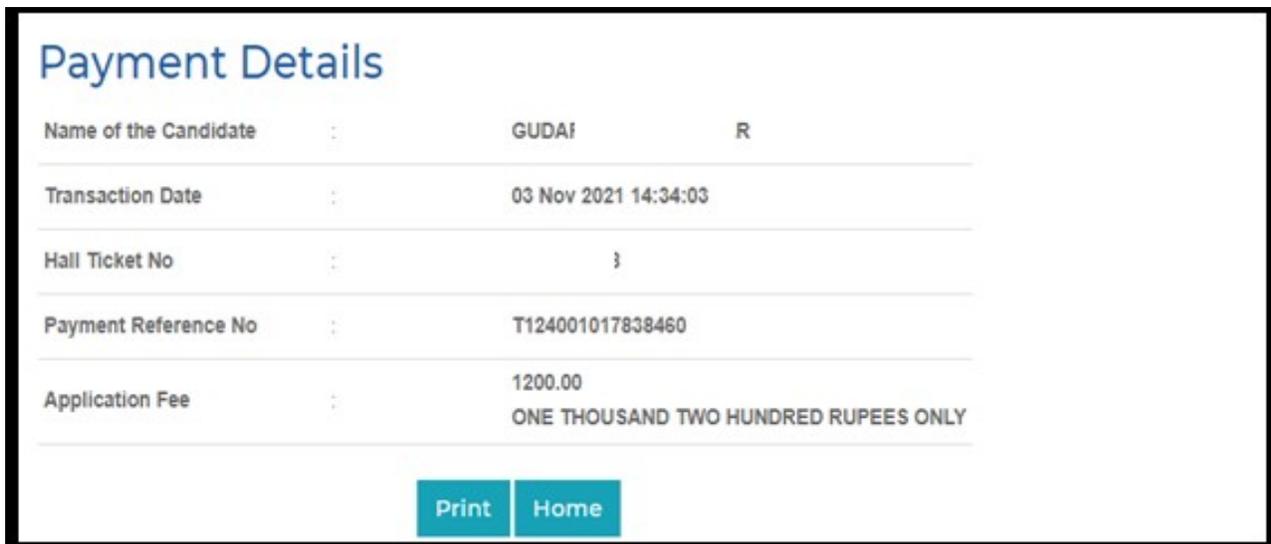


Figure 11: Payment Details

4.2 Know Your Payment Status:

Click on Know Your Payment Status to check the status of your payment.

Candidate has to ensure that the payment is successful in order to be eligible for selection of web options and further process.

