

PGEC/PGECET - 2010 (ADMISSIONS)
WEB BASED COUNSELING FOR ADMISSION INTO
M.E/M.Tech./ M.Pharm./M.Arch/M.Planning and Pharma-D (PB) courses

INSTRUCTIONS TO CANDIDATES

Every Candidate intending to join Postgraduate Programmes in Engineering and Pharmacy through web based counselling is required to go through the following stages.

Several Help Line Centres (HLCs) are designated to conduct the various activities of web based counselling. Every candidate shall report at any one of the HLCs convenient for him for verification of his/her original certificates.

Stage-1: Candidate Registration for Certificate verification at HLCs:

- Wait for the announcement from authorities of Help Line Centres for Registration.
- After announcement, hand over the GATE Score Card/PGECET Rank card to the officer at entrance.
- Wait for your turn in the registration hall.
- When your GATE Score/ PGECET rank is called pay Processing Fee and obtain receipt.
- Collect the Registration-Cum-Verification form from computer operator at Registration counter.
- Enter details i.e. Registration No./hall ticket number, rank etc. in the Register kept with the counter 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 name, local area, sex, category, date of birth 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, the officer will verify certificates like Rank Card, Hall ticket, Marks memo, Study certificate, income certificate etc.
- If you belong to OC Category, directly report to Certificate verification officer.
- The Officers will verify all the original certificates given by you.

**IT IS MANDATORY FOR A CANDIDATE TO ATTEND
CERTIFICATE VERIFICATION FOR ALL THE
DISCIPLINES FOR WHICH HE/SHE HAS APPLIED.**

- A Print out of Receipt of certificates will be given to you. **Check for the correctness of data in the fields: Minority, Sex, Region, Caste, qualifying degree, qualifying degree branch, opted pg discipline as these will decide the allotment of a seat** and if you find any discrepancy, report the same to the Chief Verification Officer immediately for correction. Append your signature after verifying the data printed on the Receipt of Certificates. (You are responsible for the Correctness of data. No request for alteration of data will be entertained once the options are entered). All the Original Certificates will be retained with Chief Verification Officer.
- Proceed to the Briefing Hall to take instructions on exercising options.

STAGE 3: Instructions on arriving at Options:

- All the Colleges, Courses, Districts are given codes.
- Go through the Information provided to know about the Colleges, Courses offered and other details. This helps you to Prepare List of Options in the order of Preference.
- Exercising options means you have to select Colleges and courses you wish to join and arrange them in the order of priority.
- Options will be displayed as per the PG discipline for which you have opted at the time of applying for PGEC/PGECET and eligibility rules of various specializations/universities.
- The Officer in Briefing Hall will demonstrate and explain the procedure of exercising options and filling of Manual option form.
- Collect the manual option form. They can also be downloaded from the Home page of <http://appgecet.nic.in>.
- You can now leave the Help Line Centre.

STAGE 4: Preparatory work to be made at home for exercising options:

- Consult your parents/friends on the selection of courses and Colleges you wish to join.
- Enter the district code, college code and course code against the option (preference) number in the manual option form.

An Example is given below:

College code	District code	PG specialization code	Option number
AUCE	VSP	ECRAMIEN	1
OUCESF	HYD	ECESVDEN	2
SVUC	CTR	CECIVIEN	3
JNTH	HYD	EEPOELEN	4

- **You can give any number of options as per your choice.**
- **The allotment process reads the choices as per the option number and allots a seat as per the availability of vacancy in that college and course.**
- **Do not write the options for which you are not interested to join.**
- **Exercise as many number of options as possible to avoid disappointment of not getting a seat.**
- **All candidates can exercise their options for minority colleges also. However, Allotment to them will be made subject to**

availability of vacant seats after exhausting eligible concerned minority candidates.

- It is advised to prepare the list of options in the manual option form supplied before entering the options on web.

STAGE 5: Procedure to be followed for exercising options on Web

1. You can exercise the options on the web from your home or from any internet café or from any Help Line Center with the help of filled in manual option form already available with you.
2. If you are unable to enter the options on the web by yourself, you can take the assistance of Computer operator at the HLCs. However, you are advised to enter the password by yourself to maintain secrecy.

Steps to be followed for entering the options on web:

1. You must have already completed the process of certificate verification at any one of HLCs.
2. Choose a computer that contains Windows operating system (except earlier versions of Windows98) and loaded with Internet Explorer version 6.0 to 8.0 browser. Browsers such as Netscape Navigator, Mozilla Firefox, Google Chrome will not support this web application.
3. Please type URL or Website address: <http://appgecet.nic.in> or as indicated in the notification and press **Enter**.
4. The home page contains the information regarding Web Counseling (in the left panel) and "Candidates Registration" to generate password and "Candidates Login" for exercising options(in the right side panel).
5. Click on 'Candidate Registration' and enter the following details.

