Internal Approval

Prepared by	Date
APOnline	30/11/2024
Reviewed by	**Date**

Distribution list

Name	Role
APSCHE	Client
	Group Leader

Document Control Information

Version	Revision Date	Author	Affected Sections	Brief Description of Change
1.0			NA	NA

Contents

1. INTRODUCTION 4

2. SOFTWAREANDTECHNOLOGIES 4

3. Documents to be uploaded or required in registration Process....4

4. PROCESS FLOW 5

Registration/Fee Payment 6

List of Tables

Table1:SoftwareandTechnologies 4

Table2:DocumentsRequiredforRegistration 5

List of Figures

Figure1:PortalforregistrationsinAPSCHEEAPCET 6

Figure2:Registration Link 6

Figure3:Registration page....7

Figure4:Registration page....7

Figure5:Special categories 8

Figure6: Educational Details 8

Figure7:Eapcet details 9

Figure8:Changes in the application form.... 9

Figure9:Edit page 9

Figure10:Special categories in edit page 10

Figure11:Region.... 10

Figure 12: Payment screen 11

1. INTRODUCTION

APSCHE: Andhra Pradesh 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 Policy1986 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 there with and incidental there to. 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.

2. SOFTWAREANDTECHNOLOGIES

S. No.	Software	Version
1	Java	7
2	My SQL Server	2018

Table1: Software and Technologies

3. Documents to be uploaded or required in registration Process

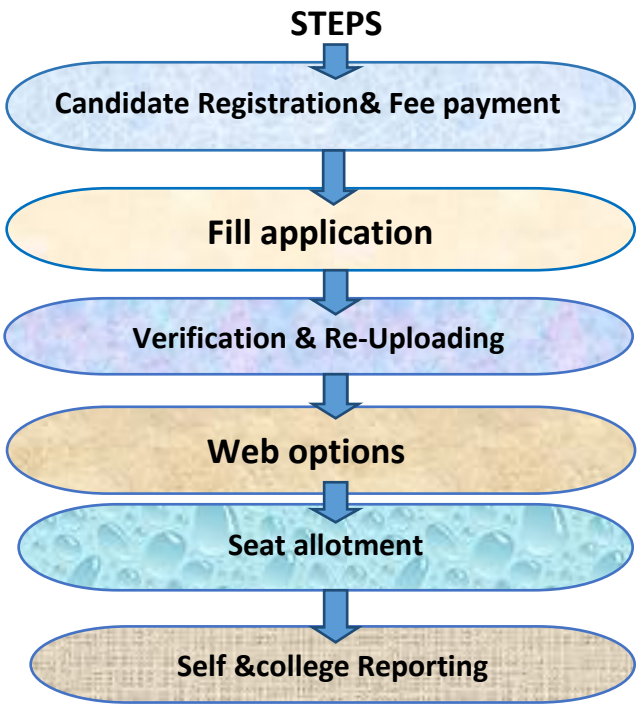
The candidates are required to be ready with the following mandatory/option details to fill in the appropriate fields before filling the Online Application Form:

S.no	Details Required	Documents to be referred
1	Credit card or Debit card details(If payment is being made through Credit card/ Debit card	Credit Card/Debit Card
	Net banking User ID and Password	Net banking User ID and Password
2	10th/Equivalent Hall ticket Number and DOB	10thorEquivalentHall ticket/Birth Certificate
3	EWS Certificate number(If candidate belongs to OC)	EWS Certificate from MeeSeva/ APSeva
4	Caste certificate Number	Caste Certificate from MeeSeva/APSeva
5	Minority Certificate Number	Minority Certificate from MeeSeva/APSeva

6	Income Certificate Number	Income Certificate from MeeSeva/APSeva
7	Local Status Certificate Number	Local Status Certificate from MeeSeva/APSeva
8	Study Certificates from Inter or its Equivalent to 6th clas s	Study Certificates obtained from respective schools
9	Inter or its Equivalent Certificate	Inter or its Equivalent Certificate issued by Competent Authority
10	Transfer Certificate	The Certificate issued by Competent Authority
11	Special Category Certificate	The Certificate issued by Competent Authority