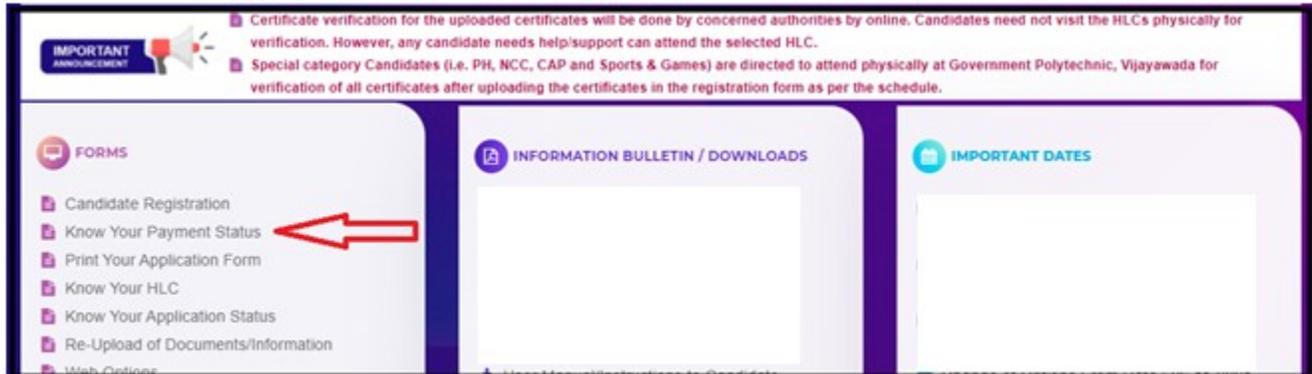


Figure 12: Know Your Payment Status

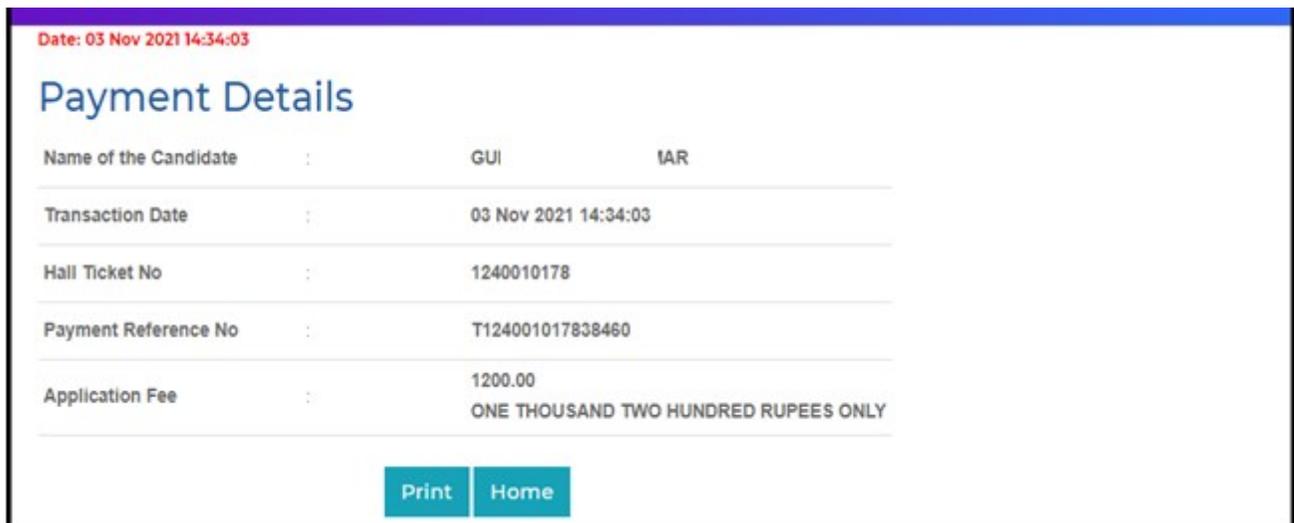


Figure 13: Payment Status

4.3 Print Your Application:

Print Application

Personal Details

Name of the applicant : HA VDDI

Date of Birth : 06/12/1999

Aadhaar No : *****8339

Father's Name : M NYAM

Gender : MALE

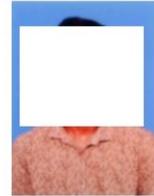
Region : SVU

Email : vsr@gmail.com

Minority : MINORITY

Mobile Number : *****399

Caste Category : BC_D



Special Categories

Physically Challenged : NO

NCC : NO

Sports & Games : NO

CAP : NO

Help Line Centre Info

District : KRISHNA

Help Line Centre : VOAPSCHE

Degree/Equivalent Qualification Details

Hall Ticket No/PIN Number : abc12345-test

% Marks : 45

Degree/Equivalent Qualification Details

Hall Ticket No/PIN Number : abc12345-test
% Marks : 45

GATE / GPAT Details

Hall Ticket No. : 8110000481
GATE / GPAT Score : 393
GATE / GPAT Rank : 11930
Qualified Exam : GATE
Major Subject : CE - Civil Engineering

Print

4.4 Re-Upload of Documents/Information:

- In the Verification Officer login the Verification Officer's service will have the following major features.
 - To View the Uploaded certificate
 - To ask for the re-uploading certificate
 - To Approve/Reject the certificate
- If re-upload or reject option is selected then Officer has to provide his/her remarks to show the same in candidate login and to allow re-upload of certificates from the candidate login only for one time.
- There is no option to the candidate to re-upload the document for the second time.
- The verification officer also does not have the provision to ask re-uploading of certificate for the secondtime.
- If the candidate fails to produce/upload the correct document,then VO will reject the certificate without asking for certificate again to upload for second time.
- If the Verification Officer asked for re-uploading the certificate then the candidate has to visit the Certificate re-upload option and uploads the certificate as show below.

