

DEPARTMENT OF TECHNICAL EDUCATION

APPOLYCET-2020 ADMISSIONS INTO POLYTECHNICS

WEB BASED COUNSELLING INSTRUCTIONS TO CANDIDATES

Every candidate is requested to follow the stages as indicated below,

- 1) Online certificate verification of the candidate
- 2) Preparatory work to be made at home for exercising options:
- 3) Procedure to be followed for exercising options on web/internet:
- 4) Final allotment of seats
- 5) Reporting at college and participating in subsequent phase(s) of counseling (if any)

STAGE 1: ONLINE CERTIFICATE VERIFICATION OF THE CANDIDATE

- All the candidates can do online certification from home or from any internet café.
- Those candidates who are unable to complete verification at any stage due to any issue can go to the nearest Help Line Center and complete their verification.

STEPS TO BE FOLLOWED FOR ONLINE CERTIFICATE VERIFICATION:

- 1) Keep the required documents.
- 2) Entering the URL through internet.
- 3) Online details submission.
- 4) EWS certificate submission for eligible OC candidates
(OR)
Caste certificate submission for BC/SC/ST candidates
- 5) Income certificate submission to claim fee exemption
- 6) Region of study (AU, SVU etc)
- 7) Fee Payment
- 8) Check your certificate verification status

STEP 1: Keep the required documents

Every candidate should keep the following documents to complete the process of online verification,

- 1) **APPOLYCET-2020 Hallticket** and **Rank card**.
- 2) **EWS certificate valid for the year 2020-21** from **MeeSeva**, for OC candidates who want to claim reservation under EWS category.
- 3) **Caste certificate** from **MeeSeva**, for BC/SC/ST candidates who want to claim reservation under BC/SC/ST category.
- 4) **Income certificate issued on/after 01-01-2017** from **MeeSeva**, for candidates who want to claim fee exemption.
- 5) **Study certificates from IV to X class**.

STEP 2: Entering the URL

- 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..



STEP 3: Online details and Certificates submission

- Click on **Online Certificate Submission and Processing Fee Payment**
- Make sure to have registered mobile with proper signal and mobile signal during the certificates submission.

- One can logout at any point of time and the Submission of certificates can be continued later by providing the details again through the same option.

- Enter the following details
 - APPOLYCET Hall ticket Number
 - Rank
 - Date of Birth (should be entered in DD/MM/YYYY format)
 - Captcha
- Click on **Submit** button.

STEP 4: EWS certificate submission for eligible OC candidates

- Enter the following data
 - Do you belong to OC Community? (Y/N) :** Select **YES** if you belong to OC category

- Enter EWS Certificate No.:** Enter the Certificate Number printed on the EWS certificate issued by MeeSeva valid for the year 2020-21.
- Click on **GetData** button.

- If the EWS Certificate number provided is not valid, then the following screen will be displayed,

Candidate Details			
Candidate Name:	ENAGANTI BHAVYA KRISHNA	Sex:	F
Father's Name:	ENAGANTI SRIHARI	Category:	OC
Region:	AU	Special Category (PH/NCC/S&G/CAP):	N/N/N/N
Qualifying Exam:	SSC	Minority:	N
Fee Exemption:	YES	EWS Eligibility:	Y
SSC Hallticket:	1905126388	GPA:	8.00
Mobile No	99*****854		



Economically Weaker Sections(EWS) Certificate Online Verification

Do you belongs to Economically Weaker Sections ? (Y/N): YES

Enter EWS Certificate No : IEWS012000302000

Enter One Time Password(OTP)

Please Check the Certificate Number / Click Below Button With out Claiming EWS Certificate.

If you have not received the OTP yet or "Error in sending OTP to your mobile" message displayed, please

to get your OTP again.

- Candidate can enter the certificate number if he/she had entered wrong one earlier and click on **GetData**.
- If the candidate wants to proceed without EWS certificate,
 - Enter the OTP (One Time Password) received on the mobile phone that is registered during POLYCET application.

Note: If OTP is not received, wait for 5 minutes and click to resend the OTP

- Candidate should click **Click to proceed without Claiming EWS certificate** to proceed to **Step-4**.

