TS ECET-2016 ADMISSIONS

INSTRUCTIONS TO THE PRINCIPALS OF GOVERNMENT/PRIVATE UNAIDED ENGINEERING & PHARMACY COLLEGES ON POST ALLOTMENT ACTIVITY AFTER FIRST PHASE ALLOTMENTS

Sir/Madam,

- **Allotments of candidates have been released on 15-06-2016. The candidates are informed to report on or before 22-06-2016 at the allotted college duly paying the amount if any as indicated on the Allotment Order through challan and submit Xerox copies of all original certificates, Receipt of certificates, Allotment order, joining report with Admission Number and fee paid challan at the college.**

- **The Principals are informed to upload the list of reported candidates through the link provided in the college login on or before 25-06-2016.This is mandatory.**

- **If the details of the candidates reported at the college are not uploaded results in cancellation of the allotted seat. Hence, utmost care is required while uploading the joining details of the candidates.**

- **Candidates were instructed to pay the amount through challan in any branch of State Bank of Hyderabad and obtain two counterfoils of challan duly stamped and signed.**

- **Candidate after 24 hours of payment in bank shall login and express his/her willingness to accept the allotment through SELF REPORTING SYSTEM duly taking print out with Admission Number. The check box against such candidates will only be enabled to perform joining details entry by the college.**

- **If any candidate approaches directly to college without fee challan or Joining Report with Admission Number, they may be advised to follow the above procedure in SELF REPORTING SYSTEM.**

USER MANUAL FOR PERFORMING THE ABOVE ACTIVITY

Colleges are provided with user ID and Password. Select Type of User as : *College*. Enter Userid and password. By default, the user ID and Password are of 10 character length containing the college counseling code followed by the digit 5 to fill the balance of characters.

Enter Center code : same as your Counseling code

Enter Text: Enter Captcha displayed below (Letters are case sensitive)

College counseling code	User ID	Password
OUCE	OUCE555555	OUCE555555
KUCESF	KUCESF5555	KUCESF5555
SVHUSF	SVHUSF5555	SVHUSF5555

- Double click on <mark>Internet Explorer version 9.0 and above</mark> preferably with Windows 7 Operating System. The application is not designed to work on other browsers like Mozilla Firefox, Google Chrome etc.], Enter the URL https://tsecetd.nic.in in address bar.
- Press Enter. You will get the following screen.
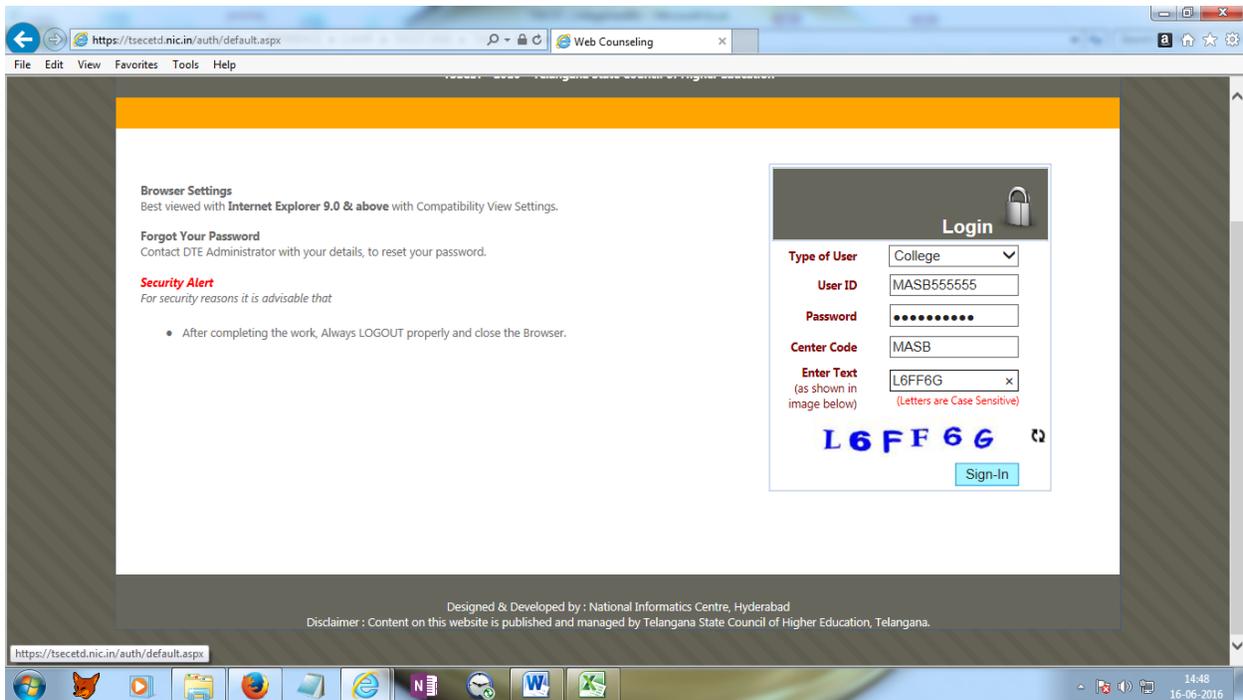
Select Type of user as **College** and enter User ID , Password and counseling code of your college. You are required to change the initially set default password in the following screen. The new password shall be of 10 character length containing a combination of Lower and Upper Case alphabets and numbers (no special characters please!).

