TELANGANA STATE COUNCIL OF HIGHER EDUCATION HYDERABAD
TS-EAMCET–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:**

- **PHYSICAL PRESENCE OF CANDIDATE IS NECESSARY TO VERIFY HIS/HER IDENTITY WITH THE BIOMETRIC DATA CAPTURED AT THE TIME OF TSEAMCET EXAMINATION.**
- 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 and Aadhar Number.
- Collect the Registration-Cum-Verification form from computer operator at Registration counter and verify whether your mobile number and Aadhar Card 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, Aadhar Card 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 <u>if you find any discrepancy, report to the Chief Verification Officer for correction</u>. 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 schedule 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://tseamcet.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 <u>in the order of preference</u> 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	HYD	JNTH	CIV
2	WGL	KUWL	ECE
3	KRM	JNKR	EEE
4	HYD	OUCE	MEC
5	NLG	MGUNSF	CSE

- 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://tseamcet.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.
- <u>You must have already completed certificate verification(Stage 1 and Stage 2).</u>

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

<u>STEP 1: Entering the URL through internet</u>

- 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. <u>It is not possible to enter options on Net scape navigator, Google chrome, Mozilla Firefox.</u>
- Please enter URL or Website address: **https://tseamcet.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..

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.*

| Home | About Web Counseling | Candidates Registration | Candidates Login | Contact Us | Close |

Candidates Registration

Registration No
TSEAMCET Hall Ticket No
Rank
Date of Birth (dd/mm/yyyy)

[Clear]   [Generate Password]

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

- 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. <u>In case you forget the password mobile number is compulsory to communicate the changed password.</u>
- 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.
- <u>**You can change your password as well as reset the password (in case forgotten) through Candidates login**</u> 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 number 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 9731979899 in the format**

TSEAMCET\<space>01\<space>hallticket number after generating your password as explained in previous step. Example: TSEAMCET 01 43632401.

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.

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

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.

| 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.

- 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.

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)	
OU	**Group of Branches**
☐ Adilabad	Engineering (1) Courses
☐ Hyderabad	CIV, CSE, ECE, EEE, INF, MEC
☐ Karimnagar	Engineering (2) Courses
☐ Khammam	ANE, CEE, CHE, CPE, CSS,
☐ Mahabubnagar	DTG, FCN, FIE, FTM, ESP, MET, MMT, PLT, -LG
☐ Medak	Engineering (3) Courses
☐ Nalgonda	AUT, CAB, CS , CVT,
☐ Nizamabad	ETC, ICE, IPE, IST, MCT, MTN, MML, MNT, PWR, TEX
☐ Ranga Reddy	Engineering (Pharmacy) Courses
☐ Warangal	AGR, BIO, BME, DRG, FOS, EPT, PHD, PLM
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.

Candidate's Name:	ATTILI RAHUL		TSEAMCET - 2016 OPTION ENTRY FORM		Father's Name:	A V V S SRINIVAS
Sex:	Male (M)				Rank:	90280.00
Caste:	BC_A				PH:	N

Logout properly and Close the Browser window after completing options entry.   Save options periodically.

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

TSEAMCET Hall Ticket No : _____   UNIV ▢ GIRLS MINORITY PVT ▢ SF ▢   Name : ATTILI RAHUL

Engineering 1) Courses

College	District	CIV	CSE	ECE	EEE	INF	MEC
AIZA	ADB	9	10	3			
AMRT	ADB			4			
AARM	HYD						
AURC	HYD						
DCET	HYD			5			
JNTH	HYD	1	2				
JNTHMB	HYD			6			
JNTHMT	HYD						
KMIT	HYD						
LRDS	HYD			7			
MECS	HYD						
MESE	HYD						
METH	HYD				8		
MHVR	HYD						
MJCT	HYD						

- 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**.

Click on **View and Print** button helps you to see the saved options and take a print out of the same.
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> You can **change your password** if you wish so by using **Change password** Menu Button.

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**.

