



## DEPARTMENT OF TECHNICAL EDUCATION & APSCE

# APEAPCET-2022 ADMISSIONS (M.P.C. STREAM)

## SPECIAL ROUND DETAILED NOTIFICATION FOR WEB BASED COUNSELLING

The Qualified and eligible candidates of APEAPCET-2022, desirous of seeking admission into B.E/B.Tech Courses are informed that the web counseling process comprising payment of processing fee cum registration, online certificate verification and option entry will be conducted from 07-11-2022 to 09-11-2022. The candidates are instructed to follow guidelines/Instructions to candidates or user manual to proceed for web counseling process.

Qualified and eligible Candidates of APEAPCET-2022 who have participated in earlier phases Counseling are informed to exercise their options afresh for the leftover seats now available and consequential vacancies that may arise in the process of allotment, additional seats available in new colleges/courses, if any, from any Help Line Centre or Internet facility (Café/Home) as per the schedule given below. These candidates need not pay the processing fee once again. **The candidates who have not participated in earlier phase are directed to get their certificates verified in this Special Round phase.**

The qualified and eligible candidates of APEAPCET-2022(M.P.C. Stream) are informed to participate in web counseling for the seats available in (i) University & Private Engineering Colleges and Private Universities under Convenor quota in the State of Andhra Pradesh for the academic year 2022-23.

The web counseling schedule is given below.

### WEB COUNSELLING SCHEDULE OF SPECIAL ROUND

SNO	ACTIVITY	DATES
1	Date of issue of Notification	05-11-2022
2	Date of Publication in News papers	06-11-2022
3	Commencement of Online payment of processing fee	07.11.2022 to 08.11.2022
4	Certificate verification (Online)at HLCs	08.11.2022 to 09.11.2022
5	Dates of Option Entry	07.11.2022 to 09.11.2022
6	Option entry/Change of options	09.11.2022
7	Allotment of seats	11.11.2022
8	Self-Report & Reporting at allotted college	11.11.2022 to 14.11.2022

### **1) Registration and Payment of Processing fee:**

All the candidates who have not paid processing fee in earlier phases web counseling can pay from 07.11.2022 using <https://sche.ap.gov.in>. The following is the procedure to pay the processing fee.

1. Open the website using <https://sche.ap.gov.in> and click on EAPCET-2022 ADMISSIONS
2. Then click on Registration form link
3. Candidate can enter into Registration form by using "EAPCET Hall Ticket No" and "Date of Birth"
4. Registration form with all the basic information is displayed, verify all the details.
  - a. If no mistakes found, accept the declaration and candidate will be directed to processing fee payment gateway.
  - b. If any mistake found in the information provided, candidate can use the provision to make changes by selecting the option "Yes" from the drop down box provided before the declaration and click on submit button, which will direct the candidate to make any corrections to rectify the mistakes using suitable data with relevant document proofs to be uploaded through online. Then accept the declaration and candidate will be directed to processing fee payment gateway.
- The processing fee for web counseling is Rs.1200/- (for OC/BC) and Rs. 600/- (for SC/ST). The candidates are instructed to pay through online by credit card/ debit card/net banking etc in web site <https://sche.ap.gov.in>
- All the candidates from 1 to Last Rank can pay the processing fee from 07.11.2022 to 08.11.2022 using URL <https://sche.ap.gov.in>.
5. Once the payment is success click on print button and take a print out.

### **2) Verification of Certificates (Online):**

#### **CASE-1: (certificates were already verified through web services, no change required in the data)**

The candidates are informed to note that if the certificates were already verified through web services from the respective board/agencies based on the information furnished by the candidate while applying for EAPCET-2022 i.e., Common Entrance Test. i.e the candidates whose certificate data is already verified online through web services, they are directed pay the processing fee cum registration and can verify the details of candidate (personal, academic and other details) for the correctness. If the candidates are satisfied for data available, they need not upload any certificates. Further they are directed to proceed for exercise options as per the schedule.

#### **CASE-2: (certificates were already verified through web services, if change required in the data)**

The candidates whose certificate data is already verified through web services but candidate wishes to change the data, then candidate has to upload **relevant certificates** for online verification. After the verification of data by online by the verification officers, then the candidates have to ascertain the status of eligibility by using verification status link. If they are eligible they can proceed for exercise options as per the schedule. If case any clarification, they can visit nearest Help Line Centre.

#### **CASE-3: (Candidates whose data is not verified through online)**

In respect of candidates whose data is not verified, such candidates have to upload documents for online verification by choosing notified HLCs. After the verification of data

by online by the verification officers, then the candidates have to ascertain the status of eligibility by using verification status link. If they are eligible they can proceed for exercise options as per the schedule. If case any clarification, they can visit nearest Help Line Centre.

Candidates are informed that the verification of certificates viz SSC marks memo, Intermediate marks memo, VI class to Intermediate study certificates, Caste Certificate, Income Certificate/Ration Card, Economically Weaker section (EWS) certificate, Physically Challenged Certificate, Residence Certificate have to be verified by the counseling authorities. But the candidates are required upload only required documents only.

