

# User Manual

For



**AP OAMDC - 2022-23 ADMISSIONS**  
(ONLINE ADMISSIONS MODULE FOR DEGREE COLLEGES)  
ADMISSIONS INTO DEGREE PROGRAMMES - WEB BASED COUNSELLING



Prepared by

# APOnline

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## 1. INTRODUCTION:

### 1.1 About APSCHE:

AP State Council of Higher Education (APSCHE) came into existence w.e.f. 20.05.1988 through Act16 of 1988 as per the recommendations of the National Education Policy 1986 to advise the Government in matters relating to Higher Education in the State and to oversee its development with perspective planning and for matters connected therewith and incidental thereto.

It is the general duty of the Council to coordinate and determine standards in institutions of Higher Education, Research, Scientific and Technical Institutions in accordance with the guidelines issued by the University Grants Commission from time to time. The Act 16 of 1988 envisages three distinct functions (a) Planning and Coordination, (b) Academic Functions and (c) Advisory Functions.

### 1.2 Objective:

The main objective of the Admission module is to allot the seats as per the eligibility rules.

### 1.3 Scope:

The scope of this document is to explain the process of Candidate registration, Fee payment and placing the weboptions and allotment of seats as per the candidate preferences.

### 1.4 Abbreviations:

<b>OAMDC</b>	Online Admissions Module for Degree Admissions
<b>APSCHE</b>	Andhra Pradesh State Council of Higher Education
<b>VO</b>	Verification Officer
<b>OTP</b>	One Time Password
<b>PH</b>	Physically handicapped
<b>NCC</b>	National Cadet Corps
<b>CAP</b>	Children of Armed forces Personnel
<b>EWS</b>	Economically Weaker Section

*Table 1: List of Abbreviations*

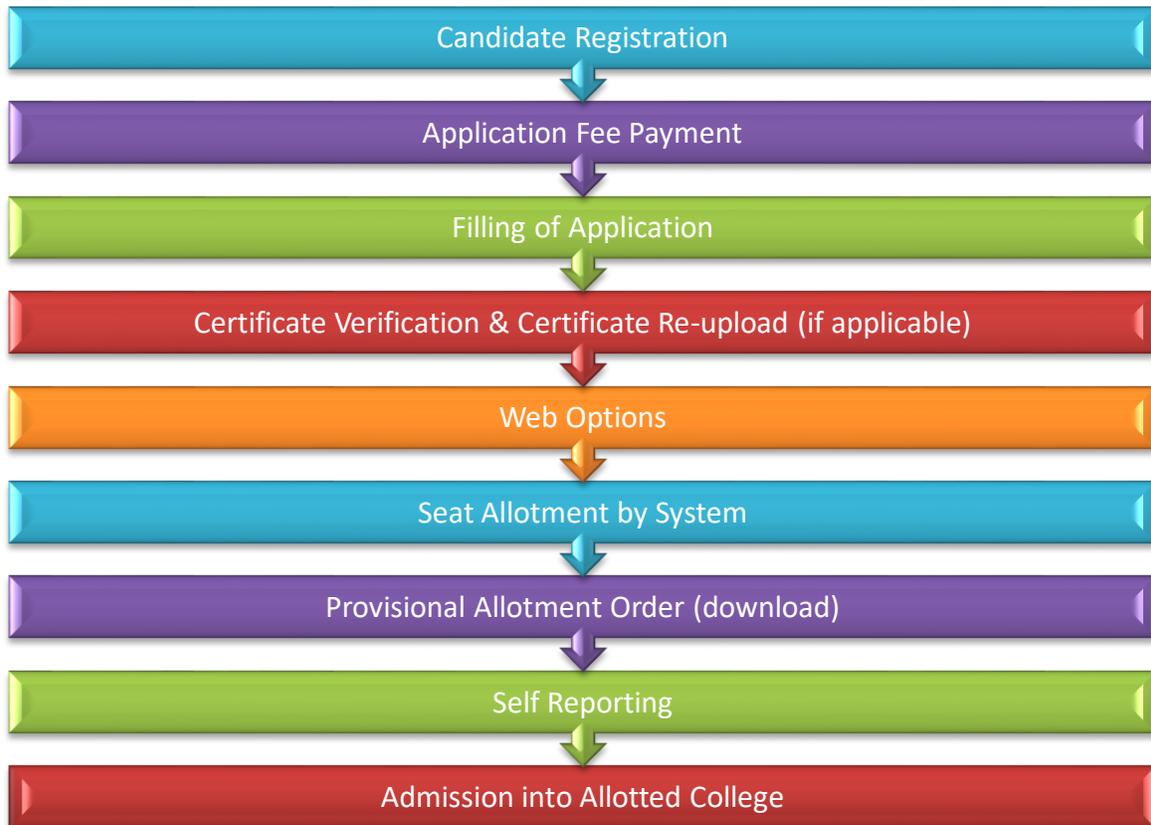
## 2. SOFTWARE AND TECHNOLOGIES:

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

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

Table 2: Software and Technologies

## 3. PROCESS FLOW of OAMDC 2022-23 ADMISSION



## 4. WEBSITE:

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

Choose the Admissions option as shown below.

[Click here for AP CETS - 2022](#)

OAMDC Admissions

 OAMDC-2022-23  
 (Admissions into General UG Programmes)



Common Entrance Tests (CETS) Admissions

 AP RCET-2021  
(Admissions into Ph.D. Programmes)

 SPOT & CATB ADMISSIONS-2021

 AP EAPCET -2021  
Category-B Non-NRI Admissions  
(Bi.P.C Stream)

 AP EDCET - 2021  
(Admissions into B.Ed./B.Ed. Special Education Courses)

 AP PECET-2021  
(Admissions into B.P.Ed & U.G.D.P.Ed COURSES)

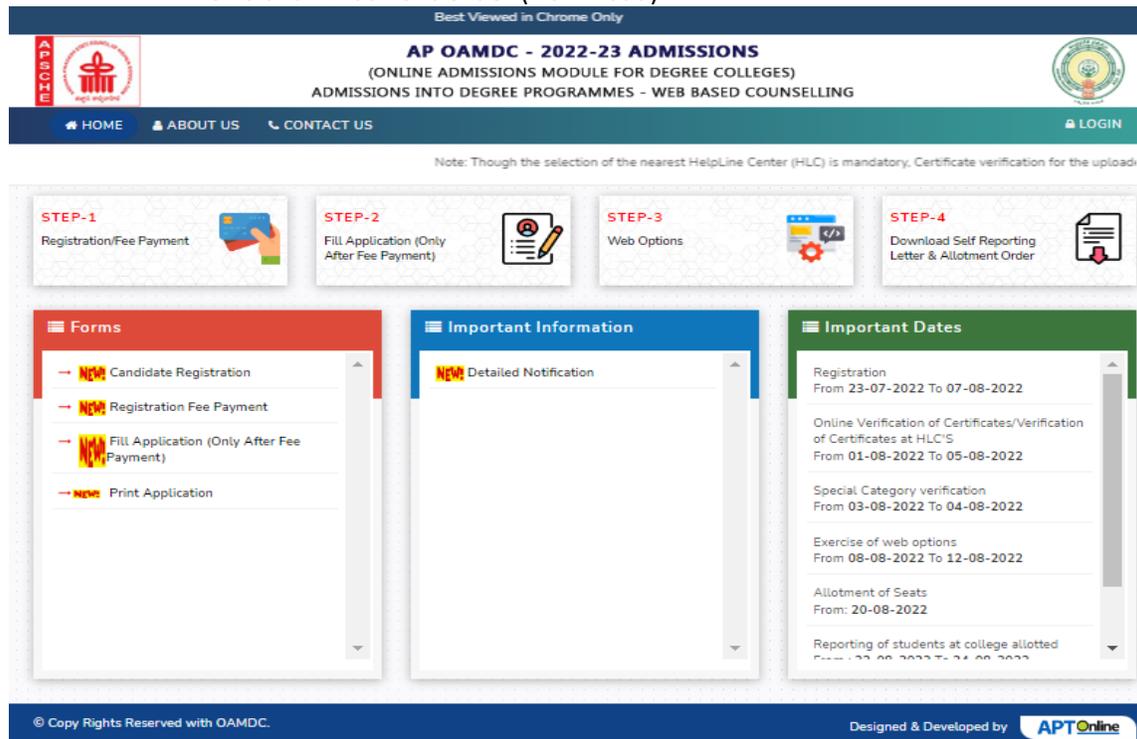
 AP PGCET-2021  
Admissions into Post-Graduation (MA, M.Sc., M.Com. etc.,)