Name:	ATTILI RAHUL	Hall Ticket No:	4421406	Father's Name:	A V V S SRINIVAS

LIST OF SAVED OPTIONS   Print

S.No	Option No.	Institute Code	Institute Name, Place	Branch Code	Branch Name
1	1	JNTH	JNTU COLLEGE OF ENGG. HYDERABAD, HYDERABAD	CIV	CIVIL ENGINEERING
2	2	JNTH	JNTU COLLEGE OF ENGG. HYDERABAD, HYDERABAD	CSE	COMPUTER SCIENCE AND ENGINEERING
3	3	AIZA	AIZZA COLLEGE OF ENGG AND TECHNOLOGY, MANCHERIAL	ECE	ELECTRONICS AND COMMUNICATION ENGINEERING
4	4	AMRT	A M R INSTITUTE OF TECHNOLOGY, ADILABAD	ECE	ELECTRONICS AND COMMUNICATION ENGINEERING
5	5	DCET	DECCAN COLLEGE OF ENGINEERING AND TECHNOLOGY, DARUSSALAM	ECE	ELECTRONICS AND COMMUNICATION ENGINEERING
6	6	JNTHMB	JNTUH-5 YEAR INTEGRATED MBA SELF FINANCE, KUKATPALLY	ECE	ELECTRONICS AND COMMUNICATION ENGINEERING
7	7	LRDS	LORDS INSTITUTE OF ENGINEERING AND TECHNOLOGY, HIMAYATSAGAR	ECE	ELECTRONICS AND COMMUNICATION ENGINEERING
8	8	METH	METHODIST COLLEGE OF ENGINEERING AND TECHNOLOGY, ABIDS	EEE	ELECTRICAL AND ELECTRONICS ENGINEERING
9	9	AIZA	AIZZA COLLEGE OF ENGG AND TECHNOLOGY, MANCHERIAL	CIV	CIVIL ENGINEERING

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 will be intimated about the allotment through SMS to your registered mobile. You can download the allotment order through **"Candidate Login"** by following the link **Allotment Order.**

STAGE 6: Payment of Fees and Self Reporting

- If the tuition fee to be paid by the candidate is indicated as zero, the candidate can accept his allotment through self-reporting system placed in **Candidate Login.**

Results & Reports
Allotment Order
Self Reporting System
Certificates Verification
View Saved Options
Logout

-

- Self-reporting system: A click on this link will display the following screen. This system is introduced for the convenience of students who can accept the allotment made without submission of the original certificates to the college immediately. It will facilitate you to participate in subsequent phase of counselling and better your chance of getting a college/course of your choice without losing your first phase of allotment.

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- Click on **ACCEPT MY JOINING.** Your joining details are saved and a Joining Report containing the Admission number is generated as shown in the following screenshot.. Take a Print out of the Joining Report and submit along with the allotment order at the allotted college.

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- If the tuition fee to be paid by the candidate is not equal to zero, the candidate has to download the challan and pay the amount in any branch of State Bank of Hyderabad and update his acceptance to join the college through self-reporting system.

- Download the challan form for payment of fee from the link provided at the bottom of the allotment order page. Remit the fees in one of the branches of State Bank of Hyderabad in the State and obtain a receipt.
- Click on Self-reporting system. **If fee is paid, the details of Challan No, Fee Paid (in Rs.), Bank Transaction ID, Bank Branch will be displayed.**

- Click on **ACCEPT MY JOINING.** Your joining details are saved and a Joining Report as shown above is generated. Take a Print out of the Joining Report and submit along with the allotment order at the allotted college.
- REPORTING THROUGH SELF-REPORTING SYSTEM IS MANDATORY. **If you fail to report through self reporting system and Accept Joining duly taking the print out of Joining Report containing Admission Number , it is construed that you are not interested in the allotted college and you will have no claim further on the allotment. The allotment stands cancelled and will be treated as vacancy for subsequent round of counseling if any.**
- FURTHER INSTRUCTIONS OR CHANGES IN THE ABOVE INSTRUCTIONS IF ANY WILL BE PLACED ON THE WEB.

STAGE 7:   Participating in Subsequent Phase(s) of Counseling (if any):

- If you have not participated in previous phase(s) of Counselling, you can participate as a fresh candidate by attending Certificate Verification at one of the HLCs.

- If no seat is allotted in Previous Phase of Counselling, you can participate in subsequent phase(s) of counselling, provided you got your certificates verified at the HLC.
- If a seat is allotted and you have not accepted joining through Self reporting system the allotted seat stands cancelled and will be treated as a vacancy for subsequent phase. You are entitled to participate in the Web Counseling but will be eligible to join the New College/Course allotted in second phase and will have no claim on the previous allotment.
- If you paid the fee, accepted joining through Self-reporting system and reported at the college, you can still participate in the subsequent phase(s) of Web Counseling. If a seat is allotted as per your new option, your first allotment automatically gets cancelled and you shall move to the new allotment (College & Course).

