TG ICET-2024

GOVERNMENT OF TELANGANA
TELANGANA COUNCIL OF HIGHER EDUCATION

USER GUIDE
for
TGICET–2024 ADMISSIONS

User Guide–Hand holding approach to the TGICET Candidates

TGICET–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:// tgicet.nic.in)

i. Please enter the website :https://tgicet.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) TGICET Hall Ticket Number
   b) TGICET Registration Number(which is available on TGICET 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 TGICET Application form will be displayedas follows :

The Candidate details as entered in TGICET 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://tgicet.nic.in

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

i. Enter Caste Certificate Application Number issued by Mee Seva.
ii. 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.
iii. 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.

iv. 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.

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

The following screen appears for payment of Processing Fee.

II. PAYMENT OF PROCESSING FEE :

i **Click on check box** as shown in the screen

ii Click on **Pay Fee Online** in one of the two payment modes
  - ➢ T-Wallet
  - ➢ Bill Desk

iii   Choose either payment through
        iii. Debit Card/Credit Card or
        iv. Net Banking

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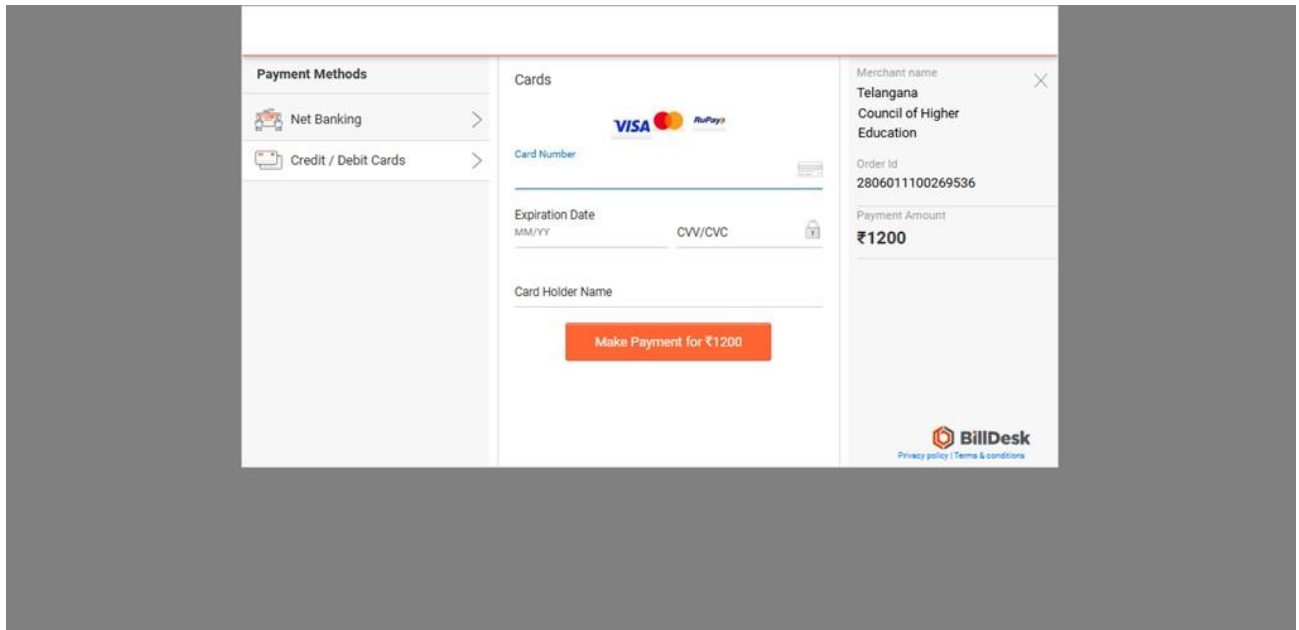
III. VERIFY PAYMENT STATUS:

