

User Manual

For



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1. **INTRODUCTION:**

1.1 About APSCH:

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 web options and allotment of seats as per the candidate preferences.

1.4 Abbreviations:

APEAPCET	Andhra Pradesh Engineering, Agriculture and Pharmacy Common Entrance Test
APSCHE	Andhra Pradesh State Council of Higher Education
VO	Verification Officer
OTP	One Time Password
PH	Physically handicapped
NCC	National Cadet Corps
CAP	Children of Armed forces Personnel
EWS	Economically Weaker Section

Table 1: List of Abbreviations

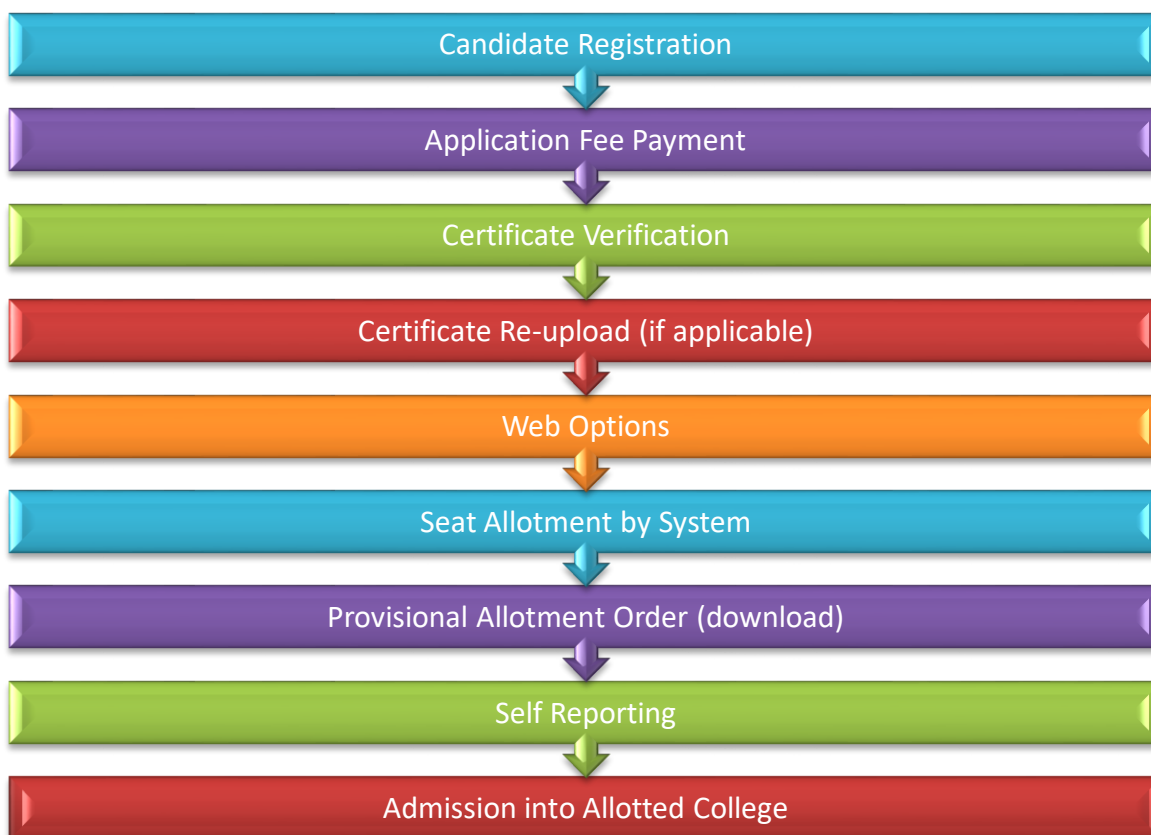
2. SOFTWARE AND TECHNOLOGIES:

Following are the software and technologies that are being used in this Admission Module

S.No	Software	Version
1	.NET	4.5
2	Database	SQL Server 2016
3	Application Server	IIS8.5

Table 2: Software and Technologies

3. PROCESS FLOW of EAPCET 2021 ADMISSION



4. WEBSITE:

Candidate has to visit the Website <https://sche.ap.gov.in>

Choose the Admissions option as shown below.

