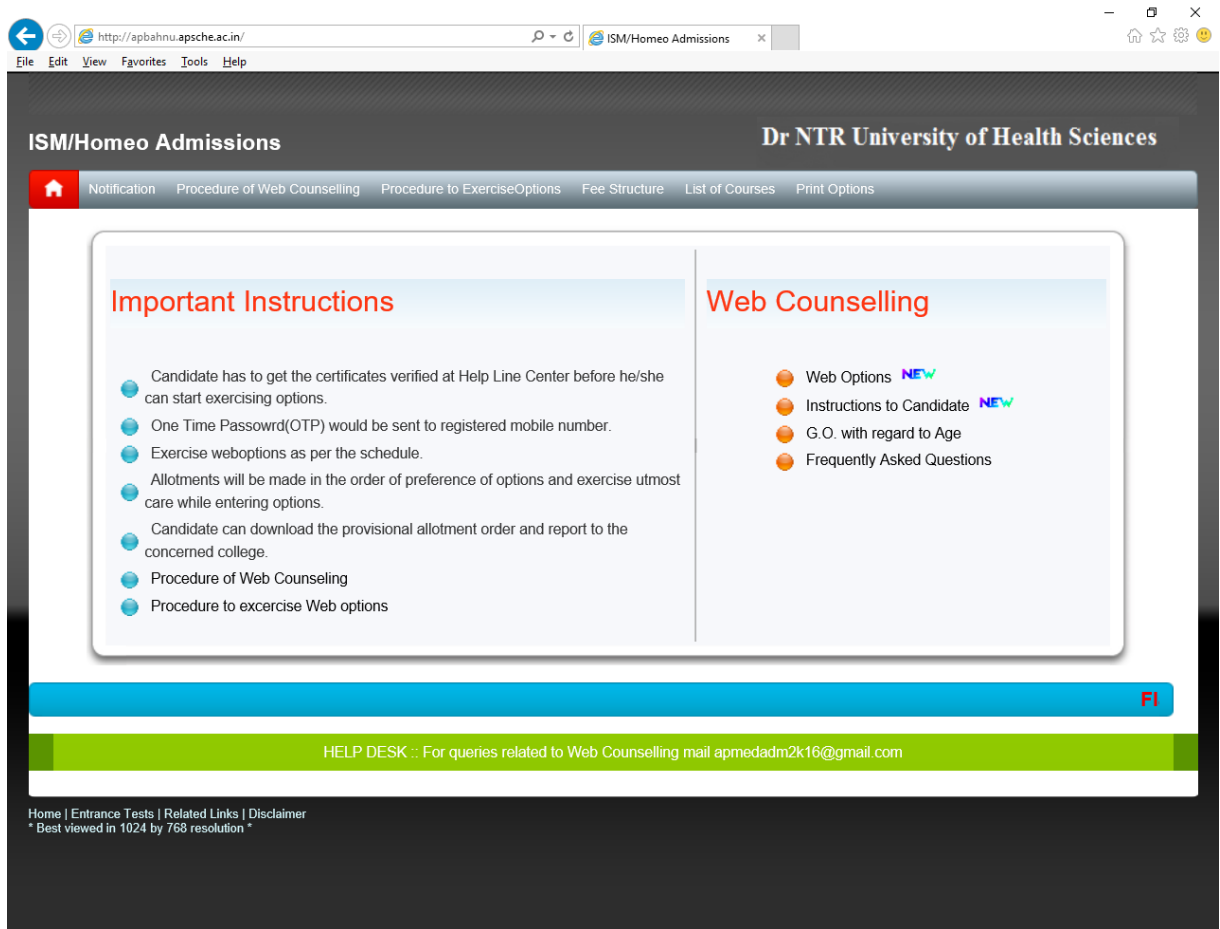


AP ISM & H – 2016 Admissions

PROCEDURE TO EXERCISE OPTIONS

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



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

INSTRUCTIONS FOR GIVING OPTIONS IN WEB

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.

1. The options selection page contains two tables
 - Colleges, courses and Course type on the lefthand side of the page.
 - Selected options in the order of priority on the righthand side.
2. Enter Hall Ticket Number, Registration No, Password and Date of Birth 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.