Table2: Documents Required for Registration

4. PROCESS FLOW:



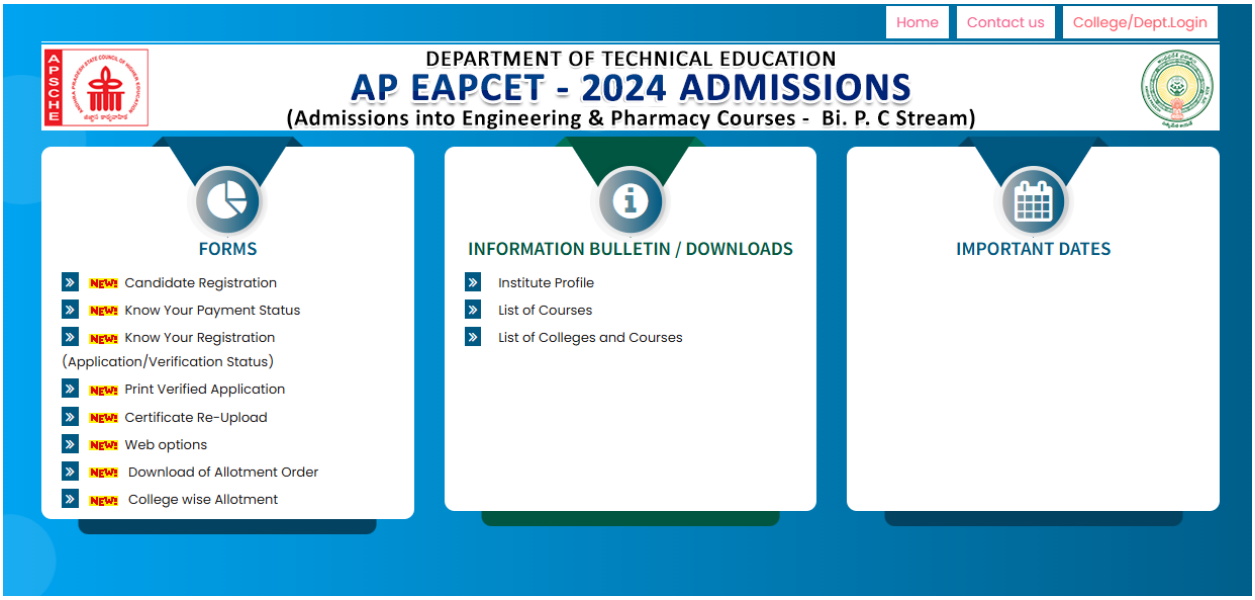
Registration/Fee Payment:

Click the below mentioned link to access the admissions portal.

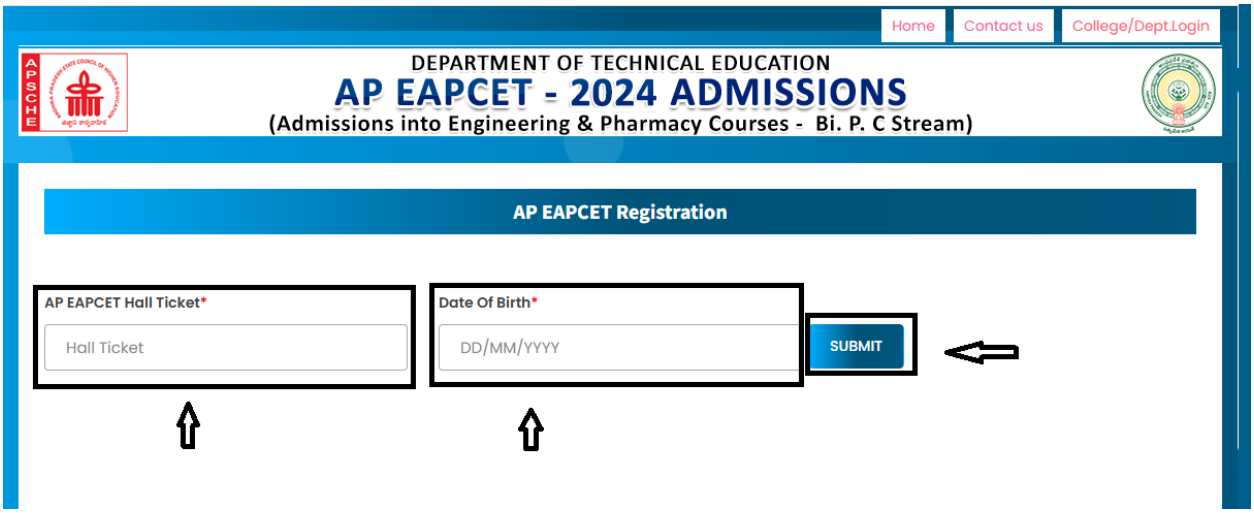
Link:https://cets.apsche.ap.gov.in/APSCHE/APSCHEHome.aspx

The following screen is displayed.

