TGEAPCET(Bi.P.C)-2024

GOVERNMENT OF TELANGANA
TELANGANA COUNCIL OF HIGHER EDUCATION

USER GUIDE
for

TGEAPCET(Bi.P.C)–2024 ADMISSIONS

User Guide–Hand holding approach to the TGEAPCET-BiPC Candidates

TGEAPCETB – 2024: PROCESSING FEE PAYMENT. SLOT BOOKING AND OPTION ENTRY

The Candidate has to perform the following two activities before attending Certificate Verification:

1. Payment of Processing Fee
2. Slot Booking(Selection of HLC, Date & Time)

After attending Certificate Verification, the Candidate has to exercise Options.

PAYMENT OF PROCESSING FEE:

1. Login to the student's website(https:// tgeapcetb.nic.in)

   i.   Please enter the website :https://tgeapcetb.nic.in in any Browser

  ii.   Click on Pay Processing Fee which is available on the top of the website as shown above.

 iii.   Please enter the following to Pay Processing fee payment

    a) TGEAPCET-BiPC Hall Ticket Number

    b) TGEAPCET-BiPC Registration Number(which is available on TGEAPCET-BiPC Hall Ticket)

    c) Date of Birth in dd/mm/yyyy format

    d) Enter Captcha as displayed on the screen

After entry of the above details, Click on the button **Pay Fee Online**

I. BASIC INFORMATION FORM :

The Basic Information Form as furnished in the TGEAPCET-BiPC Application form will be displayedas follows :

TGEAPCET-B ⌂   Pay Processing Fee   Verify Payment Status   Slot Booking   Contact Us   Logout

TGEAPCET-B - 2024 Admissions

BASIC INFORMATION AS FURNISHED BY THE CANDIDATE WHILE FILLING TGEAPCET APPLICATION FORM

10+2 Hall Ticket No	2438219146	Registration No	A14255132456F
TGEAPCET Hall Ticket No	2421H12345	Rank	1.0
Candidate Name	DUMMY NAME		
Father's Name	DUMMY NAME		
Male/Female	MALE	Caste Category	BC_D
Date of Birth	26/05/2007	Year of Passing	2024
Local Area	OU	Minority	N
Fee Reimbursement Eligibility	NO	Minority Type	NA
Marks	0.00	Marks in TGEAPCET	50.723566
Nationality	INDIAN		
Caste	BC_D	Mobile Number	

Special Category Status

NCC	Sports&Games	CAP	PH
Eligibility : N	Eligibility : N	Eligibility : N	Eligibility : N
Priority : 0	Priority : 0	Priority : 0	Priority : NA
Remarks			

Enter MeeSeva details for the following

Caste Certificate Application No.	CND022223686049	Income Certificate Application No.	IC022439120914
Candidate Aadhaar No.		EWS Certificate Application No.	
Mobile Number		eMail Id	@

UNDERTAKING

I, VASAM KARUNA SRI will submit all the required certificates in original as per above list to the Chief Verification Officer at the time of Certificate Verification process and to the Principal of the Institution where I have been provisionally alloted after seat allotment, failing which I will forego my admission and I will not enter into any legal correspondence in this regard.

The Candidate details as entered in TGEAPCET-BiPC Application form are displayed (which cannot be edited/modified by the candidate). For any modifications, the same may please be brought to the notice of Officials at the time of Certificate Verification.

The Special Category details like NCC/SPORTS/CAP/PH will be shown as **N** for all the candidates before Certificate Verification.

The candidates eligible for NCC/SPORTS/CAP/PH/Anglo-Indian Categories have to attend at Government Polytechnic, Masab Tank as per the schedule given in List of HLCs Annexure-I placed in the website: https://tgeapcetb.nic.in

Entry of Caste, Income Certificate and EWS Certificate details, if applicable

Nationality	INDIAN		
Caste	BC_D	Mobile Number	

Special Category Status

NCC	Sports&Games	CAP	PH
Eligibility : N	Eligibility : N	Eligibility : N	Eligibility : N
Priority : 0	Priority : 0	Priority : 0	Priority : NA
Remarks			

Enter MeeSeva details for the following

Caste Certificate Application No.	CND022223686049	Income Certificate Application No.	IC022439120914
Candidate Aadhaar No.		EWS Certificate Application No.	
Mobile Number		eMail Id	@

UNDERTAKING

I, VASAM KARUNA SRI will submit all the required certificates in original as per above list to the Chief Verification Officer at the time of Certificate Verification process and to the Principal of the Institution where I have been provisionally alloted after seat allotment, failing which I will forego my admission and I will not enter into any legal correspondence in this regard.

I declare that the details mentioned above are true to the best of my knowledge. The Income Certificate and Caste Certificate produced by me are genuine, and if it is found false at later date, I am aware that I am liable for Criminal prosecution besides foregoing the provisional allotment and I am aware that the eligibility for Tuition Fee Reimbursement now granted is subject to fulfilment of conditions stipulated in future, if any, by the Government and I undertake to abide by the rules issued by the Government from time to time, I will not enter any legal correspondence with the Government or authorities concerned.

☐ I declare that I read the above instructions and understood the process.

[Submit]

1. Enter Caste Certificate Application Number issued by Mee Seva.
2. The candidate can claim for fee reimbursement by entering the parent Income Certificate Application number which is available on the Income Certificate issued by Mee Seva.
3. The candidate can claim for EWS by entering the parent EWS Certificate Application number which is available on the EWS Certificate issued by Mee Seva.

4. The Mobile Number is important during Certificate Verification and Allotment process. The OTPs will be sent to the Mobile number as given above. The candidate is required to give his/her parent mobile number.

5. **Click on check box** as shown in the screen

The following screen appears for payment of Processing Fee.

II. PAYMENT OF PROCESSING FEE :

1. **Click on check box** as shown in the screen
2. Click on **Pay Fee Online** in one of the two payment modes
    i.   T-Wallet
    ii. Bill Desk