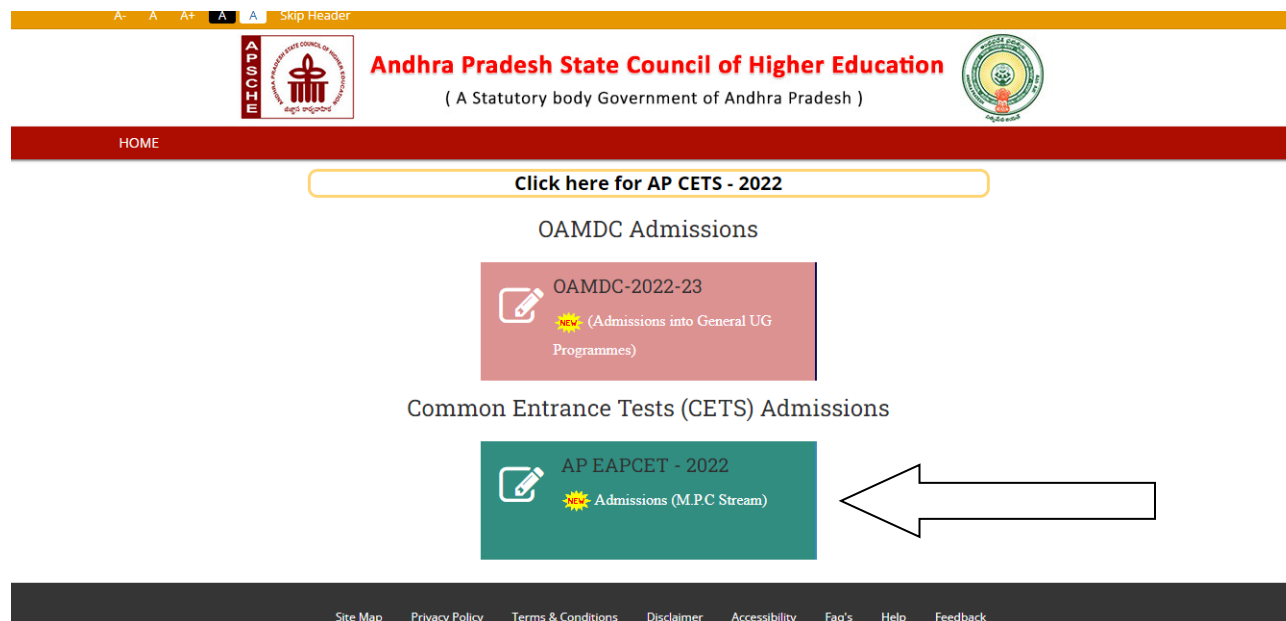


Figure 1: Candidate Landing Website

5. FORMS:

The Candidate has to follow below steps to complete the Web based admissions process

- ✓ Candidate Registration
- ✓ Certificate Re-Upload-After Certificate Verification
- ✓ Web options
- ✓ Provisional Allotment Order (Download)