Re-Upload Of Documents/Information

Important Note:
This service is applicable only for the candidates who have been asked for (SMS/e-Mail will be sent to individual candidates) Re-upload of Certificates by the verification Authorities. All other certificate verificationss will be processes by the competent authorities as per the eligibility criteria.

ECET Counseling Hall Ticket No:* Date of Birth:*

Figure 14: Validation OTP for Re-uploading Certificates

Re-Upload Of Documents/Information

Important Note:
This service is applicable only for the candidates who have been asked for (SMS/e-Mail will be sent to individual candidates) Re-upload of Certificates by the verification Authorities. All other certificate verificationss will be processes by the competent authorities as per the eligibility criteria.

Verify OTP ✕

One Time Password*

ECET Counseling Hall Ticket No:*

Figure 15: Re-uploading OTP Entry

After clicking on Candidate Re-upload option the below screen will be shown to the candidate to re-upload the required certificate

Re-upload of Documents

PERSONAL DETAILS

Hall Ticket Number

119

Name of the Applicant	M. [REDACTED]	Date Of Birth	2 [REDACTED]	Gender	FEMALE
Father's Name	[REDACTED] R	Region	SVU	Social Status	OC
Economically Weaker Status	NO	Annual Income	Yes	Mobile Number	*****399

EDUCATIONAL DETAILS

Sno	Class	Institute	Place	District
1	DIPLOMA 3rd Year	LOYOLA POLYTECHNIC COLLEGE	YSR KADAPA	PULIVENDULA
2	DIPLOMA 2nd Year	LOYOLA POLYTECHNIC COLLEGE	YSR KADAPA	PULIVENDULA
3	DIPLOMA 1st Year	LOYOLA POLYTECHNIC COLLEGE	YSR KADAPA	PULIVENDULA
4	DIPLOMA 10th Class	Z P HIGH SCHOOL ARAKATAVEMULA	YSR KADAPA	ARAKATAVEMULA
5	9th Class	Z P HIGH SCHOOL ARAKATAVEMULA	YSR KADAPA	ARAKATAVEMULA
6	8th Class	Z P HIGH SCHOOL ARAKATAVEMULA	YSR KADAPA	ARAKATAVEMULA
7	7th Class	Z P HIGH SCHOOL ARAKATAVEMULA	YSR KADAPA	ARAKATAVEMULA

FILE UPLOADS

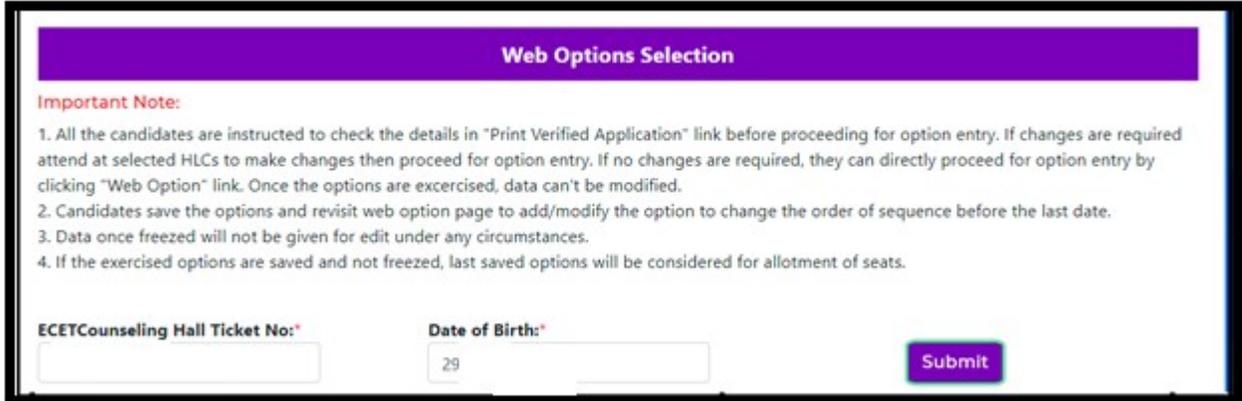
SNo	Certificate	Reason	Remarks	View File	Re-Upload File
1	Income Certificate	Image is not Clear/Visible	please reupload	View File	<input type="button" value="Choose file"/> No file chosen



