ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION HYDERABAD
I C E T – 2 0 1 3 (A D M I S S I O N S)
W E B   B A S E D   C O U N S E L L I N G
F O R   A D M I S S I O N   I N T O   M B A   &   M C A

INSTRUCTIONS TO CANDIDATES

Every Candidate attending for Certificate Verification at Help-line Centre is requested to follow the stages as indicated below:

STAGE 1:   **Candidate Registration for Certificate verification:**

- Wait for the announcement from authorities of Help Line Centres for Registration.
- After announcement, hand over the rank card to officer at entrance.
- Wait for your turn in the registration hall.
- When your rank is called pay processing fee and obtain receipt, furnish your mobile number.
- Collect the Registration-Cum-Verification form from computer operator at Registration counter and verify whether your mobile number is printed correctly or not.
- **Collect the Scratch Card, retain with you as it is required for Option Entry.**
- Enter details i.e. hall ticket number, rank etc. in the Register and append your signature.
- Your registration is completed. Go back and wait in the registration hall for announcement.
- After announcement by the officer at Registration counter, report at Verification counter for certificate verification.

STAGE 2:   **Verification of Certificates:**

- Verify the details printed on Registration-Cum-Verification form for local area, sex, Minority, category, Special Reservation category, date of birth, Scratch Card Number, Mobile Number, Fee Reimbursement Eligibility etc. for correctness.
- If there is any mistake, report to verification officer for correction.
- If you belong to SC/ST/BC Category, report to Caste Verification officer and submit the original Caste Certificate for verification and clearance. After Caste verification report to one of the Certificate verification officers.
- If you belong to Open Competition (OC) Category, directly report to Certificate verification officer.
- The Officers will verify all your original certificates like Rank Card, Hall ticket, Marks memo, Study certificate, income certificate etc.
- A Print out of Receipt of certificates will be given to you and <u>if you find any discrepancy, report to the Chief Verification Officer for correction</u>. Append your signature after verifying the data.

- > **<u>Seat allotment process and display of options depend on the accuracy of the data. Ensure for correctness of the data in the fields: Local Area, Sex, Minority, Category (BC/SC/ST), Special reservation category (PH/CAP/NCC/Sports), Fee reimbursement eligibility (Yes/No)</u>**, Eligible for MBA, MCA/Eligible for MBA/(You are also jointly responsible for ensuring the Correctness of data. No request for alteration of data will be allowed after the time for exercising options is over).

- Collect the List containing colleges, courses and their codes, courses offered and course codes (you can download from website also), Manual option form and retain with you and then leave the counseling Hall.

STAGE 3:   **Preparatory work to be made by you at home for exercising options:**

- Exercising options means you have to select college and courses you wish to join and arrange them in the order of priority.
- Go through the College profile, availability of courses, duration of the course, prospects (job/academic opportunities) after studying a particular course. Discuss and decide on your interest on a particular course, distance from your place, availability of hostel, your family background, financial ability to move away from your place. Arrive at a list of as many numbers of possible options on a paper.
- Also, consult your parents/friends on the selection of courses and Colleges you wish to join.

- Take the Manual option form fill in the district code, College code and course code you wish to join in the order of preference against the option number.

  Allotment of seats will be done based on Rank, Local Area, Gender, reservation category etc., in the order of preference you have chosen.

MANUAL OPTION FORM

OPTION NUMBER	DISTRICT CODE	COLLEGE CODE	COURSE CODE
1	HYD	JNTH	MBA
2	HYD	OUCE	MCA
3	TPT	SVUC	MBA
4	VSP	AUCE	MCA
5	ATP	JNTA	MBA