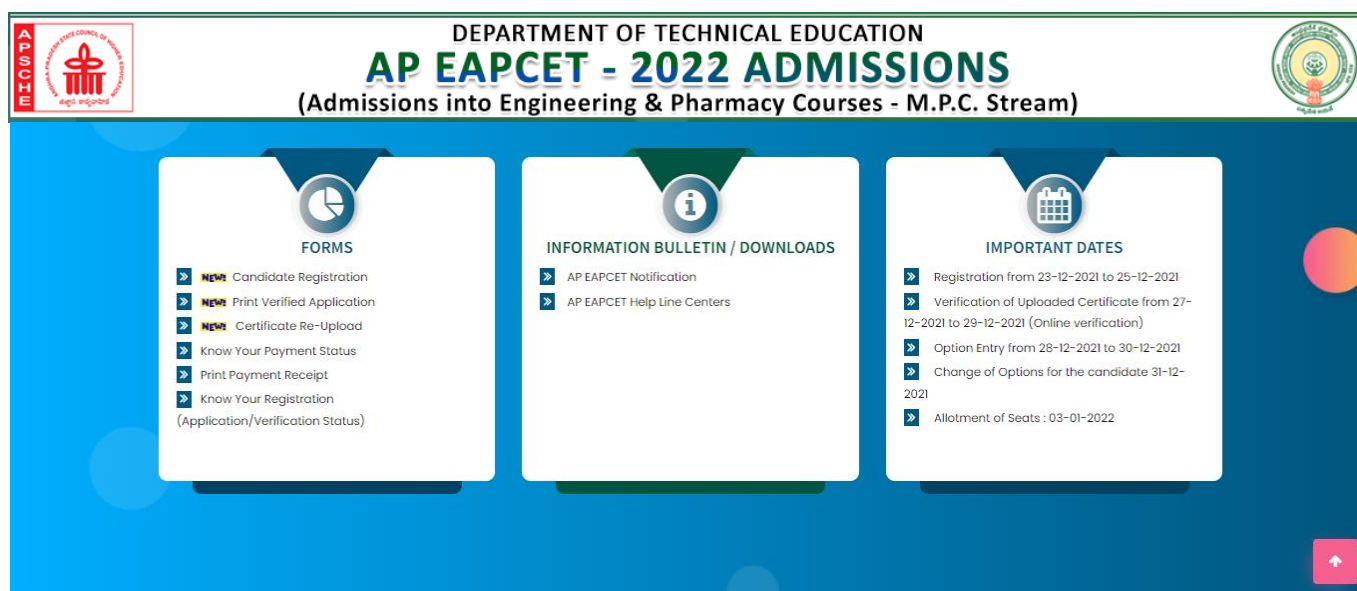


Figure 2: Candidate Registration option

5.1 CANDIDATE REGISTRATION:

✓ Home Page → Candidate Registration

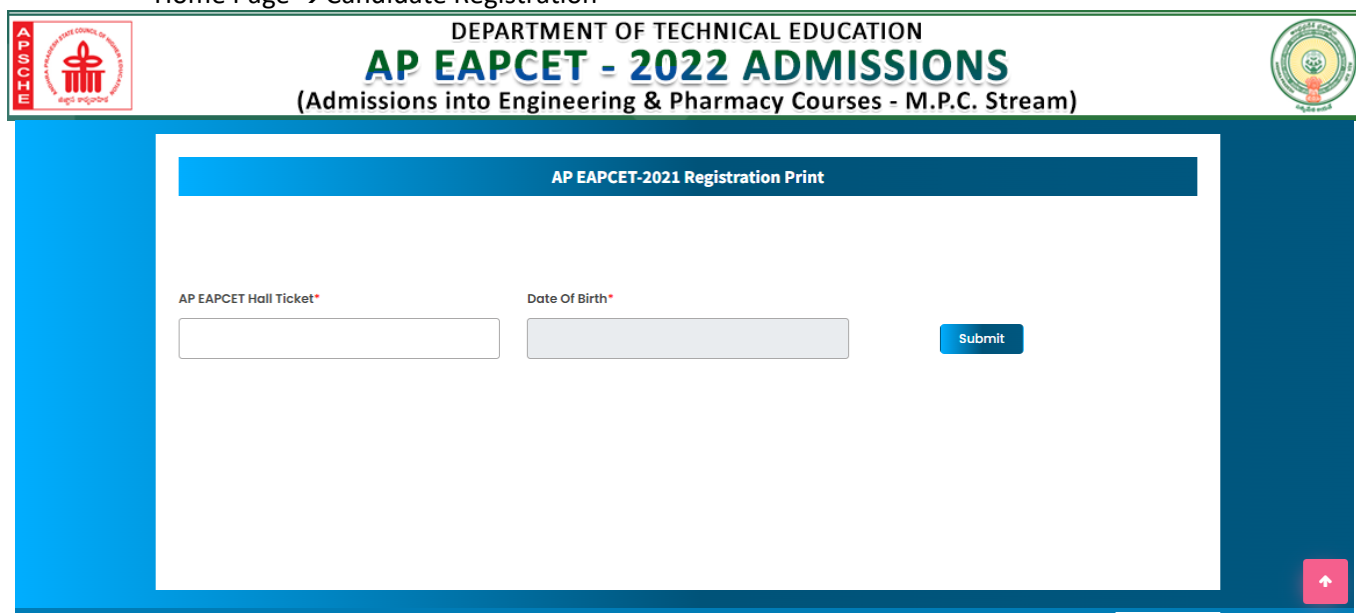


Figure 3: Candidate Login

- ✓ Here the Candidate should provide the 'EAPCET Hall Ticket' & 'Date of Birth' & click on 'Submit'.
after entering the valid hall ticket and date of birth, the candidate EAPCET Entrance data will be auto populated as shown in the following screen.
- ✓ In registration form the candidate mail ID and mobile number will be shown along with other details. If required, the candidate can change the registered mobile number. A valid OTP will be sent to the changed mobile number; otherwise, no need to change the mobile number. The registered mobile number will be used for all future correspondence with regard to admissions.
- ✓ All the certificates will be validated with the system and if required, the candidate needs to enter the certificate details and need to upload the corresponding file in JPEG format only.
- ✓ All the uploaded files will be sent to the Verification officer available at the Help Line Center (HLC) chosen by the candidate at the time of registration.

All uploads must be in .JPG Format
Registered Mobile Number and Email will be used for all future communications

Personal Details

Name of the candidate
Date of birth
Aadhaar No

Gender
Father's Name
Region
e-mail

Minority
Caste Category
Income*
Mobilenr*

Special Categories

differently Abled (Physically challenged)

NIC

Sports & Games

Children of Armed forces Personnel (CAF)

Educational Details

S.No	Class	School/College/Institute	Place	District
1	12th Class		NERAWARA	KURNOOL
2	11th Class		NERAWARA	KURNOOL
3	10th Class		VAJRAKUR	ANANTAPUR
4	9th Class		VAJRAKUR	ANANTAPUR
5	8th Class		VAJRAKUR	ANANTAPUR
6	7th Class		VAJRAKUR	ANANTAPUR
7	6th Class		VAJRAKUR	ANANTAPUR

AP CAPCET 2020

Hall Ticket No.