Figure 16: Certificate Re-uploading

4.5 Web Options:

- After completion of certificate verification candidate has to visit the Web-options selection page as show below.



Web Options Selection

Important Note:

1. All the candidates are instructed to check the details in "Print Verified Application" link before proceeding for option entry. If changes are required attend at selected HLCs to make changes then proceed for option entry. If no changes are required, they can directly proceed for option entry by clicking "Web Option" link. Once the options are exercised, data can't be modified.
2. Candidates save the options and revisit web option page to add/modify the option to change the order of sequence before the last date.
3. Data once freezed will not be given for edit under any circumstances.
4. If the exercised options are saved and not freezed, last saved options will be considered for allotment of seats.

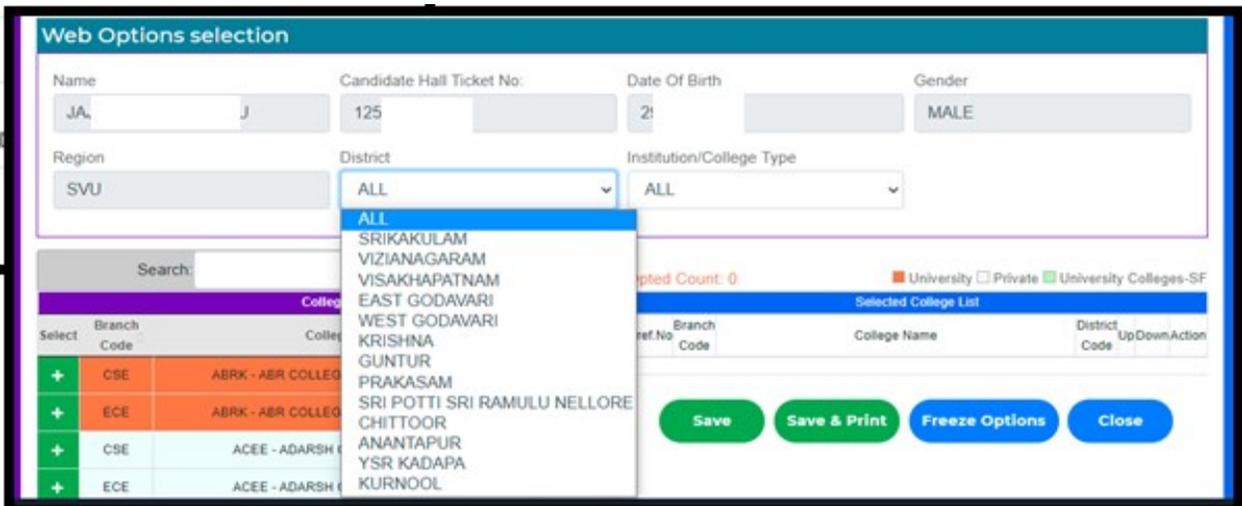
ECET Counseling Hall Ticket No.*

Date of Birth:*

Submit

Figure 17: Web options with OTP Validity

- Candidate can select the desired District, College type to display the Colleges, other wise all the Colleges will be shown with the select All option. Govt Colleges, Self Financed Colleges, Private Colleges will be shown with the different colour codes as indicated in the following screen.