- Allotment will be made as per your choice of the option numbers depending upon the number of vacancies available in a College and in a course for your sex, local area, and category. If vacancy is not available in Option.No.1, Option.No.2 will be considered for allotment, if vacancy is also not available in Option. No.2, Option.No.3 will be considered for allotment and so on. The allotment will not proceed to the next rank candidate till the list of your options is completely searched for availability of a seat. **HENCE, CANDIDATES ARE ADVISED TO ENTER MORE NUMBER OF OPTIONS TO AVOID THE DISAPPOINTMENT OF NOT SECURING A SEAT.**
- It is not necessary to give options in a sequence all the courses in a particular college.
- Candidates can enter any number of options of any College in any order of his choice.
- Candidate is advised not to enter options for which he is not interested to join.
- You may refer to data corresponding to Last ranks of previous year available in **https://apicet.nic.in** in selecting your options, which is only an indicative
- For entering options on computer screen, filled-in manual option form is essential. It will save your time and minimize your chance of making mistake in option entry on web.

STAGE 4:   **Procedure to be followed for exercising options on web/Internet:**

- You can enter the options from home or from any internet café or from any Help Line Center with the help of your filled- in manual option form.
- You must have already completed certificate verification(Stage 1 and Stage 2).

Steps to be followed for entering the options on web:

1. Entering the URL through internet
2. Generation of password
3. Option entry
4. Log out.

STEP 1: Entering the URL through internet

- Double click on [IE icon] (Internet Explorer).
- Make sure that the computer which you are using contains windows operation system Internet Explorer Version 6.0 to 8.0. It is possible to enter options only from such systems having above versions. It is not possible to enter options on Net scape navigator, Google chrome, Mozilla Firefox.
- Please enter URL or Website address: **https://apicet.nic.in** or as indicated in the notification.

- You will find home page as shown below containing the links regarding the information such as counseling procedure, list of courses, list of help line centers, college profile, etc..

ADMISSIONS INTO MBA & MCA COURSES (ICET - 2013)

FAQ for Final Phase Counseling   Institute Profile
Know Your Certificate Verifcation   Last ranks admitted in 2012
List of Courses   List of Districts & Other Codes
List of Help Line Centers (HLC)   View Your Options & Bio-data

Colleges displayed for option entry are subject to approval of AICTE, Govt. & Affiliating body.

Use IE 6.0 and above and with Screen Resolution 1024 by 768.

ICET - 2013

Schedule for Option Entry

Rank		Date	
From	To	From	To

Alerts

Ø For security reasons it is advisable that :

More than one candidate should not login from the same Computer/ Browser at the same time. After completing options entry, Always LOGOUT properly and close the Browser.

Ø All candidates can exercise options for minority institutions. However allotment to them will be made subject to availability of seats after exhausting concerned minority students.

For any query regarding this website Please Contact: Andhra Pradesh State Council of Higher Education. eMail: convenoreamcetadmissions@gmail.com.

Designed & Developed by : National Informatics Centre (NIC), Hyderabad, A.P.
Disclaimer : Content on this website is published and managed by Andhra Pradesh State Council of Higher Education, A.P.

-

STEP 2: Generation of Password

> **Importance of Password:**
> - Password is important and shall be held confidentially. It is as important as the PIN of ATM card.
> - Do not reveal it to anybody as it might enable modification/tampering of data.
> - Password is essential for Candidates Login, Entry of options, Change of options, saving and deletion of options and for printing of allotment order.

- Click on **"Candidates Registration"** to generate the password. Enter the details (Note: *Registration Number is printed on your Receipt of Certificate given to you after Certificate Verification. Date of birth shall be entered in DD/MM/YYYY format*).

- Click on **"Generate Password"** button**.** The following screen appears.

- In the **"Password"** box enter the 'password' (having a minimum of 8 characters length and maximum of 10 with at least one Numeral/Character for example ICET12, krishna123, @#34BxMz56, 98765432H etc.)
- Re-enter the same password at "**Re-enter password**" box.
- Enter the mobile number and email id. These are optional. In case you forget the password mobile number/email id is compulsory to communicate the changed password.
- Click on **"Save Password"** to save the password.
- Click on **"Log Out".** With this candidate's registration is completed and you will come back to **Home** page.
- **You can change your password as well as reset the password (in case forgotten) through Candidates login** as explained in the following step.

