

DEPARTMENT OF TECHNICAL EDUCATION

APPOLYCET-2018 ADMISSIONS INTO POLYTECHNICS

WEB BASED COUNSELLING 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.
- **Every candidate shall furnish a mobile number at the time of registration. Login ID, One Time Password etc will be communicated to this mobile only. Request for change of mobile number will not be entertained under any circumstances.**
- 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 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.
- If you belong to Open Competition (OC) Category, directly report to Certificate verification officer.
- The Officers will verify all the original certificates like Rank Card, Hall ticket, Marks memo, Study certificate, income certificate etc given by you.
- A Print out of Receipts 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.

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), Eligible/Not Eligible (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).

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

- Exercising options means you have to select polytechnics and courses you wish to join and arrange them in the order of priority.
- Download List of Polytechnic and their codes, courses offered and course codes from website <https://appolycet.nic.in>.
- Go through the polytechnic 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 and mental ability to move away from your place. Arrive at a list of as many numbers of possible options on a paper.

- 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, polytechnic 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	POLYTECHNIC CODE	COURSE CODE
1	VSP	VSPM1	EEE
2	KRI	VJWD1	MET
3	ATP	ANTP2	ECE
4	EG	APKN1	CIV
5	CTR	SVTP1	BME

- Allotment will be made as per your choice of the option numbers depending upon the number of vacancies available in a Polytechnic 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 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.**
- Candidates need not give all courses of Polytechnic as option number in a serial order.
- Candidates can enter any number of options of any polytechnic in any order of his choice.
- Candidate is advised not to enter options for which he is not interested to join.
- Based on last ranks of previous years, Candidates are advised to give more number of options to avoid the disappointment of not securing a seat.
- 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 filled in manual option form already available with you.
- 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 'e' (Internet Explorer).
- Make sure that the computer which you are using contains windows operation system Internet Explorer Version 9.0 and above. 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://appolycet.nic.in>.
- 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, polytechnic profile, etc..

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ADMISSIONS INTO POLYTECHNICS (APPOLYCET - 2016)

To get Login ID candidates shall generate Password through Candidate Registration and send SMS to 8790499899 as 'APPOLYCET(space)01(space)Your HTNo'

- [APPOLYCET-2016 Detailed Notification](#)
- [Polytechnic Profile](#)
- [Instructions to Candidates](#)
- [Download College Codes & Courses](#)
- [Counseling Procedure](#)
- [List of Courses](#)
- [List of Help Line Centers \(HLC\)](#)

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 Browse.

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: Department of Technical Education.

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

Use **Internet Explorer 9.0** and above with Screen Resolution 1024 by 768.

[Settings for IE](#)

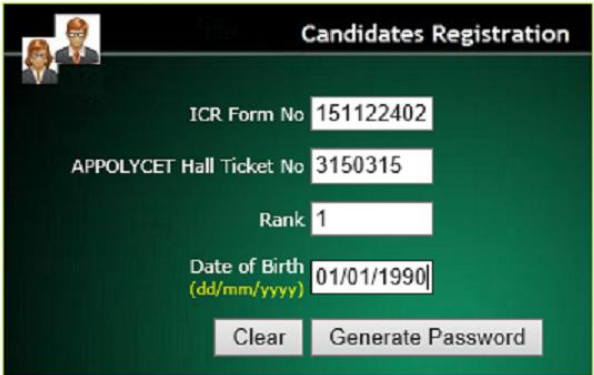
STEP 2: Generation of Password

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 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.
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Candidates Registration

ICR Form No

APPOLYCET Hall Ticket No

Rank

Date of Birth (dd/mm/yyyy)

- Enter the following details. *Note: ICR Number is printed on your Receipt of Certificates. Date of birth shall be entered in DD/MM/YYYY format.*

ICR Form.No.	APPOLYCET H.T. No.	Rank	Date of Birth
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and click on “**Generate Password**” button . The following screen appears.