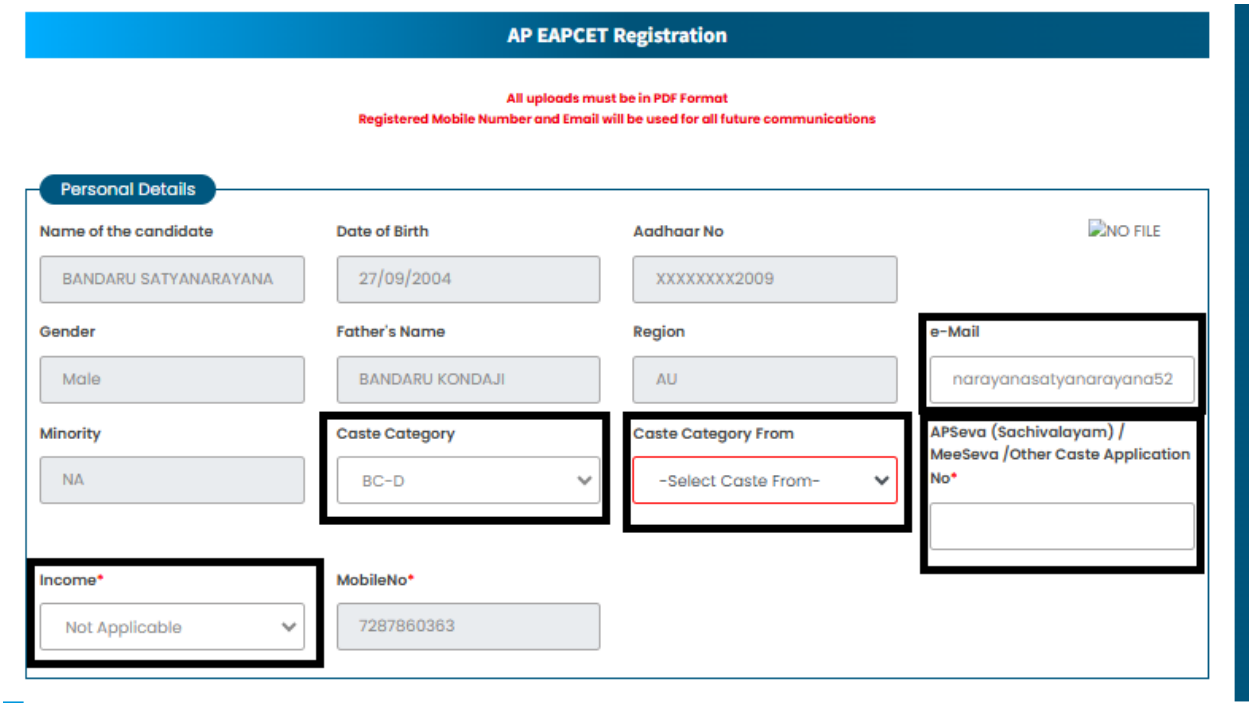
Click on the arrow mark for EAPCET(BIPC) admission registration as shown in the figure above, to open the registration Page.



After clicking the registration link, the below page will be displayed to the candidate.



Enter the valid hall ticket number and date of birth and click the submit button, after, the below page will be displayed to the candidate.