Figure 1: Candidate Landing Website

## 5. FORMS:

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

- ✓ Candidate Registration / Payment
- ✓ Filling of Application
- ✓ Certificate Re-Upload-After Certificate Verification
- ✓ Web options
- ✓ Provisional Allotment Order (Download)



Best Viewed in Chrome Only

**AP OAMDC - 2022-23 ADMISSIONS**  
(ONLINE ADMISSIONS MODULE FOR DEGREE COLLEGES)  
ADMISSIONS INTO DEGREE PROGRAMMES - WEB BASED COUNSELLING

HOME ABOUT US CONTACT US LOGIN

Note: Though the selection of the nearest HelpLine Center (HLC) is mandatory, Certificate verification for the upload

**STEP-1** Registration/Fee Payment 

**STEP-2** Fill Application (Only After Fee Payment) 

**STEP-3** Web Options 

**STEP-4** Download Self Reporting Letter & Allotment Order 

**Forms**

-  Candidate Registration
-  Registration Fee Payment
-  Fill Application (Only After Fee Payment)
-  Print Application

**Important Information**

-  Detailed Notification

**Important Dates**

- Registration From 23-07-2022 To 07-08-2022
- Online Verification of Certificates/Verification of Certificates at HLC'S From 01-08-2022 To 05-08-2022
- Special Category verification From 03-08-2022 To 04-08-2022
- Exercise of web options From 08-08-2022 To 12-08-2022
- Allotment of Seats From: 20-08-2022
- Reporting of students at college allotted From: 22-08-2022 To 24-08-2022

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Figure 2: Candidate Registration option

### 5.1 CANDIDATE REGISTRATION:

- ✓ Home Page → Candidate Registration

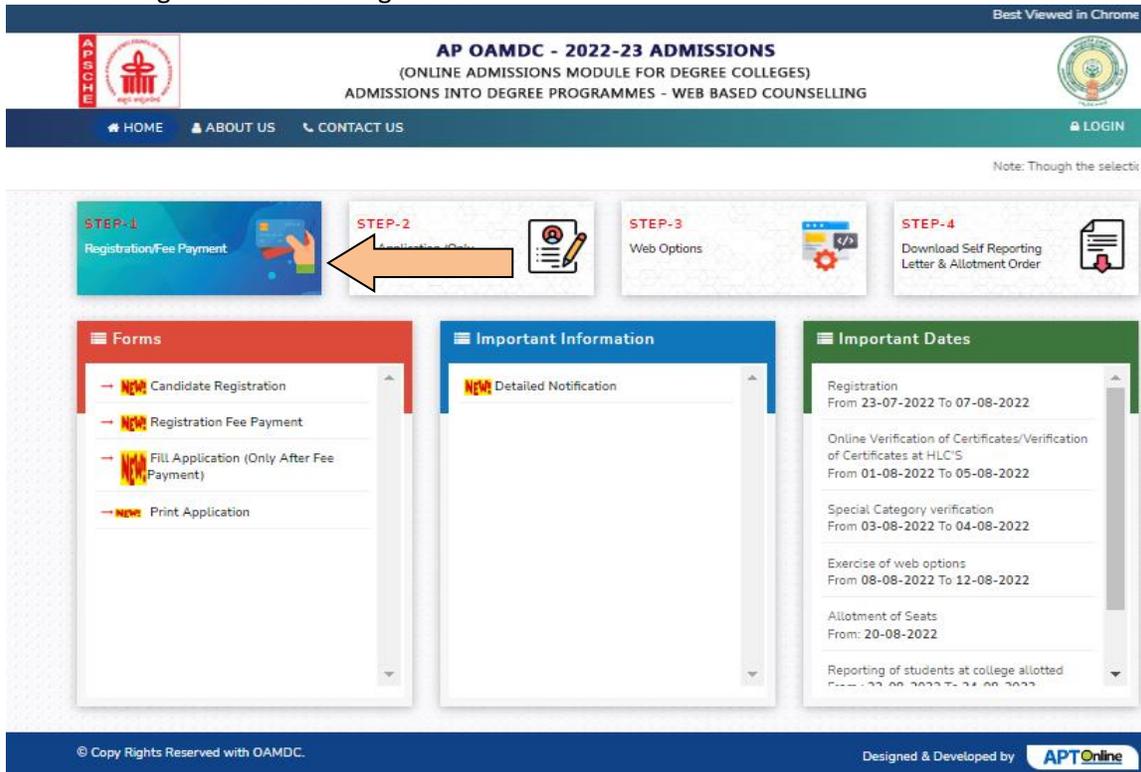


Figure 3: Step-1 Registration / Fee Payment Candidate Login

- ✓ Candidate has to click on Step to to get his registration number which will be used for all the further activities

