



# User Manual

for



AP PGECET = 2021 ADMISSIONS

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



# Prepared by



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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 Act16 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.

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

#### 1.4 Abbreviations:

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

7	C		sche.a	ap.gov.in/APSCHEF	lome.aspx							
		A-	А	A+ 🖪 A S	kip Header							
				<b>APSOLE</b>		Andhra	A Prades	<b>State</b> body Gov	Council vernment o	of Highe f Andhra Prac	<b>r Educatio</b> desh )	
		HOM	ΛE									
Ι							COVID	- 19 INSTRUC	TIONS ENGL	<u>ISH TELUGU</u>		
l	C						<b>`</b>	Adr	nissions			
		* 	<b>?</b>	AP PGECET Admissions for G Candidates	- 2021 ate/gpat	qualified	Ċ	AP ECE Admission into Engine	T - 2021 s - Lateral Entr eering & Pharm	ry Admissions nacy Courses		.P EAPCET - ategory-B, Admis
	5											

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









Here the Candidate should provide the 'Application Number & Date of Birth' & clickon '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, choosen 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 promt 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.
- Monirity 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.

(Conducted By Sri)	CET = 2021 ADMISSIO sst Graduate Engineering Counselling Venkateswara University, Tirupati on behalf of For GATE / GPAT Qualified Candidates)	APSCHE)		Home
	Candio	date Details		
	All uploads must be Note : File size sho	in PDF/JPG/JPEG Format build be less than 1MB only		
Personal Details				
Personal Details Name of the Candidate*	Father's Name*	Gender*		
Personal Details Name of the Candidate* MADDU SRINIVASARAO	Father's Name* MADDU PEDA RAMAIAH	Gender*		
Personal Details Name of the Candidate* MADDU SRINIVASARAO Date of Birth	Father's Name* MADDU PEDA RAMAIAH Aadhaar No	Gender* Male  Minority	Region/Local Area	
Personal Details Name of the Candidate* MADDU SRINIVASARAO Date of Birth 18/03/1999	Father's Name* MADDU PEDA RAMAIAH Aadhaar No ********3935	Gender* Male  Minority NON-MINORITY	Region/Local Area AU	
Personal Details Name of the Candidate* MADDU SRINIVASARAO Date of Birth 18/03/1999 Address	Father's Name* MADDU PEDA RAMAIAH Aadhaar No ********3935 MobileNo	Gender* Male  Minority NON-MINORITY  e-Mail	Region/Local Area AU Caste Category	

Physical	lly Challenged*		Physically Challenged	Category*	Physically	Challenged Certificate*		
Yes		~	VH	~	Choose	e file No file chosen		
NCC*			NCC Upload Certificat	e*				
Yes		~	Choose file No file	e chosen				
Sports 8	Games*		Sports & Games Uploa	ad Certificate*				
Yes		~	Choose file No file	e chosen				
Children CAP)*	of Armed forces Persor	nnel	Children of Armed ford (CAP) Upload Certifica	es Personnel				
Yes		~	Choose file No file	e chosen				
Educa	ational Details							
S.No	Class	Schoo	ol / College / Institute	State	П	District	Upload Certific	ate 🛛
	B.PHARM 4th Year	VIC	GNAN PHARMCY (	Andhra Prac	desh 🗸	GUNTUR	~	
	B.PHARM 3rd Year	VIC	GNAN PHARMCY (	Andhra Pra	desh 🗸	GUNTUR	~	
	B.PHARM 2nd Year	VIC	GNAN PHARMCY (	Andhra Prac	desh 🗸	GUNTUR	<b>`</b>	
	B.PHARM 1st Year	VIC	GNAN PHARMCY (	Andhra Prac	desh 🗸	GUNTUR	<u> </u>	
	Inter 2nd Year	SR	ELCHAITANYA JR C	Andhra Prac	desh 🗸	GUNTUR	<u> </u>	
	Inter 1st Year	SR	CHAITANYA JR C	Andhra Pra	desh 👻	GUNTUR	~	
	10th Class	AP	SW RESI SCHOOL	Andhra Prac	desh 🗸	GUNTUR	~	
egion	Get Regio	n						• •
Select istrict	HLC of your choice fo	r onlin	e Verification of uploa Verification Preferred C	ided certificate				
Krishn	a	~	VOAPSCHE - VIJA	YAWADA	~			
l <mark>ote</mark> :Cer erificatio	tificate verification for th n. However, any candidat	e uplo e need	aded certificates will be s help/support can attend	e done by conce d the selected HL	erned author .C.	ities by online. Candidates need	not visit the HLCs physica	ally for
Discla	imer:							
] I do he	reby declare that the info	rmatior	n furnished in this applica	ation is true to the	e best of my	knowledge and belief. I am aware t	hat in the event of any infor	mation

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 fileds 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.