After the change of password is updated successfully.

- **Login again with the newly set Password.**
- **Choose the desired activity by selecting the item from the drop down menu in the College**
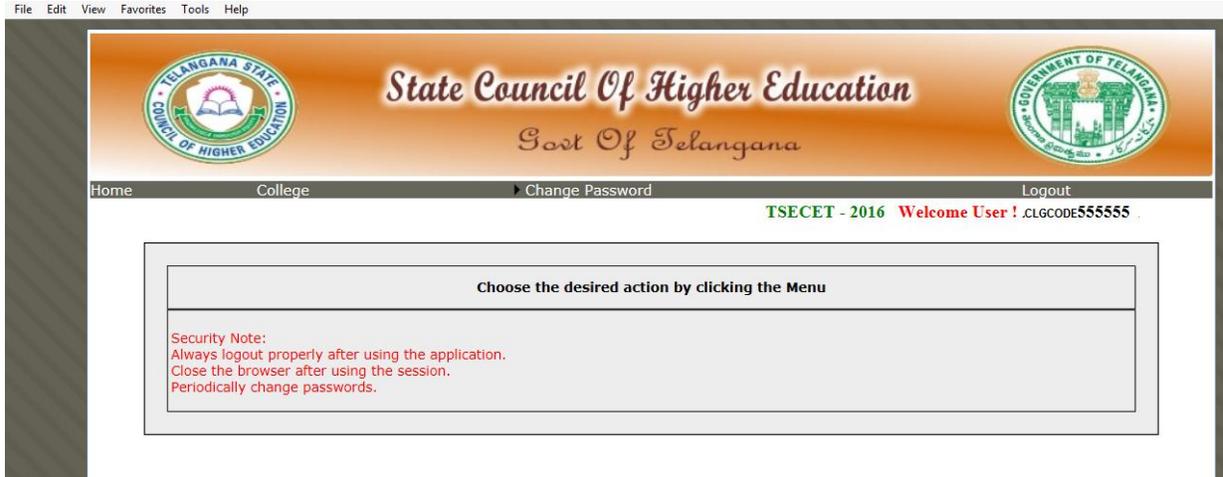
The following webpage shall be displayed on the screen:

For the details of List of allotted candidate details : Choose College -> List of Allotted Candidate Details

