

**GOVERNMENT OF ANDHRA PRADESH**  
**A.P.STATE COUNCIL OF HIGHER EDUCATION HYDERABAD**  
**APEAMCET-2016(ADMISSIONS)**  
**WEB BASED COUNSELLING**  
**FOR ADMISSION INTO ENGINEERING & PHARMACY**

**INSTRUCTIONS TO CANDIDATES**

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

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

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

**STAGE 2: Verification of Certificates:**

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

- Collect Manual option form and retain with you and then leave the Counseling Hall.
- **You are advised to download the list of colleges and tuition fee details from the web site <https://apeamcet.nic.in>**

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

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

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

**MANUAL OPTION FORM**

OPTION NUMBER	DISTRICT CODE	COLLEGE CODE	COURSE CODE
1	EG	JNTK	CSE
2	CTR	SVUC	ECE
3	VZM	JNTV	MEC
4	VSP	AUCE	CIV
5	ATP	JNTA	CHE

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


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

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

**Steps to be followed for entering the options on web:**

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

**STEP 1: Entering the URL through internet**

- Double click on  (Internet Explorer).
- Make sure that the computer which you are using contains windows 7 operating system Internet Explorer Version 9.0 or 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://apeamcet.nic.in> or as indicated in the notification.

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

Home About Web Counseling Candidates Registration Candidates Login Contact Us Close

**To get Login ID candidates can send SMS to 8790499899 as 'APEAMCET(space)01(space)Your HTNo' after generating Password.**

ADMISSIONS INTO ENGINEERING & PHARMACY (APEAMCET - 2016)

- [APEAMCET-2016 :: Detailed Notifications](#)
- [List of Courses](#)
- [List of Help Line Centers \(HLC\)](#)
- [Counseling Procedure](#)
- [Institute Profile](#)
- [List of Districts & Other Codes](#)
- [List of Colleges and Courses](#)

**Alerts**

**For security reasons it is advisable that :**

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

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

For any query regarding this website Please Contact: ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION. Ver 2.0  
eMail: [convenoreamcetadmissions\[at\]gmail.com](mailto:convenoreamcetadmissions[at]gmail.com).

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 with recommended Security and [Compatibility settings](#).

## STEP 2: Generation of Password

### **Importance of Password:**

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

- Click on “**Candidates Registration**” to generate the password. Enter the details *Registration Number, Hall Ticket number, Rank, Date of birth [DD/MM/YYYY format]* as printed on your *Receipt of Certificate given to you after Certificate Verification*.

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**Candidates Registration**

Registration No

APEAMCET Hall Ticket No

Rank

Date of Birth (dd/mm/yyyy)

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

### Candidate Details

Candidate Name:	DUMMY CANDIDATE TWO	Sex:	F
Father's Name:	DUMMY FATHER	Category:	OC
Region:	OU	Special Category (PH/NCC/S&G/CAP):	Y/N/Y/Y
Qualifying Exam:	YES	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, APEAMCET Hall Ticket No should be entered as Mobile Number. However, for these candidates no SMS alerts will be sent.

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.

- In the **“Password”** box enter the ‘password’ (having a minimum of 8 characters length and maximum of 10 with at least one Numeral/Character for example EAMCET12, krishna123, @#34BxMz56, 98765432H etc.)
- Re-enter the same password at **“Re-enter password”** box.
- Enter the mobile number that was provided at the time of certificate verification. In case you forget the password mobile number is compulsory to communicate the changed password.
- Click on **“Save Password”** to save the password.
- Click on **“Log Out”**. With this candidate’s registration is completed and you will come back to **Home** page.
- **You can change your password as well as reset the password (in case forgotten) through Candidates login** as explained in the following step.

• **STEP 3: Option Entry**

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

After completing the candidates registration and generation of password, click on **Candidates Login** for exercising the options. The following screen appears. **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 APEAMCET<space>01<space>hallticket number** after generating your password as explained in previous step.  
**Example: APEAMCET 01 43632401.**

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

APEAMCET - 2016

**Not Registered**

Click '[Candidates Registration](#)' and register your self to exercise options.

**Send SMS and Get Required Information**

Type APEAMCET (Counseling keyword) 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.  
XXXXXXX = Your APEAMCET Hall Ticket Number  
Example : APEAMCET 01 43632401

**Forgot Your Password**

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

**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 No

Hall Ticket No

Password

Date of Birth (dd/mm/yyyy)

**BYN1P**

Enter Value (as in above image)

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

To enter your option entry screen, enter in Login ID[communicated to your registered mobile by SMS],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**

- Candidate can give any number of options. However do not select the Engineering/Course for which you are not interested in joining.
- Verify the Engineering College and Course Codes before entering the Option Numbers.
- Write down the Option Numbers against Engineering College and Course Codes in the order of your preference on the Manual Option Form supplied to you.
- Enter the desired option numbers in the OPTION ENTRY FORM against the Course Codes and Engineering College.
- Enter your EAMCET Hall Ticket No. in the Option Entry Form.

**SPECIMEN OPTION ENTRY FORM**

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

EAMCET Hall Ticket No :     UNIV     GIRLS     MINORITY     PVT     SF     Name : AMUNURI MOHAN CHARY

**Engineering (1) Courses**

College	District	CIV	CSE	ECE	EEE	INF	MEC
ACEE	EG						
ADTP	EG						
AIME	EG						

**Engineering (2) Courses**

College	District	ANE	BIO	CEE	CHE	CPE	CSS	DTD	ECM	EE	ETM	FSP	GIN	MET	MMT	NMA	PET	PLG
GIER	EG																	
JNTK	EG																	
SACS	EG																	

**Engineering (3) Courses**

College	District	AET	AGR	AUT	BME	CAB	CER	DRG	ECS	FDS	FPT	ICE	IPL	IST	MCT	MIN	MME	TEX
GIER	EG																	
ESWR	GTR																	
CABP	GTR																	

**Pharmacy Courses**

College	District	PHD	PHM
ADCP	EG		
APRP	EG		
GIPR	EG		

- To change an option, change the option number in the Input Box.
- 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 Engineering College in a particular district, Select that District and all Engineering Colleges & courses in that district will be displayed. Input box will come only if a course is available in that Engineering College.
- At the End, Take a Printout of the options and preserve for future reference.
- Click the college code to get its name.

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**  to confirm the same.

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

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

**ALLOTMENT**

- Allotment of Seat is based on the Options given by you as per rules in vogue.
- The Seat allotment will be made as per the option numbers exercised by you. If the vacancy is not available in the first option, the second option course and Engineering College will be allotted and so on.
- All options given by you will be considered for allotment till a seat is allotted or Options are exhausted.
- The Authorities are not responsible if you do not secure a seat in the options given by you, in such cases you may have to wait for notification of second round counseling if any.
- You have to accept the Engineering College and course allotted based on the options exercised by you and request for change of Engineering College/Course will never be entertained.

**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**, which ever is earlier, and only for this transaction.



**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.

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

**Alert:** For all Non-qualified Minority Candidates, concerned Minority Institutes only will be displayed. Click 'College Profile' from Home Page, to see the detail about Colleges.

**Select desired Districts (Atleast ONE District should be selected)**

AU	OU	SVU	Group of Branches
<input checked="" type="checkbox"/> East Godavari	<input checked="" type="checkbox"/> Nizamabad	<input checked="" type="checkbox"/> Anapatur	<b>Engineering (1) Courses</b> CIV, CSE, ECE, EEE, INF, MEC
<input checked="" type="checkbox"/> Guntur	<input checked="" type="checkbox"/> Ranga Reddy	<input checked="" type="checkbox"/> Chittoore	<b>Engineering (2) Courses</b> ANE, ASE, CEE, CHE, CPE, CSS, DTD, ECM, EIE, ETM, FSP, GIN, MET, MMT, NAM, PET, PLG
<input checked="" type="checkbox"/> Krishna		<input checked="" type="checkbox"/> Kadapa	<b>Engineering (3) Courses</b> AUT, CAB, CER, CST, CVT, ECS, ETC, ICE, IPE, IST, MCT, MIN, MME, MNT, PWR, TEX
<input checked="" type="checkbox"/> Prakasham		<input checked="" type="checkbox"/> Kurnool	<b>Engineering (Pharmacy) Courses</b> AGR, BIO, BME, DRG, FDS, FPT, MLT, PHD, PHM
<input checked="" type="checkbox"/> Srikakulam		<input checked="" type="checkbox"/> Nellore	
<input checked="" type="checkbox"/> Vishakapatnam			
<input checked="" type="checkbox"/> Vizianagaram			
<input checked="" type="checkbox"/> West Godavari			

Display Option Entry Form

- Select one or more districts to display the Colleges in those districts.

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

- In the Screen different colours are used for display of University Colleges, Girl Colleges, and Minority institutions etc
- Enter your EAMCET Hall ticket No. in the box provided.
- By looking at already filled **manual option form**, enter the option numbers in the Boxes on the Screen against the College and course in which you are interested to join as shown above. **WHILE FILLING THE OPTION FORM 'Click on Save Options' AT REGULAR INTERVALS.**
- You can **change your password** if you wish so by using **Change password** Menu Button.
- Click on **View and Print** button helps you to see the saved options and take a print out of the same.