- If the EWS Certificate number provided is valid, then the following screen will be displayed with the details of the EWS from MeeSeva,

Candidate Details			
Candidate Name:	PATAMSETTI SREE VIDYA	Sex:	F
Father's Name:	PATAMSETTI SATYA RAMA KRISHNA	Category:	OC
Region:	AU	Special Category (PH/NCC/S&G/CAP):	N/N/N/N
Qualifying Exam:	SSC	Minority:	N
Fee Exemption:	NO	EWS Eligibility:	N
SSC Hallticket:	1908106322	GPA:	4.00
Mobile No	95*****279		

Economically Weaker Sections(EWS) Certificate Online Verification

Do you belongs to Economically Weaker Sections ? (Y/N): YES

Enter EWS Certificate No : IEWS012000302346

Online EWS Certificate Details

Certificate Number : IEWS012000302346

Name: ENAGANTI BHAVYA KRISHNA

Father Name: ENAGANTI SRIHARI

Date of Birth: 22/03/1998

Caste : TELAGA(OC)

Enter One Time Password(OTP)

If you have not received the OTP yet or "Error in sending OTP to your mobile" message displayed, please to get your OTP again.

- Enter the OTP (One Time Password) received on your mobile phone registered during POLYCET application.

Note: If OTP is not received, wait for 5 minutes and click to resend the OTP

- Click on **Submit** button.
- If the details like Name of the Candidate, Date of Birth, Father Name and certificate year in the MeeSeva matches with the details in the website then the EWS details will be submitted successfully. Otherwise, the candidate should go to the nearest HLC for updating these details.

STEP 4 : Caste certificate submission for BC/SC/ST candidates

Candidate Details			
Candidate Name:	TIRUNAGARI VENKATA GOPI KRISHNA	Sex:	M
Father's Name:	TIRUNAGARI BALAJI	Category:	BC_D
Region:	AU	Special Category (PH/NCC/S&G/CAP):	N/N/N/N
Qualifying Exam:	SSC	Minority:	N
Fee Exemption:	NO	EWS Eligibility:	N
SSC Hallticket:	1915129003	GPA:	4.00
Mobile No	70*****805		

GOVERNMENT OF ANDHRA PRADESH
REVENUE DEPARTMENT

COMMUNITY, NATIVITY & DATE OF BIRTH CERTIFICATE

Caste Certificate Online Verification

Do you belongs to OC Community ? (Y/N):

Enter Caste Certificate No:

[GetData](#)

- Enter the following data if you are a BC/SC/ST candidates
 - Do you belong to OC Community? (Y/N) : Select **NO** if you belong to BC/SC/ST
 - Enter Caste Certificate No.: Enter the Certificate Number on Caste certificate issued by MeeSeva.
- Click on **GetData** button.
- If the Caste Certificate number provided is not valid, then the following screen will be displayed,

Candidate Details			
Candidate Name:	TIRUNAGARI VENKATA GOPI KRISHNA	Sex:	M
Father's Name:	TIRUNAGARI BALAJI	Category:	BC_D
Region:	AU	Special Category (PH/NCC/S&G/CAP):	N/N/N/N
Qualifying Exam:	SSC	Minority:	N
Fee Exemption:	NO	EWS Eligibility:	N
SSC Hallticket:	1915129003	GPA:	4.00
Mobile No	70*****805		

GOVERNMENT OF ANDHRA PRADESH
REVENUE DEPARTMENT

COMMUNITY, NATIVITY & DATE OF BIRTH CERTIFICATE

Caste Certificate Online Verification

Do you belongs to OC Community ? (Y/N):

Enter Caste Certificate No:

[GetData](#)

Enter One Time Password(OTP)

Please Check the Certificate Number / Click Below Button With out Claiming Caste Certificate.

[Click to Proceed with out Claiming Certificate](#)

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.

- Candidate can reenter the certificate number if he/she had entered wrong one earlier and click on **GetData**.
 - If the candidate wants to proceed without Caste certificate,
 - Enter the OTP (One Time Password) received on the mobile phone that is registered during POLYCET application.