Enter the Branch code in the Textbox against Branch Code and click Show

- It displays the **List of allotted candidate details** in a chosen branch of the institution.
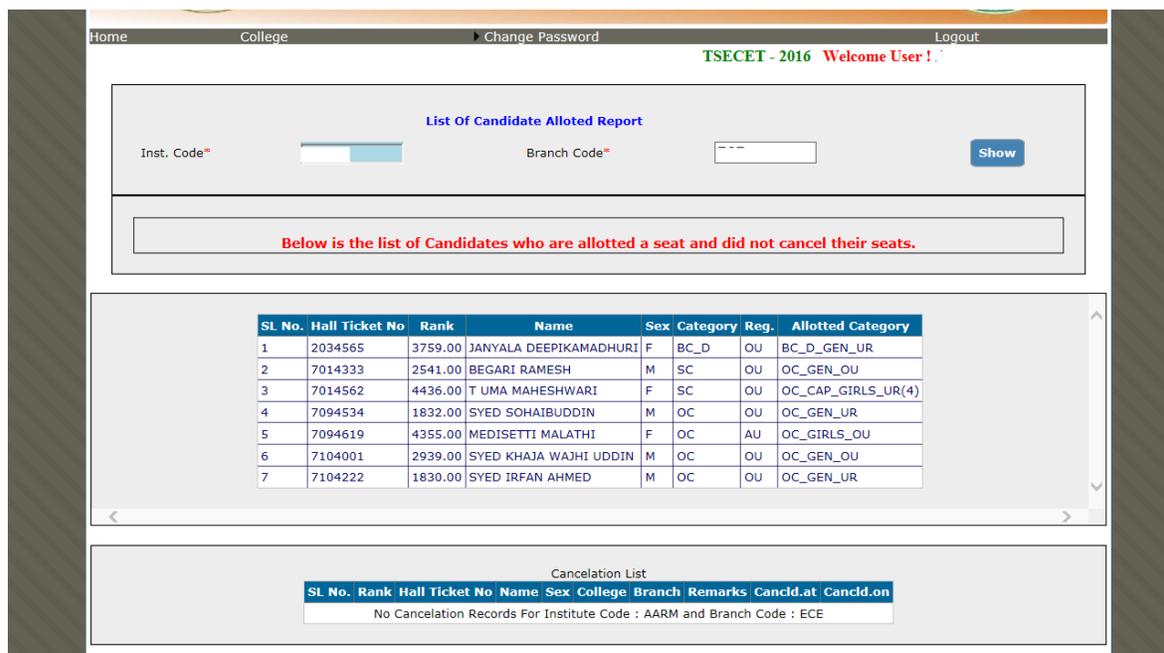
For the details of Seat Allotment List for a College: Choose College -> Seat Allotment List for a College
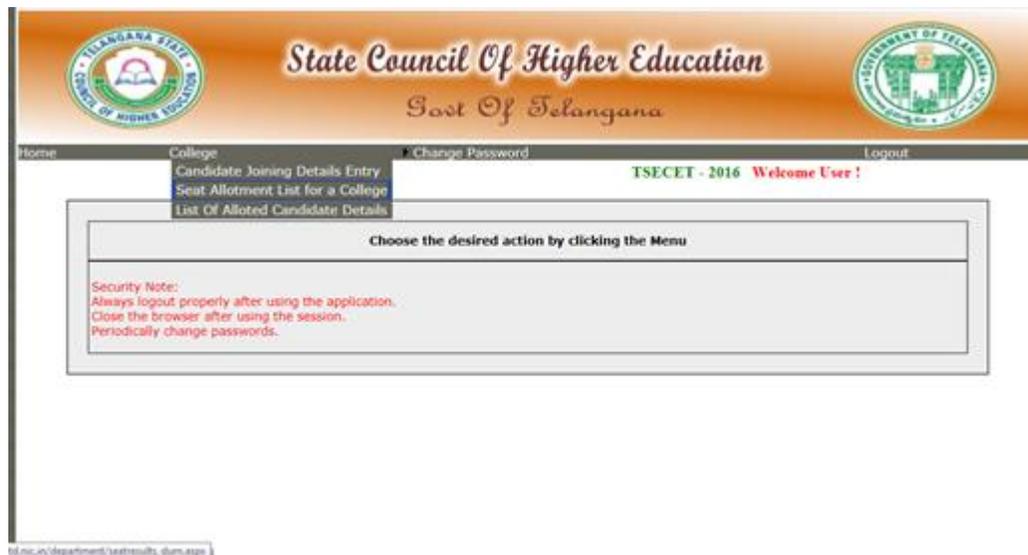
- It displays the **Seat allotment details** of all the branches in the institution.
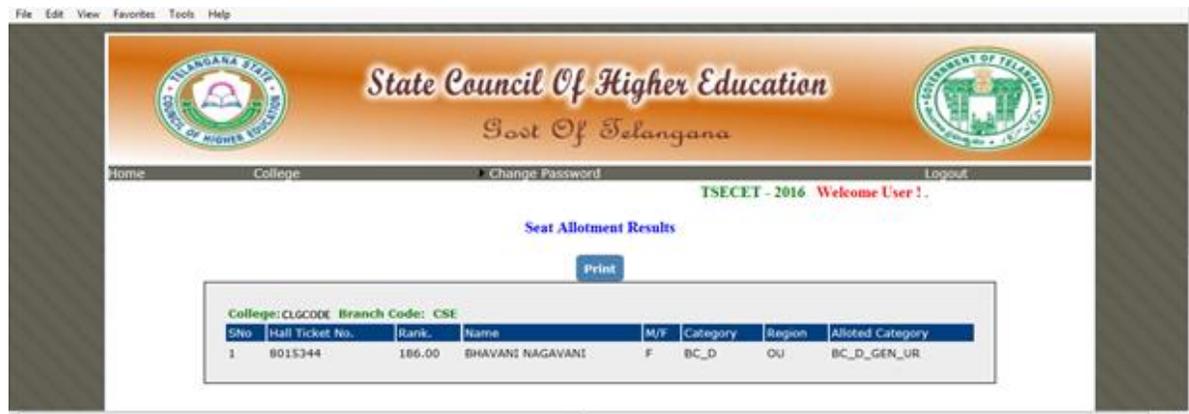
For entry of Candidate Joining Details entry of the allotted students **of all branches** reported at the institution:

Choose College -> Candidate Joining Details entry

- **Candidates Joining Details Entry** is an important activity to be performed by college. When a candidate approaches with a fee paid challan, joining report, allotment order, Receipt of certificate and copies of all other certificates, click on this link.

- The following screen is displayed.

  Enter the **Branch code** for which the Candidate Joining details have to be updated and Click on Show in the following Screen.

The following screen appears upon giving the branch code for updation of Joining details of the allotted students

Joining Details Confirmation Report

Inst. Code* CLGCODE Branch Code* ECE Show

Print

SAVE/UPDATE

SL No.	Hall Ticket No	Rank	Name	Fee Reimb	Admission No	Date of Willingness	Amount Payable	Joined By	Confirmed By	Remarks	☐
1	7104222	1830.00	SYED IRFAN AHMED	YES	18283	16/06/2016	0	Self		NA	☐
2	7094534	1832.00	SYED SOHAIBUDDIN	YES	19015	16/06/2016	0	Self		NA	☐
3	7014333	2541.00	BEGARI RAMESH	YES	0		0				☐
4	7104001	2939.00	SYED KHAJA WAJHI UDDIN	YES	0		0				☐
5	2034565	3759.00	JANYALA DEEPIKAMADHURI	YES	18316	16/06/2016	0	Self		NA	☐
6	7094619	4355.00	MEDISETTI MALATHI	NO	0		35000				☐
7	7014562	4436.00	T UMA MAHESHWARI	YES	0		0				☐

The candidate shall have exercised his/her acceptance for willingness to join through SELF REPORTING SYSTEM through his/her login. Then only, the check box against the candidate will be enabled and the college needs to update his joining by clicking in the box.

If the candidate wishes to withdraw his admission, you can permit by returning his/her documents, and issue back his/her challan to claim refund of fee paid from the Convener, TSECET-2016 Admissions, Sankethika Vidya Bhavan, Masab Tank, Hyderabad-28 and uncheck the check box by clicking again (the tick mark disappears after this action). If a candidate has not paid the amount through challan, the check box will be in disabled mode and the candidate shall be directed to pay the amount through challan . Any cancellations carried out at HLC or College will be displayed in the bottom panel of the above screen.

- **Password shall be maintained confidential to ensure correctness of entries and misuse by others.**
- **ANY MISTAKE IN PERFORMING THE ABOVE OPERATION LEADS TO TREAT THE CANDIDATE AS NOT JOINED AND THE CANDIDATE LOSES HIS/HER ALLOTTED SEAT.**

   In case of any assistance please call on 7660009768 and 7660009769.

CONVENOR-TSECET-2016 ADMISSIONS