Personal Details:

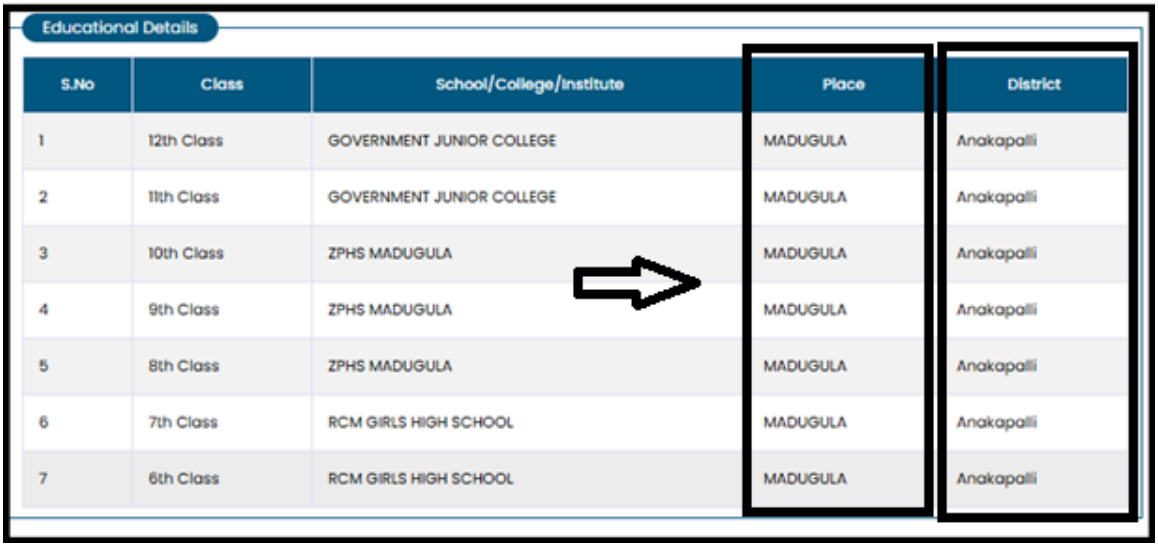
1. Personal Detail's like Name, DOB, Aadhaar number, Gender, Father's Name, Address, email ID, Mobile Number, Region, caste will be auto-populated from the entrance CET data.
2. Email can be edited by the Candidate, Proper Email should be provided by the candidate for further communication.

3. For Caste, Meeseva and APSeva integrations are integrated and candidate is given provision to select the certificate issued authority (Meeseva/APSeva). By selecting the dropdown, Candidate needs to enter the certificate number. If the certificate number is not valid, candidate has to upload the caste document, which the verification officer will verify the certificate.
4. Based on the Caste selection, candidate has to select the minority status and upload the necessary certificate if candidate has minority.
5. Fee reimbursement Yes/No has to be selected by the candidate in the Income field which is integrated with Meeseva/APSeva. If the certificate number is not validated the candidate need to upload the proper income certificate.

Special category:

NOTE: Special Categories are populated as **No** to the candidate. If the candidate wants to change the status, the candidate can edit in the edit page.

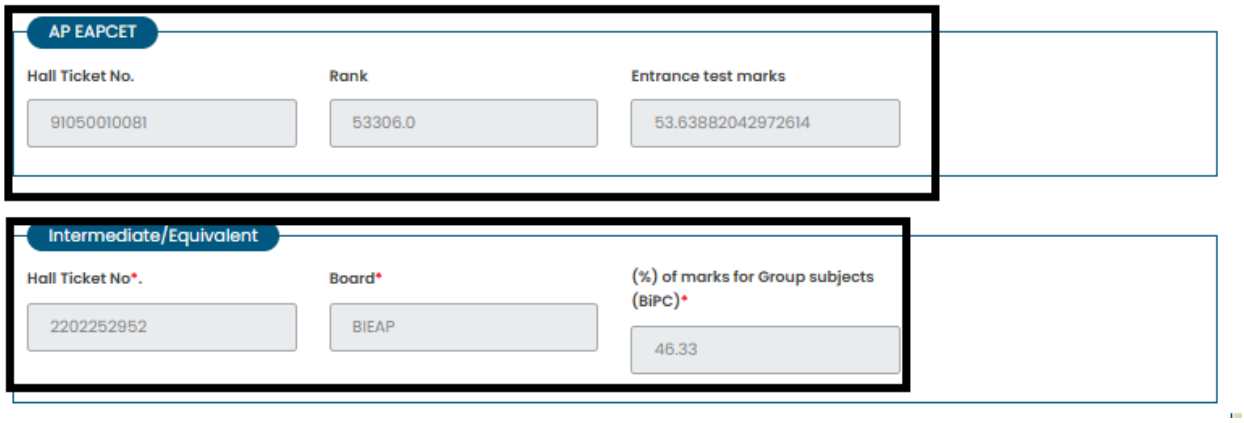
Educational Details:



1. Education details will be auto-populated from the entrance CET data.

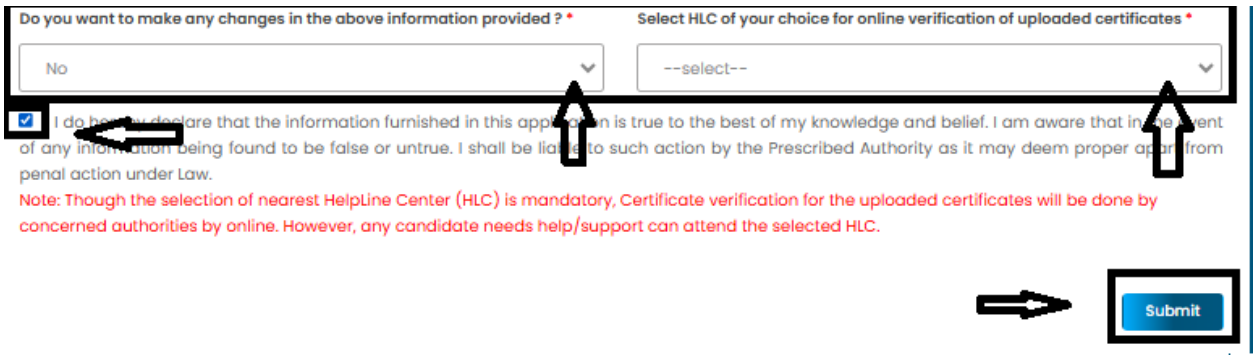
If the candidate wants to change the status, the candidate can edit in the edit page.

Intermediate/EAPCET details:



AP EAPCET and Intermediate will be auto-populated from the entrance CET data.

No Edit Page:

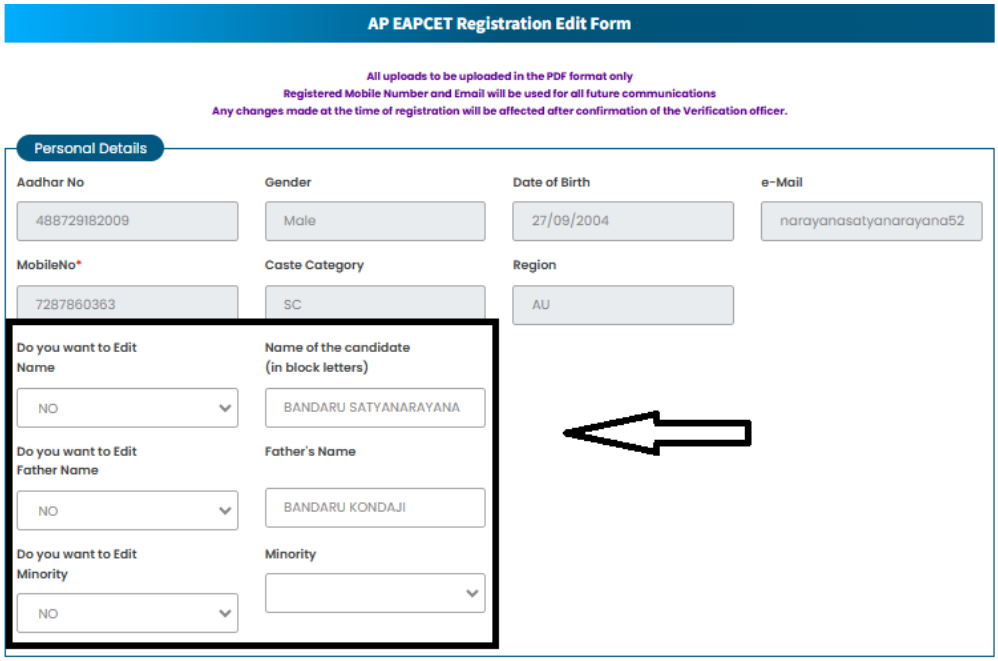


If the Candidate Selects No, the candidate can select the HLC(District)and will be landed to the payment page and can make the payment.