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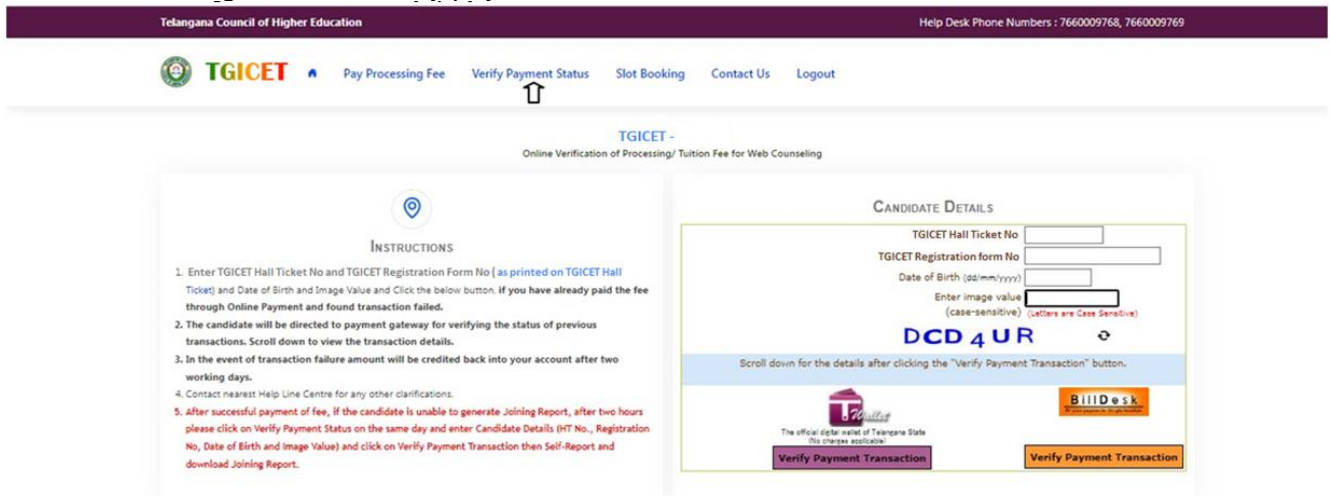
ii.   Enter the following candidate details for verification of payment status in the above screen

        a) TGICET Hall Ticket Number
        b) TGICET Registration Number

c) Date of Birth

d) Enter image value

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

iv. The following screen is displayed indicating the status of the transaction(s) done already.
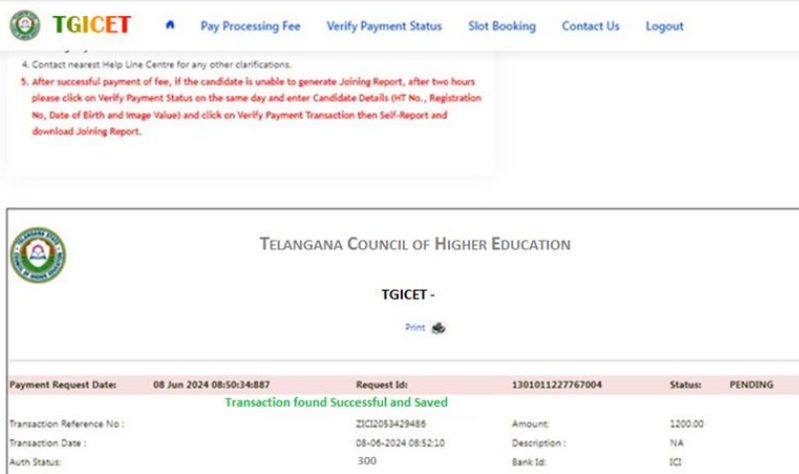
v. If the transaction is successful, the status will be shown as Transaction found successful and saved in green.