Rank

Entrance test marks

Intermediary/Equivalent

Hall Ticket No.*

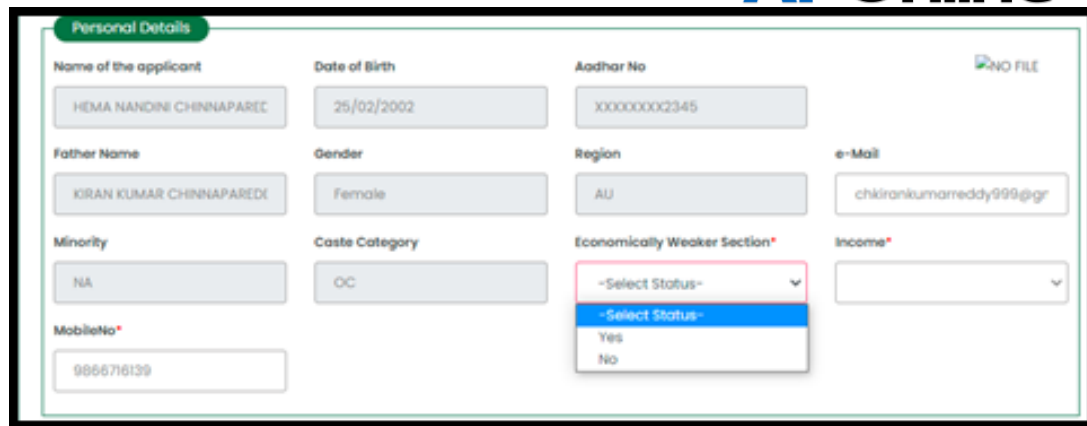
Word*

Do you want to make any changes in the above information provided ?*

Select NIC of your choice for online verification of uploaded certificates *

Figure 4: Candidate Registration Form

- ✓ If the Open Category(OC) Candidate is having Economically Weaker Section(EWS) Certificate, then the candidate should choose the option “Economically Weaker Section” as YES and need to enter the certificate number and upload the certificate in JPEG format as shown in the following screen.

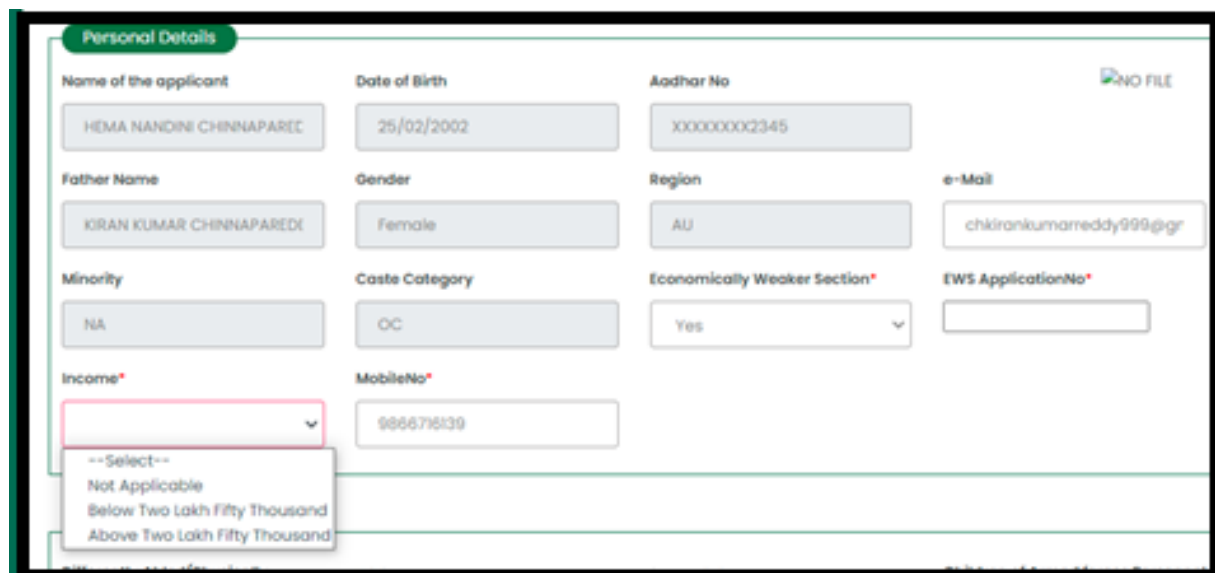


Personal Details

Name of the applicant HEMA NANDINI CHINNAPAREDI	Date of Birth 25/02/2002	Aadhar No XXXXXXXXX2345	
Father Name KIRAN KUMAR CHINNAPAREDI	Gender Female	Region AU	e-Mail chkrankumarreddy999@gr
Minority NA	Caste Category OC	Economically Weaker Section* -Select Status- -Select Status- Yes No	Income* -
MobileNo* 9866716139			

Figure 5: Selection of EWS option

- ✓ Selection of Income option is as shown below



Personal Details

Name of the applicant HEMA NANDINI CHINNAPAREDI	Date of Birth 25/02/2002	Aadhar No XXXXXXXXX2345	
Father Name KIRAN KUMAR CHINNAPAREDI	Gender Female	Region AU	e-Mail chkrankumarreddy999@gr
Minority NA	Caste Category OC	Economically Weaker Section* Yes	EWS ApplicationNo* -
Income* --Select-- Not Applicable Below Two Lakh Fifty Thousand Above Two Lakh Fifty Thousand	MobileNo* 9866716139		

Figure 6: Selection of Income option

- ✓ Though the selection of nearest HelpLine Center (HLC) is mandatory, Certificate verification for the uploaded certificates will be done by concerned authorities by online. However, any candidate needs help/support can attend the selected HLC.,as shown in following screen