Note: If OTP is not received, wait for 5 minutes and click [CLICK HERE](#) to resend the OTP

- Candidate should click **Click to proceed without Claiming certificate** to proceed to **Step-5**.
- If the certificate number provided is valid, then the following screen is displayed with details of caste.

Candidate Details			
Candidate Name:	BURADA VENKATAMMA	Sex:	F
Father's Name:	BURADA KONDALARAO	Category:	BC_D
Region:	AU	Special Category (PH/NCC/S&G/CAP):	N/N/N/N
Qualifying Exam:	SSC	Minority:	N
Fee Exemption:	YES	EWS Eligibility:	N
SSC Hallticket:	1638115488	GPA:	8.00
Mobile No			

GOVERNMENT OF ANDHRA PRADESH
REVENUE DEPARTMENT

COMMUNITY, NATIVITY & DATE OF BIRTH CERTIFICATE

Caste Certificate Online Verification

Do you belongs to OC Community ? (Y/N):

Enter Caste Certificate No:

[GetData](#)

Online Caste Certificate Details

Certificate Number : CGC012033918971

Name: BURADA VENKATAMMA

Father Name: KONDALARAO

Date of Birth:


Caste : TURUPUKAPUS OR GAJULAKAPUS (BCD)

Enter One Time Password(OTP)

[Submit](#)

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.

- Enter the OTP (One Time Password) received on your mobile phone that is registered during POLYCET application.


Note: If OTP is not received, wait for 5 minutes then click  to resend the OTP


- Click on **Submit** button.
- If the details like Caste Category, Name of the Candidate and Father Name in the MeeSeva matches with the details in the website then the caste details will be submitted successfully. Otherwise, the candidate should go to the nearest HLC for updating these details.

STEP 5 : Income certificate submission to claim fee exemption

Candidate Details			
Candidate Name:	MEDISETTI RAMA KRUTHIK	Sex:	M
Father's Name:	MEDISETTI VENKATESWARA RAO	Category:	OC
Region:	AU	Special Category (PH/NCC/S&G/CAP):	N/N/N/N
Qualifying Exam:	SSC	Minority:	N
Fee Exemption:	NO	EWS Eligibility:	N
SSC Hallticket:	1909136828	GPA:	4.00
Mobile No	99*****878		

Income Certificate Online Verification

Do you belongs to Fee-Exemption category ? (Y/N): 

Enter Income Certificate No : 

- Enter the following data
 - Do you belong to Fee-Exemption category :** Select **YES** if you want to claim fee exemption
 - Enter Income Certificate No:** Enter the certificate Number on the Income certificate issued by MeeSeva on/after 01-01-2017.
- Click on **GetData** button.
 - If the Income Certificate number provided is not valid, then the following screen will be displayed,

Candidate Details			
Candidate Name:	TIRUNAGARI VENKATA GOPI KRISHNA	Sex:	M
Father's Name:	TIRUNAGARI BALAJI	Category:	BC_D
Region:	AU	Special Category (PH/NCC/S&G/CAP):	N/N/N/N
Qualifying Exam:	SSC	Minority:	N
Fee Exemption:	NO	EWS Eligibility:	N
SSC Hallticket:	1915129003	GPA:	4.00
Mobile No	70*****805		



Income Certificate Online Verification

Do you belongs to Fee-Exemption category ? (Y/N): 


Enter Income Certificate No : 


OTP has been sent to your Mobile Number.

Enter One Time Password(OTP) 

Please Check the Certificate Number / Click Below Button With out Claiming Income Certificate.



If you have not received the OTP yet or "Error in sending OTP to your mobile" message displayed, please  to get your OTP again.