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

IV. SLOT BOOKING:

i. Enter website address: https://tgicet.nic.in

ii. Check the Browser settings to disable Popup blocker

iii. Click on Slot Booking on the Homepage as shown in the following screen:
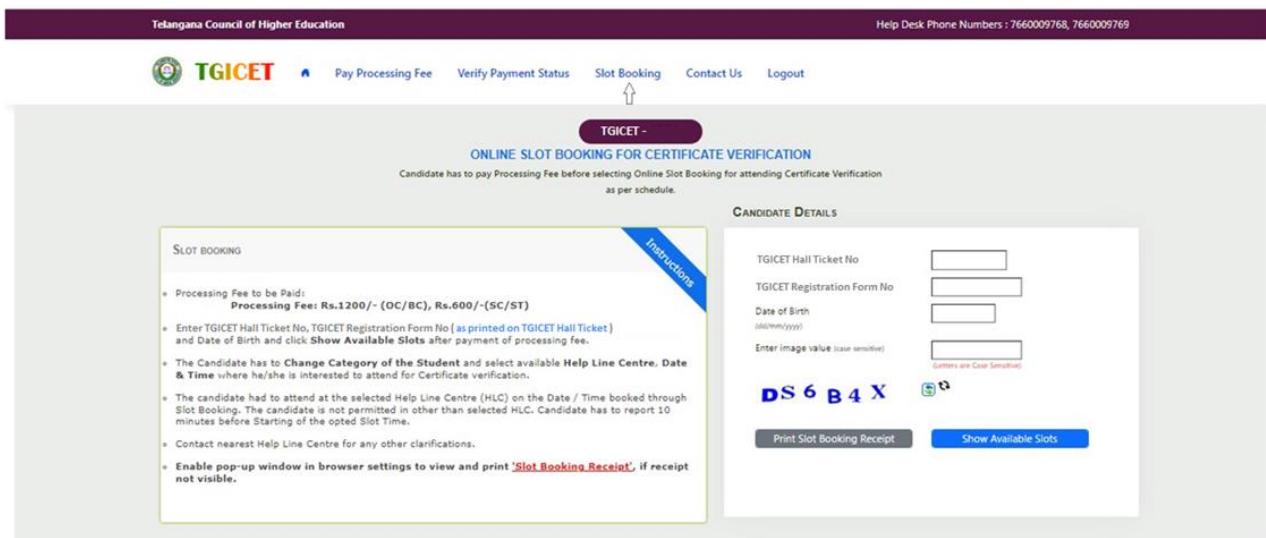
iv. The following screen appears.

a) Select ALL for OC/BC/SC/ST candidates who are not under Special Categories viz PH/NCC/CAP/SPORTS/ANGLO-INDIAN

b) 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

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

d) Select the date as shown in the screen below:

e) The Green indicates the available slots. Select the desired Date in Green
f) 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.

g) 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.

h) On confirmation of the slot, the following screen appears

i) 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.
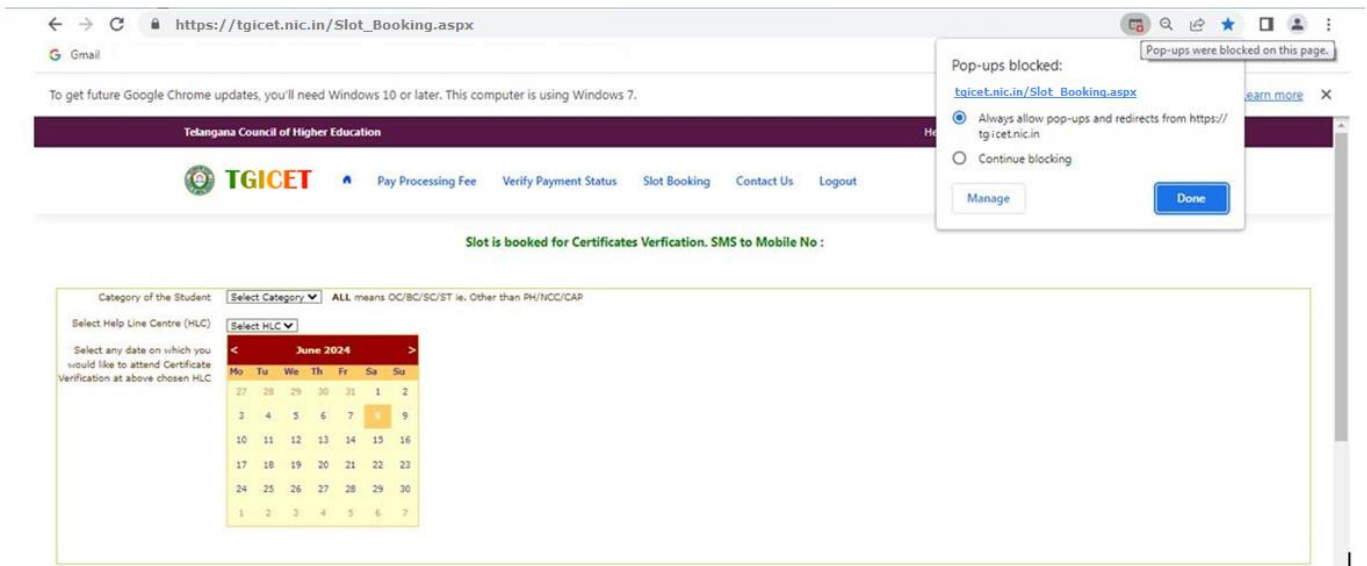
j) The candidate will receive the confirmation of the slot booking date and time and slot through SMS.