Web Options selection

Name: JA, J | Candidate Hall Ticket No.: 125 | Date Of Birth: 2 | Gender: MALE

Region: SVU | District: ALL | Institution/College Type: ALL

Selected Count: 0 | University Private University Colleges-SF

Select	Branch Code	College Name	District Code	Up/Down	Action
<input type="checkbox"/>	CSE	ABRK - ABR COLLEGE			
<input type="checkbox"/>	ECE	ABRK - ABR COLLEGE			
<input type="checkbox"/>	CSE	ACEE - ADARSH			
<input type="checkbox"/>	ECE	ACEE - ADARSH			

Buttons: Save, Save & Print, Freeze Options, Close

Figure 18: Display of Colleges District Wise-Model

- All the selected colleges will be added to right side of the list and total opted count will be shown to candidates. Candidate has to click on Save in order to save the web options

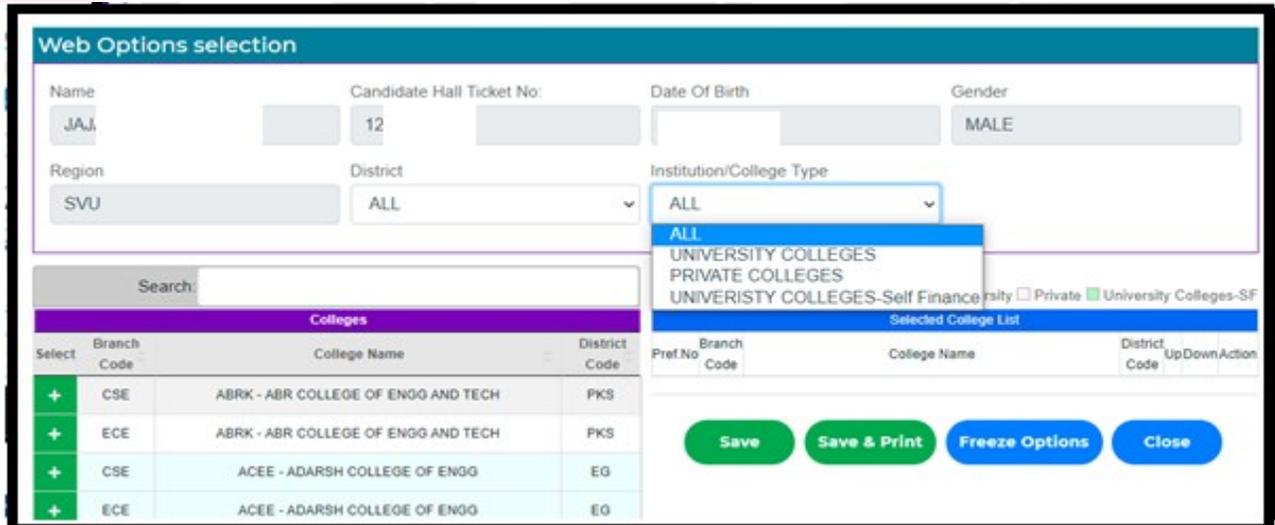


Figure 25: Preference No. Wise List of Colleges, Shown On The Right Side-Model

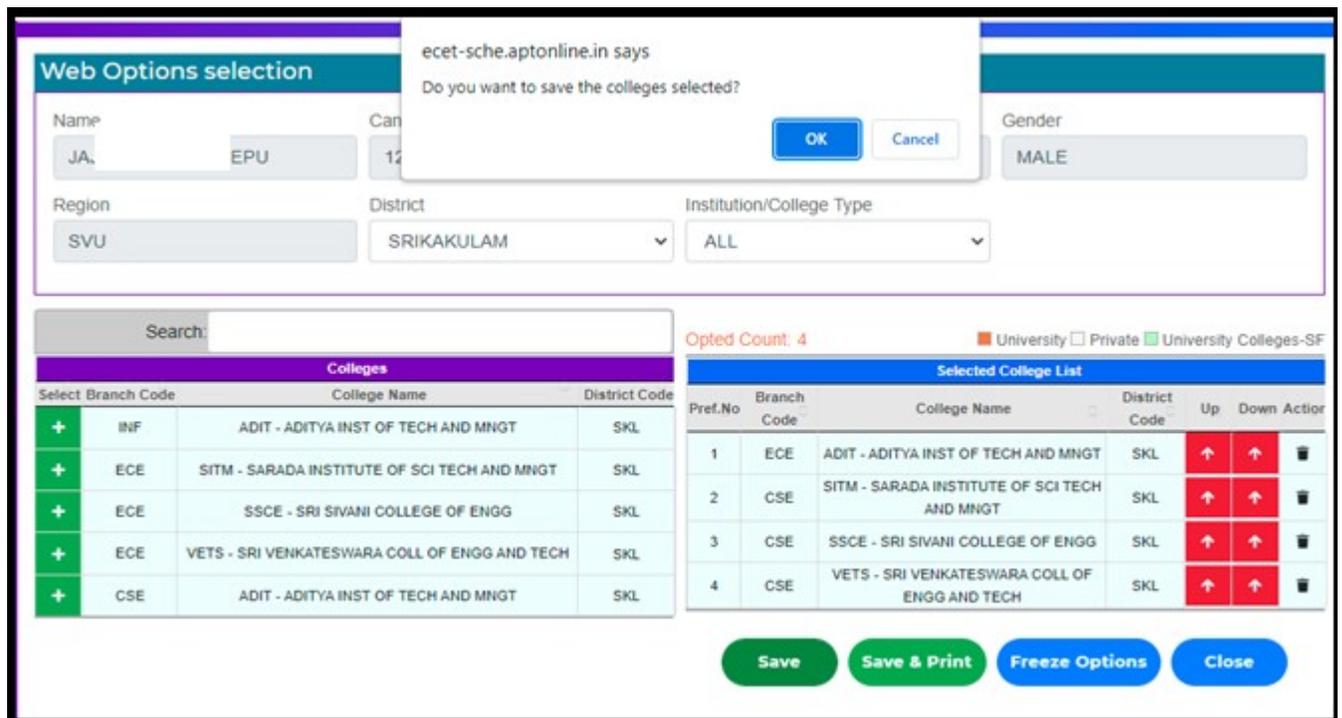


Figure 26: Preference No. Wise List of Colleges, Shown On The Right Side-Model

IMPORTANT:

- All the candidates are instructed to check the details in "Print Verified Application" link before proceeding for option entry. If changes are required, attend at selected HLCs to make changes; then proceed for option entry. If no changes are required, they can directly proceed for option entry by clicking "Web Option" link. Once the options are exercised, data cannot be modified.
- Candidates have to save the options and revisit web option page to add/modify the options or to change the order of sequence before the last date.

