

AP MDS – 2017 Admissions

PROCEDURE TO EXERCISE OPTIONS

1. Open the website <http://apmids.apsche.ac.in> Home page displayed as follows.

The screenshot shows the AP MDS Admissions website for Dr NTR University of Health Sciences. The page has a navigation menu with links: Home, Notification, Procedure of Web Counselling, Procedure to ExerciseOptions, Fee Structure, List of Courses, and Print Options. The main content area is divided into two columns: 'On Line Application' and 'Web Counselling'. The 'On Line Application' column lists: Merit Position after Verification (NEW), Prospectus for MDS (NEW), Important Dates (NEW), and Frequently Asked Questions. The 'Web Counselling' column lists: Web options (NEW), List of Colleges, List of Courses, Instructions to Candidate, Procedure to Exercise Web options, G.O. with regard to Age, and Frequently Asked Questions. A blue banner at the bottom reads 'Flash News :: Certificate Verification on 20-04-2017 | Help Des'. Below that, a green banner says 'HELP DESK :: For queries related to Web Counselling mail apmids2k17@gmail.com'. At the very bottom, there are links for Home, Entrance Tests, Related Links, and Disclaimer, along with a note: '* Best viewed in 1024 by 768 resolution *'.

2. Click on the Web Options link for Exercising options.
3. Instructions to candidate window will be displayed as follows.

The screenshot shows the 'INSTRUCTIONS FOR GIVING OPTIONS IN WEB' page. The page title is 'INSTRUCTIONS FOR GIVING OPTIONS IN WEB'. Below the title, there is a red text instruction: 'Read and understand the contents of this page carefully before going to options selection page. After understanding the contents in this page, Click on **I Understood** button to get into the option page.' The main content is a numbered list of instructions:

1. The options selection page contains two tables
 - Colleges, courses and Coursetype on the lefthand side of the page.
 - Selected options in the order of priority on the righthand side.
2. Enter Testing ID, Registration No, Registered Mobile Number on the top.

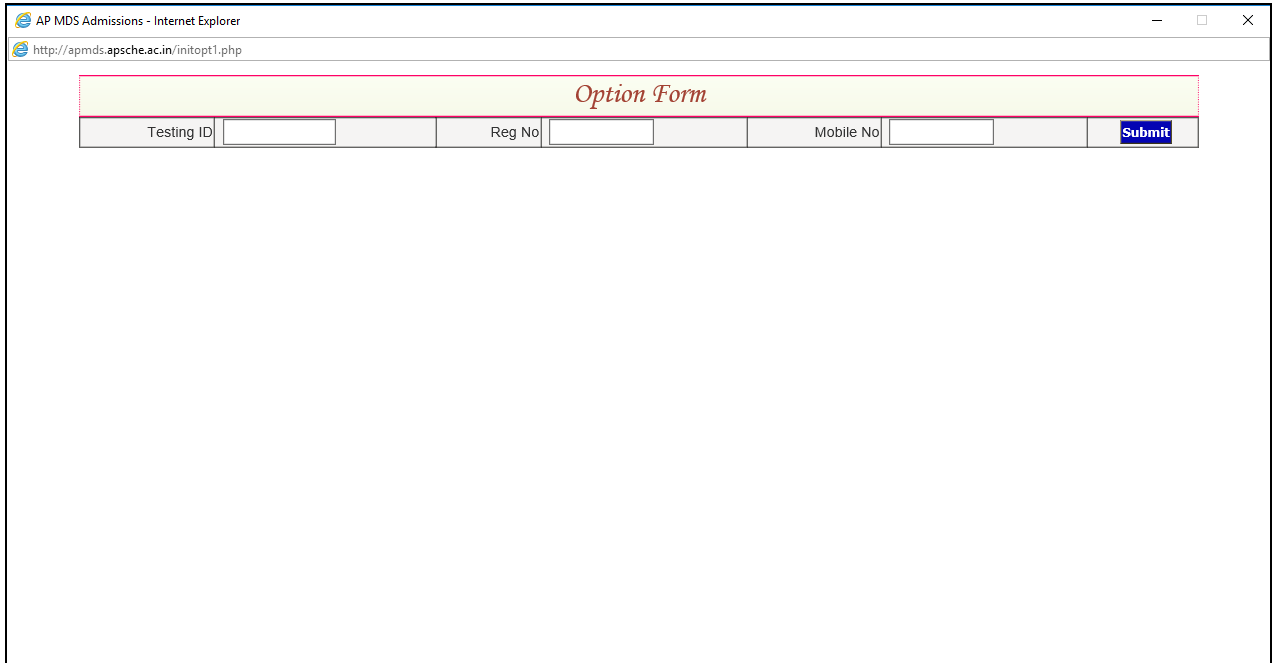
If everything you entered is correct, List of available colleges, courses, course type combinations are shown in the lefthand side table. You can filter the list in two ways by

