

**User Manual  
For  
AP-OAMDC  
(Online Admission Module for Degree  
Colleges)**

**By**



## Internal Approval

Internal Approval

<b>Prepared by</b>	<b>Date</b>
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## 1. INTRODUCTION

AP OAMDC 2023 website has been launched for Online Admission Module for Degree Colleges in Andhra Pradesh State. APSCHE, Commissioner of Collegiate Education will conduct AP Online Degree Admissions through “Online Admissions Module for Degree College’s portal “.

The Board of Higher Education has given opportunity for online registration, Web option entry for selection of courses and colleges for admissions in BA, BCom, BSc courses as per the time schedule. Students can apply through the website.

Students who have studied Inter in AP need only enter the hall ticket number and submit the details of the parents. Those who have passed through other boards will have to go to the help centers for certificate verification.

## 2. SOFTWARE AND TECHNOLOGIES

S. No.	Software	Version
1	Dot NET with MVC	2019
2	My SQL Server	2016

Table 1: Software and Technologies

## 3. Documents to be uploaded or required for Registration Process

The candidates are required to be ready with the following mandatory / optional 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	Intermediate/ Equivalent Hall ticket number and Aadhaar number	Intermediate or Equivalent Hall ticket/Aadhaar number
3	EWS Certificate number (If candidate belongs to OC)	EWS Certificate from Mee Seva/ AP Seva
4	Caste certificate Number	Caste Certificate from MeeSeva/AP Seva
5	Study Certificates from 12 <sup>th</sup> / Equivalent to 6 <sup>th</sup> class	Study Certificates obtained from respective schools
6	Intermediate/ equivalent Marks	Intermediate / Equivalent Marks memo
7	Special Category	The Certificate issued by Competent Authority

Table 2: Documents Required for Registration.

## 4. PROCESS FLOW



### 4.1 Registration / Fee Payment:

Click the below mentioned link to open the admissions portal.

