

**ECET - 2010 (ADMISSIONS)
WEB BASED COUNSELING
FOR ADMISSION INTO ENGINEERING &
PHARMACY COURSES**

INSTRUCTIONS TO CANDIDATES

Every Candidate intending to join Undergraduate programmes in Engineering and Pharmacy through web based counseling is required to go through the following stages. Several Help Line Centres (HLCs) are designated to conduct the various activities of web based counseling. Every candidate shall report at any one of the HLCs convenient for him for verification of his/her original certificates.

Stage-1: Candidate Registration for Certificate verification at HLCs:

- 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 registration-cum-counseling/Processing Fee and obtain receipt.
- Collect the Registration-Cum-Verification form from computer operator at Registration counter.
- 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 name, local area, sex, category, date of birth 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 to get other certificates like Rank Card, Hall ticket, Marks memo, Study certificate, income certificate etc. for verification.
- If you belong to OC Category, directly report to Certificate verification officer.
- The Officers will verify all the original certificates given by you.
- A Print out of Receipt of certificates will be given to you and if you find any discrepancy report to the Chief Verification Officer for correction. Append your signature after verifying the data (You are responsible for the Correctness of data. No request for alteration of data will be entertained once the options are entered).

- Proceed to the Briefing Hall to take instructions on exercising options.

STAGE 3: Instructions on arriving at Options:

- Go through the Web site: <http://apecet.nic.in> to know about the Colleges, Courses offered and other details. This helps you to Prepare List of Options in the order of Preference.
- Exercising options means you have to select Colleges and courses you wish to join and arrange them in the order of priority.
- The Officer in Briefing Hall will show you demonstration and explain the procedure of exercising options and filling of Manual option form.
- Collect the college and course code list and manual option form. They can also be downloaded from the Home page of <http://apecet.nic.in>.

STAGE 4: Preparatory work to be made at home for exercising options:

- Consult your parents/friends on the selection of courses and Colleges you wish to join. You can also make use of the last rank statement of previous year for guidance.
- Enter the district code, college code and course code against the option(preference) number in the manual option form as shown below:

Option number	District code	College code	Course code
1	HYD	JNTH	ECE
2	VSP	AUCE	CIV
3	CTR	SVUC	MEC

- **It is not necessary to list the various courses in the same college as options in serial order.**
- **They can be staggered as per your choice.**
- **The allotment process reads the choices as per the option number and allots a seat as per the availability of vacancy in that college and course.**
- **It is advised to list the options from best preferred to least preferred irrespective of your rank.**
- **Do not write the options for which you are not interested to join.**
- **Exercise as many number of options as possible to avoid disappointment of not getting a seat.**
- **Diploma holders are eligible to opt for Computer Science & Engineering and Information Technology besides the branches for which they are eligible as per ECET examination. Hence candidates can exercise all the options at a time and shall carefully arrange them in preferential order.**
- It is advised to prepare the list of options in the manual option form supplied before entering the options on web.

STAGE 5: Procedure to be followed for exercising options on Web

1. You can exercise the options in web from home or from any internet café or from any Help Line Center with the help of filled in manual option form already available with you.

2. If you are unable to enter the options on the web by yourself, you can take the assistance of Computer operator at the HLCs. However, you are advised to enter the password by yourself to maintain secrecy.

Steps to be followed for entering the options on web:

1. You must have already completed the process of certificate verification at any one of HLCs.
2. Choose a computer that contains Windows operating system (except earlier versions of Windows98) and loaded with Internet Explorer version 6.0 to 8.0 browser. Browsers such as Netscape Navigator, Mozilla Firefox, Google Chrome will not support this web application.
3. Please type URL or Website address: <http://apecet.nic.in> or as indicated in the notification and press **Enter**.
4. The home page contains the information regarding Web Counseling (in the left panel) and "Candidates Registration" to generate password and "Candidates Login" for exercising options(in the right side panel).
5. Click on 'Candidate Registration' and enter the following details.

Registration No.	ECET H.T No.	Rank	Date of Birth
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and click on "**Generate Pass word**".

6. In the "**Enter Password**" box enter the 'password' (having a minimum of 6 characters length with at least one Numeral, For example: BALA23, TECH27, EAMCET2 etc.,) and re-enter the same at "**Re-enter password**" box. Remember the type of letters used in password (Upper case or Lower case)as password is case sensitive. Enter your mobile phone number (if available) and email_id(if available).
7. Click on "**Save**" to save the password and click on "**Log Out**" to complete the registration and return to home page.

Importance of Password:

- Password is important and shall be held confidentially. Do not reveal it to anybody as it might enable modification/tampering of data.
- Password is essential for Login, Change of options and for printing of allotment order.
- You can change your password if you know the previous password. If you forget the password, you need to approach the Camp Officer of nearest Help Line Centre with your identification proof for generation of New password.
- The Convenor is not responsible for any misuse of the password by the Candidate or by others.