 - District.
 - Starting letter of the college code(short code of 4 letters).
3. **To select the option:** click on the college and course on the lefthand side table and click ADD button. An alert box will pop up asking confirmation to add the option. The selected college will be added to options table on the right hand side as last option.
4. **To delete the option:** Select an option and click "Delete" Button. The selected option will be deleted and the options will be renumbered automatically.
5. **To change the priority:** Select the option whose priority you want to change, drag and drop at the required place. The options will be renumbered automatically. (OR) Select the option and press the UP/DOWN arrow buttons present in between the tables to move up/down one level.
6. **To Save the options:** Click the SAVE button in order to save the options in the server. After clicking, the SAVE button, a window prompts for PASSWORD. One Time Password(OTP) would be sent to your mobile which is valid for 15mins only. If the password is correct, then you will land onto a new page where all your options along with priority will be displayed.
7. **Print Order of Preference of Options:** You can print order of preference of options once you SAVE the options. You can also take a printout of the options from Webcounselling Details Menu and also from Home Page.

At the bottom of the page, there are two buttons: 'I Understood' and 'Quit'.

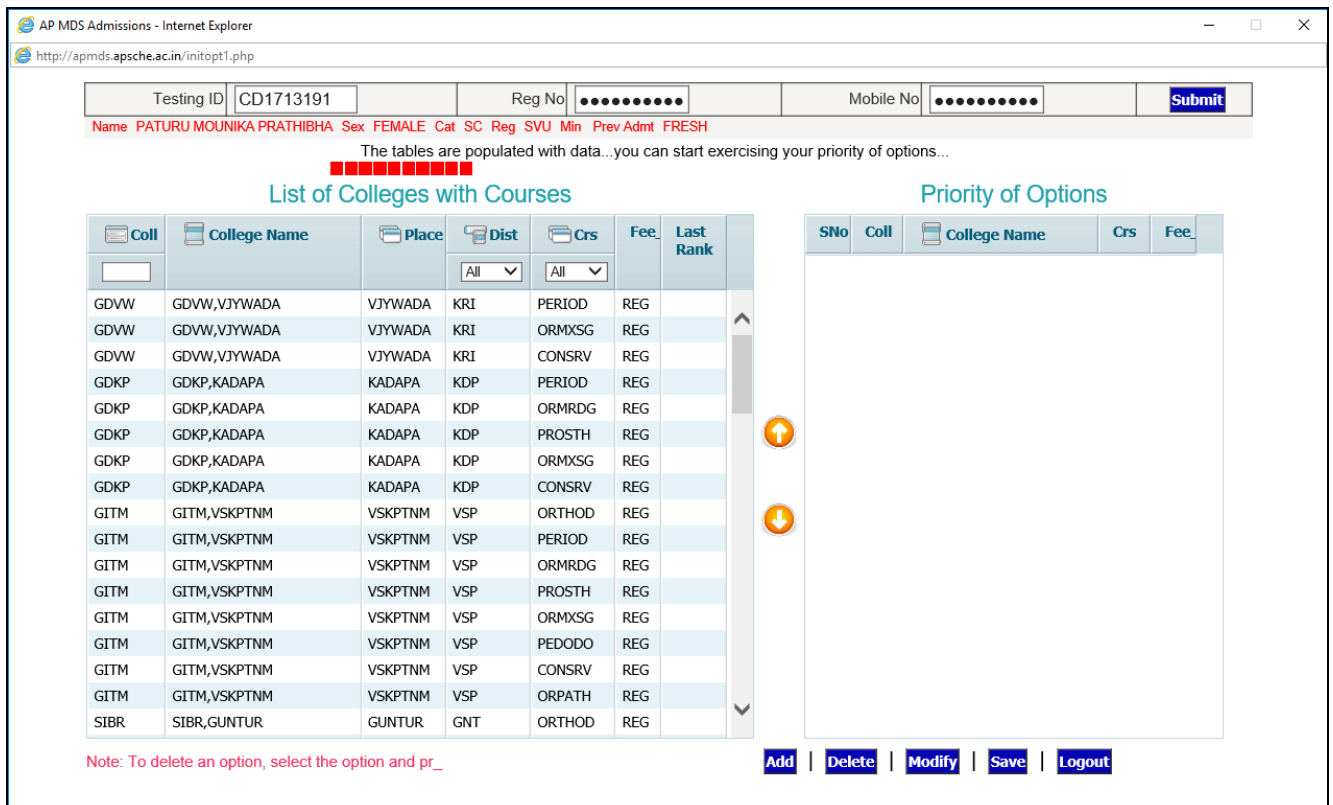
4. Read the instructions carefully, then click **I Understood** button.