View with Internet Explorer Ver 10.0 or above

I Understood Quit

- Read the instructions carefully, then click **I Understood** button.
- Enter the details Hall Ticket Number, Rank, Registered Mobile Number and Login Id number as shown in the option form and click on **Submit** button.

The screenshot shows a web browser window titled "MBBS/BDS Admissions - Internet Explorer" with the URL "http://apbahnu.apsche.ac.in/initopt1.php". The main content is a form titled "Option Form" with the following fields:

Hall Ticket	<input type="text"/>	Rank	<input type="text"/>	Mobile No	<input type="text"/>	Registration No	<input type="text"/>	<input type="button" value="Submit"/>
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- 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.

The screenshot shows the same web browser window as above, but now populated with data. The header shows:

Hall Ticket: 960500171, Rank: 2416, Mobile No: ●●●●●●●●, Registration No: 144454, Submit

Name: GOLI LAKSHMI MANASA Sex: FEMALE Cat: OC Reg: AU Min: Prev Admt: FRESH

The tables are populated with data... you can start exercising your priority of options...

List of Colleges with Courses

Coll	College Name	Place	Dist	Crs	S/N	Last Rank
NRSA	DR N RS GOVT AYURVEDIC	VIJYWADA	KRI	BAMS	REG	
SVAY	S V AYURVEDIC	TIRUPATI	CTR	BAMS	REG	
GGHG	DR GURURAJU GOVT	GUDIVADA	KRI	BHMS	REG	
ALUR	DR ALLURI RAMALINGAIAH	RAJAMNDRY	ESG	BHMS	REG	
GHCK	GOVT HOMEIO	CUDDAPAH	KDP	BHMS	REG	
MIMH	MAHARAJA	VIZIANGRM	VZM	BHMS	REG	
MIMH	MAHARAJA	VIZIANGRM	VZM	BHMS	SF	
PMNS	PATHANJALI MAHARSHI	GUNTAKAL	ATP	BNYS	REG	
PMNS	PATHANJALI MAHARSHI	GUNTAKAL	ATP	BNYS	SF	

Priority of Options

SNo	Coll	College Name	Crs	S/N

Note: Freeze the options only when you are satisfied with the options

Buttons: Add, Delete, Modify, Save, Logout

Two types of filters are available to minimize the selection list. The first filter is college code and another filter is District-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 Krishna District in the District combo box, the list of colleges available in Krishna district alone 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 have 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.

MBBS/BDS Admissions - Internet Explorer
 http://apbahnu.apsche.ac.in/initopt1.php

Hall Ticket: 960500171 Rank: 2416 Mobile No: ●●●●●●●● Registration No: 144454 **Submit**

Name: GOLI LAKSHMI MANASA Sex: FEMALE Cat: OC Reg: AU Min: Prev Admt: FRESH

The tables are populated with data... you can start exercising your priority of options...