Application No.	GATE Reg. No.	Rank	Date of Birth
Application No.	PGECET H.T No.	Rank	Date of Birth

- (Above information in the Receipt of Certificates) and click on "**Generate Pass word**".
6. Enter Password box appears.
 7. In the "**Enter Password**" box enter a 'password' of your choice (having a minimum of 6 characters length with at least one Numeral, For example: BALA23, TECH27, PGECET2, APPLE41, bala7ji, pgECeT1 etc.,) and re-enter the same at "**Re-enter password**" box. Remember the type of letters used in password (Upper case or Lower case) as password is case sensitive. Enter your mobile phone number (if available) and email id (if available).
 8. Click on "**Save**" to save the password and click on "**Log Out**" to complete the registration and return to home page.

Importance of Password:

- Password is important and should be held confidentially. Do not reveal it to anybody as it might enable modification/tampering of your data.
- Password is essential for Login, Change of options and for printing of allotment order.
- You can change your password if you know the previous password. If you forget the password, you need to approach the Camp Officer of nearest Help Line Centre with your identification proof for generation of New password.
- The Convenor is not responsible for any misuse of the password by the Candidate or by others.

9. Click on **"Candidate Login"** is provided for exercising the options.
10. Enter the details "Registration No., Hall Ticket No., Pass Word and Date of Birth" and click on **"Sign In"**.
11. Read the instructions on the screen carefully. Read the Declaration & click on **Check Box** to confirm that you have read all the instructions and then click on **"Help Screen"**. Screen providing explanation about different Menu items that would appear on the option entry screen.
12. 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 the same will also be displayed if you click on **"Option Entry form"** in the previous screen. If you select a District, College codes, course codes in that district will be displayed. If you select all districts, the details of colleges-courses in the entire state based on your eligibility will be displayed.
13. Click on **'Display Option Entry form'** displays the screen for exercising the options.

CODE	NAME OF COLLEGE	DISTRICT	REGION	SPECIALIZATION CODE	SPECIALIZATION NAME	OPTION NO.

14. In the Screen, the codes of the colleges and District Code and courses offered will appear as input boxes and you need to enter your option numbers in the Input boxes. Enter your Hall Ticket Number in the check box and proceed further for option entry.

NOTE:

- In the Option entry Screen, Different Colour Codes are employed to enable the candidate to distinguish University Colleges, Private/University Self Financed Colleges as well as Minority Colleges. Candidates are advised to familiarize themselves with the colour tags before entering options. Full name of college, place, can be known by clicking on the college code.

15. **You are advised not to start entering options directly on the web without preparatory work at home, as you may commit mistakes.**
16. While filling the option form **'Click on Save Options'** at regular intervals.
17. After completion of **Option entry** Click on **"Logout"**, it displays an alert message with **three** buttons **"Save and Logout"**, **"Confirm Logout"** and **'Cancel Logout'**.
18. Click on **'Cancel Logout'** retains the **Options Entry Form**.
19. Click on **"Save & Logout"** button will save the options exercised up to that point of time and display the details of the options exercised.

20. Click on "**Confirm Logout**" button will **retain the saved options**.
21. You can take a print out of saved options and verify thoroughly.
22. After verification of the options exercised, if you wish to modify or delete options or enter some more options, repeat the steps from sl.no.8 to 22 as mentioned above.

You are informed that, you can add, modify or delete the options any number of times within the stipulated time. The options given by you for last time will be taken as your Final options and these will be frozen. If you wish to change the frozen options once again approach any one of the help line centers on any one of the dates mentioned to modify your frozen options by paying the prescribed fee. This is the final opportunity and after this no further change can be done. The Options recorded in the server after this operation will be taken for allotment of seats.

Stage 6: Final Allotment of Seats

The allotments will be processed on the date mentioned in the notification based on merit rank, local area, sex and reservation category (ies) as per rules and will be placed on the web. Download the allotment order, by clicking on Candidates Login and Enter Registration Number, Hall Ticket Number, Date of Birth and Password. This is final allotment and request for change will not be entertained.

SUMMARY OF RULES & ALLOTMENT PROCESS

a) Reservation of Seats to Various categories:

1. As per the rules in vogue, the Seats in the Convenor quota will be reserved for various categories.
 - i) Open Competition-50%, ST-6%, SC-15%, BC-A-7%, BC-B-10%, BC-C -1%, BC-D- 7% and BC-E-4%.
 - ii) 1/3 of Seats in each category will be reserved for women while the remaining 2/3 of seats are general (Both Boys & Girls are eligible).
2. In regional institutions, 85% of seats in each category are reserved for locals of that area (Depending on the location of the institute) while the remaining 15% are Un reserved. (Common to all areas). In statewide institutions 85% of seats are allocated to AU,OU,SVU regions in 42:36:22 ratio while the other 15% are un-reserved.

b) Allotment Process:

GATE/GPAT candidates are processed first. The left over seats will only be offered to PGCET qualified candidates.