The screenshot shows a 'Candidate Registration' form. At the top, a confirmation dialog box asks 'Are you sure you want to Submit?' with 'OK' and 'Cancel' buttons. The form has a purple header and contains the following fields:
 

- Intermediate/ Equivalent Board Name\* (Dropdown: Board Of Intermediate Education, Telangan)
- Intermediate/ Equivalent Hall Ticket Number\* (Text: 9087654321)
- Name of the Candidate\* (Text: krishna)
- Date of Birth (DD/MM/YYYY)\* (Text: 01/06/1945)
- Candidate Mobile Number\* (Text: 6786786786)
- E-Mail ID\* (Text: dsfjk@gmail.com)
- Caste Category\* (Dropdown: SC)
- Do you have Meeseva Caste Certificate (Dropdown: No)
- Caste Certificate (Text: Choose File Caste.jpg)

 Below the form, it says 'Fee Amount: 200' and a 'Submit' button. At the bottom, there are three red instructions:
 

- The Candidate's Date of Birth Should be in the Range of 01-06-1945 and 01-08-2008.
- Duplicates of Mobile Numbers and EMail IDs are not allowed.
- Please make a note of the Registration ID for all Future Correspondence.

Figure 4: Candidate Registration Form

- ✓ Here the Candidate has to enter all the details by selecting Board of Intermediate/Equivalent.
- ✓ Candidate has to provide a valid Phone number and Email which are used for further activities and also messages will be received for each and every step

- ✓ All the details has to be filled and by clicking on Submit button message and email will be sent and directed to payment page