- Candidate can reenter the certificate number if he/she entered the wrong one earlier and Click **GetData**.
- If the candidate wants to proceed without Income certificate,
 - Enter the OTP (One Time Password) received on your mobile phone that is registered during POLYCET application.
- Note:** If OTP is not received, wait for 5 minutes and click  button to resend the OTP
 - Candidate should click **Click to proceed without claiming Income certificate** to proceed to Step-6.
- If the Certificate number is valid, then the following screen will be displayed with details of Income

Candidate Details			
Candidate Name:	MEDISETTI RAMA KRUTHIK	Sex:	M
Father's Name:	MEDISETTI VENKATESWARA RAO	Category:	OC
Region:	AU	Special Category (PH/NCC/S&G/CAP):	N/N/N/N
Qualifying Exam:	SSC	Minority:	N
Fee Exemption:	NO	EWS Eligibility:	N
SSC Hallticket:	1909136828	GPA:	4.00
Mobile No	99*****878		

Income Certificate Online Verification

Do you belongs to Fee-Exemption category ? (Y/N):

Enter Income Certificate No :

Online Income Certificate Details

Certificate Number : IC012015693558
 Name: PANDI NAGESWARAMMA
 Father Name: BABURAO
 Date of Birth: 01/01/1975
 Total Income: 60000.00

OTP has been sent to your Mobile Number.

Enter One Time Password(OTP) ←

←

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.

- Enter the OTP (One Time Password) received on your mobile phone registered during POLYCET application.

Note: If OTP is not received, wait for 5 minutes and click [CLICK HERE](#) to resend the OTP

- Click on **Submit** button.
- If the details like Date of Birth, Name of the Candidate and Father Name in the MeeSeva matches with the details in the website then the income details will be submitted successfully. Otherwise, the candidate should go to the nearest HLC for updating these details.

Note: If any of the certificate details (Income, Caste or EWS) not matching with the existing database the irrespective of the columns are treated as not claimed. For Income certificate, if the certificate not matched with the details the fee exemption is not given for the candidate. For EWS, if the details are wrong then he/she is not eligible for EWS category. And for Caste certificate if the details are wrong then the caste is not claimed. To claim any of these certificates the candidate has to go for HLC center for verification.

STEP 6: Region of Study

The following screen will take the details of study to decide the region (AU, SVU etc) of the candidate,

Candidate Details			
Candidate Name:	MEDISETTI RAMA KRUTHIK	Sex:	M
Father's Name:	MEDISETTI VENKATESWARA RAO	Category:	OC
Region:	AU	Special Category (PH/NCC/S&G/CAP):	N/N/N/N
Qualifying Exam:	SSC	Minority:	N
Fee Exemption:	NO	EWS Eligibility:	N
SSC Hallticket:	1909136828	GPA:	4.00
Mobile No	99*****878		

Area of Study Details

Select the District for the corresponding class studied

After Selecting the Dropdowns click on the **Get Region** button to know your region

Tenth Class : Nineth Class :

Eighth Class : Seventh Class :

Sixth Class : Fifth Class :

Fourth Class :

←

- Enter the following data by selecting the district of study from Fourth to Tenth class
 - Tenth Class** : Select the district of study of Tenth class
 - Nineth Class** : Select the district of study of Nineth class
 - Eight Class** : Select the district of study of Eight class
 - Seventh Class** : Select the district of study of Seventh class
 - Sixth Class** : Select the district of study of Sixth class
 - Fifth Class** : Select the district of study of Fifth class
 - Fourth Class** : Select the district of study of Fourth class
- Click on **Get Region** button.
- The region to which the candidate belong will be calculated based on the information provided and will be displayed in the following screen, if any of the district reselected then click on Get Region button again to confirm the changes.

Candidate Details

Candidate Name:	MEDISETTI RAMA KRUTHIK	Sex:	M
Father's Name:	MEDISETTI VENKATESWARA RAO	Category:	OC
Region:	AU	Special Category (PH/NCC/S&G/CAP):	N/N/N/N
Qualifying Exam:	SSC	Minority:	N
Fee Exemption:	NO	EWS Eligibility:	N
SSC Hallticket:	1909136828	GPA:	4.00
Mobile No	99*****878		

Area of Study Details
Select the District for the corresponding class studied

After Selecting the Dropdowns click on the **Get Region** button to know your region

Tenth Class :	Guntur	Ninth Class :	Guntur
Eighth Class :	Guntur	Seventh Class :	Prakasam
Sixth Class :	Prakasam	Fifth Class :	Prakasam
Fourth Class :	Prakasam		

Get Region

Submitted details are

Tenth Class :	Ninth Class :	Eighth Class :	Seventh Class :	Sixth Class :	Fifth Class :	Fourth Class :
Guntur	Guntur	Guntur	Prakasam	Prakasam	Prakasam	Prakasam
AU	AU	AU	AU	AU	AU	AU

You Belong to **Andhra University** Region

UNDERTAKING

I will submit all the required certificates in original to the principal of the institution/polytechnic where I have been provisionally allotted after seat allotment for verification, failing which I will forego my admission and I will not enter into any legal correspondence in this regard.