3. Choose either payment through
   i. Debit Card/Credit Card or
   ii. Net Banking

4. Proceed for payment of processing Fee giving appropriate details for the amount displayed on the screen and click on **Make Payment for..**
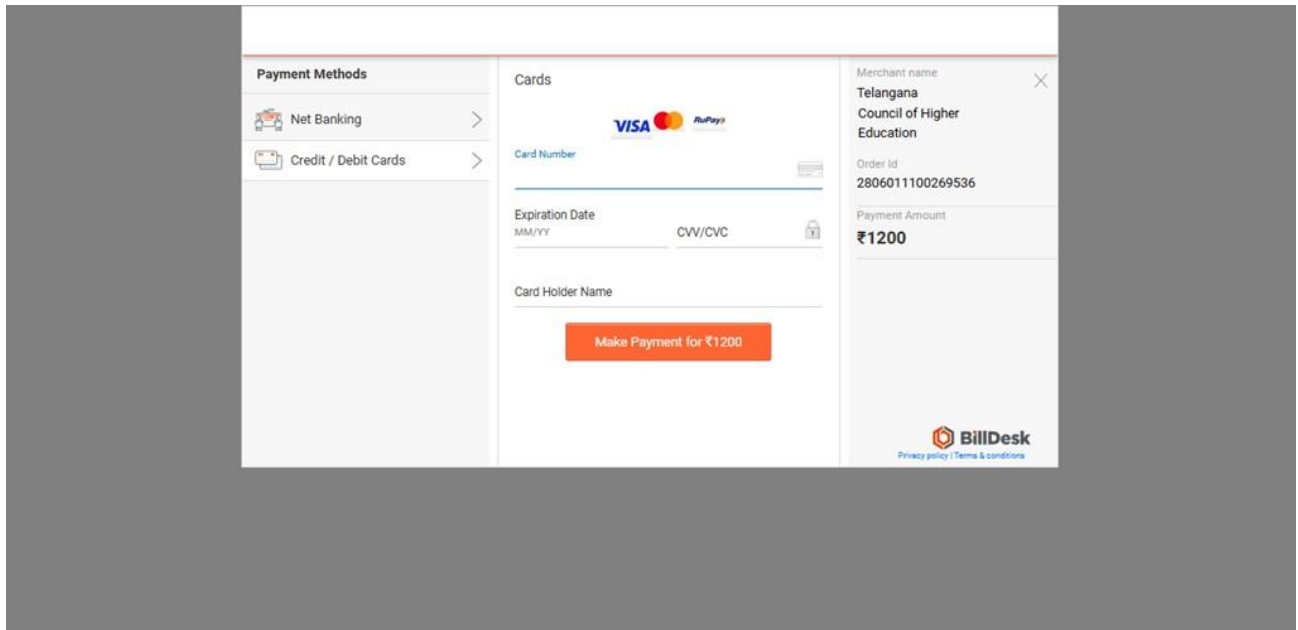
III. VERIFY PAYMENT STATUS:

1. Click on Verify Payment Status on Homepage of https://tgeapcetb.nic.in as shown in thefollowing screen to verify payment status
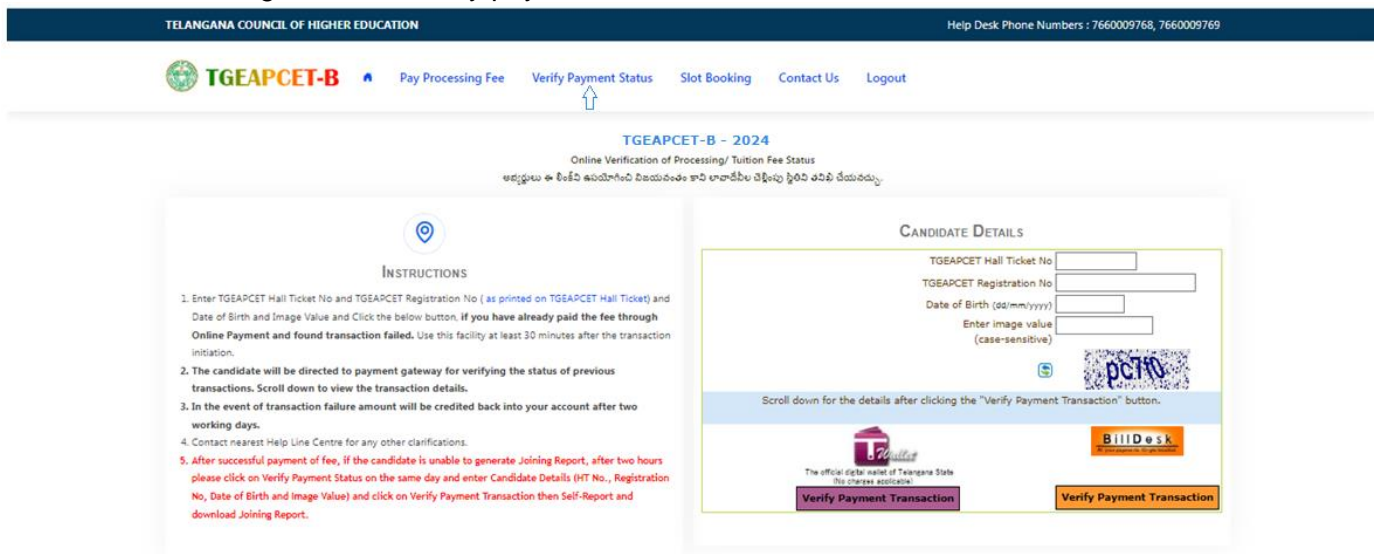
2. Enter the following candidate details for verification of payment status in the above screen

   i. TGEAPCET-BiPC Hall Ticket Number
   ii. TGEAPCET-BiPC Registration Number

        iii. Date of Birth

        iv. Enter image value

3. Click on Verify Payment Transaction if already done through T-Wallet/Bill Desk as shown above

4. The following screen is displayed indicating the status of the transaction(s) done already.

5. If the transaction is successful, the status will be shown as Transaction found successful and saved in green.

6. If not successful, try once again for payment of processing fee or contact Help Desk on phone / email.

IV. SLOT BOOKING:

1. Enter website address: https://tgeapcetb.nic .in
2. Check the Browser settings to disable Popup blocker
3. Click on Slot Booking on the Homepage as shown in the following screen:

4. The following screen appears.
   i. Select ALL for OC/BC/SC/ST candidates who are not under Special Categories viz PH/NCC/CAP/SPORTS/ANGLO-INDIAN

TGEAPCET-B   🏠   Pay Processing Fee   Verify Payment Status   Slot Booking   Contact Us   Logout

Category of the Student	Select Category ▾ **ALL** means OC/BC/SC/ST ie. Other than PH/NCC/CAP
Select Help Line Centre (HLC)	Select HLC ▾

Select any date on which you would like to attend Certificate Verification at above chosen HLC

<		July 2024				>
Mo	**Tu**	**We**	**Th**	**Fr**	**Sa**	**Su**
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

ii. The candidates belonging to Special Categories PH/NCC/CAP/SPORTS/ANGLO-INDIAN can choose PH/NCC/CAP/SPORTS/ANGLO-INDIAN in Category of the Student as per their eligibility

iii. Select the desired Help Line Center(HLC) as shown above

TGEAPCET-B   🏠   Pay Processing Fee   Verify Payment Status   Slot Booking   Contact Us   Logout

Category of the Student	ALL ▾ **ALL** means OC/BC/SC/ST ie. Other than PH/NCC/CAP
Select Help Line Centre (HLC)	Select HLC ▾

Select any date on which you would like to attend Certificate Verification at above chosen HLC