Based on the Options exercised by the Candidates, their eligibility for the specializations opted and the concerned university qualification requirements [as recorded in the Server on the last day of the Options] Allotment of Seats will be taken up. While allotting the seats, Merit (Rank), Category, Gender and Local Area will be considered. The allotment process reads the options exercised by a candidate in order of preference at each stage. As the number of options to be exercised is not limited a candidate can give as many Number of options as possible. Hence, candidates are advised to

exercise as many options and sequence them carefully. The following is the Sequence of Allotment Process in steps:

1. Allotments under open competition for all candidates in Non-Minority institutions.
2. Allotments to minority candidates in Minority institutions.
3. Allotments under open competition in Both Non-Minority & Minority institutions for the leftover minority seats and consequential vacancies. (* Hence, candidates can opt for seats in minority colleges also).

In respect of allotments in SC/ST/BC categories, the sequence (a) to (d) will be followed in each of the steps 6 to 9 mentioned below:

- a) Allotment to respective reservation category seats for concerned category candidates.
- b) Conversion of leftover girl seats to boys in each of the categories.
4. Allotment to ST Category seats.
5. Allotment to SC Category seats.
6. Allotment to Open Competition for Leftover seats in ST and SC and consequential vacancies.
7. Allotments to BC category seats in the order BC-A, BC-B, BC-C, BC-D, BC-E and inter conversion of leftover seats from one category to other in cyclic order (A→B→C→D→E→A).
8. Allotments to minority candidates for the minority seats vacated by minority candidates during earlier stages (6-9) of allotments.
9. Final allotment to all candidates under open competition for all the leftover seats and consequential vacancies in rank order.

Note 1: In terms of G.O.Ms.No.42, Higher Education Dept, Dated: 18.05.2009, while making allotments to the seats in various courses/categories, the first 15% of seats (Unreserved) shall be filled up following combined merit list of all eligible candidates and thereafter the remaining 85% of the seats shall be filled up by local candidates only.

Note 2: If a candidate who had earlier allotted a seat under open competition moves to a better option during category (SC/ST/BC) allotment, the seat vacated will be offered to the next meritorious candidate of the same reservation category as per G.O.Rt.No. 550, Higher Education Dept. In view of this, candidates can exercise options to a college/course where there is no allocation of a seat to a particular category in the seat matrix.

Note 3: The allotment process takes care of all possible reservations of a candidate (Local/Non-Local/ST/SC/BC and Gender) during various stages and their merit is protected at each step.

Stage 7: Payment of Fees

Download the challan form for payment of fee. With downloaded allotment order you have to remit the fees in one of the branches of Andhra Bank or Indian Bank in the State and obtain a receipt.

All candidates are exempted from payment of tuition fee whose parental annual income is up to one lakh and shall claim for reimbursement of

fee and such provision is subject to the orders of the Government issued from time to time.

Stage 8: Reporting at College:

With downloaded allotment order, fee payment receipt and a set of Xerox copies of all certificates candidates shall report at the allotted Colleges within the dates mentioned by the authorities.

If you fail to report on or before the date stipulated by the authorities the allotment made in favour of you will be treated as cancelled and you will have no claim further on the allotment.

Even if a candidate pays the fee but is unwilling in the allotted seat, he shall not report at that college. Such cases will be treated as not reported and the allotment will be cancelled.

Stage 9: Participating in Subsequent Phase(s) of Counseling (if any):

- If you have not participated in previous phase(s) of counseling, 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 Counseling, you can participate in subsequent phase(s) of counseling, provided you got your certificates verified at the HLC.
- If a seat is allotted in previous phase of counseling, and you are not interested to join in the allotted college, you should not report at the college/Pay the fee. You are entitled to participate in the Web Counseling but will be eligible to join the New College/Course and will have no claim on the previous allotment.
- If you had paid the fee and/or reported at the college, you can participate in the subsequent phase(s) of Web Counseling if any. If a seat is allotted as per your option, you shall move to the new allotment and will have no claim on the previous allotment.

Stage 10: Process of Withdrawal:

- At the end of the Counseling process, still if you want to withdraw/cancel the allotted seat, you can do so before a stipulated cutoff date. Beyond this date, the convenor will have no say on your admission and is left to the discretion of the Principal of the institution.

**CONVENOR
PGEC/PGECET-2010 (ADMISSIONS)**