List of Colleges with Courses

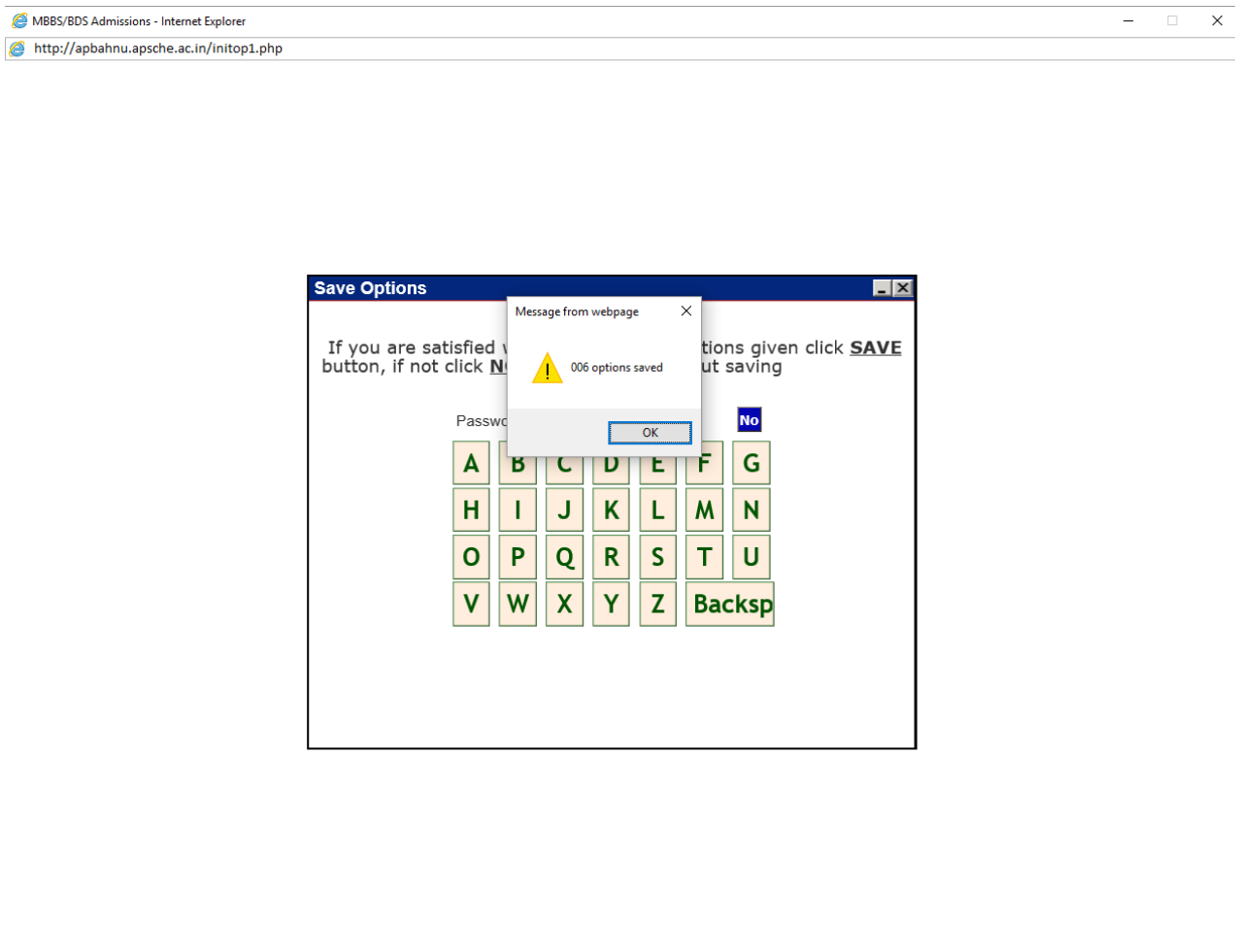
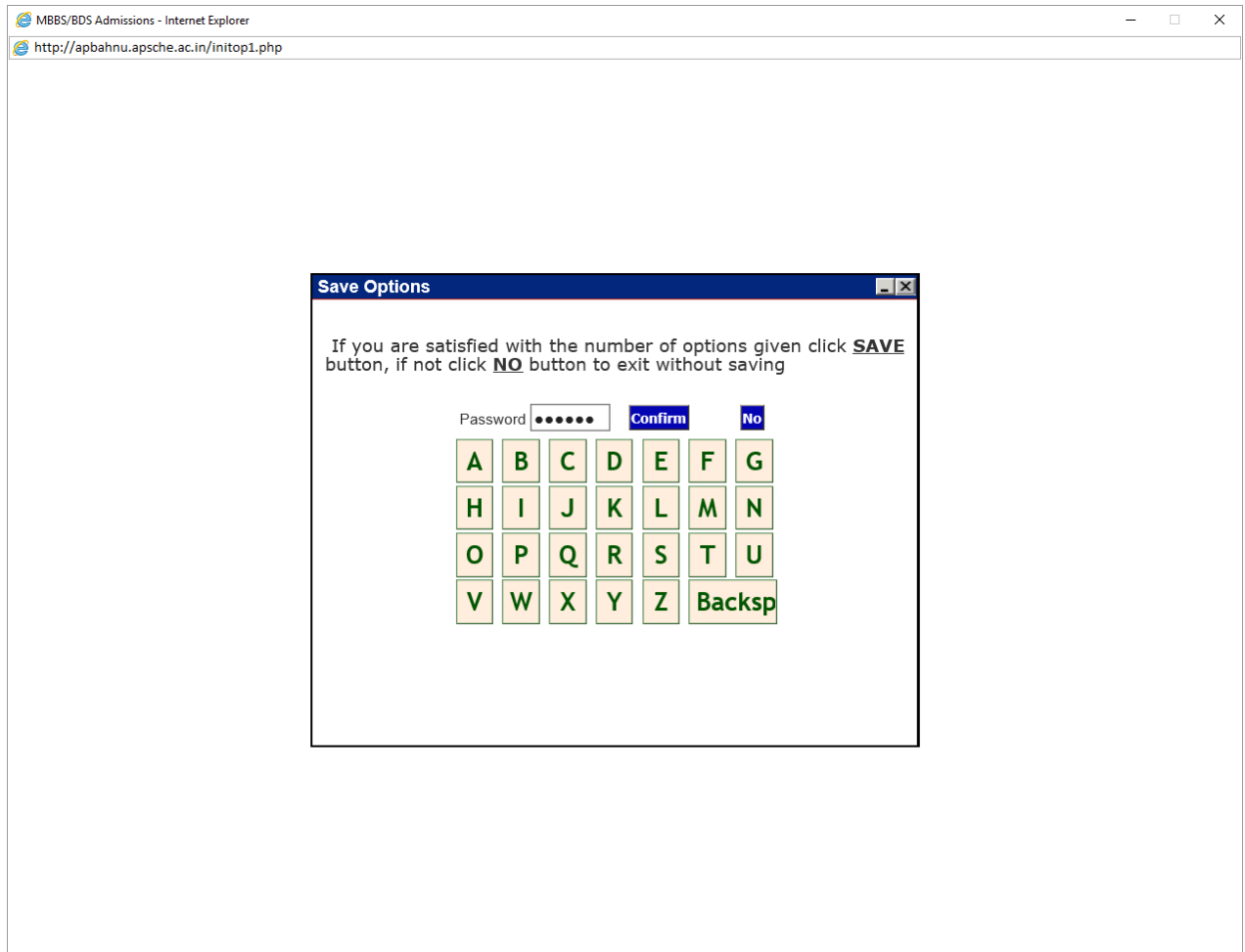
Coll	College Name	Place	Dist	Crs	S/N	Last Rank
			All	All		
NRSA	DR N RS GOVT AYURVEDIC	VIJYWADA	KRI	BAMS	REG	
SVAY	S V AYURVEDIC	TIRUPATI	CTR	BAMS	REG	
GGHG	DR GURURAJU GOVT	GUDIVADA	KRI	BHMS	REG	
ALUR	DR ALLURI RAMALINGAIAH	RAJAMNDRY	ESG	BHMS	REG	
GHCK	GOVT HOMEO	CUDDAPAH	KDP	BHMS	REG	
MIMH	MAHARAJA	VIZIANGRM	VZM	BHMS	REG	
MIMH	MAHARAJA	VIZIANGRM	VZM	BHMS	SF	
PMNS	PATHANJALI MAHARSHI	GUNTAKAL	ATP	BNYS	REG	
PMNS	PATHANJALI MAHARSHI	GUNTAKAL	ATP	BNYS	SF	

Priority of Options

SNo	Coll	College Name	Crs	S/N
1	NRSA	DR N RS GOVT AYURVEDIC	BAMS	REG
2	SVAY	S V AYURVEDIC	BAMS	REG
3	GGHG	DR GURURAJU GOVT	BHMS	REG
4	ALUR	DR ALLURI RAMALINGAIAH	BHMS	REG
5	GHCK	GOVT HOMEO	BHMS	REG
6	MIMH	MAHARAJA	BHMS	REG

Note: Only the saved options will be considered for allotment

[Add](#) | [Delete](#) | [Modify](#) | [Save](#) | [Logout](#)



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

8. The options exercised will be closed at the specified time on the last date specified for web options in the notification.
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 after paying the University registration fee through online** and report to the allotted college on or before the date specified in the allotment letter.

Do's and Don'ts

- + Do not use mobiles and tablets to exercise the options. Use only computers.**
- + Check college codes thoroughly before entering options
- + Write college codes in the order of preference on a white paper before entering into web.
- + Do not select colleges which you are not interested.
- + Use Internet Explorer Version 11 for exercising web options.**
- + 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 will 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.