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

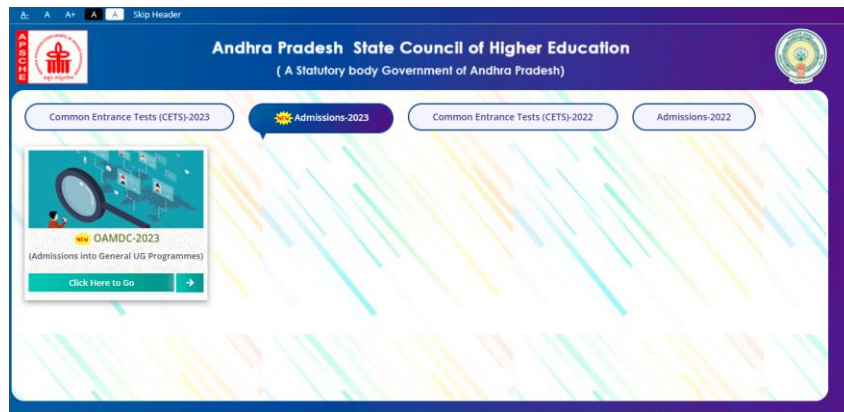


Figure 1: APSCH Home Page

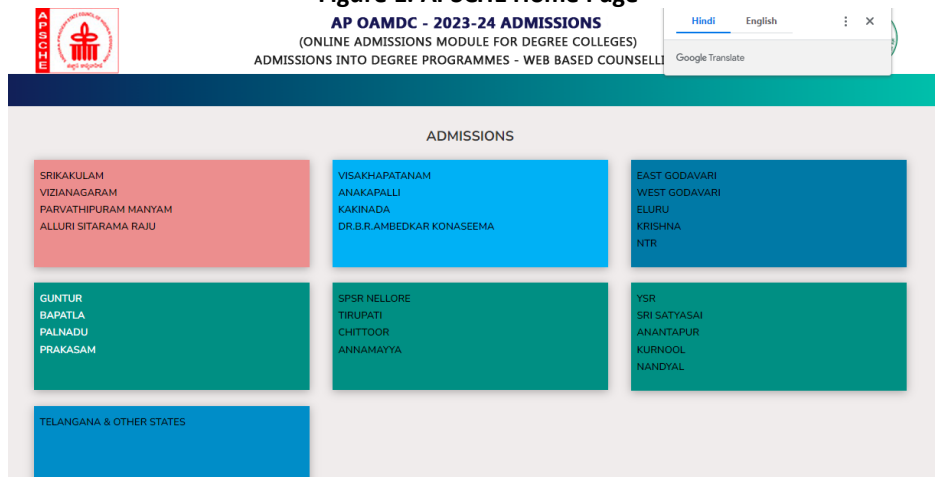
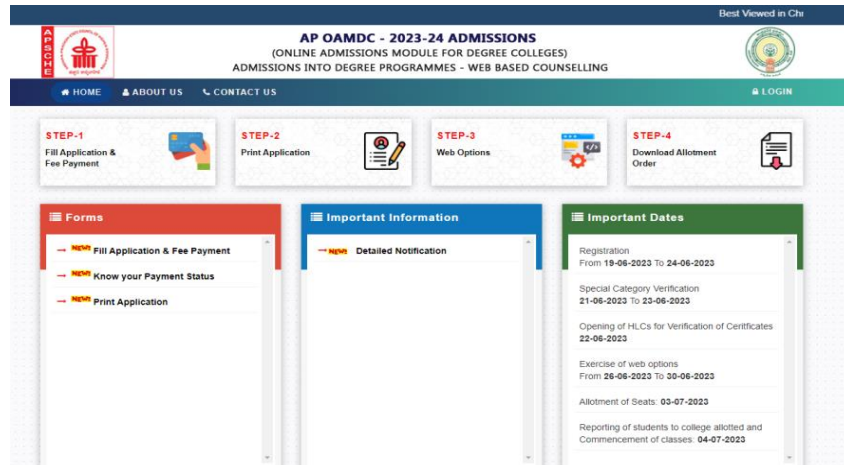
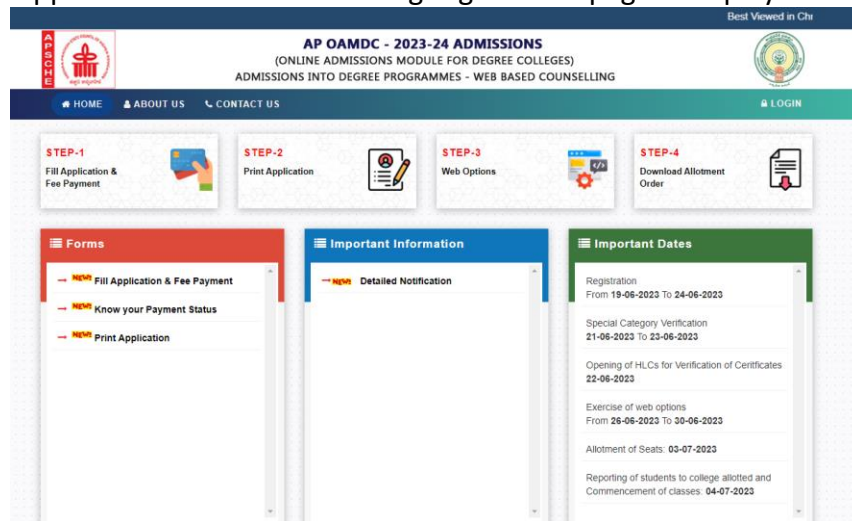


Figure 2: District Selection



**Figure 3: Home Page**

Click the link in Application forms the following registration page is displayed.



**Figure 4: Registration Page**

The candidate is instructed to read all the information present in Information Bulletin which pertains to the admission process.

Click Step 1, the following screen will be displayed where the candidate has to

- Select the Intermediate/Equivalent board name
- Enter the valid hall ticket number
- Enter the valid aadhaar number
- Mobile number
- Email id

click **Submit**.

The screenshot displays the 'Candidate Registration' form on the AP OAMDC - 2023-24 Admissions website. The header includes the AP OAMDC logo, the text 'AP OAMDC - 2023-24 ADMISSIONS (ONLINE ADMISSIONS MODULE FOR DEGREE COLLEGES) ADMISSIONS INTO DEGREE PROGRAMMES - WEB BASED COUNSELLING', and a 'Home' button. The form itself is titled 'Candidate Registration' and contains the following fields:

- Intermediate/ Equivalent Board Name\* (Dropdown menu with 'Select' option)
- Intermediate/ Equivalent Hall Ticket Number\* (Text input field)
- Aadhaar Number\* (Text input field)
- Mobile Number\* (Text input field)
- Email\* (Text input field)

A purple 'Submit' button is located at the bottom center of the form.

**Figure 5: Basic Details Entry**

On submitting, the following screen will be displayed with personal details, Special Categories, Intermediate details, Educational Details, present Address and permanent Address.