5. Enter the details as shown in the option form and click on **Submit** button.



6. Option form will be displayed as shown below with colleges on the left side. This window displays all the eligible colleges based on gender and specialization.

7.



- Three types of filters are available to minimize the selection list. The first filter is college code, second filter is District-wise and the third filter is course wise.
- If you Type one of the Alphabets in college filter box, for example "P" is typed, then the college codes starting with alphabet "P" will be displayed
- If you select Hyderabad District in the District combo box, the list of colleges available in Hyderabad district alone will be displayed.
- if you select course combo, all the courses offered will be displayed, select a course, then the list of colleges

offering this course will be displayed.

- ✚ Select the college on left window and click on Add button to add college to the right side window as option number one. Then next one will be added as second option and so on. The priority of options is displayed on the right side window.
- ✚ You can modify the priority of options by clicking on the **Modify** button. Select an option, drag it to the required place and drop. Automatically the option will be moved to the new location and the priority numbers will be renumbered. (OR) Select the option and press the UP/DOWN arrow buttons present in between the tables to move up/down one level.
- ✚ Select an option and Click the **Delete** button, then the option will be deleted from the selected list.
- ✚ After satisfying with the selected list of colleges and their priorities, click on **Save** button and enter the password (OTP) which you received by SMS through the virtual key board available on the screen and click **Confirm** button, then the selected options are saved in the Server for processing, and the saved options will be displayed in printed format. Take a print and verify thoroughly the colleges and their priority.
- ✚ move up/down one level.
- ✚ Select an option and Click the **Delete** button, then the option will be deleted from the selected list.
- ✚ After satisfying with the selected list of colleges and their priorities, click on **Save** button and enter the password (OTP) which you received by SMS through the virtual key board available on the screen and click **Confirm** button, then the selected options are saved in the Server for processing, and the saved options will be displayed in printed format. Take a print and verify thoroughly the colleges and their priority.

AP MDS Admissions - Internet Explorer
 http://apmids.apsche.ac.in/initopt1.php

Testing ID: CD1713191 Reg No: Mobile No: **Submit**

Name: PATURU MOUNIKA PRATHIBHA Sex: FEMALE Cat: SC Reg: SVU Min: Prev Admt: FRESH