- Data once frozen will not be given for edit under any circumstances.
- If the exercised options are saved and not frozen, last saved options will be considered for allotment of seats.
- Candidate can take the print out of “manual options form” and fill them before exercising in the web options in the system.
- Candidate can take the printout of saved web options and finally can take the frozen options.

Web Options selection

Name: Candidate Hall Ticket No: Date Of Birth: Gender:

Region:

Opted Count: 4

Search:

ECETCounseling Opted Colleges List						
Sno	Branch Code	College Name	District Name	Place	Institution/College Type	
1	ECE	ADIT - ADITYA INST OF TECH AND MNGT	SKL	TEKKALI	PVT	
2	CSE	SITM - SARADA INSTITUTE OF SCI TECH AND MNGT	SKL	SRIKAKULAM	PVT	
3	CSE	SSCE - SRI SIVANI COLLEGE OF ENGG	SKL	SRIKAKULAM	PVT	
4	CSE	VETS - SRI VENKATESWARA COLL OF ENGG AND TECH	SKL	SRIKAKULAM	PVT	

Figure 27: Print Opted Colleges List-Model

4.6 Provisional Allotment Order(Download):

Once the entire allocation process is completed the candidate will be allowed to download the Provisional allotment orders from the website.

4.7 Self Reporting:

After downloading of the provisional allotment order.The candidate will be provided a separate option **“SELF REPORTING TO THE COLLGE-ONLINE”**to report to the allocated college.The self reported candidates will be shown in the college login and can admit in the colleges on the published dates.