I declare that the details mentioned above are true to the best of my knowledge. The caste certificate, Income certificate & EWS Certificates (If Applicable) details entered and also study details entered by me are genuine and if it is found false at later date, I am aware that I am liable for criminal prosecution besides foregoing the provisional allotment and I am aware that the eligibility for tuition fee reimbursement now granted is subject to fulfillment conditions stipulated in future, if any by the Government and I undertake to abide by the rules issued by the Government from time to time. I will not enter any legal correspondence with the government or authorities concerned.

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

OTP has been sent to your Mobile Number.

Enter One Time Password(OTP)

Confirm and Submit

- Read the undertaking carefully and tick (✓) the statement **I declare that I read the above instructions and understood the process.**
 - Enter the OTP (One Time Password) received on your mobile phone that is registered during POLYCET application.
- Note:** If OTP is not received, wait for 5 minutes and click  to resend the OTP
- Click on **Confirm and Submit** button.

STEP 7: Fee payment

The following screen will be displayed through which a candidate can pay the fee only if this screen displays the message **Your Certificate Verification is completed and Pay Processing Fee.**

Candidate Details

Candidate Name:	MEDISETTI RAMA KRUTHIK	Sex:	M
Father's Name:	MEDISETTI VENKATESWARA RAO	Category:	OC
Region:	AU	Special Category (PH/NCC/S&G/CAP):	N/N/N/N
Qualifying Exam:	SSC	Minority:	N
Fee Exemption:	NO	EWS Eligibility:	N
SSC Hallticket:	1909136828	GPA:	4.00
Mobile No	99*****878		

Your Certificate Verification Completed and Pay Processing Fee

APPOLYCET - 2020
ONLINE PAYMENT OF REGISTRATION FEE FOR WEB COUNSELING

Candidates with Registration Fee paid only on or after 28.06.2019 will be considered for Certificate Verification at HLCs.

- Processing Fee to be Paid: **Processing Fee: Rs.1200/- (OC/BC), Rs.600/- (SC/ST)**
- Processing fee can be paid by the candidate using credit card or debit card or through net banking from **28.06.2019** only.
- Enter APPOLYCET Hall Ticket number and rank and click on pay fee online.
- The candidate will be directed to payment gateway.
- Select any one mode of payment i.e credit card or debit card or net banking and enter credentials.
- Once the payment is success click on print button and take a print out and produce at the time of verification of certificates.
- Check your Payment status using "online payment status". If payment is not successful kindly make payment again.
- In the event of transaction failure amount will be credited back into your account after two working days.
- Contact nearest Help Line Centre for any other clarifications.

Pay Fee Online

- Click on **Pay Fee Online** button to open the fee payment screen.
- You will be directed to payment gateway.

Payment Interface:

- Payment Method:** Credit Card (selected)
- Merchant Name:** ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION
- Payment Amount:** ₹ 2.00
- Card Details:**
 - Card Number: [Enter card number]
 - Expiration Date: [Month] [Year]
 - CVV/CVC: [CVV/CVC]
 - Card Holder Name: [Enter card holder name]
- Action:** Make Payment

- Select Credit card / Debit card / Net banking option through which you want to pay the fee and enter your bank account or card credentials and execute the payment by entering the OTP received to your mobile.
- After a successful transaction, an SMS is sent to the mobile and the following payment receipt is displayed.

TRANSACTION SUCCESS.

[Print](#)

APPOLYCET-2020 Processing Fee Payment Details			
Hall Ticket No:	192311041	Candidate Name:	MEDISETTI RAMA KRUTHIK
Customer ID:	19231104151084184272	Amount:	2.00
Reference No:	SHMP9146787203	Transaction Date:	24-08-2020 12:56:41
Status Code:	0300	Description:	PGS10001-Success

Online Payment Transaction Successful. Response Details Saved.