Name of the Candidate*	Father's Name*	Gender*	
DUPP/	DUF	Male 👻	
Date of Birth	Aadhaar No	Minority	Region/Local Area
26 1	*******8423	NON-MINORITY ~	AU
Address	MobileNo	e-Mail	Social Status(Caste)
7-184/1. YEL //PAT	78.	vsrkrishn ail.cor	BC D ¥

Figure 4: Changes in Name, Father Name & Age

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

Special Categorie	s				
Physically Challenge	d*	Physically Challenged	Category*	Physically Challenged Certificate*	
Yes	~	-Select-	~	Choose file No file chosen	
NCC*		-Select- VH			
No	~	HI OH			
Sports & Games*					
No	~				
Children of Armed for	ces Personnel				
(CAP)*					
No	~				

#### 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 in required, then the candidate has to change their Academic details as shown and finaly click on get





region.

S.No 🗆	Class 🛛	School / College / Institute	State	District		Upload Certificate
	B.PHARM 4th Year	JNTU A OTPRI	Andhra Pradesh 🗸	ANANTAPUR	~	
	B.PHARM 3rd Year	JNTU A OTPRI	Andhra Pradesh 🗸	ANANTAPUR	~	
	B.PHARM 2nd Year	JNTU A OTPRI	Andhra Pradesh 🗸	ANANTAPUR	~	
	B.PHARM 1st Year	JNTU A OTPRI	Andhra Pradesh 🗸	ANANTAPUR	~	
	Inter 2nd Year	APSWR JUNIOR COL	Andhra Pradesh 🗸	KURNOOL	~	
	Inter 1st Year	APSWR JUNIOR COL	Andhra Pradesh 🗸	KURNOOL	~	
	10th Class	APSWR SCHOOL BO	Andhra Pradesh 🗸	ANANTAPUR	~	

#### *Figure 6: Change of Education Details*

Disclaimer:	
I do hereby declare	e 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
eing found to be fals	e 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 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.

ayment Details				
Name		(	KUMAR	
Application Ref No:		1240010178		
Transaction Ref No:		T124001017	827047	
Payment Amount (₹)		1200.00		
Select Payment Type (₹)		O Net Ban	$king(SBI) \ (\ \texttt{Service Charge} \ [\texttt{Rs.10}] \bullet Charges \ \texttt{Applicable} \ [\texttt{18}", \ \texttt{GST on Service Charge}] \ )$	
		O Net Ban	iking(HDFC) (Service Charge (Rs. 15) + Charges Applicable [18% GST on Service Charge])	
		O Net Ban	king(ICICI) (Service Charge (Rs. 10) + Charges Applicable [18% GST on Service Charge] )	
		O Net Ban	iking(Other banks) ( Service Charge [Rs.10] + Charges Applicable [18% GST on Service Charg	e])
		Debit Ca	afd (Service Charge [ Rs.1.25 %] +Charges Applicable [15% GST on Service Charge] )	
		O Credit C	Carld ( Service Charge (RS.1.25 %) +Charges Applicable (18% GST on Service Charge) )	
Payment in Details (₹)		₹:1200.00 Ba	ase Amount + ₹:15.00 Service Charge + ₹:2.70 GST.	
Total Payment Amount (₹)		1217.70		
I agree to the terms & condition	ons and reque	st for Registration		
Pay Now Cancel				Activate Wi Go to Settings
Pay Now Cancel				

Figure 8: Selection of Payment Option

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

Order No. : <b>EBS30100</b>	565E778CF	Total Amount : INR 1217.7
Test Mode	SAVED CARDS NEW CARD	CUSTOMER CONTACT DETAILS
	Card Number	Email Id test@aptonline.in Mobile No. 999999999
	MM / YY Expiry Date CVV	PAYMENT SUMMARY INR 1217.7
	Make Payment Go Back	Total INR 1217.7
	Pay Using Credit & Debit Card	
	VISA Masterary DISCOVER DISCOVER DISCOVER	
🔗   ingenj	This is a secure payment gateway using 256-bit SSL encryption. Powered by EES.in - Payment Service Provider Part of Ingenico Payment Services.	Activate Vindows Go to Settings to activate

Figure 9: Payment Details Entry

Candidate needs to wait for the payment process to completed.

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

			<b>AP</b> Online
			secure.aponline.gov.in
Success!			
Payment Status	1	Authorized	
Payment ID	F	44261	
Please wait, redirecting to Merchant			
	rmant gateway using 254-bit 351, encryption. In - Payment Service Provider Payment Services.		

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 redicted 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.

Payment De	tails		
Name of the Candidate	:	GUDAF	R
Transaction Date	1	03 Nov 2021 14:3	34:03
Hall Ticket No	ŧ	3	
Payment Reference No		T1240010178384	60
Application Fee	:	1200.00 ONE THOUSAND	TWO HUNDRED RUPEES ONLY
		Print Home	

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.