Edit Page:

If the candidate selects Yes and click on the submit button, the candidate will be landed to the edit page and can change the details name, father's name, education detail's, special category etc.

Edit for personal details:



Candidate details like Name, Father Name, can be edited by uploading the SSC certificate as proof.

Minority can be edit by uploading Minority Meeseva Number.

Special categories in Edit Page:

Special Categories are displayed as **No** in the registration page. Those special categories can be edited in the edit page by selecting the drop down and uploading the valid certificate.

Educational Details in Edit Page:

Educational Details from Inter or its Equivalent to 6thclass are displayed. If the candidate needs to edit the details of the particular class, the candidate can click on the check box and edit, upload the document. After editing the details, candidate needs to click on the 'Get Region' to get the local area.

If the region is AU/SVU, Candidate can move to the next page, If the region is OU, Candidate should select the drop down that he/she has local area certificate received from Meeseva.

If the candidate has certificate, the candidate can upload and select the districts in which he is local.

If the candidate selects No, the candidate is considered as OU and can move further.

If the region is NL(Non-Local), the candidate should upload the 10 years residence proof to get eligible for registrations.

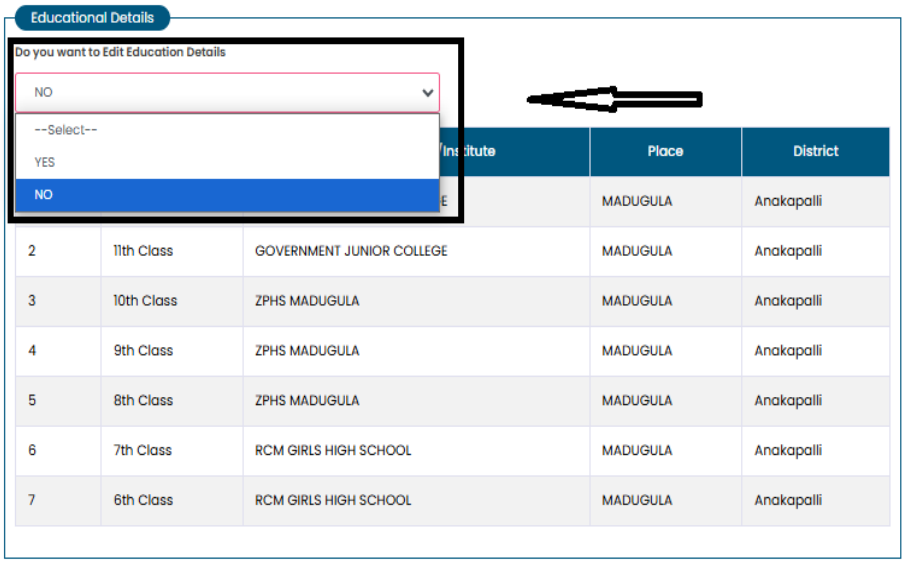


Figure 11: Region

After editing the application, the candidate and the HLC(District) can move for the payment screen.
NOTE: If the candidate selects any of the special categories, the HLC is Vijayawada Government Polytechnic College by default.

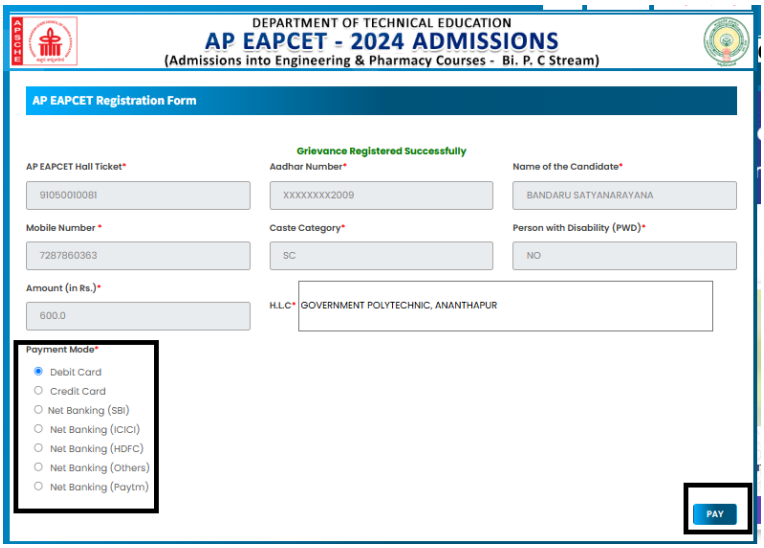


Figure12: Payment Screen

If the Payment is done, the registration has been completed and the candidate is eligible for further steps.