CANDIDATES DETAILS			
Candidate Names:	MEDISETTI RAMA KRUTHIK	Father Name:	MEDISETTI VENKATESWARA RAO
Hall Ticket No:	192311041	RANK :	51084
Male/Female:	M	Mobile No:	99****878
Local Area:	AU	Date of Birth:	16-08-2004 00:00:00
Category:	OC	Fee_exemption:	NO
EWS status:	N	Minority:	N
PH:	N	NCC/SPORTS&GAMES/CAP:	NNN
GPA:	4.00		

You Are Eligible for Exercising options.

Note 1: If You disagree or wish for change of data displayed above visit nearest Help Line Center(HLC) with documentary Proof.
Note 2: Candidates who are claiming Special category status Like NCC,CAP,Sports&Games and Physically Handicapped(PH) must attend designated HLC for certificate verification with documentary Proof.
Note 3: CBSE/ICSE candidates and also Candidates who have passed SSC prior to 2020 must visit nearest HLC with documentary Proof for updation of GPA.

- Note down the reference number for future reference or take a print out of the fee payment receipt by click on **Print**.

For candidates whose certificates are verified online in all respects will receive the login id to the registered mobile immediately. Such candidates need not go to HLCs for certificate verification and can generate password and can proceed for option entry as per schedule.

For candidates where the certificate verification is incomplete, they will not receive any login id. Such candidates shall attend HLC with their certificates for verification. An SMS will also be sent to such candidates to attend HLC for verification of their certificates.

STEP 8 : Check your certificate verification status

- Click on **Certificate Verification Status** link and enter hall ticket number and click on **Show**

Know Your Certificate Verification

Enter Hall Ticket No : 192311041

[Show](#)

- The following screen that shows the verification status is displayed,

Certificate Verification Status

CANDIDATES DETAILS			
Candidate Name:	MEDISETTI RAMA KRUTHIK	Father Name:	MEDISETTI VENKATESWARA RAO
Hall Ticket No:	192311041	RANK :	51084
Male/Female:	M	Mobile No:	94****920
Local Area:	AU	Date of Birth:	16-08-2004
Category:	OC	Fee_exemption:	NO
EWS status:	N	Minority:	N
PH:	N	NCC/SPORTS&GAMES/CAP:	N/N/N
GPA:	4.00		

You Are Eligible for Exercising options.

- Note 1:** If You disagree or wish for change of data displayed above visit nearest Help Line Center(HLC) with documentary Proof.
- Note 2:** Candidates who are claiming Special category status Like NCC,CAP,Sports&Games and Physically Handicapped (PH) must attend designated HLC for certificate verification with documentary Proof.
- Note 3:** CBSE/ICSE candidates and also Candidates who have passed SSC prior to 2020 must visit nearest HLC with documentary Proof for updation of GPA.

- The candidates whose certificates got verified online will display a message “**You Are Eligible for Exercising options**”. All such candidates need not go to Help line centers for certificate verification and they have to proceed for option entry after getting Registration number and Login Id as per the schedule given in the notification.

Certificate Verification Status

CANDIDATES DETAILS			
Candidate Name:	MEDISETTI RAMA KRUTHIK	Father Name:	MEDISETTI VENKATESWARA RAO
Hall Ticket No:	192311041	RANK :	51084
Male/Female:	M	Mobile No:	94****920
Local Area:	AU	Date of Birth:	16-08-2004
Category:	OC	Fee_exemption:	NO
EWS status:	N	Minority:	N
PH:	N	NCC/SPORTS&GAMES/CAP:	N/N/N
GPA:	4.00		

You Are Not Eligible for Exercising options.

- Note 1:** If You disagree or wish for change of data displayed above visit nearest Help Line Center(HLC) with documentary Proof.
- Note 2:** Candidates who are claiming Special category status Like NCC,CAP,Sports&Games and Physically Handicapped (PH) must attend designated HLC for certificate verification with documentary Proof.
- Note 3:** CBSE/ICSE candidates and also Candidates who have passed SSC prior to 2020 must visit nearest HLC with documentary Proof for updation of GPA.