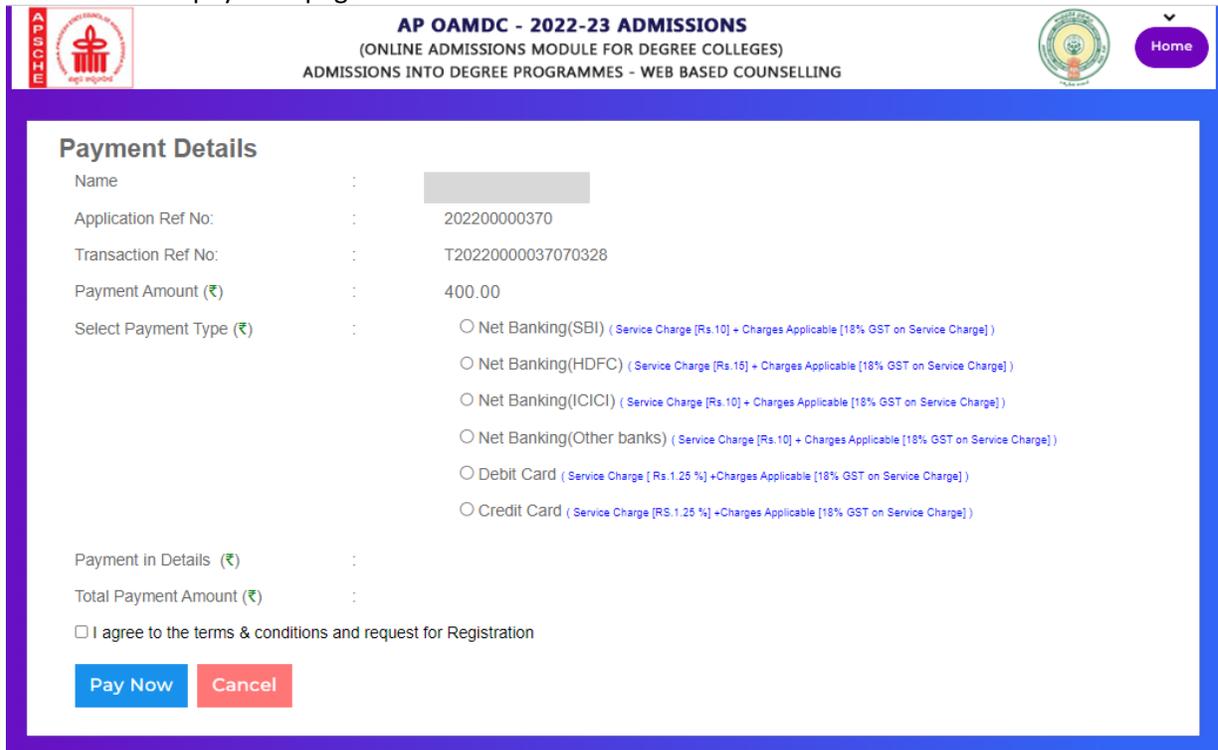


Figure 5: Selection of payment option

- ✓ In Payment page candidate ahs to select desired payment and click on **Pay Now**.
- ✓ If payment is successful candidate can forward, if not successful candidate has to make payment done successful and then itself candidate will be eligible for step-2 filling of application.



Figure 65: Success response from Payment gateway

- ✓ In registration form the candidate mail ID and mobile number will be shown along with other details will be displayed
- ✓ If the candidate is from the Board of Intermediate (last 3 yaears) most of the details will be populated from the details received from the board

\*All uploads must be in PDF / JPG/ JPEG Format and size should be Less than 1 MB\*  
 \*Personal and Educational Qualification Details in respect of 10th Marks Memo\*  
 \*Registered Mobile Number and E-mail ID will be used for all future communications\*

### Student Personal Details

<b>Name of the Applicant*</b> krishna prasad VO two	<b>Date of Birth*</b> 09/06/1983	<b>Aadhaar No*</b> 99999999999	<b>Student Gender*</b> Male
<b>Father's Name*</b> father one	<b>Mother's Name*</b> mother one	<b>Mobile No*</b> 9868598657	<b>E-Mail ID*</b> sdfkdlkj@gmail.com
<b>Caste Category*</b> BC_A	<b>View Caste Certificate</b> <a href="#">View</a>	<b>Minority Status*</b> MINORITY	<b>Minority Types*</b> Minority-Muslim
<b>Minority / SSC-TC Certificates*</b>			
Choose File MINORITY.jpg			
<b>Fee Reimbursement(Income)*</b> Yes	<b>Do you have Meeseva Income Certificate*</b> Yes	<b>Meeseva Income Certificate</b> Choose File INCOME.jpg	<b>Student Signature*</b> Choose File SIGN...RE.jpg
<b>Student Photo*</b>			
Choose File STUD...TO.jpg			

### Special Categories

<b>Physically Challenged*</b> Yes	<b>Do you have SADARAM Certificate</b> No	<b>PH Type</b> Hearing
<b>Upload PH Certificate*</b>		
Choose File PH.jpg		
<b>NCC*</b> Yes	<b>NCC Upload Certificate*</b>	
	Choose File NCC.jpg	
<b>Sports &amp; Games*</b> Yes	<b>Sports &amp; Games Upload Certificate*</b>	
	Choose File SPORTS.jpg	
<b>Children of Armed forces Personnel (CAP)*</b> Yes	<b>CAP Upload Certificate*</b>	
	Choose File CAP.jpg	
<b>NSS*</b>	<b>NSS Upload Certificate*</b>	

<b>Extra Curricular Activity*</b> Yes	<b>Extra Curricular Activity Name*</b> Debates	<b>Extra Curricular Activity Upload Certificate*</b> Choose File DEBATES.jpg
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### Intermediate Details

<b>Intermediate/ Equivalent Hall Ticket Number*</b> 435435435435	<b>Intermediate/ Equivalent Board Name*</b> Board Of Intermediate Education, Andhr	<b>Bridge Course*</b> Yes
<b>Intermediate/ Equivalent Course*</b> MPC	<b>Intermediate/ Equivalent Medium*</b> English	<b>Intermediate/ Equivalent Second Language*</b> Hindi
<b>Maximum Marks*</b> 1000	<b>Marks Secured*</b> 900	<b>Intermediate/ Equivalent Percentage*</b> 90.00
<b>Language Total Percentage*</b> 88	<b>Group Subject Percentage*</b> 88	<b>Memos (Provided by the Concerned Education Board or University)</b> Choose File MEMOS.jpg