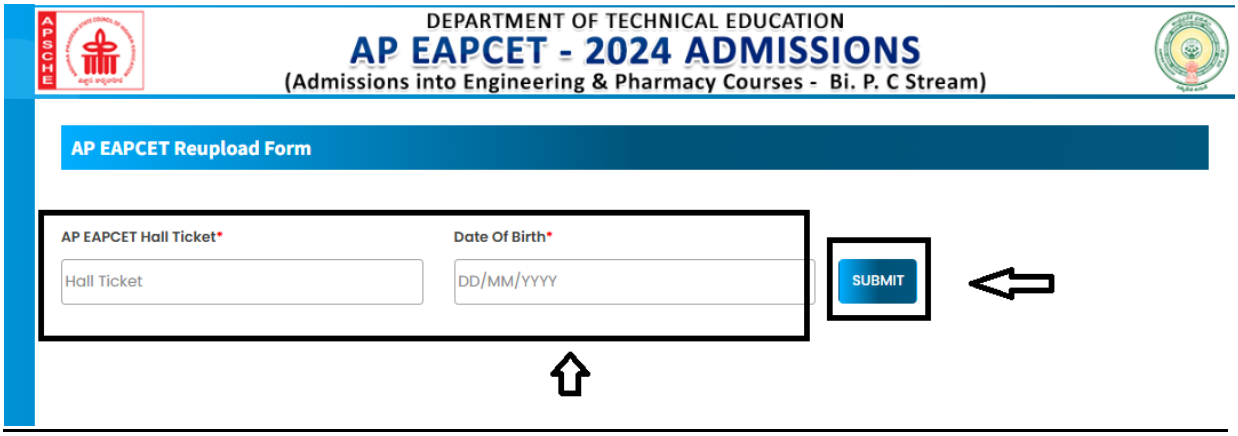
If the Payment is failed, the candidate has to repay the amount and the amount will be refunded as per bank norms if the money is debited.

Re-uploading:

If candidate certificates are uploaded with wrong certificates or blurred certificates, then a message or mail will be sent to the candidate to re-upload.

- ⇨ Candidate shall enter EAPCET Hall ticket Number & Date of Birth and click on Proceed to certificate re-upload button. And after an OTP will be received on the candidates' mobile, candidate enter the OTP in the web page.

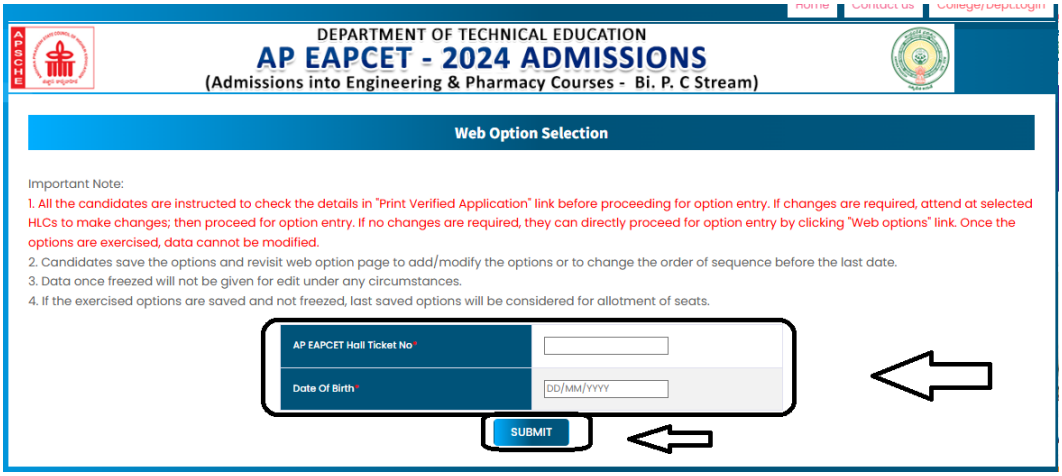
The following screen will be displayed where the candidate Re-upload page.