**NOTE1: In the above three cases candidates need not go to Help Line Centers**

After completion of registration Click on "**Verification Status**"

1. Enter Hall ticket Number and Date of Birth then click on "Show" button.
2. The candidate details will be displayed at the screen the candidates whose certificates got verified online will get display message "**Candidate is eligible for exercising options**" all such candidates have to proceed to option entry as per the schedule given in the notification.
3. The candidates whose certificates are not verified online will be displayed a message "**candidate is not eligible or certificate verification is in progress**" then such candidates should have uploaded documents in the process of registration. The uploaded certificates shall be verified by the concerned Help Line center authorities and decide the eligibility. If candidate is eligible then candidates have to proceed to option entry as per the schedule given in the notification.

#### **Certificates required for Web Counselling**

The candidates are requested to keep the following certificates before proceeding for Online Web Counselling.

All original Certificates and two sets of Xerox copies

- 1) APEAPCET-2022 Rank card.
- 2) APEAPCET-2022 Hall Ticket.
- 3) Memorandum of Marks (Inter or its equivalent).
- 4) Proof of Date of Birth (SSC or its Equivalent Memo).
- 5) Transfer Certificate ( T.C)
- 6) Study Certificate from VI to Intermediate
- 7) EWS certificate valid for the year 2022-23 from MeeSeva for OC candidates who want to claim reservation under EWS category
- 8) Residence certificate for preceding 7 years of the Qualifying examination i.e. Inter or its equivalent in respect of Private candidates.
- 9) Andhra Pradesh Residence Certificate of father/mother for a period of 10 years excluding the period of employment outside Andhra Pradesh from Tahsildar in respect of Non-Local Candidates.
- 10) Integrated Community Certificate, in case of BC/ST/SC issued by the competent authority.

- 11) Income certificate of parents from all sources issued on or after 01.01.2019 or White Ration card (candidate name and either of the parents name have to be reflected in the ration card) those who claim tuition fee reimbursement)
- 12) Local status certificate (if applicable) i.e a candidate who migrates to any part of the state of Andhra Pradesh from the state of Telangana from 02-June-2014 to on/before 01-June-2021 shall be regarded as the local candidate in the state of Andhra Pradesh.

**Exercising the options in the SPECIAL ROUND counseling:**

**1) The following category of candidates can exercise options in the Special Round counselling.**

**The Candidates-**

- a) Who has secured seat but not shown interest to join in the allotted seat.
  - b) Who have not secured seats so far, but got their certificates verified.
  - c) Who have not exercised the options so far, but got their certificates verified.
  - d) Who have secured seats, reported and aspiring for a better option.
  - e) Who have reported/Not reported but cancelled their allotment.
  - f) Who have attended for certificate verification as per the above schedule.
- 2) **Options given in the previous phases will not be considered for this Special Round of counseling for allotment of a seat and candidates have to exercise options afresh.**
- 3) **Candidates who are satisfied with their previous allotment need not exercise option once again. They shall note that if they exercise options now and a seat is allotted as per the options, the vacated seat will be allotted to next meritorious candidate and hence they will have no claim on the previous allotment.**
- 4) **It is advised to exercise options for interested colleges/courses assuming that vacancies would arise in all colleges in the process of sliding.**

**List of Help Line Centers:**

**(All Help Line Centres work from 09.00 a.m. to 06.00 p.m.)**

1. Government Polytechnic, Srikakulam district
2. MRAGR Government Polytechnic, Vizianagram district
3. Government Polytechnic, Kancharapalem, Visakhapatnam.
4. Andhra Polytechnic, Kakinada
5. S.M.V.M Polytechnic, Tanuku, West Godavari Dist.
6. Government Polytechnic, Near Benz Circle, Vijayawada.
7. M.B.T.S. Government Polytechnic, Nallapadu, Guntur
8. D.A Government Polytechnic , Ongole

9. Government Polytechnic,Venkateswarapuram, Nellore
10. S.V. Government Polytechnic,Tirupathi
11. Government Polytechnic, Ananthapuram
12. Sri G.Pulla Reddy Government Polytechnic ,Kurnool
13. Government Polytechnic for women, Kadapa

1. The options will be frozen on 09.11.2022 at midnight 12:00 and candidates cannot modify further. In case of any candidates clicks on Freeze button, exercised options will not be given for any changes/modifications.
2. The allotment will be placed on 11.11.2022 after 6.00 p.m.
3. Allotments now made are subject to the grant of affiliation from the University.
4. Detailed instructions for options entry i.e Instructions to Candidates will be placed in home page of <https://sche.ap.gov.in>

**Convener Office address:**

The CONVENOR, APEAPCET-2022 ADMISSIONS,  
D.NO:11-307, GARUDADRI K.K TOWERS  
FLAT.NO:501, 5<sup>th</sup> FLOOR,LAKSHMI NARASIMHA COLONY  
BYPASS ROAD,NEAR Dr.YSR AAROgyASRI HEALTHCARE TRUST  
MANGALAGIRI,GUNTUR DISTRICT-522 503.  
Email ID: convenorapeapcet2022@gmail.com

**Help Desk Numbers: 7995681678, 7995865456, 9177927677 (Timings as per the schedule from 9:00 AM to 5:00 PM)**

Date:05-11-2022  
MANGALAGIRI

Sd/- C. Naga Rani  
CONVENOR & DTE  
APEAPCET-2022 ADMISSIONS