Select HLC
A B V GOVERNMENT DEGREE COLLEGE, JANGAON, Dist: JANGAON
S.G.GOVERNMENT POLYTECHNIC, ADILABAD, Dist:ADILABAD
GOVERNMENT POLYTECHNIC, BELLAMPALLY, Dist:MANCHERIAL
Dr B R AMBEDKAR COLLEGE BAGHLINGAMPALLY , BAGHLINGAMPALLY, Dist: HYDERABAD
GOVERNMENT DEGREE COLLEGE, BHOOPALPALLI, Dist:BHOOPALPALLI
S K N R GOVERNMENT DEGREE COLLEGE, JAGTIAL, Dist:JAGTIAL
GOVERNMENT ARTS AND SCIENCE COLLEGE, KAMAREDDY, Dist:KAMAREDDY
GOVERNMENT DEGREE COLLEGE, MAHABUBABAD, Dist:MAHABUBABAD
S V GOVERNMENT DEGREE COLLEGE, PALEM, Dist:NAGARKURNOOL
GOVERNMENT POLYTECHNIC, GADWAL, Dist:GADWAL
Dr B R AMBEDKAR GMR POLYTECHNIC FOR WOMEN, KARIMNAGAR, Dist:KARIMNAGAR
GOVERNMENT POLYTECHNIC FOR WOMEN EAST MAREDPALLY SECUNDERABAD, SECUNDERABAD, Dist:HYDERABAD
J N GOVERNMENT POLYTECHNIC RAMANTHAPUR, HYDERABAD, Dist:MEDCHAL
J N T U COLLEGE OF ENGINEERING KUKATPALLY, HYDERABAD, Dist:MEDCHAL
KAKATIYA GOVERNMENT COLLEGE, HANAMKONDA, Dist: HANAMKONDA
GOVERNMENT POLYTECHNIC RUDRAMPUR, KOTHAGUDEM, Dist:BHADRADRI KOTHAGUDEM
UNIV ARTS & SCIENCE COLLEGE, WARANGAL, Dist:HANAMKONDA
DIRECTORATE OF ADMISSIONS, KAKATIYA UNIVERSITY CAMPUS, WARANGAL, Dist:HANAMKONDA
GOVERNMENT POLYTECHNIC MASAB TANK, HYDERABAD, Dist:HYDERABAD

iv. Select the date as shown in the screen below:

TGEAPCET-B   🏠   Pay Processing Fee   Verify Payment Status   Slot Booking   Contact Us   Logout

Category of the Student	ALL ▾ **ALL** means OC/BC/SC/ST ie. Other than PH/NCC/CAP
Select Help Line Centre (HLC)	GOVERNMENT ARTS AND SCIENCE COLLEGE, KAMAREDDY, Dist:KAMAREDDY ▾

Select any date on which you would like to attend Certificate Verification at above chosen HLC

<		July 2024				>
Mo	**Tu**	**We**	**Th**	**Fr**	**Sa**	**Su**
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

v. The Green indicates the available slots. Select the desired Date in Green
vi. The available time slots from 9:00 AM to 6:00 PM are displayed as below and choose the convenient time slot at desired HLC for Certificate Verification.

vii. The following screen appears if there are available slots at the chosen date and time for that HLC. Click Yes as given in the screen to confirm the Slot for Certificate Verification.

viii. On confirmation of the slot, the following screen appears

ix. On confirmation of the slot, the following screen may occur in some of the Systems, wherein the popup blocker in the Browser should be disabled.
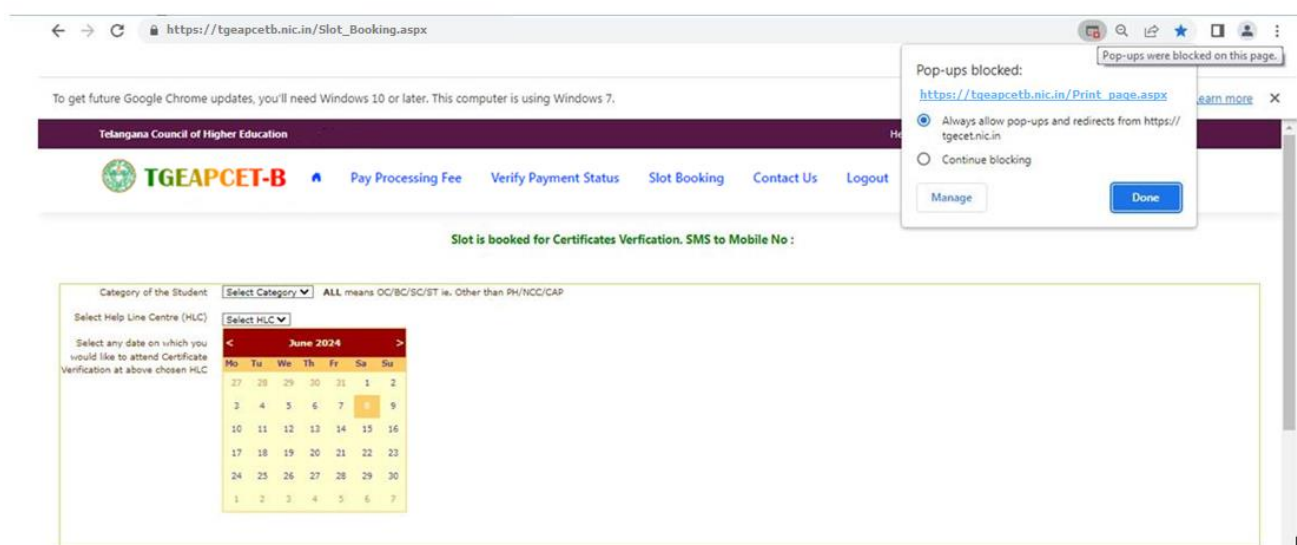
x. The candidate will receive the confirmation of the slot booking date and time and slot through SMS.

xi. All the Special Category candidates can choose NCC/ SPORTS/ CAP/ PH/ ANGLO-INDIAN instead of ALL as per their eligibility and the Candidates are required to refer Detailed Notification as per the schedule given in List of HLCs Annexure-I placed in the website: https://tgeapcetb.nic .in

V. CERTIFICATE VERIFICATION:

1. The Candidate is required to attend Certificate Verification on the slot booked HLC on the Date & Time without fail.

2. After Certificate Verification, the Candidate will be given Receipt of Certificate(ROC)

3. During Certificate Verification, the Candidate is required to check with Registration/Verification Officers at HLC whether his/her Mobile Number is correctly entered.

4. The candidate will receive Login ID through SMS to the Registered Mobile as soon as the Certificate Verification is completed. This Login id SMS is confidential and should not be shared with anyone and has to be saved throughout the counseling process is completed.

VI. OPTION ENTRY

1. The Candidate is required to generate Password after Certificate Verification
2. The Password generation can be done as follows:
    i. The Candidate is required to keep his ROC Form, Hall Ticket and Rank Card ready before generating Candidate Password.
    ii. Enter the website: https://tgeapcetb.nic.in in the Browser.
    iii. Click on Candidate Registration as given below on the homepage of the website