**Educational Details**

Uploading of all the files is Not Mandatory

S.No	Class	School/College/Institute	State	District	Upload Certificate
1	12th Class	SVVN12	ANDHRA PRADEES	SRIKAK	Choose File 12.jpg
2	11th Class	SVVN11	ANDHRA PRADEES	SRIKAK	Choose File 11.jpg
3	10th Class	SVVN10	ANDHRA PRADEES	SRIKAK	Choose File 10.jpg
4	9th Class	SVVN9	ANDHRA PRADEES	SRIKAK	Choose File 9.jpg
5	8th Class	SVVN8	ANDHRA PRADEES	SRIKAK	Choose File 8.jpg
6	7th Class	SVVN7	ANDHRA PRADEES	SRIKAK	Choose File 7.jpg
7	6th Class	SVVN6	ANDHRA PRADEES	SRIKAK	Choose File 6.jpg

**Region\***

AU Get Region

**Present Address**

House Number\*  Street\*  Village\*  Mandal\*

District\*  Pin Code\*  State\*

Whether the Present address is same as the Permanent address

**Permanent Address**

House Number\*  Street\*  Village\*  Mandal\*

District\*  Pin Code\*  State\*

District\*  Help Line Center\*

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

Declaration :-  
I do hereby declare that the information furnished in this application is true. I am aware that in the event of any information being found to be false or untrue, I shall be liable to such action by the Prescribed Authority as it may deem proper apart from penal action under Law.

**Verify & Submit**

*Figure7 : Step-2 Filling of application*

- ✓ All the certificates will be validated with the system and if required candidate need to enter the certificate details and need to upload the corresponding file in JPEG format only.
- ✓ All the uploaded files will be sent to Verification officer available at Help Line Center(HLC) chosen by the candidate at the time registration.

- ✓ If the Open Category(OC) Candidate is having Economically Weaker Section(EWS) Certificate, then the candidate should choose the option “Economically Weaker Section” as YES and need to enter the certificate number and upload the certificate in JPEG format as shown in the following screen.
- ✓ Selection of Income option is as shown below
- ✓ Though the selection of nearest HelpLine Center (HLC) is mandatory, Certificate verification for the uploaded certificates will be done by concerned authorities by online. However, any candidate needs help/support can attend the selected HLC., as shown in following screen
- ✓ All the uploaded certificates along with the candidates details will be sent to the selected Help Line Center(HLC).
- ✓ After successful completion of certificate verification only system will allow the candidate to proceed for exercising web options.
- ✓ If any certificate has to be re-uploaded then Verification officer returns the application to candidate to re-upload the certificate again only for a single time.

## 5.2 CERTIFICATE RE-UPLOAD:

- ✓ In the Verification Officer login the Verification Officer’s service will have the following major features.
  - To View the Uploaded certificate
  - To ask for the re-uploading certificate
  - To Approve/Reject the certificate
- ✓ If re-upload or reject option is selected then Officer has to provide his/her remarks to show the same in candidate login and to allow re-upload of certificates from the candidate login only for one time.
- ✓ There is no option to the candidate to re-upload the document for the second time.
- ✓ The verification officer also does not have the provision to ask re-uploading of certificate for the second time.
- ✓ If the candidate fails to produce/upload the correct document, then VO will reject the certificate without asking for certificate again to upload for second time.
- ✓ If the Verification Officer asked for re-uploading the certificate then the candidate has to visit the Certificate re-upload option and uploads the certificate as show below.
- ✓ After clicking on Candidate Re-upload option the below screen will be shown to the candidate to re-upload the required certificate

Personal Details

Name of the applicant GONDU KESAVA RAO	Date of Birth * 05/03/2002	Aadhar No XXXXXXXXX0756	Father Name GONDU SIMMAYYA
Mother Name	Gender Male	Caste BC_B	Mobile 9391270954
Local Area AU	Hall Ticket No. 5370020022	Rank 31239.0	Marks 54.358007834216465