### **Personal Details**

Personal details like Aadhaar number, Mobile number and Email id will be populated. The remaining fields are given for entry i.e

- Name
- date of birth
- Gender
- Father name
- Mother name
- Select the caste category
- Select the Minority status
- Fees Reimbursement
- Candidate signature and candidate picture.

**AP OAMDC - 2023-24 ADMISSIONS**  
(ONLINE ADMISSIONS MODULE FOR DEGREE COLLEGES)  
ADMISSIONS INTO DEGREE PROGRAMMES - WEB BASED COUNSELLING

**Candidate Details**

\*All uploads must be in PDF / JPG / JPEG Format and size should be Less than 1 MB\*  
\*Personal and Educational Qualification Details in respect of 10th Marks Memo\*  
\*Registered Mobile Number and E-mail ID will be used for all future communications\*

**Personal Details**

Name of the Applicant\*  Date of Birth(DD/MM/YYYY)\*  Aadhaar No\*  Student Gender\*

Father's Name\*  Mother's Name\*  Mobile Number\*  Email ID\*

Caste Category\*

Minority Status\*  Minority / SSC-TC Certificate\*

Fee Reimbursement(Income)\*  Student Signature\*  Student Photo\*

**Figure 6: Personnel Details Page**

## Special Categories

Candidates with special categories like physically challenged, NCC, Sports & games, Children of armed forces (CAP) and Extra-curricular activities should select the category and has to enter valid certificate number if the candidate belongs to PH. If the candidate belongs to NCC, Sports and CAP, the candidate has to upload the certificate issued by competent authority.

**Special Categories**

\*After successful registration, all special category certificate verifications will be carried out at 1) SRR & CVR College, Vijayawada 2) Dr.V.S.Krishna GDC Visakhapatnam and 3) S.V.University Tirupati, from 21-06-2023 to 23-06-2023\*.

Physically Challenged\*

NCC\*

Sports and Games\*

Children of Armed forces Personnel (CAP)\*

Extra Curricular Activity\*

**Figure 7: Special Categories Page**

## Intermediate Details

Intermediate details like hall ticket, intermediate board name will be auto populated. Candidate to enter the bridge course, intermediate course, intermediate medium, intermediate second language, maximum marks, marks secured and intermediate marks memo will be upload.



**Intermediate Details**

Intermediate/ Equivalent Hall Ticket Number\*

Intermediate/ Equivalent Board Name\*

Bridge Course\*

Intermediate/ Equivalent Medium\*

Intermediate/ Equivalent Second Language\*

Maximum Marks\*

Marks Secured\*

Intermediate/ Equivalent Percentage\*

Memos (Provided by the Concerned Education Board or University)

\*

**Figure 8: Intermediate Details Page**

## Educational Details

candidate should enter the 6<sup>th</sup> class -10<sup>th</sup> class & 11<sup>th</sup> ,12<sup>th</sup> classes, school name,location of the school i.e. state & district, and upload study certificates.

After entering all the details, Candidates has to click on Get region. Region will be populated based on the region logic which is based on the states studied.

**Educational Details**

S.No	Class	School/College/Institute	State	District	Upload Certificate
1	12th Class	<input type="text"/>	<input type="text" value="Select"/>	<input type="text" value="--Select--"/>	<input type="text" value="Choose File No file chosen"/>
2	11th Class	<input type="text"/>	<input type="text" value="Select"/>	<input type="text" value="--Select--"/>	<input type="text" value="Choose File No file chosen"/>
3	10th Class	<input type="text"/>	<input type="text" value="Select"/>	<input type="text" value="--Select--"/>	<input type="text" value="Choose File No file chosen"/>
4	9th Class	<input type="text"/>	<input type="text" value="Select"/>	<input type="text" value="--Select--"/>	<input type="text" value="Choose File No file chosen"/>
5	8th Class	<input type="text"/>	<input type="text" value="Select"/>	<input type="text" value="--Select--"/>	<input type="text" value="Choose File No file chosen"/>
6	7th Class	<input type="text"/>	<input type="text" value="Select"/>	<input type="text" value="--Select--"/>	<input type="text" value="Choose File No file chosen"/>
7	6th Class	<input type="text"/>	<input type="text" value="Select"/>	<input type="text" value="--Select--"/>	<input type="text" value="Choose File No file chosen"/>

Region\*

**Figure 9: Education Details Page**

## Get Region

- If the candidate belongs to AU, the candidate can move further process without uploading any kind of certificates.
- If the candidate belongs to NL, he/she need to upload 10-Year residence proof issued by competent authority or else the candidate is not eligible to participate in admission process.