Certificate verification for t verification. However, any o Special category Candidate verification of all certificate	he uploaded certificates will be done by concerned authorities by candidate needs help/support can attend the selected HLC. is (i.e. PH, NCC, CAP and Sports & Games) are directed to attend is after uploading the certificates in the registration form as per th	online. Candidates need not visit the HLCs physically for physically at Government Polytechnic, Vijayawada for se schedule.
<ul> <li>FORMS</li> <li>Candidate Registration</li> <li>Know Your Payment Status</li> <li>Print Your Application Form</li> <li>Know Your HLC</li> <li>Know Your Application Status</li> <li>Re-Upload of Documents/Information</li> </ul>	INFORMATION BULLETIN / DOWNLOADS	IMPORTANT DATES

#### Figure 12: Know Your Payment Status

Date: 03 Nov 2021 14:34:03			
Payment De	tails		
Name of the Candidate	:	GUI	IAR
Transaction Date	1	03 Nov 2021	14:34:03
Hall Ticket No	2	1240010178	
Payment Reference No		T1240010178	338460
Application Fee	ð)	1200.00 ONE THOUS	AND TWO HUNDRED RUPEES ONLY
		Print Home	

Figure 13: Payment Status





#### 4.3 Print Your Application:

Personal Details		
Name of the applicant	: HA ADDI	
Date of Birth	: 06/12/1999	
Aadhaar No	: *******8339	
Father's Name	: M ANYAM	
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 Qualificat	ion Details	
Hall Ticket No/PIN Number	: abc12345-test	
	. 45	

	<b>AP</b> Online
Degree/Equivalent Qualification Details	• ahc12345-test
Mail licket No/Pin Number % Marks	: 45
GATE / GPAT Details	
Hall Ticket No.	: 8110000481
GATE / GPAT Score	: 393
GATE / GPAT Rank	: 11930
Qualified Exam	: GATE
Maior Subject	: CE - Civil Engineering

#### 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.



Figure 14: Validation OTP for Re-uploading Certificates

Re-Upload Of Documents/Information					
Important Note: This service is applicable only for the c Certificates by the verification Authorit	Verify OTP	×	dual candidates) Re-upload of ent authorities as per the eligibility		
ECETCounceling Hall Ticket No:"	One Time Password* 42350	Validate	Submit		

*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



# **AP**Online

				Re-upload	of Documents	6		
PERSON Hall Ticket I	IAL DETAIL	LS	111					
Name of the	e Applicant	M.		Date Of Birth	4		Gender	FEMALE
Father's Na	me	1	R	Region	SVU		Social Status	oc
Economical Status	ly Weaker	NO		Annual Income	Yes		Mobile Number	******399
EDUCAT	IONAL DE	TAILS						
Sno	•	Class	Ť.	Institute			Place	District
1	DIPLOMA 3	rd Year	LOYOLA POL	YTECHNIC COLLEC	θE	YS	R KADAPA	PULIVENDULA
2	DIPLOMA 2	nd Year	LOYOLA POL	YTECHNIC COLLEC	эE	YS	R KADAPA	PULIVENDULA
3	DIPLOMA 1	st Year	LOYOLA POL		ЭE	Y	R KADAPA	PULIVENDULA
4	DIPLOMA 1	0th Class	Z P HIGH SCI	HOOL ARAKATAVEN	IULA	Y	R KADAPA	ARAKATAVEMULA
5	9th Class		Z P HIGH SCI	HOOL ARAKATAVEN	IULA	YS	R KADAPA	ARAKATAVEMULA
6	8th Class		Z P HIGH SCI	HOOL ARAKATAVEN	IULA	YS	R KADAPA	ARAKATAVEMULA
7	7th Class		Z P HIGH SCI	HOOL ARAKATAVEN	IULA	YS	R KADAPA	ARAKATAVEMULA
ILE UPL	OADS							
SNo 🛛	Certificate		Reason	C Rema	irks 🔍	View File	0	Re-Upload File
1	income Certifica	te	Image is not CleanVisible	please reupo	ad	View File	Choose	file No file chosen

Figure 16: Certificate Re-uploading





#### 4.5 Web Options:

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

	Web Options Selecti	on
Important Note:		
<ol> <li>All the candidates are instructed to chec attend at selected HLCs to make changes to clicking "Web Option" link. Once the option 2. Candidates save the options and revisit</li> <li>Data once freezed will not be given for 4. If the exercised options are saved and not</li> </ol>	k the details in "Print Verified Application" lin hen proceed for option entry. If no changes ns are excercised, data can't be modified, web option page to add/modify the option to dit under any circumstances. at freezed, last saved options will be conside	ik before proceeding for option entry. If changes are required are required, they can directly proceed for option entry by o change the order of sequence before the last date. red for allotment of seats.
ECETCounseling Hall Ticket No:"	Date of Birth:"	
	29	Submit

Figure 17: Web options with OTPValidity

• 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.GovtColleges, Self FinancedColleges, PrivateColleges will be shown with the different colour codes as indicated in the following screen.