- **STEP 3: Option Entry**

Note: You are advised not to start entering options directly on the web without preparatory work in the manual option form at home, as you may commit mistakes.

After completing the candidates registration and generation of password, click on **Candidates Login** for exercising the options. The following screen appears.

Please do not give the Scratch Card containing Login ID. Number, password, date of birth, Hall Ticket Number etc to anybody. Never write your password down on paper or anything else which could be read by another person.

You are responsible for maintaining the confidentiality of your password and are responsible for any harm resulting from your disclosure, or authorization of the disclosure of your password or from any person's use of your password to gain access to your Login ID. You will be solely responsible and liable for any activity that occurs under your Login ID.

To enter your option entry screen, enter in Login ID. No (Hidden on the Scratch Card).,Hall Ticket No.,Password and Date of Birth (DD/MM/YYYY) and click on **Sign In.** The following screen appears.

- Read the instructions carefully. Read the Declaration and click on **Check Box** ☑ to confirm the same.

- Click on "**Option Entry Form**" will navigate you to screen with check boxes with district names and statewide institutions.

- In case you need any explanation about different Menu items of the Option Entry form click on **"Help Screen".** Read the explanation about various menu items, and then click the button **"Click here to Enter Options",** it displays the screen with various districts along with check boxes.

Select desired Districts (Atleast ONE District should be selected)

AU	OU	SVU
☐ East Godavari	☐ Adilabad	☐ Anatapur
☐ Guntur	☐ Hyderabad	☐ Chittore
☐ Krishna	☐ Karimnagar	☐ Kadapa
☐ Prakasham	☐ Khammam	☐ Kurnool
☐ Srikakulam	☐ Mahabubnagar	☐ Nellore
☐ Vishakapatnam	☐ Medak	
☐ Vizianagaram	☐ Nalgonda	
☐ West Godavari	☐ Nizamabad	
	☐ Ranga Reddy	
	☐ Warangal	

Display Option Entry Form

- Select one or more districts or statewide institutions to display the Colleges in those districts along with State wide Institutions.

- Click on '**Display Option Entry form'** displays the screen for exercising the options.

Name:	GUKUNTI PRUTHVI		Father's Name:	GUKUNTI ASHANNA
Sex:	Male (M)	ICET - 2013	Rank:	60353.00
Caste:	SC	OPTION ENTRY FORM	PH:	N

Logout properly and Close the Browser window after completing options entry.   Save options periodically.

Last Saved Options | Enter Between Options | Save Options | View & Print | Change Password | Logout

ICET Hall Ticket No :   UNIV □   SF □   GIRLS □   MINORITY □   PVT □   Name : DUMMY

MBA Specialization :   MRM: □   MBF: □   MHR: □   MMM: □   MTM: □   MBT: □

MBA Courses (All Specializations)

#	College	District	MBA
1	AIZA	ADB	
2	AMJD	HYD	
3	AMSW	HYD	
4	ANMP	HYD	
5	ANWB	HYD	
6	ANWC	HYD	
7	AURC	HYD	
8	AURI	HYD	
9	AURM	HYD	
10	AURO	HYD	
11	AURP	HYD	
12	AURR	HYD	
13	AURU	HYD	
14	AVCG	HYD	

MCA Courses

#	College	District	MCA
1	AMSW	HYD	
2	ANMP	HYD	
3	ANWC	HYD	
4	AURC	HYD	
5	AURI	HYD	
6	AURM	HYD	
7	AURO	HYD	
8	AURP	HYD	
9	AURR	HYD	
10	AURU	HYD	
11	AVCG	HYD	
12	AVNT	HYD	
13	BAPJ	HYD	
14	BASB	HYD	

Last Saved Options | Enter Between Options | Save Options | View & Print | Change Password | Logout