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Candidate Details

Candidate Name:	DUMMY CANDIDATE	Sex:	M
Father's Name:	DUMMY FATHER	Category:	OC
Region:	AU	Special Category (PH/NCC/S&G/CAP):	N/N/N/N
Qualifying Exam:	SSC	Minority:	N

- Password should have a minimum of EIGHT characters containing atleast ONE Numeric value. For example : ksbaby88, sony52xp etc.
- Passwords are Case-sensitive (Small and Capital alphabets are treated as different).
- If you want to receive any alerts & messages, enter your/parents Mobile No., E-mail Id.(Optional).
- Mobile Number entered will be used to communicate important information like Change in Password, Allotment details etc. Hence store the number in a secured place for future reference.
- Click on 'Save Password' button to save your Password. Input Boxes with * mark are mandatory.
- Mobile Number is mandatory and should be same as the number given during Certificate Verification, In case a candidate does not have a mobile phone, APPOLYCET Hall Ticket Number should be entered as Mobile Number. However, for these candidates no SMS alerts will be sent. For updating Mobile number, please contact Help Line Center (HLC).

If the message like "You must enter text with 10 or fewer characters" is displayed while entering password in either Login Screen or Password generation screen, [Click here](#) to change the browser settings.

Enter Your Password

Password : *	<input type="password"/>
Re enter Password : *	<input type="password"/>
Mobile No: *	<input type="text"/> x
E-mail Id:	<input type="text"/> dummy @ <input type="text"/> .nic.in

- In the “**Password**” box enter the ‘password’ (having a minimum of 8 characters length and maximum of 10 with at least one Numeral for example POLYCET1234, krishna123, 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 candidate’s registration and generation of password, click on Candidate’s Login for exercising the options. The following screen appears.

Not Registered
Click '[Candidate Registration](#)' and register your self to exercise options.

Forgot Your Password
Contact Help Line Center with your details OR [Click Here](#) to reset your password.

Send SMS and Get Required Information
Type APPOLYCET NUMERIC CODE (Code specified for query) XXXXXXXX (Hall Ticket Number) and send SMS to +91 8790499899.

NUMERIC CODE = 01 (for Login ID), 02 (for Allotment) etc.
XXXXXXXX = Your APPOLYCET Hall Ticket Number
Example : APPOLYCET 01 43632401

Security Alert
For security reasons it is advisable that
More than one candidate should not login from the same Computer/Browser at the same time.
Same candidate should not login from more than one computer at the same time.
After completing options entry, Always LOGOUT properly and close the Browser.

Candidates Login

Login ID

Hall Ticket No

Password

Date of Birth (dd/mm/yyyy)

J D 7 X 6

Enter Value (as in above image)

Login ID is a secret number that will be communicated to your registered mobile by SMS well in advance of your option entry.

In case you have not received your login ID or have forgotten it, you are advised to send an SMS from your registered mobile to 8790499899 in the format APPOLYCET<space>01<space>hallticket number
Example: APPOLYCET 01 43632401.

- If you forgot password, click on the link **Forgot your password.** and enter the ICR number, Rank, POLYCET 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 change the password as per your convenience.

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Forgot your password ?

To reset your password, enter the following details that you have given while 'Candidates Registration'.
Note : Generated Password contains Alphabets and Numbers. Ex : A435435W

ICR Form No	<input type="text" value="151122402"/>	Rank	<input type="text" value="1"/>
APPOLYCET Hall Ticket No	<input type="text" value="3150315"/>	Date of Birth	<input type="text" value="01/01/1990"/>

To get your Password, Select any option through which you want to receive Password.

SMS to Mobile

Wait for some time to get the SMS.
If no SMS is received within 30 minutes, please try again OR Contact Help Line Center.

Note : E-mail ID should match to the data submitted (if any) earlier, during 'Candidate Registration' process. Otherwise, Contact Help Line Center for further assistance.

To enter your options, fill in your ICR form No.,Hall Ticket No.,Password and Date of Birth (DD/MM/YYYY) and click on **Sign In**. The following screen appears.

READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE ENTERING OPTIONS

OPTION ENTRY

- The three Year Engineering and Non-Engineering Courses are displayed together in a table form and 3 ½ Year Engineering Courses are displayed in lower table.
- You are advised to give as many options as you wish for which you are interested in joining.
- Verify the Polytechnic and Course Codes before entering the Options.
- Click the college code to get its name and other details.
- Write down the Option Numbers against Polytechnic and Course Codes in the order of your preference on the specimen Option Form supplied to you.
- Enter the desired option numbers in the OPTION ENTRY FORM input boxes provided below the course codes against each polytechnic. For example: If your first Option is for CCP, then enter in the Input Box as 1 and if CIV is your second option enter 2, and MEC is Third option enter 3 in the Input Box provided.

