

AP ICET WEB OPTION ENTRY HANDBOOK

A Step-by-Step Guide to Choice Filling, System Logic, and Multi-Round Strategies

Prepared for: AP ICET MBA & MCA Aspirants

Subject: Master the College Selection Algorithm

1. What is Web Option Entry?

Web Option Entry is the technical term for the choice filling stage in AP ICET counselling. After the government verifies your documents, you must use the online portal to submit a list of colleges and courses you wish to join.

This is the most important part of your admission journey. The computer system uses your list to decide which seat to give you. If you make a mistake on this list, you might lose your chance to study at a top college, even if you scored an excellent rank.

Prerequisite: You can only open the web option form if you have paid the registration fee and your document status shows "Approved" on the official website.

2. Step-by-Step Choice Filling Process

The online portal requires you to complete a specific set of steps to successfully lock in your preferences. Follow this sequence carefully:

Step 1

Logging Into the System

Go to the official AP ICET counselling website. Look for the link that says "Web Options". Click it and type in your AP ICET Hall Ticket Number and your Date of Birth. The website will verify your details and let you enter the system.

Step 2

Filtering Your Options

There are hundreds of colleges in the state. To help you find your preferred colleges quickly, the system provides filters. You can select specific districts or look for specific types of institutions, such as government universities or private colleges. Click the display button to view the list based on your filters.

Step 3

Reading the Color Codes

The website uses distinct colors to group different types of colleges. Make sure you pay close attention to these colors so you do not select the wrong type of institution:

- **Government Colleges:** Highlighted in one specific color. These usually have lower fees.
- **Self-Financed Colleges:** Highlighted in a second color. These are run by universities but may have slightly higher fees.
- **Private Colleges:** Highlighted in a third color. These are managed by private bodies.

Step 4

Adding and Sorting Options

When you see a college you want, select it to add it to your personal preference list on the right side of the screen. You must give every college a priority number. Type "1" for your absolute top choice, "2" for your second choice, and continue down the list. Your absolute dream college must always be number one.

Step 5

Saving Your Progress Regularly

The online portal has a safety time limit. If you spend too much time looking at colleges without clicking anything, the system will log you out automatically. If this happens, you will lose your entire unsaved list. Click the "Save" button every few minutes to secure your selections.

Step 6

Freezing Your Selections

You can change, add, or delete colleges as many times as you want while the web options window is open. On the final day, you should click the "Freeze" button. This locks your list. If you forget to click freeze, the computer will automatically lock whatever choices you saved last.

3. The System Rules and Logic

To build a smart list, you must understand how the computer algorithm reads your choices. The computer follows strict, automated rules:

Top-Down Evaluation

The computer looks at your list starting from choice number 1 and moves down row by row. It checks if there is an empty seat for your rank and your category in college number 1. If a seat is available, the system immediately gives you that seat and stops looking. It will never look at choices 2, 3, or lower once you get a match.

If college number 1 is completely full, the system moves down to check college number 2. It continues this downward search until it finds a college on your list that has an open seat for you.

The Danger of Short Lists

Some students only select two or three top-tier colleges because they assume their rank is good. If those colleges fill up before the system reaches your rank, the computer finishes reading your list without finding a match. This leaves you with no seat at all for that entire round. Always include a safe number of colleges—ideally 15 to 20 options—to protect yourself.

Crucial Warning on College Codes: Many colleges have names that sound almost identical but are located in different cities or offer different shifts. Always double-check the unique 4-character college code and the district name before saving it to your list.

4. How Phase 2 Options Affect Phase 1 Seats

The counselling system has multiple rounds. If you get a seat in the first round (Phase 1), you can still choose to participate in the second round (Phase 2) to try and get into a better college. However, you must know the exact rules governing this transition:

Scenario A: You Get a New Seat in Phase 2

If you enter new web options in Phase 2 and the system successfully matches you to a college on your new list, your old Phase 1 seat is ****automatically cancelled**** by the computer. The system immediately gives your old seat to another student. You cannot change your mind or go back to the Phase 1 college. You must join the new college.

Scenario B: You Do Not Get a New Seat in Phase 2

If you enter options in Phase 2 but your rank is not high enough to secure a match anywhere on your new list, you do not lose anything. You safely ****keep your original Phase 1 seat****. Note that this only applies if you successfully finished your Phase 1 admission duties (online self-reporting and physical college reporting) on time.

Smart Phase 2 Strategy

Because a match in Phase 2 completely deletes your Phase 1 seat, your choice filling strategy must change. ****Only list colleges that you like better than your Phase 1 college.**** Never add a college to your Phase 2 list just for safety if you like it less than the seat you already hold.