STAGE 8 :   Process of Withdrawal:
- At the end of the Counselling process, still if you want to withdraw/cancel the allotted seat, you can do so before a stipulated cutoff date by approaching the Convener in person. Beyond this date, the Convenor will have no say on your admission and is left to the discretion of the Principal of the institution.

- ✓ **KEEP THREE SETS OF XEROX COPIES OF ALL CERTIFICATES.**
- ✓ **DO NOT HANDOVER YOUR ORIGINAL CERTIFICATES OR MONEY TO UNAUTHORIZED PERSONS.**
- ✓ **DO NOT REVEAL YOUR PASSWORD TO ANYBODY INCLUDING YOUR FRIENDS,RELATIVES OR PERSONS AT HLC OR PERSONS AT INTERNET CAFES. ENTER THE PASSWORD IN THE SYSTEM BY YOURSELF.**
- ✓ **DO NOT BELIEVE THE WORDS OF PERSONS (MIDDLEMAN) ASSURING YOU TO GET A SEAT IN A PARTICULAR COLLEGE AS ALLOTMENTS WILL BE DONE PURELY ON MERIT.**
- ✓ **TAKE THE HELP OF STAFF WORKING AT HELPLINE CENTERS IN CASE OF ANY ASSISTANCE.**
- ✓ **CLOSE THE INTERNET BROWSER AFTER OPTION ENTRY AND LOGOUT STEPS.**

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 Registration number, Rank, EAMCET 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 use it for Option Entry.
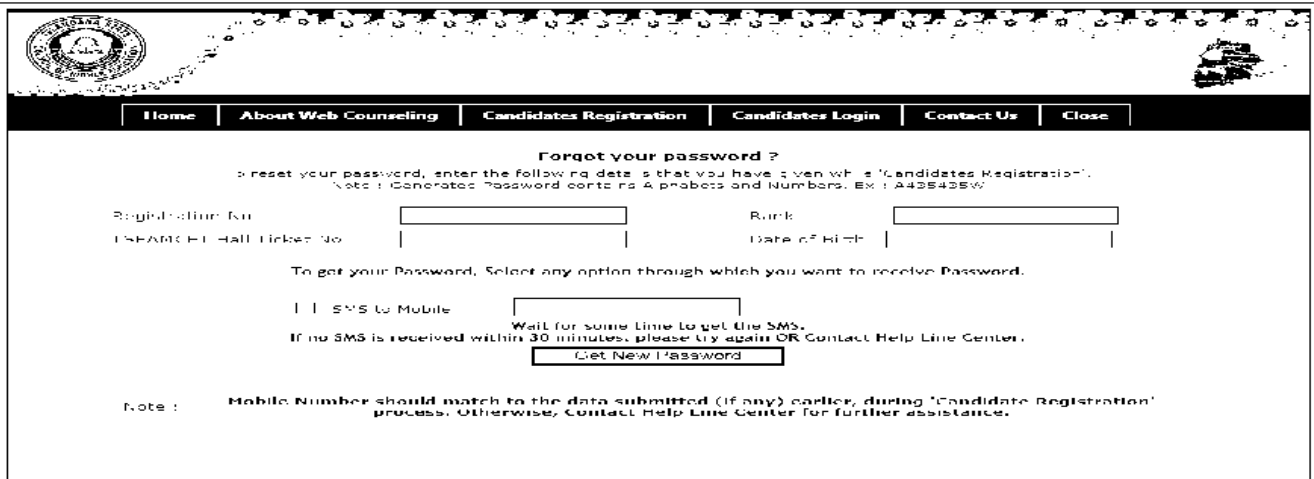
URL FOR OPTION ENTRY: https://tseamcet.nic.in

ANY CHANGES IN THE INSTRUCTIONS GIVEN ABOVE WILL BE PLACED IN THE WEB SITE.
HENCE CANDIDATES ARE ADVISED TO VISIT FREQUENTLY THE WEB SITE
https://tseamcet.nic.in

URL FOR TSEAMCET 2016 (Bi.P.C STREAM) IS https://tseamcetb.nic.in

URL FOR TSECET 2016 IS https://tsecet.nic.in   **DTE & CONVENOR**
                                                                                                                TS-EAMCET-2016 (ADMISSIONS)