3. The Candidate has to generate Password through Candidate Registration available on the homepage as shown above. The following screen appears.
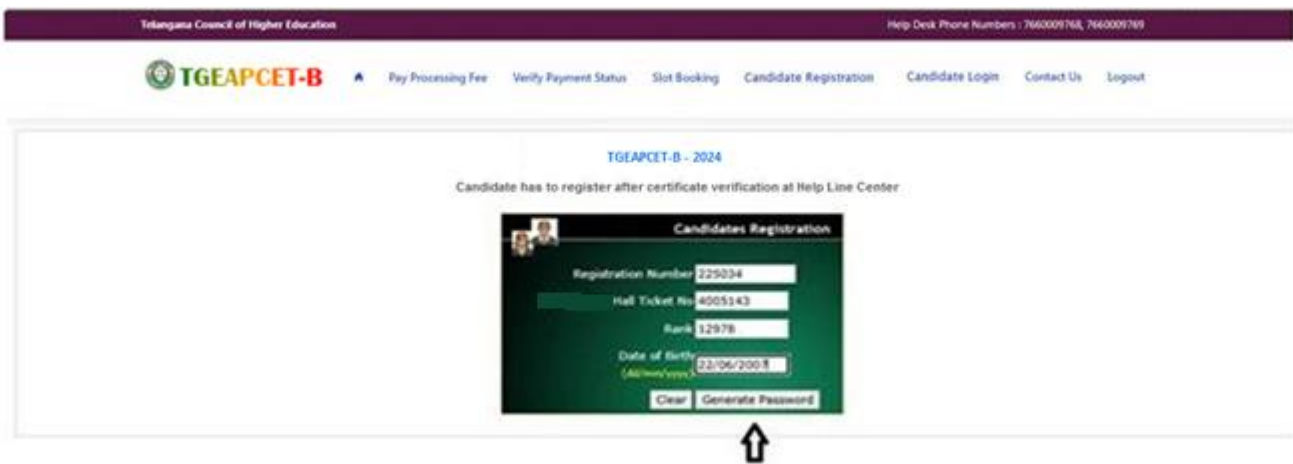
   i. Enter Registration Number (as given in TGEAPCET-BiPC Hall Ticket), TGEAPCET-BiPC HallTicket Number, Rank and Date of Birth as shown in the above screen.
   ii. Click on Generate Password as shown above
   iii. The following screen is displayed to create new password.
   iv. Enter the Password in the text box as shown in the below screen.
   v. Re enter the same Password as given below.
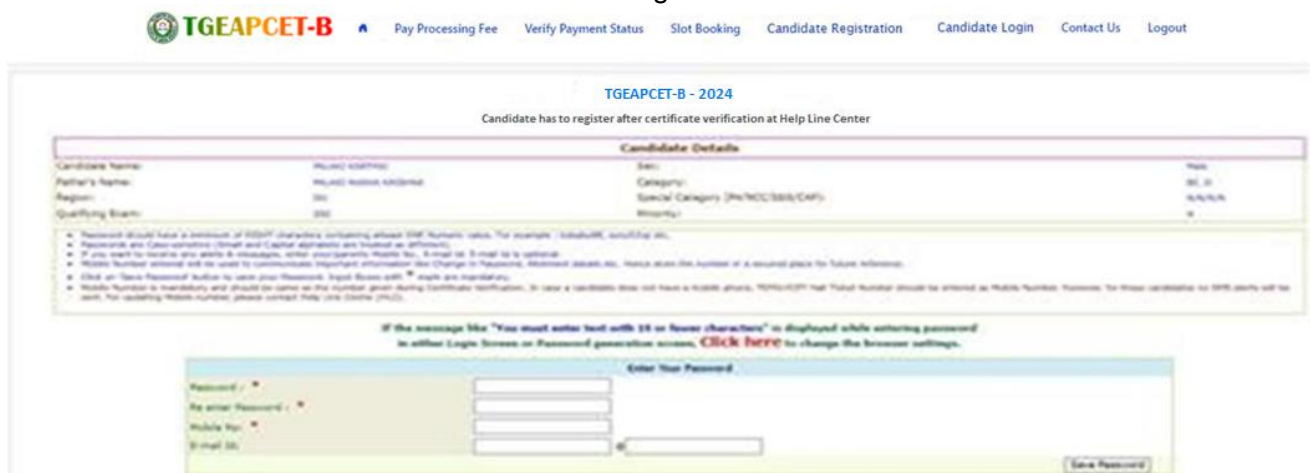
vi. Enter the Registered Mobile Number as given in Certificate Verification and Email ID.

vii. The Candidate receives confirmation of new password created through SMS to the Registered Mobile Number.

viii. The Candidate is required to
   a) Take a printout of Manual Option form available from the website.
   b) Prepare College and Branch in priority wise in the Manual Option form for clarity in choosing College and Branches.
   c) Keep the Mobile having registered Mobile Number handy

4. Enter the website of https://tgeapcetb.nic .in/ for Option Entry
5. Select **Candidates Login** in the website.
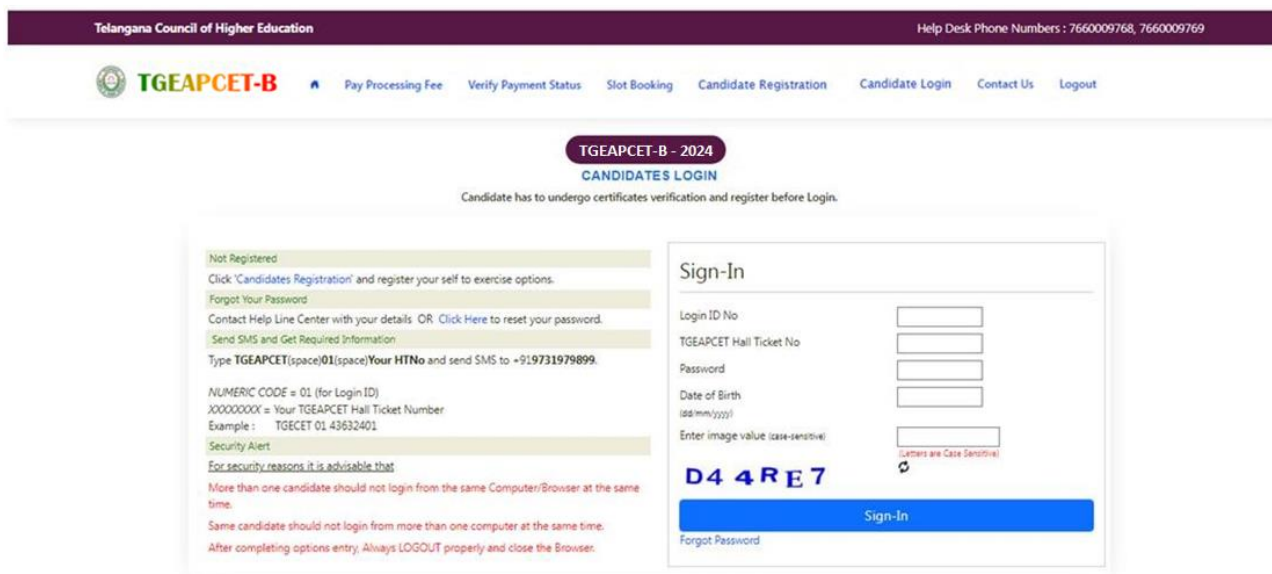
6. Enter the following details:
   i. Login ID Number(as received through SMS to Registered Mobile Number after Certificate Verification)
   ii. TGEAPCET-BiPC Hall Ticket Number
   iii. Password
   iv. Date of Birth as given in ROC
   v. Enter Captcha correctly in Enter Value
   vi. Click on Sign-in

7. After Sign-In button, One Time Password (OTP) will be sent to the Candidate Registered Mobile Number.
   i. Please Enter OTP received as per screen given below
   ii. Click on check box under Declaration
   iii. Click on **Click here for Option Entry**

Error in sending OTP to your mobile.
Try again by clicking the button given below, to get OTP to your mobile.