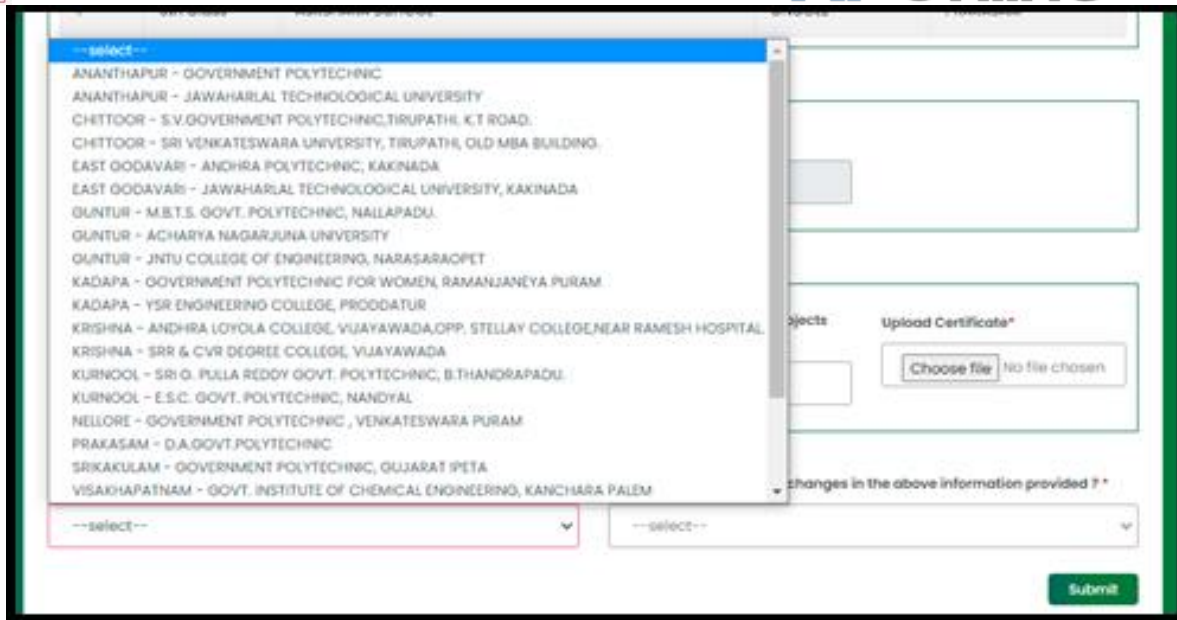


Figure 7: Selection of Help Line Center

- ✓ If the candidate details are found to be correct then the candidates needs to select NO option for “Do you want make any changes in the information provided” and submit his/her details and proceed for application fee payment.
- ✓ Here system will automatically show the Name,FatherName,Date of Birth,Education details as per the previous data.If the candidate has to change any thing, then he/she needs to choose the option as YES for “Do you want make any changes in the information provided” and corresponding changes can be done at next grievance form.

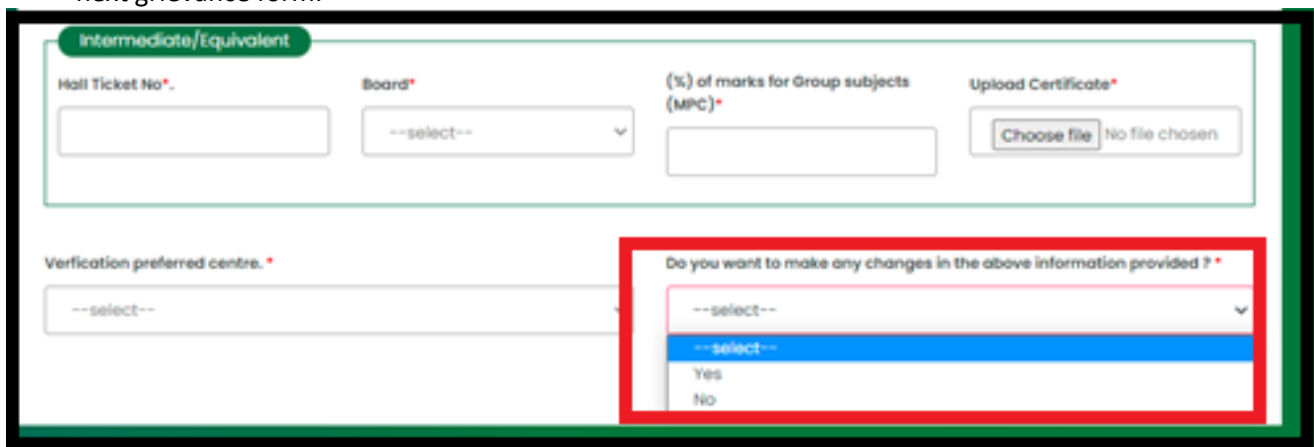


Figure 8: Selection for changes of Information Provided

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

AP EAPCET Registration Form

Login

AP EAPCET Hall Ticket* <input type="text" value="5142010168"/>	Aadhar Number* <input type="text" value="XXXXXXXX8176"/>	Name of the Candidate* <input type="text" value="PAYASAM MOUNIKA"/>
Mobile Number* <input type="text" value="9491764803"/>	Caste Category* <input type="text" value="OC"/>	Differently Abled(Physically Challenged)* <input type="text" value="NO"/>
Amount (in Rs.)* <input type="text" value="1500.0"/>		
Payment Mode* <ul style="list-style-type: none"> <input checked="" type="radio"/> Debit Card <input type="radio"/> Credit Card <input type="radio"/> Net Banking (SBI) <input type="radio"/> Net Banking (ICICI) <input type="radio"/> Net Banking (HDFC) <input type="radio"/> Net Banking (Others) <input type="radio"/> Net Banking (Paytm) 		
<input type="button" value="PAY"/>		

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Figure 9: Selection of payment option

- ✓ Enter the payment option details and make the payment as show in following screen

secure.aponline.gov.in

Order No. : EBS241084BE788C5
Total Amount : INR 1515.93

Test Mode

CUSTOMER CONTACT DETAILS





Email Id: test@gmail.com
Mobile No: 9491764803



PAYMENT SUMMARY

INR 1515.93

Total INR 1515.93

Pay Using Credit & Debit Card

This is a secure payment gateway using 128-bit SSL encryption.
Powered by EBS in - Payment Service Provider
Part of Ingenico Payment Services.