- Display of Options (MBA/MCA etc) depend on your eligibility set at the time of Certificate Verification. Checkup eligibility and its entry at the time of Certificate Verification. If the problem persists, approach nearest Help Line Centre.
- In the Screen different colours are used for display of University Colleges, Girl Colleges, and Minority institutions etc
- Enter your ICET Hall ticket No. in the box provided.
- By looking at already filled **manual option form**, enter the option numbers in the Boxes on the Screen against the College and course in which you are interested to join as shown above. **WHILE FILLING THE OPTION FORM 'Click on Save Options' AT REGULAR INTERVALS**.

  Click on **View and Print** button helps you to see the saved options and take a print out of the same.

  You can **change your password** if you wish so by using **Change password** Menu Button.

Total (10) options saved. You have been successfully Logged out.

LIST OF SAVED OPTIONS   Print 🖶

S.No	Option No.	Institute Code	Institute Name, Place	Branch Code	Branch Name
1	1	AIZA	AIZZA COLLEGE OF ENGG AND TECHNOLOGY, MANCHERIAL	MBA	MASTER OF BUSINESS ADMINISTRATION
2	2	AMJD	AMJAD ALI KHAN COLLEGE OF BUS ADMN, BANJARA HILLS	MBA	MASTER OF BUSINESS ADMINISTRATION
3	3	AMSW	AMS SCHOOL OF INFORMATICS FOR WOMEN, HYDERABAD	MBA	MASTER OF BUSINESS ADMINISTRATION
4	4	ANMP	ST ANNS COLLEGE FOR WOMEN PG CENTRE, MEHDIPATNAM	MBA	MASTER OF BUSINESS ADMINISTRATION
5	5	ANWB	ANWAR UL ULOOM COLLEGE OF BUSINESS MGMT, NEW MALLEPALLY	MBA	MASTER OF BUSINESS ADMINISTRATION
6	6	ANWC	ANWAR UL ULOOM COLLEGE FOR COMP STUDIES, NEW MALLEPALLY	MBA	MASTER OF BUSINESS ADMINISTRATION
7	7	AMSW	AMS SCHOOL OF INFORMATICS FOR WOMEN, HYDERABAD	MCA	MASTER OF COMPUTER APPLICATIONS
8	8	ANMP	ST ANNS COLLEGE FOR WOMEN PG CENTRE, MEHDIPATNAM	MCA	MASTER OF COMPUTER APPLICATIONS
9	9	ANWC	ANWAR UL ULOOM COLLEGE FOR COMP STUDIES, NEW MALLEPALLY	MCA	MASTER OF COMPUTER APPLICATIONS
10	10	AURC	AURORAS SCIENTIFIC AND TECH RESEARCH ACADEMY, BANDLAGUDA	MCA	MASTER OF COMPUTER APPLICATIONS
-------------------- End of Options. Printed as on Dt: Sep 4 2012 4:08:00:000PM --------------------					

1. Session Logged Out !

- **STEP 4: Logout**

    - AFTER COMPLETION OF **Option entry** click on **"Logout",** IT DISPLAYS AN ALERT MESSAGE WITH *three* BUTTONS **"Save and Logout", "Confirm Logout"** and '**Cancel Logout'.**
    - Click on **'Cancel Logout'** retains the **Options Entry Form for entry of some more options**.
    - Click on "**Save & Logout"** button will save the options exercised up to that point of time and display the details of the options exercised.

    - Click on "**Confirm Logout'** button will directly display the details of the options saved up to that instant.

    - You are informed that, you can add, modify or delete the options any number of times within in stipulated time by repeating the above mentioned four steps. The options recorded in the server on the last day will be frozen. If you wish to change the frozen options once again, approach any one of help line centers on any one of the dates mentioned to modify your frozen options. This is the final opportunity and after this no further changes can be done. The Options recorded in the server on the last day will be taken for allotment of seats. You can take a printout of the options exercised.