Enter One Time Password (OTP) : 302431

ONE TIME PASSWORD (OTP)

One Time Password (OTP) makes your options entry process more secure.

One Time Password (OTP) will be send to your mobile number registered with Web Counseling site.

The OTP sent to your mobile phone is valid for **20 minutes or 1 successful attempt**, which ever is earlier, and only for this transaction.

DECLARATION (Click on Checkbox)*

☑ I declare that I read the above instructions and understood the process.

| Click here for Option Entry | Help Screen | Logout |

8. The following Screen appears with list of Districts and list of Courses is displayed

List of Courses

S.No	Branch Code	Branch Name
		BIO
1	BME	BIO-MEDICAL ENGINEERING (Bi.P.C. STREAM)
2	BTB	BIO-TECHNOLOGY (Bi.P.C. STREAM)
		PHA
3	PDB	PHARM - D (Bi.P.C. STREAM)
4	PHB	B. PHARMACY (Bi.P.C. STREAM)
5	PHS	PHARMACEUTICAL ENGINEERING (Bi.P.C. STREAM)

Choose One or more Districts and
Click on "Display Option Entry Form"

☐ ADILABAD
☐ BHADRADRI KOTHAGUDEM
☐ HANAMKONDA
☐ HYDERABAD
☐ JAGTIAL
☐ JANGAON
☐ JAYASHANKAR BHUPALPALLY
☐ JOGULAMBA GADWAL
☐ KAMAREDDY
☐ KARIMNAGAR
☐ KHAMMAM
☐ KOMARAM BHEEM ASIFABAD
☐ MAHABUBABAD
☐ MAHABUBNAGAR
☐ MANCHERIAL
☐ MEDAK
☐ MEDCHAL
☐ MULUGU

9. Click on the check boxes of the desired districts as per your choice for the display of branches offered by the institutions of the selected districts.

10. Click on **Display Option Entry Form** Button which is available on the bottom of the screen.

☐ ADILABAD
☐ BHADRADRI KOTHAGUDEM
☐ HANAMKONDA
☐ HYDERABAD
☐ JAGTIAL
☐ JANGAON
☐ JAYASHANKAR BHUPALPALLY
☐ JOGULAMBA GADWAL
☐ KAMAREDDY
☐ KARIMNAGAR
☐ KHAMMAM
☐ KOMARAM BHEEM ASIFABAD
☐ MAHABUBABAD
☐ MAHABUBNAGAR
☐ MANCHERIAL
☐ MEDAK
☐ MEDCHAL
☐ MULUGU

List of Courses

S.No	Branch Code	Branch Name
		BIO
1	BME	BIO-MEDICAL ENGINEERING (Bi.P.C. STREAM)
2	BTB	BIO-TECHNOLOGY (Bi.P.C. STREAM)
		PHA
3	PDB	PHARM - D (Bi.P.C. STREAM)
4	PHB	B. PHARMACY (Bi.P.C. STREAM)
5	PHS	PHARMACEUTICAL ENGINEERING (Bi.P.C. STREAM)

| Display Option Entry Form |

11. Click on Show Option Entry Form.
12. Enter TGEAPCET-BiPC Hall Ticket Number in the Text Box as given in the following screen
13. Refer to already prepared Options in Manual Option form, if done.
14. The Options are to be given in numbers starting from1indicating highest priority for that college and branch. The Candidate can exercise as many options as possible.
15. The duplicate Option numbers are not allowed i.e. the same option number cannot be given for two Options.

Name:	DUMMY TWO FEMALE		Father's Name:	DUMMY TWO FEMALE
Sex:	Female (F)	TGEAPCET-B - 2024 OPTION ENTRY FORM	Rank:	99997.00
Caste:	OC		PH:	N

16. The colors indicate type of institutions as given in the above screen
    i.   BLUE for GOV,
    ii. GREY for Self Finance
    iii. PINK for Girls
    iv. GREEN for Minority
    v.   YELLOW for Private
17. Candidates are advised to click on Save Options button as shown in the following screen which is available on the top of the screen for every 2 minutes and continue giving Options.

18. The following screen appears after saving options and Click on OK and continue giving Options.

19. The following screen appears after saving Options

Total 4 Option(s) have been saved.

20. If the candidate wants to choose the Districts once again, Click **Last Saved Options** Button and the screen as discussed at point 8 (on Page 12) will be displayed and the candidate canselect other districts – to view the institutions available in that district.

21. If the candidate wishes to add or insert new option at a specific Option number then

    i.   Click on **Enter Between Options** Button as given in the following screen

    ii.   Enter that specific Option *number value* in the Text box where it was to be inserted as given in the following screen

    iii.   Click on **Include Button** and all Options will be increased by one. For example, to add new option at Option number 2 which was already exercised, then all Options will be shifted to next number automatically i.e. Option 2 will be shifted to 3 and the next option will be shifted to next number. The new option can be entered with value 2.

