

AP ICET Counselling Process

A complete guide to web counselling for MBA / MCA admissions in Andhra Pradesh

Conducted by APSICHE · Official portal: cets.apsche.ap.gov.in

Overview

Andhra Pradesh State Council of Higher Education (APSICHE) conducts a fully online, web-based counselling process for allocation of seats in MBA and MCA programmes at universities and colleges across Andhra Pradesh. Seats are divided into Convener Quota (70% of sanctioned seats, filled through APSICHE) and Management Quota (30%, filled directly by colleges). The process runs in multiple phases; if seats remain after Phase 1, subsequent phases are conducted until all seats are filled.

Eligibility

Programme	Qualifying Degree	Min. Marks (OC / Reserved)
MBA	Any 3-year degree with Mathematics in SSC (Class X)	50% / 45%
MCA	BCA, B.Sc./B.Com./B.A. with Mathematics at 10+2 or degree level, or B.Sc. CS/IT equivalent	50% / 45%

Minimum qualifying score: Candidates must have scored at least 25% (50 marks out of 200) in AP ICET to be eligible for counselling. There is no upper age limit for MBA/MCA admissions through AP ICET.

Counselling Phases

Counselling is conducted in multiple phases. Phase 1 covers the bulk of seat allotment. Phase 2 (and any further phases) are held for remaining vacant seats and for candidates who could not participate earlier or wish to upgrade their Phase 1 allotment. A spot admission round may also be conducted if seats remain after all regular phases.

Step-by-Step Counselling Process

1 Register and Pay the Processing Fee

Visit the official counselling portal: cets.apsche.ap.gov.in and click *Pay Processing Fee*.

Enter your AP ICET Hall Ticket Number and Rank. Proceed to the payment gateway.

Fee: **Rs. 1,200** (OC/BC) | **Rs. 600** (SC/ST/PH). Payment via credit card, debit card, or net banking.

Save the payment receipt. This fee must be paid **before** uploading scanned certificates.

2 Upload Scanned Certificates (Online Verification)

After paying the processing fee, log in and upload scanned copies of all required documents.

Certificate verification for most candidates is done **online** through the portal. Special category candidates must visit a designated Help Line Centre (HLC) in person.

If any discrepancy is found after verification, report it to the Chief Verification Officer for correction before the window closes.

A print of the verification receipt will be issued; retain it for records.

3 Download Preparatory Materials and Shortlist Colleges

Once registered, download the manual option form, college list, and tuition fee details from the portal.

Review the convener-quota seat matrix (college-wise and category-wise seat availability is published on the website before option entry opens).

Use previous years' closing ranks to identify colleges realistically within your rank range. Plan at least 15–20 preferences to maximise allotment chances.

4 Exercise Web Options (Choice Filling)

Log in using your Hall Ticket Number, Date of Birth, and the password sent to your registered mobile number.

Open the *Option Entry* form and enter colleges and programmes in order of preference. You may add, remove, or reorder options any number of times during the open window.

The allotment algorithm works top-down: if Option 1 is unavailable for your rank/category, it tries Option 2, and so on. Enter all genuine preferences—do not enter colleges you are unwilling to join.

Web options can be changed on the designated change-of-options date (one day after the options window closes). After that, choices are locked.

Web option entry can be done from home, an internet cafe, or any Help Line Centre.

5 Seat Allotment Result

APSCH publishes the seat allotment result on the portal after processing all options.

Log in to view your allotment. The allotment letter (provisional) will display the allotted college, programme, category, and admission fee details.

Allotment is based on AP ICET rank (merit), category reservation, local/non-local area status, and the order of web options exercised.

6 Self-Reporting Online and Physical Reporting to College

After allotment, complete **self-reporting online** on the portal to generate your Joining Report. This step must be done within the deadline.

Then **physically report** to the allotted college within the specified window with original documents, two sets of photocopies, and the provisional allotment order.

At the college, submit documents for verification, pay the admission fee, and complete all other admission formalities.

Failure to complete either step (online self-reporting or physical reporting) within the deadline results in automatic forfeiture of the allotted seat.

7 Subsequent Phases / Seat Cancellation

Candidates who did not receive an allotment, or who skipped Phase 1 physical reporting, may participate in Phase 2 by re-registering and exercising fresh web options.

If you hold a Phase 1 seat and want to upgrade, you may enter Phase 2 options; if a better allotment is received, the Phase 1 seat is vacated.

To cancel an allotted seat, submit a written request (in person or by registered post) to the Convener before the stipulated date along with the required documents.

Documents Required for Upload / Verification

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| <ul style="list-style-type: none">• AP ICET Hall Ticket• AP ICET Rank Card
• Transfer Certificate (T.C.)
• Degree Marks Memos / Consolidated Marks Memo• Degree Provisional Certificate
• Intermediate Marks Memo / Diploma Marks Memo
• SSC (Class X) or equivalent Marks Memo | <ul style="list-style-type: none">• Study Certificates from Class IX to Degree
• Residence Certificate – for private candidates with no institutionalised education in AP, or for non-local candidates (parent's residence in AP for 10 years, excluding periods of employment outside AP)
• Latest valid Income Certificate or Ration Card (containing the candidate's name)
• Caste Certificate issued by competent authority (SC / ST / BC candidates)
• Economically Weaker Section (EWS) Certificate, if applicable
• Local Status Certificate, if applicable (candidates who migrated from Telangana to AP within seven years from 02 June 2014 are treated as local candidates in AP) |
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How Seat Allotment Works

Factor	Details
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Merit / Rank	Lower AP ICET rank = higher priority. All allotment is rank-based.
Category Reservation	Seats are reserved as per AP Government norms for OC, BC-A, BC-B, BC-C, BC-D, BC-E, SC, ST, EWS, and PH categories.
Local / Non-Local Status	Seats are first split between local and non-local area candidates. Study certificates from Class IX onwards determine local status.
Web Option Order	The algorithm processes options top-down. If Option 1 is unavailable, Option 2 is tried, and so on. Only options the candidate genuinely wants should be entered.
Quota Type	Convener Quota (70% of seats): filled through APSCHC counselling. Management Quota (30%): filled directly by individual colleges.

Processing Fee

Category	Processing Fee
OC / BC	Rs. 1,200
SC / ST / PH	Rs. 600

Payment is accepted online only — credit card, debit card, or net banking. The processing fee is non-refundable. It must be paid before uploading documents.

Key Points to Note

Web option entry from anywhere	Options can be exercised from home, an internet cafe, or a Help Line Centre after certificate verification is complete.
Change of options	Web options may be modified during the options window. A single change-of-options day is available after the window closes. Once the change period ends, options are locked.
AP ICET rank validity	A rank obtained in a given year is valid only for admissions in that academic year. It cannot be carried forward.
Scholarship applicability	Post Matric Scholarships (RTF/MTF) under Government orders apply only to students admitted under Convener Quota in state-funded universities and government PG colleges. They do not apply to private aided or unaided colleges under convener quota from the academic year 2020-21 onwards.
Seat forfeiture	Failing to complete online self-reporting or physical college reporting within the deadline results in automatic cancellation of the allotted seat.
NRI quota	NRI quota seats (where applicable) are handled separately from the convener quota and are managed directly by individual colleges.

Reservation certificates	SC, ST, BC, EWS, and PH certificates must be issued by a competent authority in Andhra Pradesh. Certificates issued outside AP are not accepted for AP state reservation benefits.
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Convener Contact Details

Office Address	Contact
Convener, AP ICET Admissions Computer Centre, Ground Floor Andhra University, Visakhapatnam – 530 003	Email: admissionapicet@gmail.com Domain Helpline: 0891-2711744 Technical Helpline: 9154032856 / 0891-2844992 Official Portal: cets.apsche.ap.gov.in

This document is compiled from the official AP ICET counselling notification issued by APSCHE and related published guidelines. Always verify current schedules and instructions on the official APSCHE portal before taking any action.