Figure 10: Entering the Card Details

- ✓ Candidate need to wait the payment process to complete and Don't press the BACK button or REFRESH buttons till the payment completes.



Figure 11: Success response from Payment gateway

- ✓ Here if the payment is successful then system will show the payment details page, if payment not done then system will automatically redirect the candidate to Payment page to pay the application Fee.
- ✓ After successful payment an acknowledgement will be shown with the details like, Payment reference id, Amount, Payment date etc. as shown in following screen.

AP EAPCET Registration Form

Payment Success

AP EAPCET Hall Ticket No	5142010168
Aadhar Number	XXXXXXXX8176
Applicant Name	PAYASAM MOUNIKA
Gender	Female
Caste Category :	OC
Mobile Number	9491764803
Differently Abled(Physically Challenged) (Physically Challenged)	NO
Amount (in Rs.)	1500.00
Payment Ref No	EBS2410B48E788C5
Payment Date	24/10/2021

Print

Figure 12: Payment Acknowledgement

- ✓ If required candidate can take the printout of the Fee Payment Details.

AP EAPCET Hall Ticket No	5142010168
Aadhar Number	XXXXXXXXXX8176
Applicant Name	PAYASAM MOUNIKA
Gender	Female
Caste Category :	OC
Mobile Number	9491764803
Differently Abled(Physically Challenged) (Physically Challenged)	NO
Amount (in Rs.)	1500.00
Payment Ref No	EBS241084BE788C5
Payment Date	24/10/2021

Figure 13: Payment Receipt

- ✓ All the uploaded certificates along with the candidates details will be sent to the selected Help Line Center(HLC).
- ✓ All the other options like Re-upload of Certificate,Web Options will be enabled only if the candidate paid the Application fee.
- ✓ After successful completion of certificate verification only system will allow the candidate to proceed for exercising web options.
- ✓ If any certificate has to be re-uploaded then Verification officer returns the application to candidate to re-upload the certificate again only for asingle time.

5.2 CERTIFICATE RE-UPLOAD:

- ✓ 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.