    iv.   The screen with re arranged options will be displayed as following

v. If there are duplicate Option numbers given by the candidate unknowingly, the following error message will be displayed at the time of Saving options and give Option numbers without duplicates carefully.
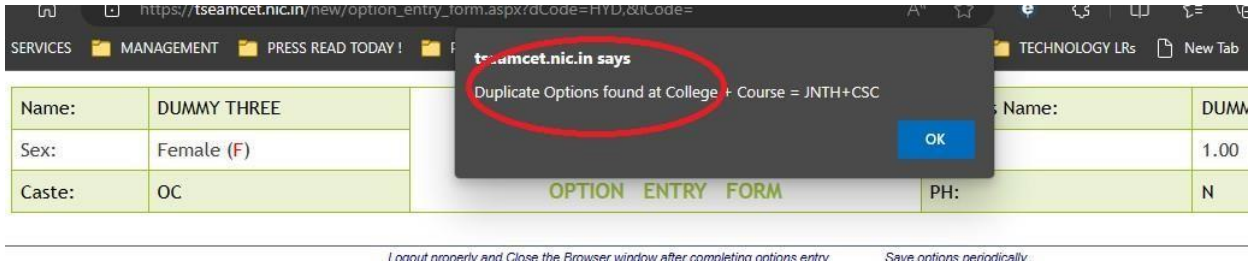
vi. The candidate can view list of Saved Options by
   a) Click on **View & Print Option** as given in the following screen
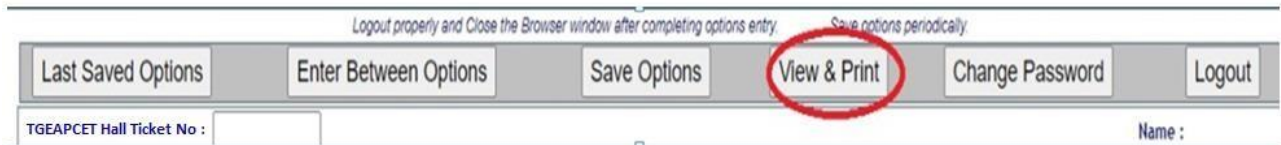
   b) The following screen appears. Click on **View Saved Options** as shown in the following screen.
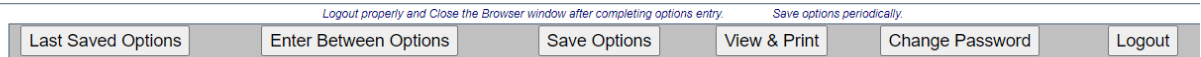
   c) The following screen appears with the list of last saved Options.
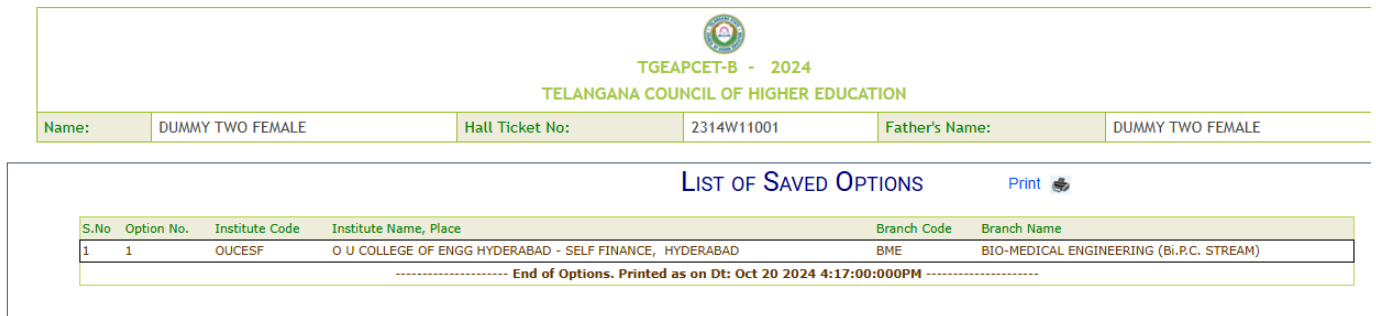
vii. To change Password, click on **Change Password** as given in the following screen.
   a) The candidate is required to enter Old Password and
   b) Please give New Password and Re-Enter again the same given New Password
   c) Then click on **Save Password** Button.

viii. The candidates after giving all Options and to Logout, the candidate is required
   a) Click on Logout

   d) Click on **Save & Logout** as given below

   e) The following screen appears and click OK.

   f) Click on OK button
   g) The **Options given are saved and the candidate is successfully logged out of Option entry** with the list of all saved Options is displayed and click on Print icon for taking printout of saved Options as given in the following screen.

   h) The candidate is required to check the list of options given in the printout of the given options.
   i) For any modifications in the Options given, please login again through Candidates Login in the website.

VII. AFTER ALLOTMENTS OF SEATS:

1. After TGEAPCET-BiPC Seat allotments are announced, the Candidate can verify the Allotment Status in Candidate Login. The following screen appears in Candidate Login.
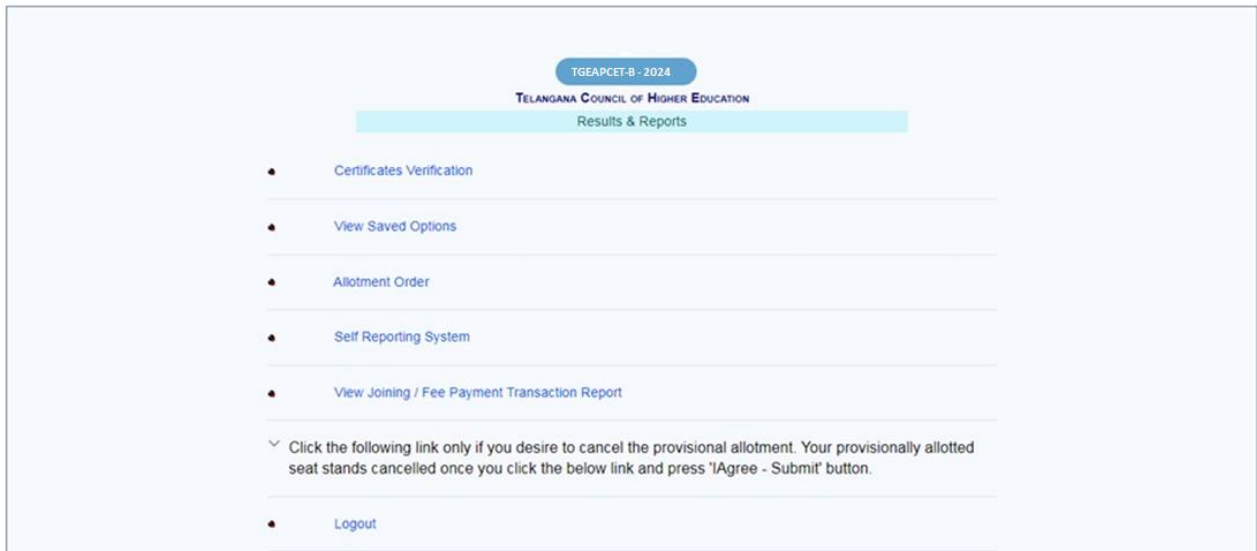
2. In Candidate Login, Click on Allotment Order as given in the following screen
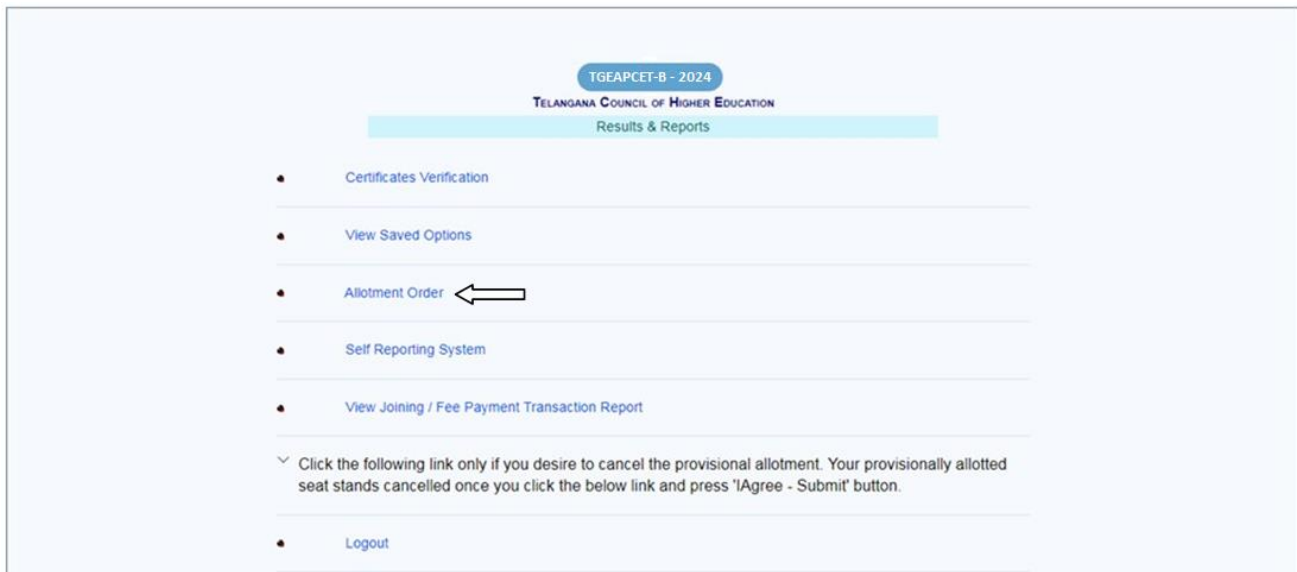
3. On clicking of Allotment Order as given in the above Screen, If allotted, the following screen appears with the details of allotment and Tuition fee amount to be paid by the Candidate.