8. "**Candidate Login**" is provided for exercising the options.

9. Enter the details "Registration No., Hall Ticket No., Pass Word and Date of Birth" and click on "**Sign In**".
10. Read the instructions on the screen carefully. Read the Declaration and click on **Check Box** '√' to confirm the same and then click on "**Help Screen**". Screen providing explanation about different Menu items that would appear on the option entry screen.
11. 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 the same will also be displayed if you click on "**Option Entry form**" in the previous screen.
12. If you select a District, College codes, course codes in that district will be displayed. If you select all districts, the details of colleges- courses in the entire state based on your eligibility will be displayed.

NOTE:

1. The B.Sc. Candidates are eligible for all Engineering Courses except Pharmacy.
2. The Input Boxes will be displayed on the Screen for the Courses for which the Candidates are eligible in respect of Both B.Sc. and Diploma Holders.
3. In the Option Screen, the **Green** Color Belongs to University Colleges, the **Light Brown** Color- Private Un-Aided Engineering & Pharmacy Colleges, **Red** Color- University Self-Financed Colleges (Where the Tuition fee will be on par with courses in Private Engineering & Pharmacy colleges) and **Blue** Color-Christian & Muslim Minority Colleges. Click on 'College Code' to know the Details of the College.
4. **Duration:** Engineering in University Colleges- 4 Years- Admission will be into I year.

Pharmacy in University Colleges- 3 Years- Admission will be into II Year.

Private Engineering & Pharmacy Colleges- 3 Years Admission will be into II Year.

13. Click on '**Display Option Entry form**' displays the screen for exercising the options.
14. In the Screen, the codes of the colleges and District Code and courses offered will appear as input boxes and you need to enter your option numbers in the Input boxes. Enter your Hall Ticket Number in the check box and proceed further for option entry.
15. Engineering and Pharmacy courses are displayed in 4 groups for convenience:
 - Group 1: BIO, CIV, CSE, ECE, INF, EEE, MEC
 - Group 2: AUT, CBE, CEE, CER, CPE, CSS, ECS, ETM, MCT, MET, MIN, MMC, MMT, NMA, TEX.
 - Group 3: AEI, ANE, BME, CHE, ECM, EIE, ICE, IPE, IST.
 - Group 4: PHM.

16. **You are advised not to start entering options directly on the web without preparatory work at home, as you may commit mistakes.**
17. While filling the option form '**Click on Save Options**' at regular intervals.
18. After completion of **Option entry** Click on "**Logout**", it displays an alert message with *three* buttons "**Save and Logout**", "**Confirm Logout**" and '**Cancel Logout**'.
19. Click on '**Cancel Logout**' retains the **Options Entry Form**.
20. Click on "**Save & Logout**" button will save the options exercised up to that point of time and display the details of the options exercised.
21. Click on "**Confirm Logout**" button will **retain the saved options but will not save the subsequently entered options if any. It means that log out without saving the options.**
22. You can take a print out of saved options and verify thoroughly.
23. After verification of the options exercised, if you wish to modify or delete options or enter some more options, repeat the steps from sl.no.8 to 22 as mentioned above.

You are informed that, you can add, modify or delete the options any number of times within the stipulated time. 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 the help line centers on any one of the dates mentioned to modify your frozen options by paying the prescribed fee. This is the final opportunity and after this no further change can be done. The Options recorded in the server after this operation will be taken for allotment of seats.

Stage 6: Final Allotment of Seats

The allotments will be processed on the date mentioned in the notification based on merit rank, local area, sex and reservation category (ies) as per allotment rules in vogue and will be placed in the web.

Download the allotment order, by clicking on Candidates Login and Entering Registration Number, Hall Ticket Number, Date of Birth and Password. This is final allotment and request for change will not be entertained.

Stage 7: Payment of Fees

Download the challan form for payment of fee. 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.

Candidates (SC/ST/BC/PH/Minority) are exempted from payment of tuition fee whose parental annual income is up to one lakh and shall claim for reimbursement of fee and such provision is subject to the orders of the Government issued from time to time.

For any valid reason if the candidate does not wish to join the allotted college, he is advised not to pay the fee.

Stage 8: Reporting at College:

With downloaded allotment order, fee payment receipt and a set of Xerox copies of all certificates candidates shall report at the allotted Colleges within the dates 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.

Even if a candidate pays the fee but is unwilling in the allotted seat, he shall not report at that college. Such cases will be treated as not reported and the allotment will be cancelled.

Stage 9: Participating in Subsequent Phase(s) of Counseling (if any):

- If you have not participated in previous phase(s) of counseling, 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 Counseling, you can participate in subsequent phase(s) of counseling, provided you got your certificates verified at the HLC.
- If a seat is allotted in previous phase of counseling, 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 had paid the fee and/or 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 and will have no claim on the previous allotment.

Stage 10: Process of Withdrawal:

- At the end of the Counseling 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.