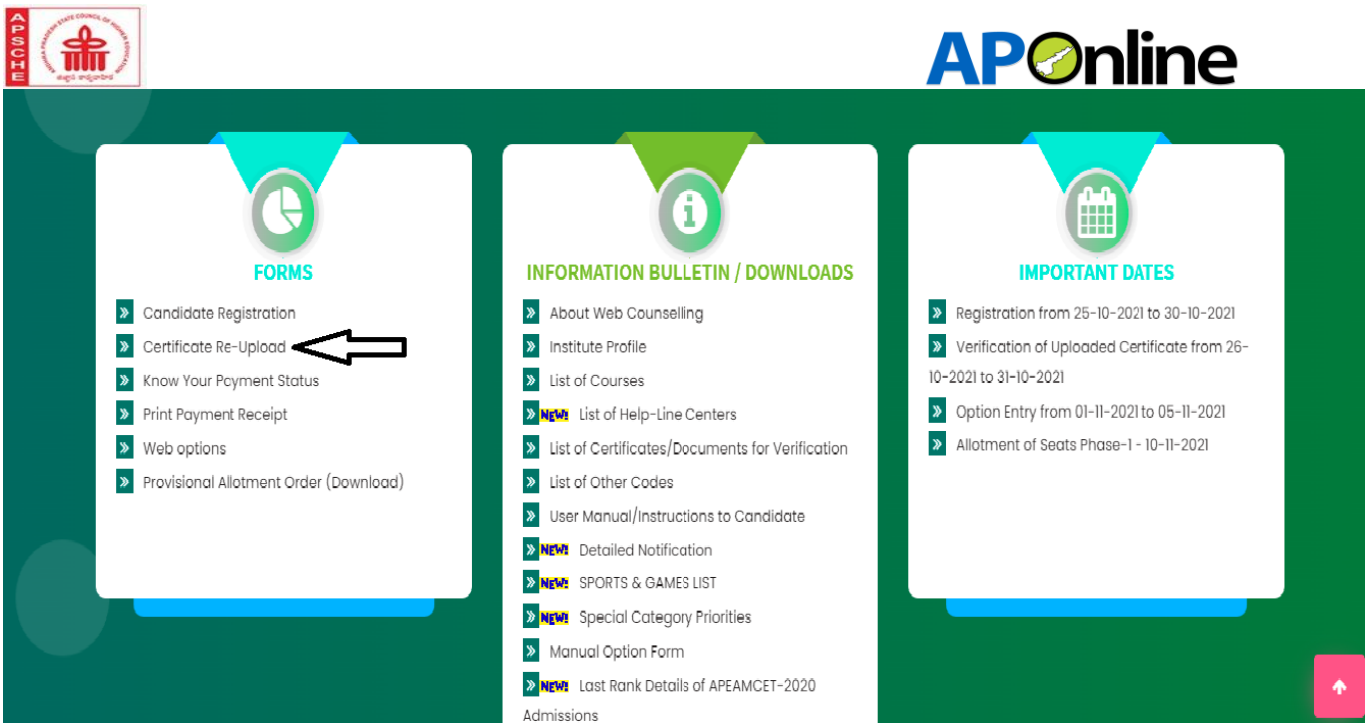


Figure 14: Certificate Re-upload option selection

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

Personal Details			
Name of the applicant	Date of Birth *	Aadhar No	Father Name
GONDU KESAVA RAO	05/03/2002	XXXXXXXX0756	GONDU SIMMAYYA
Mother Name	Gender	Caste	Mobile
	Male	BC_B	9391270954
Local Area	Hall Ticket No.	Rank	Marks
AU	5370020022	31239.0	54.358007834216465

UPLOAD FILES		
File Name	Remarks	File Upload
Caste Certificate*	Image is not clear/visible	<input type="button" value="Choose File"/> No file chosen

Figure 15: Certificate Re-upload option

5.3 WEB-OPTIONS:

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

Web Option Selection

Important Note:

1. Candidates save the options and revisit web option page to add/modify the options or to change the order of sequence before the last date.
2. Data once freezed will not be given for edit under any circumstances.
3. If the exercised options are saved and not freezed, last saved options will be considered for allotment of seats.

AP EAPCET Hall Ticket No *	<input type="text"/>
Date Of Birth *	<input type="text"/>

SUBMIT

Figure 16: Web-options Selection

- ✓ After Submission of Hall ticket and DOB,OTP will be sent to registered mobile and same has to be entered as shown below.

Web Option Selection

Mobile No : *	XXXXXX5298
Enter OTP received to your registered Mobile No *	<input type="text" value="00000"/>

SUBMIT

Figure 17: OTP Validation

- ✓ 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 Selection Login

AP EAPCET HallTicket No: 5142010165 Name: VANGALA CHARMIKA District: ALL University Type: ALL

Opted Count:0

SELECT	Branch Code	College Name	District
+	CIV	ACEE-ADARSH COLLEGE OF ENGINEERING	EO
+	CSE	ACEE-ADARSH COLLEGE OF ENGINEERING	EO
+	ECE	ACEE-ADARSH COLLEGE OF ENGINEERING	EO
+	EEE	ACEE-ADARSH COLLEGE OF ENGINEERING	EO
+	MEC	ACEE-ADARSH COLLEGE OF ENGINEERING	EO
+	CIV	ACEM-ADITYA COLLEGE OF ENGINEERING	CTR
+	CSE	ACEM-ADITYA COLLEGE OF ENGINEERING	CTR
+	ECE	ACEM-ADITYA COLLEGE OF ENGINEERING	CTR
+	EEE	ACEM-ADITYA COLLEGE OF ENGINEERING	CTR
+	MEC	ACEM-ADITYA COLLEGE OF ENGINEERING	CTR

PREF NO Branch Code

Govt SF Private Private2

District UP DOWN DELETE

Save Freeze

Figure 18: Option of Collges list, in selected District University/college type

- ✓ All the selected colleges will be added to right side of the list and total Opted count will be shown to candidates. The candidate should select more number of Colleges to get seat allotment.

Web Option Selection Login

AP EAPCET HallTicket No: 5142010165 Name: VANGALA CHARMIKA District: SKL University Type: ALL

Opted Count:3

SELECT	Branch Code	College Name	District
+	MEC	ADIT-ADITYA INSTITUTE OF TECHNOLOGY AND MGMT	SKL
+	CSE	BRAUSF-COLLEGE OF ENGINEERING BR AMBEDKAR UNIV SELF FINANCE	SKL
+	MEC	BRAUSF-COLLEGE OF ENGINEERING BR AMBEDKAR UNIV SELF FINANCE	SKL
+	CHE	GMRI-G M R INSTITUTE OF TECHNOLOGY	SKL
+	CIV	GMRI-G M R INSTITUTE OF TECHNOLOGY	SKL
+	CSE	GMRI-G M R INSTITUTE OF TECHNOLOGY	SKL
+	ECE	GMRI-G M R INSTITUTE OF TECHNOLOGY	SKL
+	EEE	GMRI-G M R INSTITUTE OF TECHNOLOGY	SKL
+	INF	GMRI-G M R INSTITUTE OF TECHNOLOGY	SKL

PREF.NO	Branch Code	College Name	District	UP	DOWN	DELETE
1	CIV	ADIT-ADITYA INSTITUTE OF TECHNOLOGY AND MGMT	SKL	↑	↓	✖
2	EEE	ADIT-ADITYA INSTITUTE OF TECHNOLOGY AND MGMT	SKL	↑	↓	✖
3	ECE	BRAUSF-COLLEGE OF ENGINEERING BR AMBEDKAR UNIV SELF FINANCE	SKL	↑	↓	✖