VIII. TUTION FEE:

1. At the bottom of the allotment order, there is Pay Tuition Fee Online as shown in the following screen
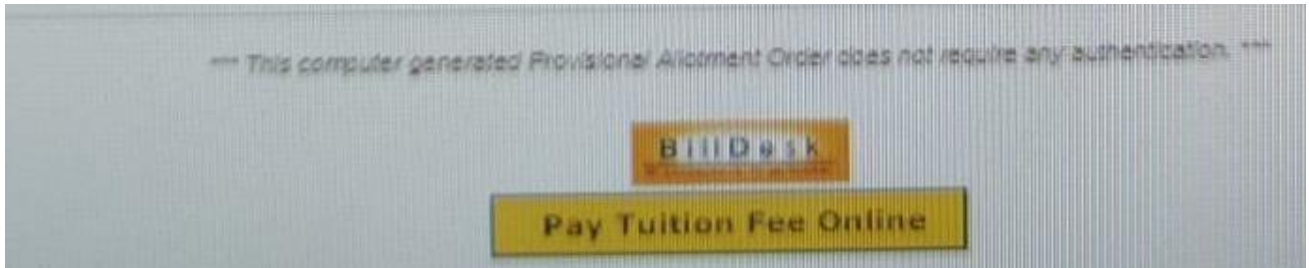
2. Click on the button Pay Tuition Fee Online
3. The following screen appears with the specified Tuition Fee as shown in the screen
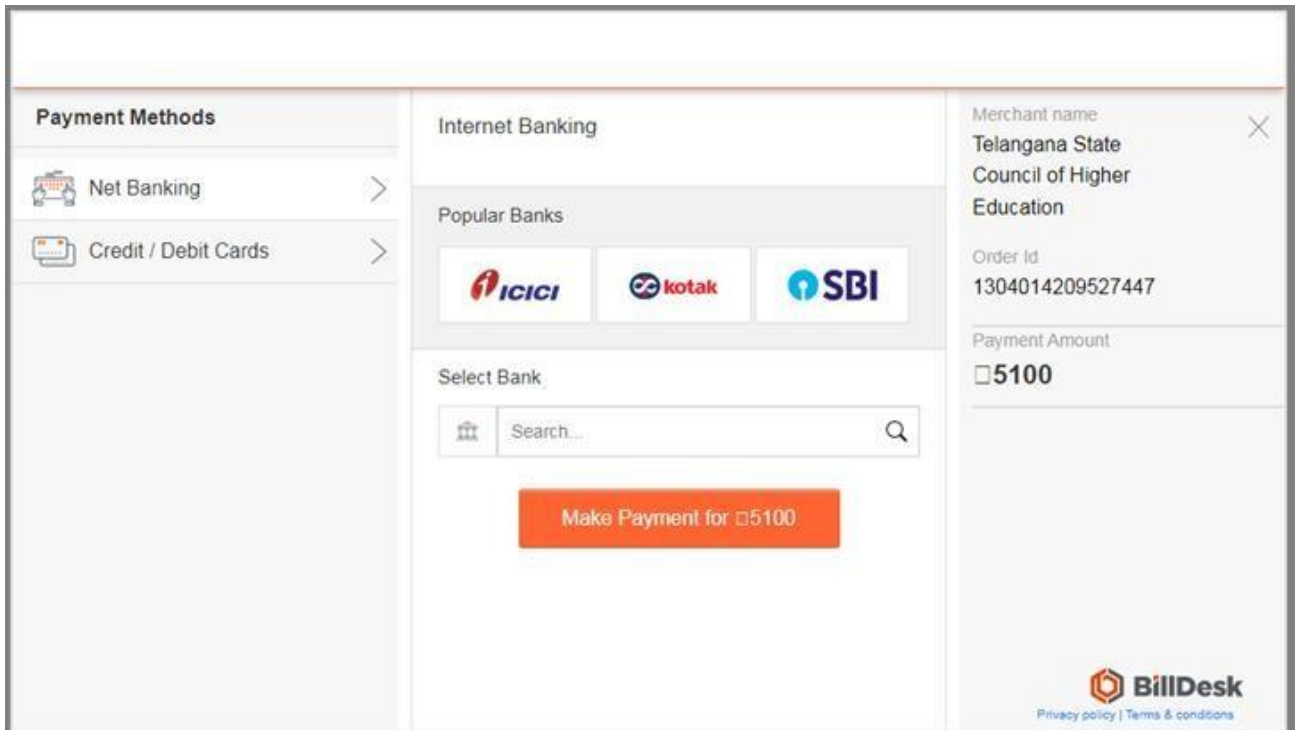
4. Choose either of the Payment Methods
    i. Credit Card or Debit Card
    ii. Net Banking

5. Proceed for payment of Tuition Fee by clicking Make Payment for…

6. After payment click on Self Reporting System.

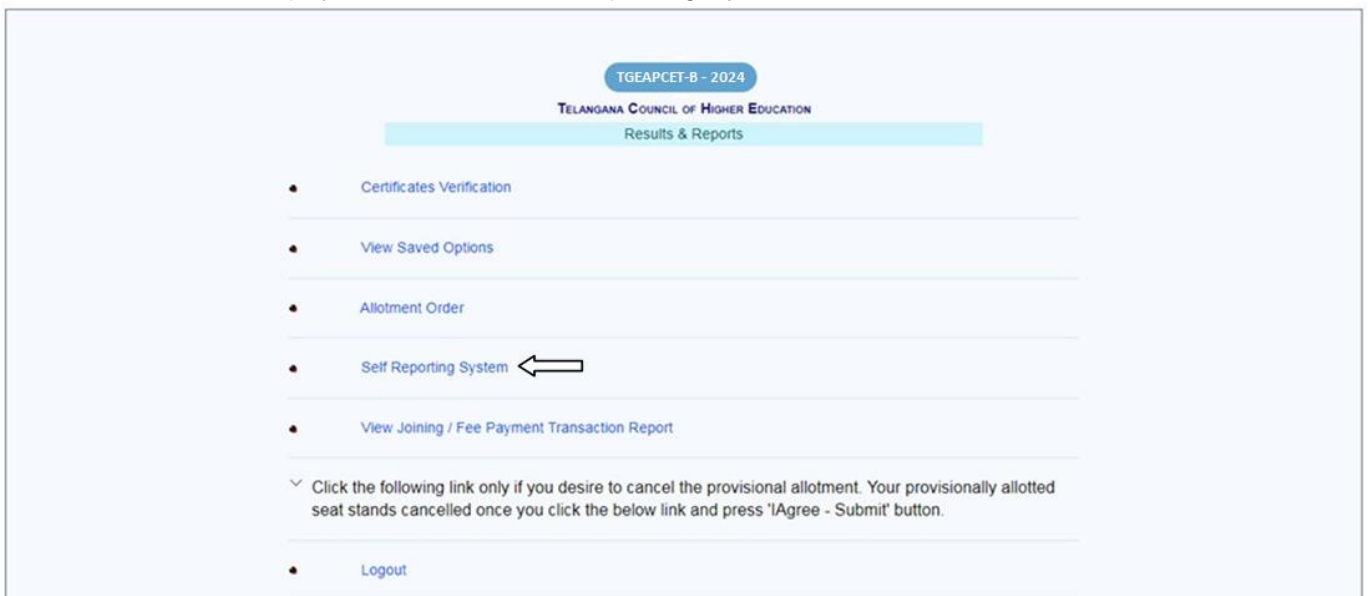7. Click on Self Reporting System and then details of the Candidate along with Order ID will appear. Verify Order ID Number and Click on Submit button.