#### STEP 4: Logout

- AFTER COMPLETION OF **Option entry** click on "**Logout**", IT DISPLAYS AN ALERT MESSAGE WITH **three** BUTTONS "**Save and Logout**", "**Confirm Logout**" and '**Cancel Logout**'.
- Click on '**Cancel Logout**' retains the **Options Entry Form** for entry of some more options.

- Click on “**Save & Logout**” button will save the options exercised up to that point of time and display the details of the options exercised.
- Click on “**Confirm Logout**” button will directly display the details of the options saved up to that instant.
- You are informed that, you can add, modify or delete the options any number of times within in stipulated time by repeating the above mentioned four steps. The options recorded in the server on the last day will be frozen. If you wish to change the frozen options once again, approach any one of help line centers on any one of the dates mentioned to modify your frozen options. This is the final opportunity and after this no further changes can be done. The Options recorded in the server on the last day will be taken for allotment of seats. You can take a printout of the options exercised.
- **After the option entry and Logout from the Option entry form, close the browser.**

**STAGE 5: Final Allotment of Seats**

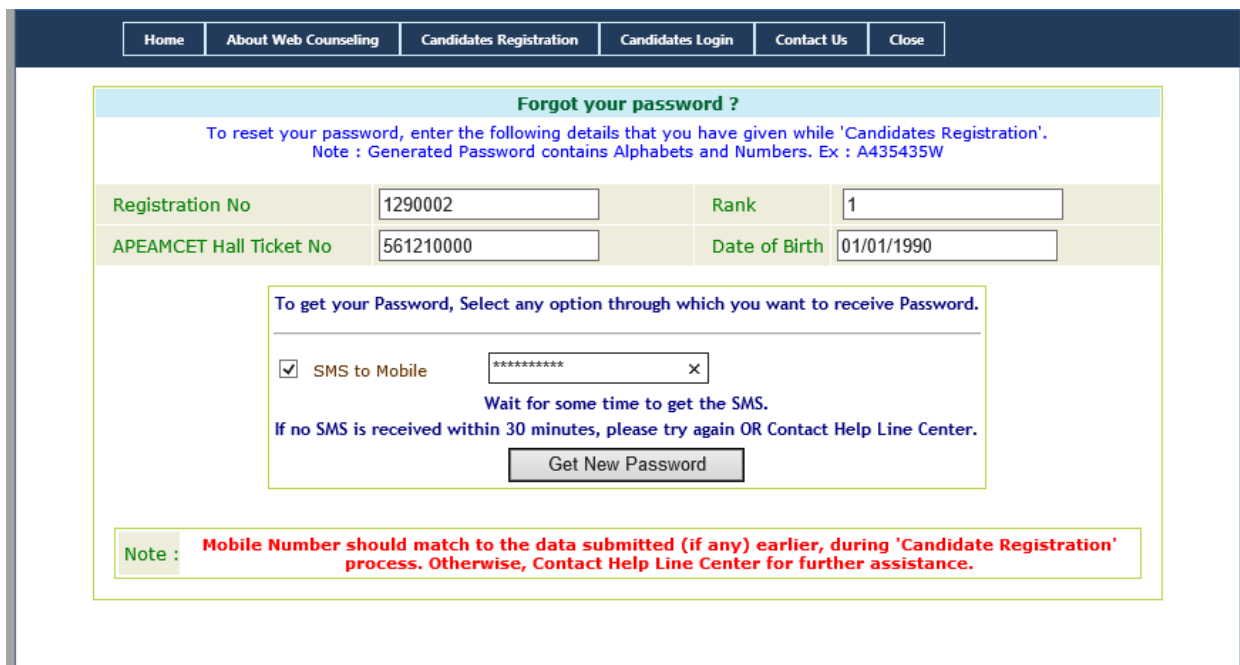
- The allotments will be processed on the date mentioned in the notification based on merit, category, sex, Local area, special reservation category etc and will be placed in the web. You have to download the allotment order through “**Candidate Login**”.

**STAGE 6: Payment of Fees, Reporting at College, Participation in subsequent phases of counseling**

- Separate instructions will be placed on the website after the allotment of seats.

**If you forget password what you have to do?**

- If you forgot password, click on the link **forgot your password** in Candidate’s Login and enter the details. Now click on **get new password**. New password generated by computer will be sent to your mobile number or to your email. After receiving the password you can use it for Option Entry.



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

**CTE & CONVENOR  
AP-EAMCET-2016 (ADMISSIONS)**