

ACHARYA NAGARJUNA UNIVERSITY :: DIRECTORATE OF ADMISSIONS :: ANUPGCET -2018 :: WEB COUNSELING PROCEDURE

Every candidate attending for Certificate Verification at Counseling center is requested to follow the stages as indicated below ...

Stage 1- Candidate Registration for Certificate Verification:

- Wait for the announcement from authorities of Counseling Center 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 the Registration-cum-Counseling Fee and **Obtain Receipt**
- Collect the Registration-cum-Verification form from the Counseling Staff at the Registration Counter
- Enter details 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 name, local area, sex, category, date of birth etc., for correctness
- If there is any mistake, report to the verification officer for correction
- Report to one of the Certificate Verification officers to get other certificates like Rank Card, Hall Ticket, Marks Memo, Income Certificate etc., for verification
- The Officer will verify all the original certificates given by you
- A Print out of receipts of certificates will be given to you and if you find any discrepancy, report to Verification Officer for correction. Append your signature
- Proceed to the briefing hall to take instructions on exercising options

Stage 3 - Instructions on Exercising Options:

- * Exercising options means you have to select colleges and courses you wish to join and arrange them in the order of priority
- * Collect List of Colleges and their Codes, Courses offered and course codes, Manual Option Form and Specimen Option form and retain with you
- * The officer in briefing room will explain the procedure of exercising options and filling of blank option form

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
- ⊗ Take the manual option form and write option number, college code and course code you wish to join. For example, you wish to join in (UNIVERSITY COLLEGE OF SCIENCES) under the option number, you will write (1), under college code write (xxxx), under course, write (BOTANY). If you wish to join (ZOOLOGY) as your second option, write (2) under option number, college code (xxxx) and write ZOOLOGY i.e. if the vacancy is not available in Botany, Zoology will be considered for allotment of seats. In the similar fashion, write down any number of options.
- ⊗ Once your list in the manual option form is ready, take the Specimen Option Form and enter the option numbers against the college codes and course codes you have selected and fill the entire specimen option form. This filled in specimen option form shall have to be handed over to the operator to fill the option entry form on the computer screen. Do not forget to take the filled in manual option form and filled in specimen option form to the internet centre as these are essential for entering the options on a computer.

Stage 5 - Procedure to be followed for exercising options on Internet:

You can exercise options from home or from any internet cafe or from any Help-Line center with the help of filled in manual option form and filled in Specimen Option form already available with you

STEPS TO BE FOLLOWED FOR ENTERING THE OPTIONS ON SCREEN

- » You must have already completed verification
- » Please enter URL or Website address: **www.anudoa.in** or as indicated in the notification
- » The home page contains the information regarding Web Counseling, "**Candidates Registration**" for web counseling and "**Candidates Login**" for exercising options
- » Before selecting "**Candidate Login**" for exercising options, you have to complete the Candidate Registration
- » Through Candidates Registration process, generate the password required for exercising options
- » Click on Candidate Registration process and enter the following details - Application No., Hall Ticket No., Rank No., Date of Birth and click on Generate Password
- » In the Enter Password box, enter the password (having a minimum of 6 characters length with at least one alphabet) and click on Save to save the password and click on Logout to complete the Registration and return to home page

Exercising Options:

- ♣ "**Candidate Login**" is provided for exercising the options
- ♣ Enter the details "Register Number, Hall Ticket Number, Password and Date of Birth" and click on Sign In
- ♣ Read the instructions carefully. Read the declaration and then click on Check box to confirm the same and then click on "**Option Entry Form**" or "**Help Screen**". Clicking on Help Screen will display the screen providing explanation about different Menu Items
- ♣ Read the explanation about various menu items, and then click the button "**Click here to enter options**", it displays the screen with Two Districts along with check boxes. The same will also be displayed if you click on Option Entry Form in the last screen
- ♣ Select one or more from College display in those affiliated colleges including under University
- ♣ Click on 'Display Option Entry Form' displays the screen for exercising the options
- ♣ In the screen Two year courses (**PG Courses**) are displayed in (xxxx) Colour
- ♣ By looking at already filled Specimen Option Form, enter the option numbers in the spaces on the screen
- ♣ You are advised not to start entering options directly on the web without preparatory work at home, as you may commit mistakes
- ♣ While filling the option form '**Click on Save Options**' at regular intervals. 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**" retain the Option Entry Form. Click on "**Save and 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 exercised.
- ♣ After verification of the options exercised by him or her, for modifying the options, the candidate has to click on Login for Option Entry Form
- ♣ You are informed that, you can add, modify or delete the options any number of times within stipulated time. 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 the 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

Stage 6 - Final Allotment of Seats:

- ⊗ The allotments will be processed on the date mentioned in the notification based on the merit and category and will be placed in the web. You have to download the allotment order. This is the final allotment and request for change will not be entertained

Stage 7 - Payment of Fees:

- * Payment of fee through online by Credit/Debit Card/Internet Banking. With downloaded allotment order you have to remit the fees in one of the branches of State Bank of India and obtain a receipt. However in respect of SC/ST/BC/PH/Minority a candidate whose parenter income is up to one Lakh per annum, erasing amount will be paid.

Stage 8 - Reporting to College:

- ✓ With downloaded allotment order, fee receipt etc., you have to report at the respective colleges in which seat is allotted within the dates mentioned by the authorities. If you fail to report on or before the stipulated dates mentioned by the authority, the allotment made in favor of you will be treated as cancelled and you will have no claim further on allotment.

ADMISSION PROCESSING FEE TO BE PAID AT THE TIME OF COUNSELING (NON-REFUNDABLE)

Rs. 1100/- for all Candidates	Rs. 550/- in case of SC/ST Candidates	SLIDING FEE:	FIRST SLIDING FEES: Rs.300/-	SECOND SLIDING FEES: Rs.500/-	NO FURTHER SLIDING.
who secure admission into ANU Colleges, P.G. Centre, Ongole and its Affiliated PG Colleges					
FOR DETAILS CONTACT: Dr. M. RAMI REDDY, DIRECTOR, DIRECTORATE OF ADMISSIONS, ACHARYA NAGARJUNA UNIVERSITY, NAGARJUNANAGAR – 522 510. ; Mobile No: 9440258811, 9440258822 ;					
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