8. The Joining Report will be displayed. Take the Printout

9. The Candidate details–Candidate Hall Ticket Number, Rank, Candidate Name and Candidate Father's Name along with the Allotted College & Branch with Admission

Number is displayed.

10. Take the printout of the Joining Report which is also called as Self Reporting.
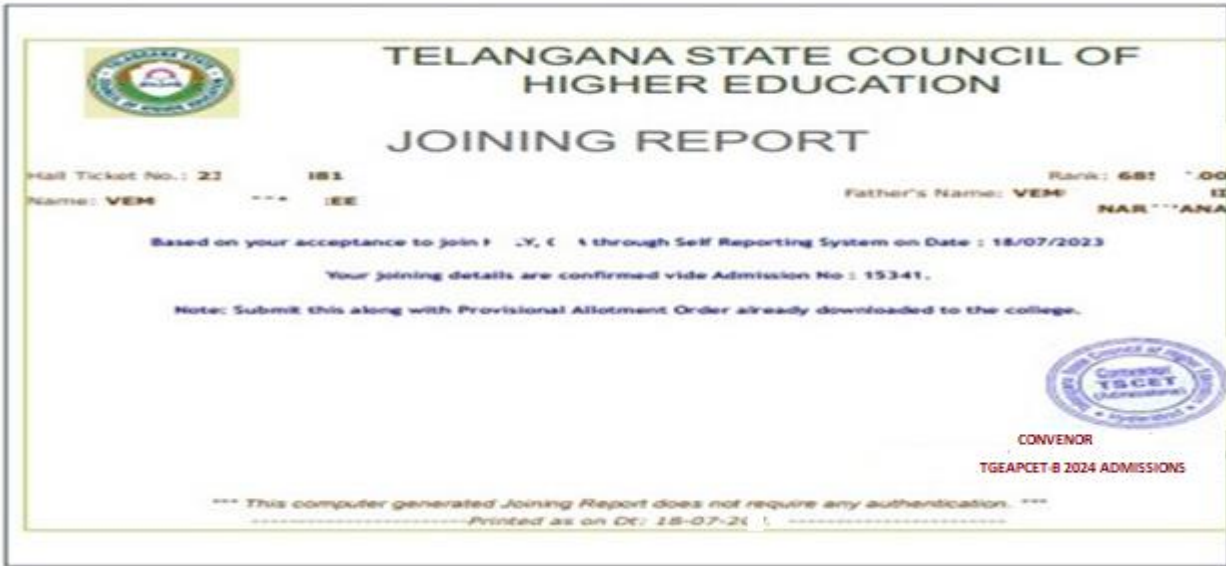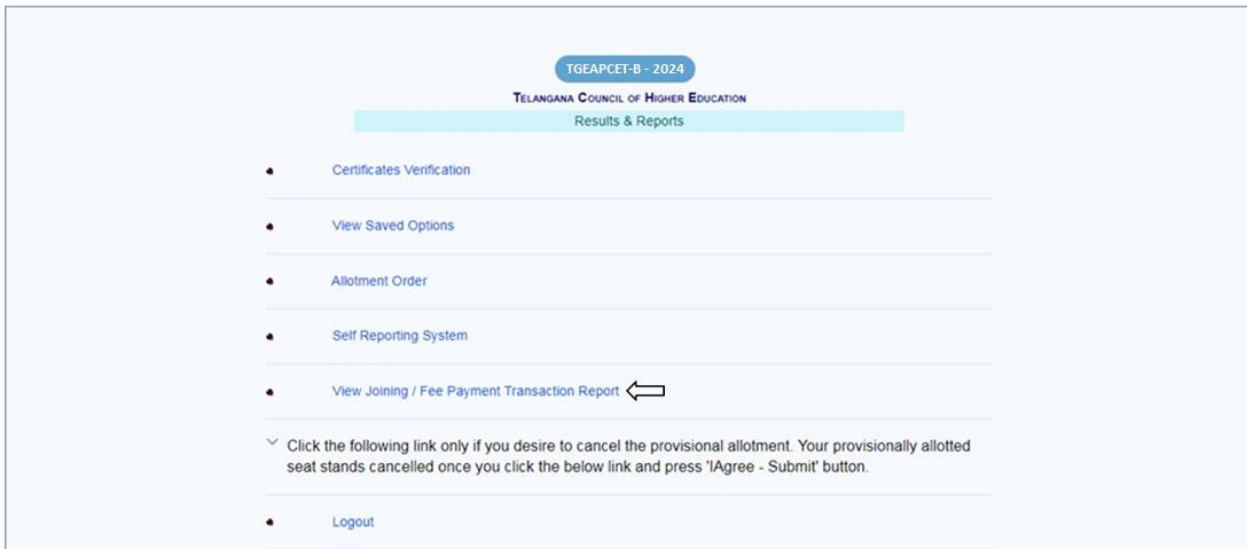

IX. For viewing the Payment Transaction status

1. Click on View joining report/Fee Payment Transaction Report to view payment details as given in the following screen.

The following screen appears

ADMISSIONS INTO ENGINEERING AND PHARMACY

TGEAPCET-B - 2024

View Joining Report

View Fee Payment Transaction Details

2. Click on View Fee Payment Transaction Details as given above
3. The following report will be displayed. The details of all transactions with payment of Processing Fee and Tuition Fee will be displayed as given in the following screen.

TELANGANA COUNCIL OF HIGHER EDUCATION

TGEAPCET-B - 2024

FEE PAYMENT TRANSACTION DETAILS

Hall Ticket No.: XXXXXXXXXX
Name: DUMMY NAME

Rank: XXXXX
Father's Name: DUMMY NAME

Print

TRANSACTION STATUS/ RESULT	
ORDER/REQUEST ID	1304014209748015
BANKTRANSATCION ID	0300
BANK TRANSATCION STATUS	0300
AMOUNT	600.00
ROLL NUMBER	1304014209
RANK	1982
FEE TYPE	1982
BANK TXN MESSAGE	PGS10001-Success
TRANSACTION DATE	08/06/2024