■■■■■

List of Colleges with Courses

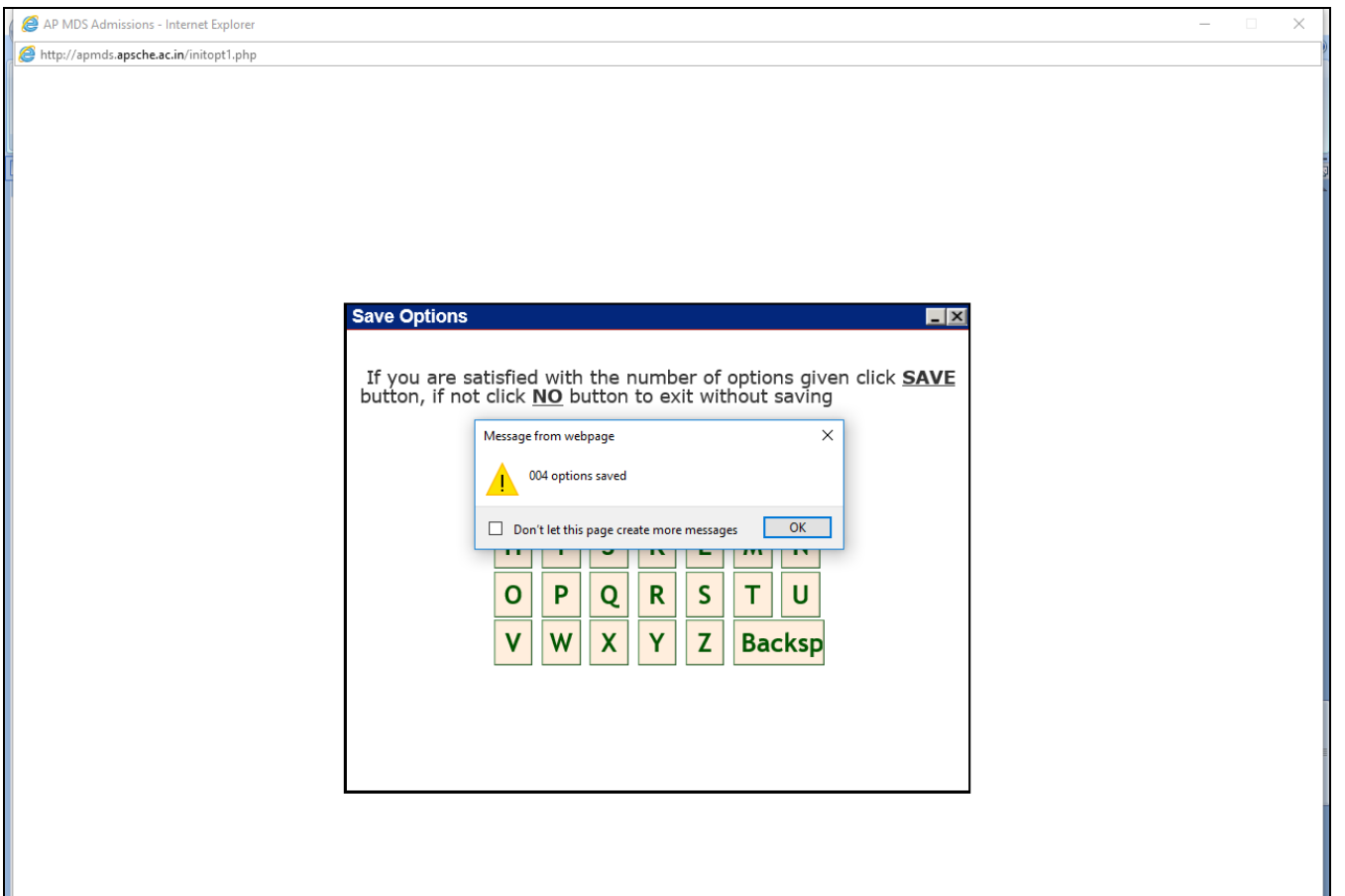
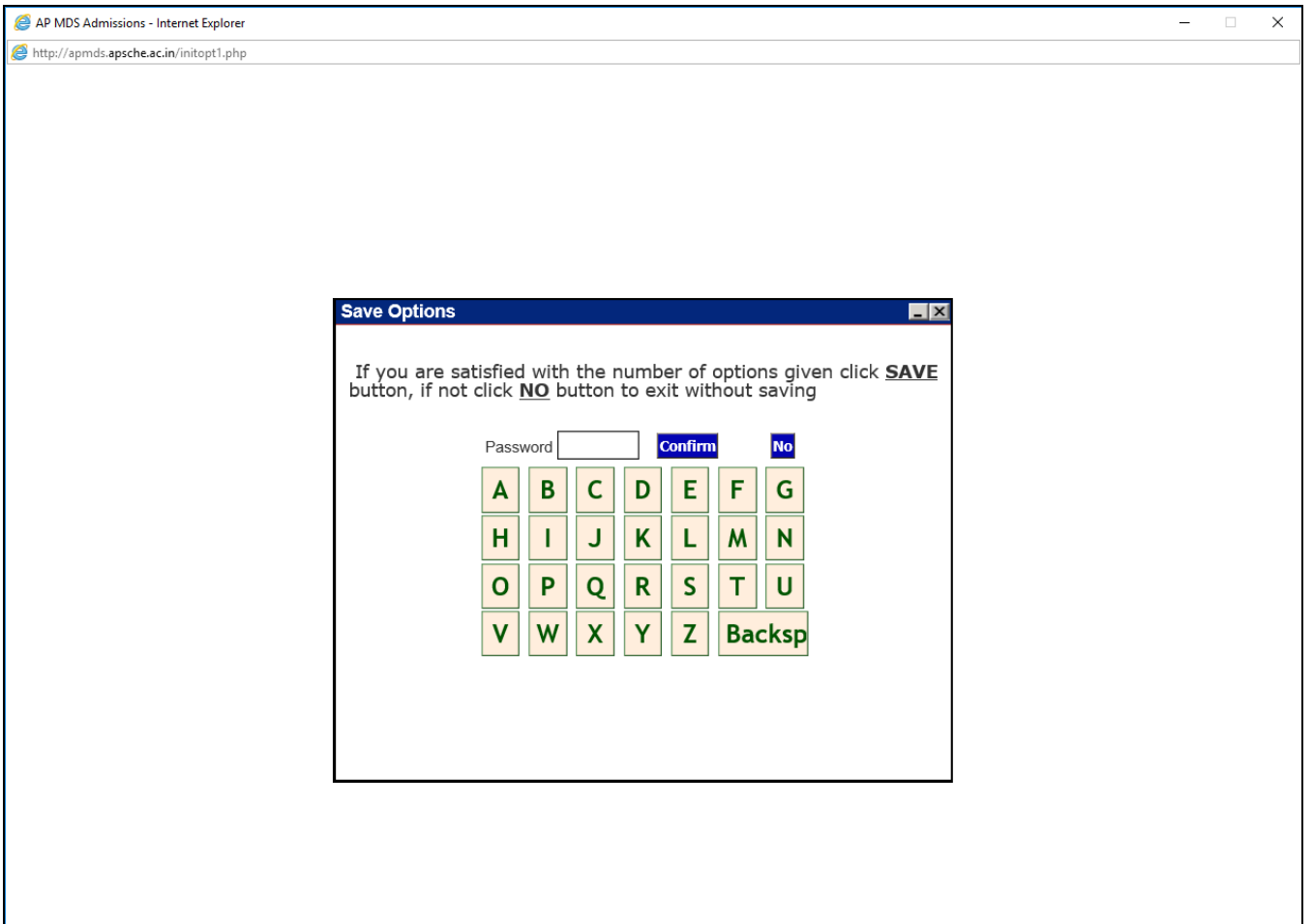
Coll	College Name	Place	Dist	Crs	Fee	Last Rank
			All	All		
GDVW	GDVW,VJYWADA	VJYWADA	KRI	PERIOD	REG	
GDVW	GDVW,VJYWADA	VJYWADA	KRI	ORMXSG	REG	
GDVW	GDVW,VJYWADA	VJYWADA	KRI	CONSRV	REG	
GDKP	GDKP,KADAPA	KADAPA	KDP	PERIOD	REG	
GDKP	GDKP,KADAPA	KADAPA	KDP	ORMRDG	REG	
GDKP	GDKP,KADAPA	KADAPA	KDP	PROSTH	REG	
GDKP	GDKP,KADAPA	KADAPA	KDP	ORMXSG	REG	
GDKP	GDKP,KADAPA	KADAPA	KDP	CONSRV	REG	
GITM	GITM,VSKPTNM	VSKPTNM	VSP	ORTHOD	REG	
GITM	GITM,VSKPTNM	VSKPTNM	VSP	PERIOD	REG	
GITM	GITM,VSKPTNM	VSKPTNM	VSP	ORMRDG	REG	
GITM	GITM,VSKPTNM	VSKPTNM	VSP	PROSTH	REG	
GITM	GITM,VSKPTNM	VSKPTNM	VSP	ORMXSG	REG	
GITM	GITM,VSKPTNM	VSKPTNM	VSP	PEDODO	REG	
GITM	GITM,VSKPTNM	VSKPTNM	VSP	CONSRV	REG	
GITM	GITM,VSKPTNM	VSKPTNM	VSP	ORPATH	REG	
SIBR	SIBR,GUNTUR	GUNTUR	GNT	ORTHOD	REG	