SPECIMEN OPTION ENTRY FORM

3 Years Courses (ENG & NEG)		ALI	ARC	AUT	CCP	CIV	CME	CST	ECE	EEE	INF	MEC	MIN	PKT	PT
1	ADBP	ADB			1	2									
2	MASB	HYD													

3½ Years Courses (SN)		BME	CER	CHE	COE	CPC	CPF	EMB	FMT	IT	MET	MSW	SCN	SCP	SEL	TVS	TXT
1	IOES1	HYD															
2	IOES2	HYD															

- To change an option, change the option number in the Input Box, by pressing delete button on the keyboard and entering a option number desired.
- To delete an option, delete the option number in the Input Box.
- You should save the Options periodically.
- If you are interested to select a Polytechnic in a particular district, Select that District and all polytechnics & courses in that district will be displayed. Input box will come only if a course is available in that polytechnic.
- At the End, Take a Printout of the options and preserve for future reference.
- Do not start entering the option numbers directly on the system without preparatory work on the specimen option form supplied to you, as you are prone to commit mistakes.

ALLOTMENT

- Allotment of Seat is based on your merit rank and the Options given by you as per rules in vogue at the time of allotment.
- The Seat allotment will be made as per the options exercised by you. If the vacant seat is not available as per your first option, the second option will be considered for allotment, if that is also not available then the third option and so on.
- All options given by you will be considered for allotment till a seat is allotted or Options are exhausted. Hence you are advised to give sufficient number of options in order not to face disappointment later.
- The Authorities are not responsible if you do not secure a seat against any of the options exercised by you. In such cases, you may have to wait for notification of second round counseling if any, in which you will be given another chance to give options for vacant seats available after the current round of counseling.
- Request based on rank and options exercised by a candidate for change of polytechnic/course will not be entertained after allotment of seat.
- Failure to pay the prescribed admission fee within the date specified will lead to cancellation of allotment.

To make your options more secure, a **One-Time Password (OTP)** will be sent to your registered mobile as soon as you entered this page after candidate's login.

Enter the OTP in the text box provided.

Read the Declaration and click on **Check Box** confirm the same.

Click on **Click here for option entry**.

Click on **“Help Screen”** will display the screen providing explanation about different Menu items present in the option entry form.

CAUTION

- For security reasons it is advisable to LOGOUT properly and Close the Browser window after completing options entry.

ONE TIME PASSWORD (OTP)

- One Time Password (OTP) makes your options entry process more secure.
- One Time Password (OTP) will be send to your mobile number registered with Web Counseling site.
- The OTP sent to your mobile phone is valid for **20 minutes or 1 successful attempt**, whichever ever is earlier, and only for this transaction.



Error in sending OTP to your mobile.
Try again by clicking the button given below, to get OTP to your mobile.

Enter One Time Password (OTP) :

DECLARATION (Click on Checkbox)*

I declare that I read the above instructions and understood the process.

If you have not received the OTP yet or **“Error in sending OTP to your mobile”** message displayed, please [CLICK HERE](#) to get your OTP again.

If for certain technical reasons if a message appears **“Error in sending OTP to your mobile”** above the OTP entry box **OR** if OTP has been sent to your mobile but is not delivered, wait for 5 minutes and click on **“CLICK HERE”** to get a new OTP to your mobile.

Select desired Districts (Atleast ONE District should be selected)

AU	SVU	State Wide Polytec
<input checked="" type="checkbox"/> East Godavari	<input type="checkbox"/> Anatapur	<input type="checkbox"/> CTGR
<input checked="" type="checkbox"/> Guntur	<input checked="" type="checkbox"/> Chittore	<input type="checkbox"/> GTRM
<input type="checkbox"/> Krishna	<input checked="" type="checkbox"/> Kadapa	<input type="checkbox"/> KNLM
<input type="checkbox"/> Prakasham	<input type="checkbox"/> Kurnool	<input type="checkbox"/> GPKLSW
<input type="checkbox"/> Srikakulam	<input type="checkbox"/> Nellore	<input type="checkbox"/> GICESW
<input checked="" type="checkbox"/> Vishakapatnam		<input type="checkbox"/> SVTP1SW
<input checked="" type="checkbox"/> Vizianagaram		<input type="checkbox"/> TTGT
<input checked="" type="checkbox"/> West Godavari		

Display Option Entry Form

- Select one or more districts and statewide institutions to display the Polytechnics in those districts along with State wide Institutions.
- Click on 'Display Option Entry form' displays the screen for exercising the options.