The screenshot shows a form titled "Region\*" with a dropdown menu set to "AU" and a purple "Get Region" button next to it.

Figure 10: Candidate belongs to AU

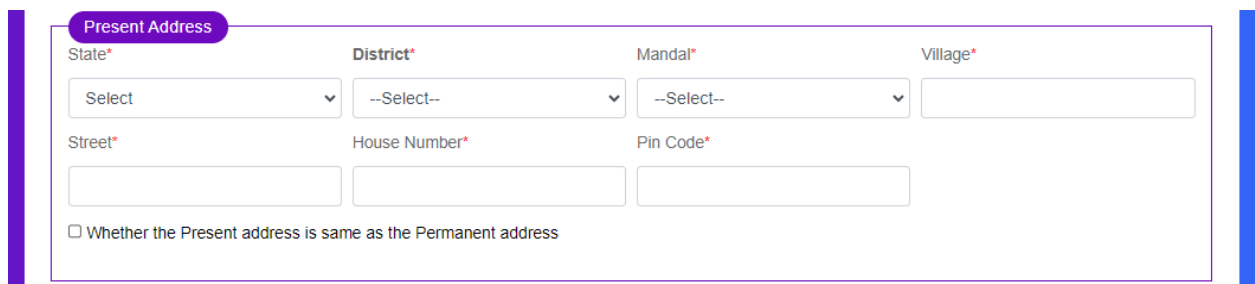


The screenshot shows a form titled "Region\*" with a dropdown menu set to "Non-Local" and a purple "Get Region" button next to it.

Figure 11: Candidate is Non-Local Page

## Present Address

Candidate to enter the address by giving details of House number, street, Village/Town, State, district, Mandal and pin code and if the candidate present address is same as the permanent address **click the check box.**



The screenshot shows a form titled "Present Address" with the following fields:

State*	District*	Mandal*	Village*
Select	--Select--	--Select--	
Street*	House Number*	Pin Code*	

Whether the Present address is same as the Permanent address

Figure 12: Present Address Page

## Permanent Address

Candidate should not live on native place. So enter the candidate permanent address

**Permanent Address**

State\*      District\*      Mandal\*      Village\*

Select      --Select--      --Select--      [ ]

Street\*      House Number\*      Pin Code\*

[ ]      [ ]      [ ]

District\*      Help Line Center\*

Select      --Select--

Note: Though the selection of nearest HelpLine Center (HLC) is mandatory, Certificate verification for the uploaded certificates will be done by concerned authorities by online. However, any candidate needs help/support can attend the selected HLC.

**Figure 13: Permanent Address Page**

Candidate should accept the mentioned rules and **click submit**.

Declaration :-

I do hereby declare that the information furnished in this application is true. I am aware that in the event of any information being found to be false or untrue, I shall be liable to such action by the Prescribed Authority as it may deem proper apart from penal action under Law.

**Verify & Submit**

**Figure 24: Click the Check Box**

After Submitting the application, the payment page is displayed with multiple payment options. Basic details of the candidate are displayed.

**AP OAMDC - 2023-24 ADMISSIONS**  
 (ONLINE ADMISSIONS MODULE FOR DEGREE COLLEGES)  
 ADMISSIONS INTO DEGREE PROGRAMMES - WEB BASED COUNSELLING

**Payment Details**

Name : prathima  
 Application Ref No: : 202300000086  
 Transaction Ref No: : T202300000086619123637  
 Payment Amount (₹) : 300.00

Select Payment Type (₹) :

- Net Banking(SBI) ( Service Charge [Rs. 15] + Charges Applicable [18% GST on Service Charge] )
- Net Banking(HDFC) ( Service Charge [Rs. 15] + Charges Applicable [18% GST on Service Charge] )
- Net Banking(ICICI & AXIS) ( Service Charge [Rs. 15] + Charges Applicable [18% GST on Service Charge] )
- Net Banking(Other banks) ( Service Charge [Rs. 12] + Charges Applicable [18% GST on Service Charge] )
- Debit Card ( Service Charge [1% on Counselling Fee(Minimum of Rs. 8.00)] +Charges Applicable [18% GST on Service Charge] )
- Credit Card ( Service Charge [1.25% on Counselling Fee(Minimum of Rs. 10.00)]+Charges Applicable [18% GST on Service Charge] )

Payment in Details (₹) :  
 Total Payment Amount (₹) :

I agree to the terms & conditions and request for Registration

**Pay Now**      **Cancel**

**Figure 15: Payment Page**