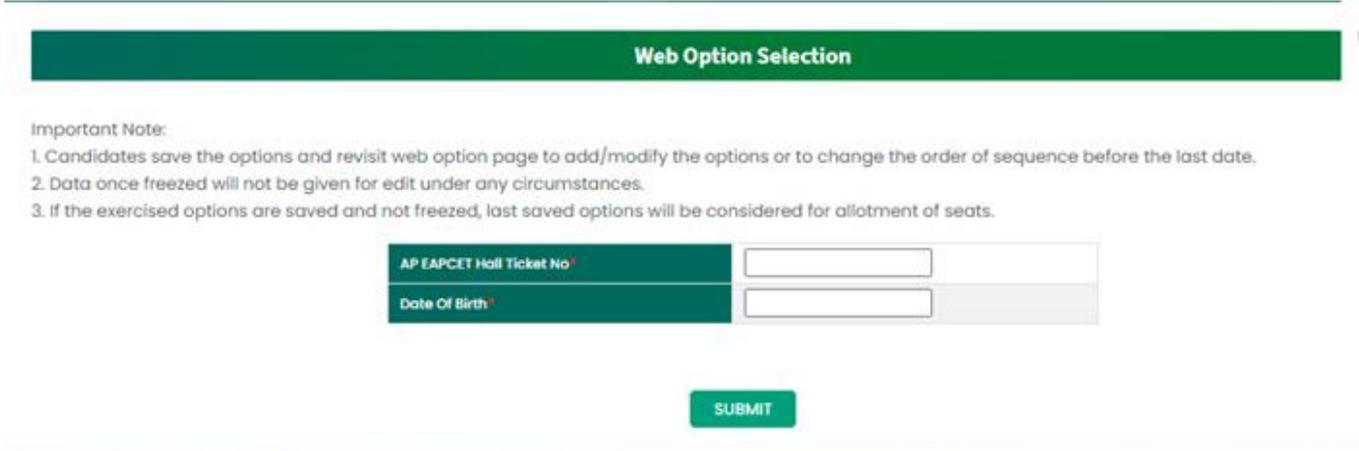
UPLOAD FILES

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

Figure 86: Certificate Re-upload option

### 5.3 WEB-OPTIONS:

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



**Web Option Selection**

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

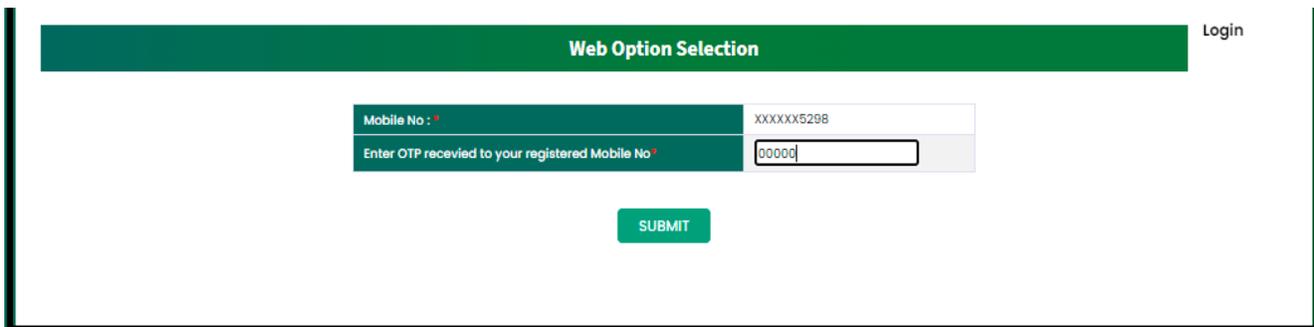
AP EAPCET Hall Ticket No\*

Date Of Birth\*

**SUBMIT**

Figure 9: Web-options Selection

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



**Web Option Selection** Login

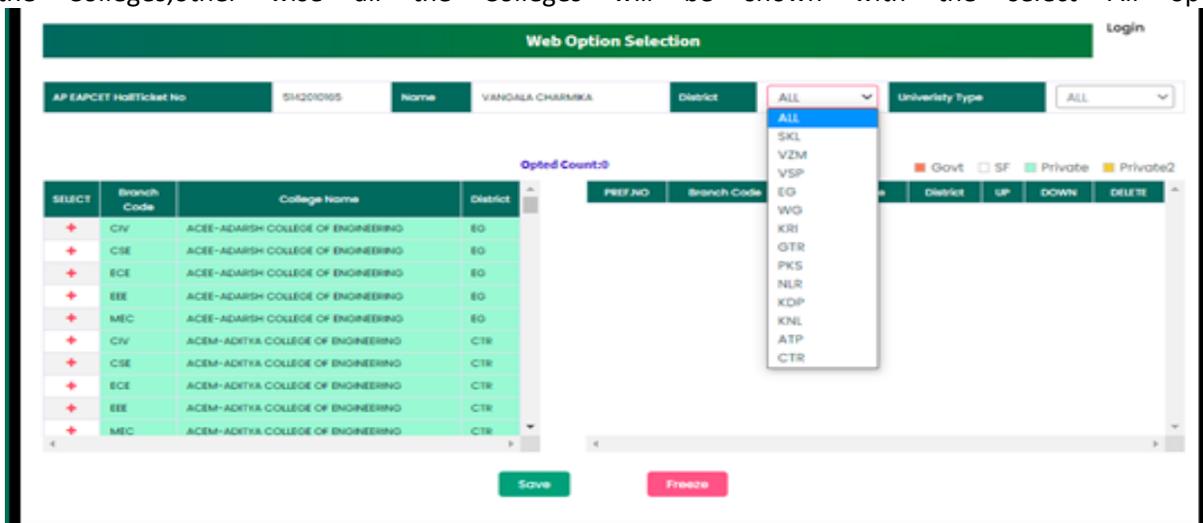
Mobile No : \* XXXXXX5298

Enter OTP received to your registered Mobile No\*

**SUBMIT**

Figure 70: OTP Validation

- ✓ Candidate can select the desired Coursetype, University type, Specialization type, College type to display the Colleges, other wise all the Colleges will be shown with the select All option.



**Web Option Selection** Login

AP EAPCET Hall Ticket No: SHQ0195    Name: VANGALA CHARMIKA    District:     University Type:

Opted Count: 0

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

**Save**    **Freeze**

Figure 81: Option of Collges list, in selected District University/college type

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

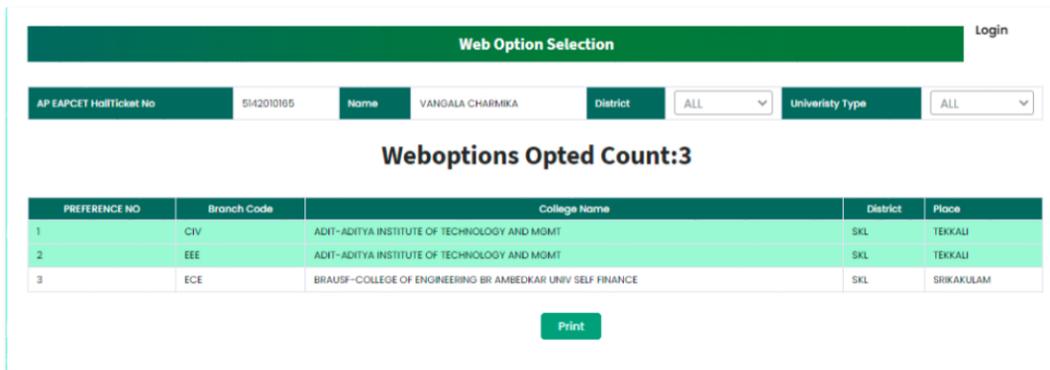
Figure 9: Preference No wise list of collges, shown on the right side

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

Figure 10: Saving Preferred colleges and course

**IMPORTANT:**

- ✓ Candidate can save the options and revisit web option page to add/modify the options or to change the order of sequence before the last date.
- ✓ Data once frozen will not be given for edit under any circumstances.
- ✓ If the exercised options are saved and not frozen, last saved options will be considered for allotment of seats.
- ✓ Once the candidate freezes the preferred Colleges then he/she cannot edit the Colleges again. So the candidate can save Colleges, check the opted Colleges carefully and finally freeze the Colleges.
- ✓ Candidate needs to Freeze the list of colleges and can take the printout of opted colleges.



The screenshot shows a web interface titled "Web Option Selection" with a "Login" link. Below the title, there are input fields for "AP EAPCET HallTicket No" (SH2010105), "Name" (VANGALA CHARMIKA), "District" (ALL), and "University Type" (ALL). Below these fields, it says "Weboptions Opted Count:3". A table lists the opted colleges with columns for Preference No, Branch Code, College Name, District, and Place. A "Print" button is located below the table.

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

Figure 14: List of Opted colleges

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

**5.4 PROVISIONAL ALLOTMENT ORDER(DOWNLOAD):**

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

**5.5 SELF REPORTING:**

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