Web	Option	s selection					
Nam	ne		Candidate Hall Ticket No:	Date 0	of Birth	Gender	
JA	h.	J	125	21		MALE	
Reg	ion		District	Institut	ion/College Typ	e	
SI	/U		ALL	✓ ALL		~	
		_	ALL SRIKAKULAM				
	Searc	:h:	VISAKHAPATNAM	pted	Count: 0	University 🗆 🖡	Private 🔲 University Colleges-S
	and the second second	Colleg	EAST GODAVARI			Selected College List	
Select	Branch Code	Colle	KRISHNA	ref.No	Code	College Name	District Code Up Down Actio
+	CSE	ABRK - ABR COLLEG	PRAKASAM				
+	ECE	ABRK - ABR COLLEG	SRI POTTI SRI RAMULU NEI CHITTOOR	LLORE	Save	Save & Print Freeze Og	close
+	CSE	ACEE - ADARSH	ANANTAPUR YSR KADAPA				
+	ECE	ACEE - ADARSH	KURNOOL				

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

	A CONC.				<b>AP</b>	nline
Web	o Option	s selection				
Nam	e	Candidate Hall Ticket No:		Date Of Birth	Gender	
JA	ull	12			MALE	
Regi	ion	District		Institution/College Typ	e	
SV	/U	ALL	~	ALL	~	
	Sear	ch:		UNIVERSITY COL PRIVATE COLLEG UNIVERISTY COL	LEGES ES LEGES-Self Finance rsity P	Yrivate 🔲 University Colleges-SF
		Colleges			Selected College List	
Select	Branch Code	College Name	District Code	Pref.No Code	College Name	District Code Up Down Action
+	CSE	ABRK - ABR COLLEGE OF ENGG AND TECH	PKS			
+	ECE	ABRK - ABR COLLEGE OF ENGG AND TECH	PKS	Save	Save & Print Freeze Op	close
+	CSE	ACEE - ADARSH COLLEGE OF ENGG	EG			
+	ECE	ACEE - ADARSH COLLEGE OF ENGG	EG			

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

JA.		EPU	Can 12				Cancel	Gender				
Regio	n		District		Instituti	on/Colle	де Туре					
SVL	J		SRIKAKULAM	~	ALL		~					
	_		College Name	District Code		Branch	Selected	College List				
			College Name	District Code		Branch	Selected	Conege List				2010
elect Br	anch Cod			evi	Pref.No	Code	College Na	ne 👘	Code	Up	Down	Actio
+	INF	e ADIT - ADITYA	A INST OF TECH AND MNGT	SKL	Pref.No	Code	College National ADIT - ADITYA INST OF T	THE CHAND MNGT	Code SKL	Up 1	Down	Actio
+ +	INF ECE	e ADIT - ADITYA SITM - SARADA INS	A INST OF TECH AND MNGT	SKL SKL	Pref.No 1 2	Code ECE CSE	College Nat ADIT - ADITYA INST OF T SITM - SARADA INSTITUT	ECH AND MNGT	SKL SKL	Up ↑	Down	Actio
+ + +	INF ECE ECE	ADIT - ADITYA SITM - SARADA INS SSCE - SRI S	A INST OF TECH AND MNGT TITUTE OF SCI TECH AND MNGT SIVANI COLLEGE OF ENGG	SKL SKL SKL	Pref.No 1 2 3	Code ECE CSE CSE	College Nat ADIT - ADITYA INST OF T SITM - SARADA INSTITUT AND MNG SSCE - SRI SIVANI COLL	ECH AND MNGT TE OF SCI TECH T EGE OF ENGG	SKL SKL	Up	Down	Actic
+ + + +	INF ECE ECE ECE	ADIT - ADITYA SITM - SARADA INS SSCE - SRI S VETS - SRI VENKATE	A INST OF TECH AND MNGT STITUTE OF SCI TECH AND MNGT SIVANI COLLEGE OF ENGG SWARA COLL OF ENGG AND TECH	SKL SKL SKL SKL	Pref.No 1 2 3 4	Code ECE CSE CSE	College Na ADIT - ADITYA INST OF T SITM - SARADA INSTITUT AND MNG SSCE - SRI SIVANI COLL VETS - SRI VENKATESV	ECH AND MNGT TE OF SCI TECH T. LEGE OF ENGG VARA COLL OF	SKL SKL SKL	Up	Down	Activ

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 freezed will not be given for edit under any circumstances.
- If the exercised options are saved and not freezed, 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 freezed options.

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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.