    - **After the option entry and Logout from the Option entry form, close the browser**.

STAGE 5:   Final Allotment of Seats

    - The allotments will be processed on the date mentioned in the notification based on merit, category, sex, Local area, special reservation category etc and will be placed in the web. You have to download the allotment order through **"Candidate Login". This is final allotment and request for change will not be entertained**.

STAGE 6:   Payment of Fees

    - Download the challan form for payment of fee or collect it from helpline centre. With downloaded allotment order you have to remit the fees in one of the branches of Andhra Bank or Indian Bank in the State and obtain a receipt. However, the SC/ST candidates are eligible for reimbursement of Tuition Fee if parental income from all sources is up to rupees two lakhs per annum and all other category candidates whose parental income from all sources is up to rupees one lakh per annum are eligible for **reimbursement of Tuition Fee and need not pay any amount through challan.**

STAGE 7:   Reporting at College:

    - With downloaded allotment order, fee receipt etc., you have to report at the respective College in which seat is allotted within the date mentioned by the authorities. If you fail to report on or before the date stipulated by the authority the allotment made in favour of you will be treated as cancelled and you will have no claim further on the allotment.

STAGE 8: **Participating in Subsequent Phase(s) of Counseling (if any):**

- If you have not participated in previous phase(s) of Counselling, you can participate as a fresh candidate by attending Certificate Verification at one of the HLCs.
- If no seat is allotted in Previous Phase of Counselling, you can participate in subsequent phase(s) of counselling, provided you got your certificates verified at the HLC.
- If a seat is allotted in previous phase of counselling, and you are not interested to join in the allotted college, you shall not report at the college/Pay the fee. You are entitled to participate in the Web Counseling but will be eligible to join the New College/Course and will have no claim on the previous allotment.
- If you paid the fee and reported at the college, you can participate in the subsequent phase(s) of Web Counseling. If a seat is allotted as per your option, you shall move to the new allotment (College & Course) and will have no claim on the previous allotment (College & Course).

STAGE 9: **Process of Withdrawal:**

- At the end of the Counselling process, still if you want to withdraw/cancel the allotted seat, you can do so before a stipulated cutoff date. Beyond this date, the Convenor will have no say on your admission and is left to the discretion of the Principal of the institution.

<div align="right">

CTE & CONVENOR
ICET-2013 (ADMISSIONS)

</div>

- ✓ **KEEP THREE SETS OF XEROX COPIES OF ALL CERTIFICATES.**

- ✓ **DO NOT HANDOVER YOUR ORIGINAL CERTIFICATES OR MONEY TO UNAUTHORIZED PERSONS.**

- ✓ **DO NOT REVEAL YOUR PASSWORD TO ANYBODY INCLUDING YOUR FRIENDS,RELATIVES OR PERSONS AT HLC OR PERSONS AT INTERNET CAFES. ENTER THE PASSWORD IN THE SYSTEM BY YOURSELF.**

- ✓ **DO NOT BELIEVE THE WORDS OF PERSONS (MIDDLEMAN) ASSURING YOU TO GET A SEAT IN A PARTICULAR COLLEGE AS ALLOTMENTS WILL BE DONE PURELY ON MERIT.**

- ✓ **TAKE THE HELP OF STAFF WORKING AT HELPLINE CENTERS IN CASE OF ANY ASSISTANCE.**
- ✓ **CLOSE THE INTERNET BROWSER AFTER OPTION ENTRY AND LOGOUT STEPS.**

If you forget password what you have to do?

- If you forgot password, click on the link **forgot your password** in Candidate's Login and enter the Registration number, Rank, ICET Hall ticket number and date of Birth and mobile number which you have entered at the time of Candidate Registration. Now click on **get new password.** New password generated by computer will be sent to your mobile number or to your email. After receiving the password you can use it for Option Entry.

URL FOR OPTION ENTRY: https://apicet.nic.in