Priority of Options

SNo	Coll	College Name	Crs	Fee
1	GDVW	GDVW,VJYWADA	PERIOD	REG
2	GDVW	GDVW,VJYWADA	ORMXS	REG
3	GDVW	GDVW,VJYWADA	CONSR	REG
4	GDKP	GDKP,KADAPA	PERIOD	REG

Note: Select a record and press Enter key to add the option

Add |
 Delete |
 Modify |
 Save |
 Logout



7. The Saved options can be viewed and/or printed through the **Print options** link from home page also.

8. The options exercised will be closed at the time mentioned in the schedule for exercising option.
9. The options registered in the server will be frozen automatically on the last day specified in the notification and shall be used for seat allotment.
10. The options will be processed on the dates specified and the results will be communicated through **SMS** message to the registered mobile number, which you have provided and you can also take a print of the provisional allotment order from the website.

Do's and Don'ts

- ✚ **Do not use mobiles and tablets to exercise the options. Use only computers with Internet Explorer 11.**
- ✚ Check college codes and course codes thoroughly before entering options
- ✚ Write college / course codes in the order of preference on a white paper before entering into web.
- ✚ Do not select a colleges / course which you are not interested.
- ✚ Avoid using slow internet facility.
- ✚ Allotments will be made in the **order of preference of options and exercise utmost care while entering options.**
- ✚ Allotments will be made in the Merit order.
- ✚ Allotment made in the web counselling is final and cannot be altered under any circumstances.
- ✚ Therefore only such colleges and courses that candidate can join without any hesitation should be chosen.
- ✚ Convenor is not responsible for any technical or human errors from client side (Student side) while exercising options.
- ✚ Keep your mobile with you while exercising options and do not block SMS.

ISSUES THAT MAY COME ACROSS WHILE EXERCISING WEB OPTIONS

1. OTP (One time Password) may not reach to your mobile due to various reasons. You can contact immediately to the Help Desk Numbers. They may guide you.
2. Browser Problems -- **You have to use Internet Explorer 11 version for Security reasons.** Options cannot be exercised with other browsers or mobiles or tablets.
3. One time Password will be communicated only after clicking **SAVE button** while exercising options.
4. Take a print out of the options for reference.
5. For any Technical issues contact Help Desk: **9490332169, 9030732880** between 9.00 AM to 6.00 PM.
6. For clarifications on Regulations and other issues contact: **8978780501 and 7093924743** (10.00 AM to 6.00 PM only).
7. Payment issues will be resolved by Bill Desk as they are the authorised payment collection agency.
8. Web options will be closed on the date & time mentioned in the schedule sharply, hence exercise options much before the closing time to avoid last minute problems.
9. Do not disclose the login information like OTP (one time password / Registration number / Testing Id and mobile number etc). Keep the registered mobile always with you so as to get regular updates and notification.