Note: After candidate application verified by the verification officer, only registered and eligible applicant's can participate in the web options selection process in AP EAPCET.

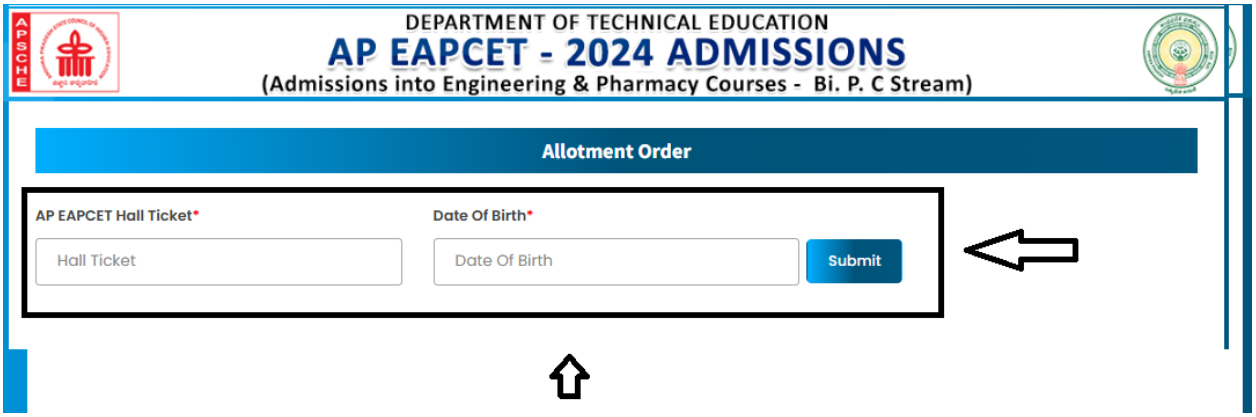
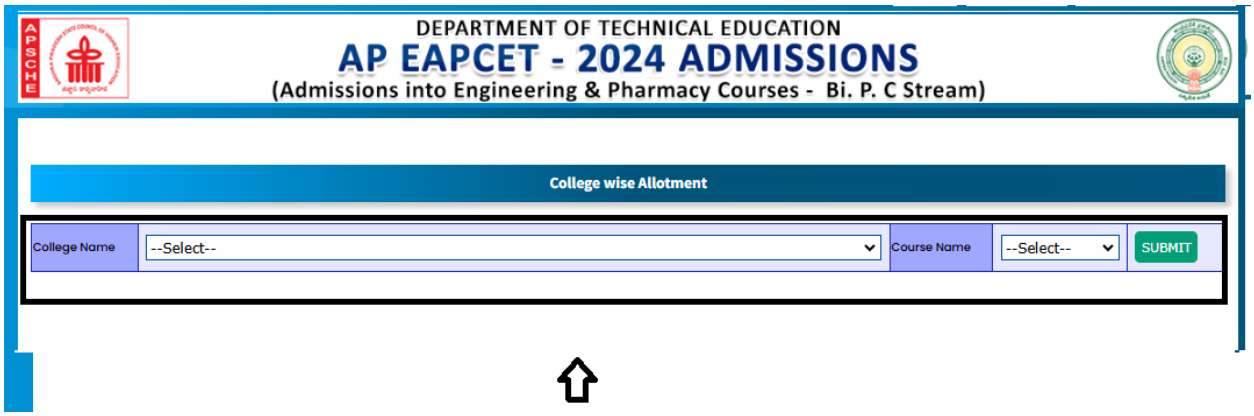
Web options:

- ⇨ After Candidate enters in the web option link enter **EAPCET Hall ticket number and date of birth**.
- ⇨ And after an **OTP** will be received on the candidates' mobile, candidate enter the OTP in the web page.



Provisional allotment order (Seat allotment):

⇨ After Candidate enter in the allotment link EAPCET Hall ticket and date of birth. (Seats are allotted based on candidate eligibility)



College wise allotment: