

AP ICET COUNSELLING GUIDE

A Step-by-Step Handbook for MBA and MCA Admissions

Prepared for: AP ICET Aspirants

Topic: Complete Admission and Web Counselling Process

1. Introduction to AP ICET Counselling

The Andhra Pradesh Integrated Common Entrance Test (AP ICET) is a state-level exam. Students take this test to get into MBA and MCA courses. Passing the exam is only the first part. The next big part is the counselling process.

Counselling is the system used to give seats to students in different colleges. The Andhra Pradesh State Council of Higher Education (APSCHE) runs this system. The entire process takes place online. You do not need to travel to a central office to apply. You can do almost everything from your home computer.

This ebook explains the whole process in easy words. It will help you understand every step so you do not make any mistakes.

Key Note: All official updates, links, and schedules are posted on the official website. Make sure you only use the official link provided by the government during the admission season.

2. Eligibility Criteria

Before you start the process, you must make sure you qualify for counselling. Here are the simple rules you must meet:

Exam Rank

You must have a valid rank in the AP ICET exam. To get a rank, general category students (OC and BC) must score at least 25% marks in the test. This means getting 50 marks out of 200 marks. For students belonging to Scheduled Castes (SC) and Scheduled Tribes (ST), there are no minimum qualifying marks.

Qualifying Degree

You must pass a three-year bachelor's degree from a recognized university. The degree requirements are:

- **For MBA:** Any degree with the minimum marks required by the rules.
- **For MCA:** A degree with Mathematics as one of the subjects at the Intermediate (10+2) level or at the Degree level.

Minimum Percentage

You must have at least 50% marks in your degree exam if you belong to the open category. If you belong to a reserved category (BC, SC, ST), you must have at least 45% marks.

3. Required Documents

You need to keep your papers ready before you log into the website. Having these papers ready will save you time and stress. You will need to scan these documents and upload them.

Here is the list of documents you need:

1. AP ICET Hall Ticket
2. AP ICET Rank Card
3. SSC or Class 10 Marks Memo (Proof of date of birth)
4. Intermediate or Class 12 Marks Memo
5. Degree Marks Memos (All semesters or years)
6. Degree Provisional Certificate or Original Degree Certificate
7. Study Certificates from Class 9 to Degree level (To prove your local area status)
8. Residence Certificate (If you did not study in an institution for a few years)
9. Transfer Certificate (TC) from your last college
10. Caste Certificate (If you belong to BC, SC, or ST categories)
11. Income Certificate issued recently (If you want to apply for the fee waiver scheme)
12. EWS Certificate (If you are eligible for the Economically Weaker Section quota)

Important Warning: Make sure the names on all your documents match. If there is a big change in your name, you must get an official document to prove it is the same person.

4. The Step-by-Step Process

The counselling process follows a clean timeline. You must follow the steps in order. Missing a step can stop you from getting a college seat.

Step 1

Online Registration

Go to the official counselling website. Click on the registration link. Enter your AP ICET Hall Ticket Number and your Date of Birth. The system will show some of your details. Fill in the missing information carefully. You will need to provide your phone number and email ID. The government will send all codes and messages to this phone number.

Step 2

Paying the Fees

After registering, you must pay the processing fee online. You can use a debit card, credit card, or internet banking. The fee is different based on your category:

- Open Category (OC) and Backward Classes (BC): **Rs. 1200**
- Scheduled Castes (SC) and Scheduled Tribes (ST): **Rs. 600**

Keep a printout of the payment receipt. You will need it later.

Step 3

Document Verification

For most students, document verification happens online automatically. The system checks your data with government databases. Check your status regularly on the website. If your status says "Approved", you are ready for the next step.

If you have special certificates (like NCC, Sports, PH, or Anglo-Indian), or if the system cannot verify your data online, you must go to a physical Help Line Center (HLC). You can choose a slot online and visit the center to verify your original papers.

Step 4

Web Options Entry

Once your documents are verified, you can choose your colleges. This is called Web Options Entry. Log in using your details. You will see a list of colleges and courses. Select the colleges you want to join. You can choose as many colleges as you want. Arrange them in order of your choice. Put your dream college at the top.

Step 5

Seat Allotment

The system will look at your rank, your category, and the options you filled. Then, it will give you a seat in the best possible college from your list. You can log in and download your Allotment Letter and a Joining Report.

Step 6

Reporting to the College

This is a two-part step. First, you must click on the "Self Reporting" button on the website. Second, you must take your original documents, your allotment letter, and the joining report to the assigned college. The college will check your papers and confirm your admission.

5. Understanding Web Options

Web options entry is the most important part of counselling. Many students make mistakes here because they do not understand how the system works. The computer system looks at your choices from top to bottom. It will check your first choice. If a seat is open for your rank and category, it will give you that seat. If not, it moves to your second choice.

Here are some basic tips to help you fill your options:

- **List Many Options:** Do not just select two or three top colleges. If your rank is not high enough, you might end up with no seat at all. Add a good mix of top colleges and safe colleges.
- **Check College Codes:** Many colleges have similar names. Look at the college code, location, and district before adding it to your list.

- **Save Your Work:** Keep saving your choices as you add them. Do not forget to lock your options on the final day. If you forget to lock them, the system will automatically lock the choices you saved last.

6. Subsequent Rounds and Spot Admission

The counselling process does not end with the first round. If you do not get a seat or want a better college, you have more chances.

Second Round (Phase 2)

If you did not get a seat in the first round, you can participate in the second round. If you got a seat but want a better college, you can also apply. If you get a new seat in the second round, your old seat from the first round is automatically cancelled. If you do not get a new seat, you keep your old seat.

Spot Admission

After all rounds of online counselling are over, some seats might still be left empty in private colleges. The government allows colleges to fill these seats directly. This is called Spot Admission. You must go directly to the college to apply for these seats. However, note that students who get seats through spot admission are usually not eligible for the government fee reimbursement scheme.

7. Fee Reimbursement Scheme

The government of Andhra Pradesh offers financial help to students from poor backgrounds. This scheme helps pay your college tuition fees. To get this benefit, your family income must be below the limit set by the government. You must submit a valid and recent Income Certificate or a relevant ration card during the document verification stage. If approved, the government will pay the tuition fee directly to the college, making education affordable for you.