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

APPOLYCET Hall Ticket No : 3150315
GOVT GIRLS MINORITY PVT
Name : DUMMY CANDIDATE

3 Years Courses (ENG & NEG)

#	College	District	AEI	ARC	AUT	CCP	CIV	CME	CST	ECE	EEE	GT	INF	MEC	MIN	PCT	RAC
1	ACEE	EG								1							
2	ADTP	EG									2						
3	AIME	EG								3							
4	ANPT	EG															
5	APKN1	EG															
6	APKN2	EG															
7	BARP	EG								4							
8	BDCM	EG															
9	BENA	EG															
10	BVCR	EG									5						
11	BVTS	EG									6						
12	CHKN	EG								7							
13	CPKN	EG									8						
14	DRRM	EG															
15	GIER	EG									9						

3½ Years Courses (SW)

#	College	District	BME	CER	CHE	COT	CPC	CPP	MET	PET	TXT
1	ADTP	EG									
2	GICE	VSP									
3	VSPM1	VSP									

- In the Screen different colours are used to distinguish three year courses (Engineering and Non-Engineering), three and half year courses, Government colleges, Girls institutions and Minority institutions.
- Enter your POLYCET 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 polytechnic and course in which you are interested to join as shown above. **WHILE FILLING THE OPTION FORM 'Click on Save Options' AT REGULAR INTERVALS.**

You can **change your password** if you know the previous password by using **Change password**.

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



S.No	Option No.	Institute Code	Institute Name, Place	Branch Code	Branch Name
1	1	ACEE	ADARSH COLLEGE OF ENGINEERING, GOLLAPROLU	ECE	ELECTRONICS AND COMMUNICATION ENGINEERING
2	2	ADTP	ADITYA ENGINEERING COLLEGE, PEDDAPURAM	EEE	ELECTRICAL AND ELECTRONICS ENGINEERING
3	3	AIME	AMALAPURAM INST OF MGMT SCI COLL OF ENGG, MUMMIDIVARAM	ECE	ELECTRONICS AND COMMUNICATION ENGINEERING
4	4	BARP	B.A.RAMAIAH POLYTECHNIC, RAJAHMUNDY	ECE	ELECTRONICS AND COMMUNICATION ENGINEERING
5	5	BVCR	BVC ENGINEERING COLLEGE, RAJAHMUNDY	EEE	ELECTRICAL AND ELECTRONICS ENGINEERING
6	6	BVTS	BONAM VENKATA CHALAMAIAH INST. OF TECH. AND SCI., AMALAPURAM	EEE	ELECTRICAL AND ELECTRONICS ENGINEERING
7	7	CHKN	CHAITANYA INST. OF SCI. AND TECH., KAKINADA	ECE	ELECTRONICS AND COMMUNICATION ENGINEERING
8	8	CPKN	CHAITANYA POLYTECHNIC, KAKINADA	EEE	ELECTRICAL AND ELECTRONICS ENGINEERING
9	9	GIER	GODAVARI INSTITUTE OF ENGG. AND TECH., RAJAHMUNDY	EEE	ELECTRICAL AND ELECTRONICS ENGINEERING
10	10	GIET1	GIET POLYTECHNIC COLLEGE-(8 AM TO 2 PM), RAJAHMUNDY	EEE	ELECTRICAL AND ELECTRONICS ENGINEERING

----- End of Options. Printed as on Dt: Jan 20 2016 5:19:00:00PM -----

• **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 including those options already saved and display the details of the saved options.
- Click on “**Confirm Logout**’ button will directly display the details of already saved options. However, the options entered but not saved in current session are not displayed.
- 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.

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.
- Candidate can download the allotment order by entering the details in Candidate’s Login as explained in STEP 3.

STAGE 6: Payment of Fees & Reporting at College and Participating in Subsequent phase(s) of counseling (if any)

- SEPARATE INSTRUCTIONS WILL BE ISSUED AFTER EACH PHASE OF ALLOTMENT

**CTE & CONVENOR,
APPOLYCET-2018 (ADMISSIONS)**

URL FOR OPTION ENTRY: <https://appolycet.nic.in>