- The candidates whose certificates are not verified online will display a message “**You are not eligible for exercising options**”. All such candidates have to go Help line centers and get their certificates verified and proceed to option entry after getting Registration number and Login Id as per the schedule given in the notification.

STAGE 2: PREPARATORY WORK TO BE MADE 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, and 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 3: 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

- 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..



STEP 2: Generation of Password

- Click on “**Candidates Registration**” to generate the password.

Candidate Registration

ICR Form No: 15623588

APPOLYCET Hall Ticket No: 3150315

Rank: 1

Date of Birth (dd/mm/yyyy): 01/01/2000

Captcha: 8Z4MF

Buttons: Clear, Generate Password

- Enter the following details
 - ICR Form No
 - APPOLYCET Hallticket Number
 - Rank
 - Date of Birth (should be entered in DD/MM/YYYY format)
 - Captcha
- Click **Generate Password** button.

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 : * []

Re enter Password : * []

Mobile No : * []

E-mail Id: [dummy] @ [nic.in]

Save Password

- Enter the following details
 - **Password** : Set the password as you wish having a minimum of 8 characters length and maximum of 10 with at least one Numeral for example POLYCET1234, krishna123, etc.
 - **Re-enter password**: Re-enter the same password that you set just before.
 - **Mobile Number**: Enter the mobile number
 - **E-mail Id** : Enter you email id. This is optional. In case you forget the password, email id is compulsory to communicate the changed password.
- Click on **Save Password** to save the password.
- If all the details entered are valid, the registration process will be completed successfully and the following screen will be displayed,

Registration successfully completed.

- CANDIDATE SHOULD NOT DISCLOSE PASSWORD TO ANY ONE.
- CANDIDATE IS RESPONSIBLE FOR MISUSE OF PASSWORD.
- IF YOU FORGOT THE PASSWORD, APPROACH ANY HELP LINE CENTER WITH APPOLYCET HALL TICKET & RANK CARD TO GET A NEW PASSWORD.
- ALTERNATIVELY, YOU CAN GET RANDOMLY GENERATED PASSWORD BY CLICKING 'FORGOT YOUR PASSWORD' LINK FROM 'CANDIDATES LOGIN' SCREEN.
- SMS WILL BE SENT TO THE MOBILE NUMBER GIVEN AT THE TIME OF CERTIFICATE VERIFICATION.
- SMS to Mobile No : 9948187854.

Click **LOGOUT** to EXIT.

- Click on **Log Out**.
- 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)

Sign-In

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 after generation of password 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.

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

Rank

APPOLYCET Hall Ticket No

Date of Birth

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.

Get New Password

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)																
#	College	District	AEI	ARC	AUT	CCP	CIV	CME	CST	ECE	EEE	INF	MEC	MIN	PMT	PT
1	ADBP	ADB				1	2									
2	MASBY	HYD														

2½ Years Courses (DW)																	
#	College	District	BME	CB	CBE	COT	CP	CPD	EMB	FWT	MET	MSW	SCN	SCP	SEI	TYS	TXT
1	ICES1	HYD															
2	ICES2	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** ☒ to 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 sent 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.



OTP has been sent to your Mobile Number.
Verify OTP on your Mobile.

Enter One Time Password (OTP) :

DECLARATION (Click on Checkbox)*

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

[Click here for Option Entry](#)
[Help Screen](#)
[Logout](#)

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"/> Annapur	<input type="checkbox"/> CTGR
<input checked="" type="checkbox"/> Guntur	<input checked="" type="checkbox"/> Chittoore	<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.

APPOLYCET Hall Ticket No :
 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.

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

LIST OF SAVED OPTIONS 

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.RAMAJAH POLYTECHNIC, RAJAHMUNDY	ECE	ELECTRONICS AND COMMUNICATION ENGINEERING
5	5	BVCR	BVC ENGINEERING COLLEGE, RAJAHMUNDY	EEE	ELECTRICAL AND ELECTRONICS ENGINEERING
6	6	BVTS	BONAM VENKATA CHALAMAJAH 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 5:19:00:000PM -----

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 4: 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 5: 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-2020 (ADMISSIONS)

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