Govt SF Private Private2

Save Freeze

Figure 19: Preference No wise list of collges, shown on the right side

- ✓ Candidate can Save the preferred colleges on the given dates and can modify any number of times till the last date of web options.
- ✓ For better assessment of preferred colleges, the candidate can take print of the Manual Option entry form and get ready with preferred list before saving into the system.

uat-apcetscounselling.aptonline.in:9090 says
Saved Successfully

OK

AP EAPCET HallTicket No 5142010165 Name VANGALA CHARMIKA District SKL Univeristy Type ALL

Opted Count:3

Govt SF Private Private2

PREF.NO	Branch Code	College Name	District	UP	DOWN	DELETE
1	CIV	ADIT-ADITYA INSTITUTE OF TECHNOLOGY AND MGMT	SKL	↑	↓	✖
2	EEE	ADIT-ADITYA INSTITUTE OF TECHNOLOGY AND MGMT	SKL	↑	↓	✖
3	ECE	BRAUSF-COLLEGE OF ENGINEERING BR AMBEDKAR UNIV SELF FINANCE	SKL	↑	↓	✖

Save Freeze

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Figure 20: Saving Preferred colleges and course

IMPORTANT:

- ✓ Candidate can 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 freedzed will not be given for edit under any circumstances.
- ✓ If the exercised options are saved and not freedzed, last saved options will be considered for allotment of seats.
- ✓ Once the candidate freedzes the preferred Colleges then he/she cannot edit the Colleges again. So the candidate can save Colleges, check the opted Colleges carefully and finally freeze the Colleges.

Options once freed, Candidates cannot add/modify the options or change the order of sequence. Do you want to Proceed?

OK Cancel

AP EAPCET HallTicket No: 5142010165 Name: VANGALA CHARMIKA District: ALL Univeristy Type: PVT

Opted Count:6

Govt SF Private Private2

PREF.NO	Branch Code	College Name	District	UP	DOWN	DELETE
1	CIV	ADIT-ADITYA INSTITUTE OF TECHNOLOGY AND MGMT	SKL	↑	↓	✖
2	EEE	ADIT-ADITYA INSTITUTE OF TECHNOLOGY AND MGMT	SKL	↑	↓	✖
3	ECE	BRAUSF-COLLEGE OF ENGINEERING BR AMBEDKAR UNIV SELF FINANCE	SKL	↑	↓	✖
4	ECE	ANSN-ST. ANNS COLLEGE OF ENGG. AND TECHNOLOGY	PKS	↑	↓	✖
5	CIV	ANURSF-ADI KAVI NANNAYA UNIVERSITY COLLEGE OF ENGINEERING	EG	↑	↓	✖
6	CIC	ASIP-AMRITA SAI INST. OF SCIENCE AND TECHNOLOGY	KRI	↑	↓	✖

Save Freeze

Figure 21: Showing Messgae, once options are Freezed cannot be edited

- ✓ Candidate needs to Freeze the list of collges and can take the printout of opted colleges.

Web Option Selection

AP EAPCET HallTicket No: 5142010165 Name: VANGALA CHARMIKA District: ALL Univeristy Type: ALL

Weboptions Opted Count:3

PREFERENCE NO	Branch Code	College Name	District	Place
1	CIV	ADIT-ADITYA INSTITUTE OF TECHNOLOGY AND MGMT	SKL	TEKKALI
2	EEE	ADIT-ADITYA INSTITUTE OF TECHNOLOGY AND MGMT	SKL	TEKKALI
3	ECE	BRAUSF-COLLEGE OF ENGINEERING BR AMBEDKAR UNIV SELF FINANCE	SKL	SRIKAKULAM

Print

Figure 22: List of Opted collges

AP EAPCET Web Options



AP EAPCET HallTicket No	5142010165	Name	VANGALA CHARMIKA
-------------------------	------------	------	------------------

Weboptions Opted Count:3

PREFERENCE NO	Branch Code	College Name	District	Place
1	CIV	ADIT-ADITYA INSTITUTE OF TECHNOLOGY AND MGMT	SKL	TEKKALI
2	EEE	ADIT-ADITYA INSTITUTE OF TECHNOLOGY AND MGMT	SKL	TEKKALI
3	ECE	BRAUSF-COLLEGE OF ENGINEERING BR AMBEDKAR UNIV SELF FINANCE	SKL	SRIKAKULAM
-----** Print Taken Date: Oct 24, 2021 3:54:46 PM**-----				

Figure 23: List of Opted colleges for print

- ✓ Once completion of weboptions by all the candidates. The system runs for the best option given by the candidates and finally allots the seats as per the business logics and rules defined.

5.4 PROVISIONAL ALLOTMENT ORDER(DOWNLOAD):

- ✓ Once completes the entire allocation process the candidates will be allowed to download the Provisional allotment orders. The model provisional allotment order will be as shown below.

5.5 SELF REPORTING:

- ✓ After downloading of the provisional allotment order. The candidate will be provided a separate option **"SELF REPORTING TO THE COLLEGE-ONLINE"** to report to the allocated college. These self-reported candidates will be shown in the college login and can admit in the colleges on the published dates. The option for this will be as shown below.