k) 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://tgicet.nic.in

V. CERTIFICATE VERIFICATION:

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

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

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

iv. 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

i. The Candidate is required to generate Password after Certificate Verification

ii. The Password generation can be done as follows:
   a) The Candidate is required to keep his ROC Form, Hall Ticket and Rank Card ready before generating Candidate Password.
   b) Enter the website: https://tgicet.nic.in in the Browser.
   c) Click on Candidate Registration as given below on the homepage of the website
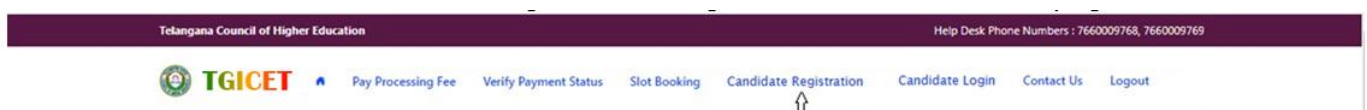
iii. The Candidate has to generate Password through Candidate Registration available on the homepage as shown above. The following screen appears.
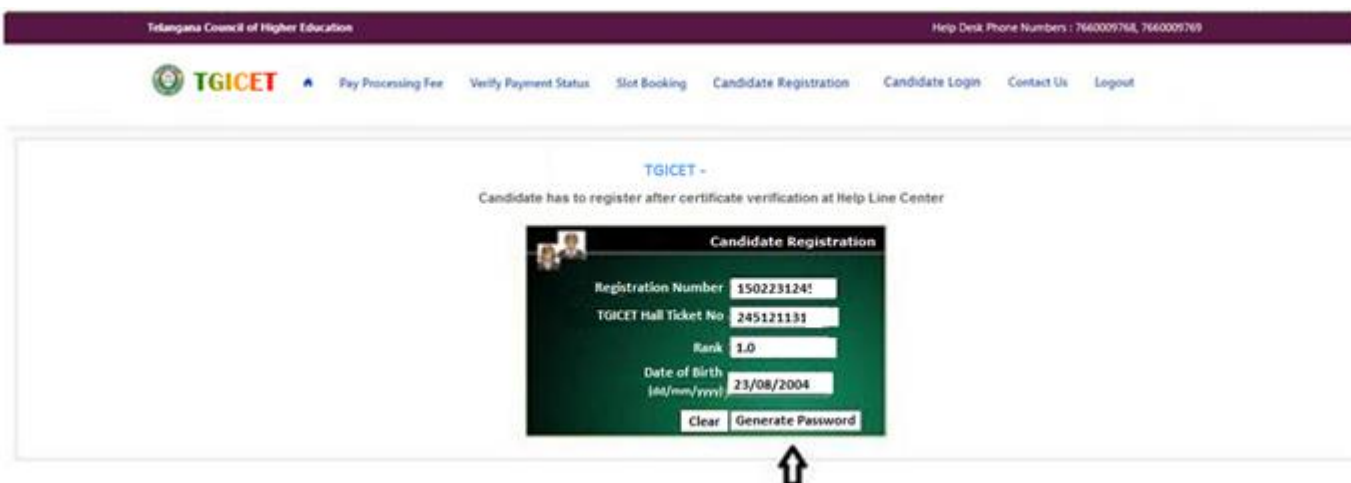
i. Enter Registration Number (as given in TGICET Hall Ticket), TGICET HallTicket Number, Rank and Date of Birth as shown in the above screen.
ii. Click on Generate Password as shown above
iii. The following screen is displayed to create new password.
iv. Enter the Password in the text box as shown in the below screen.
v. Re enter the same Password as given below.
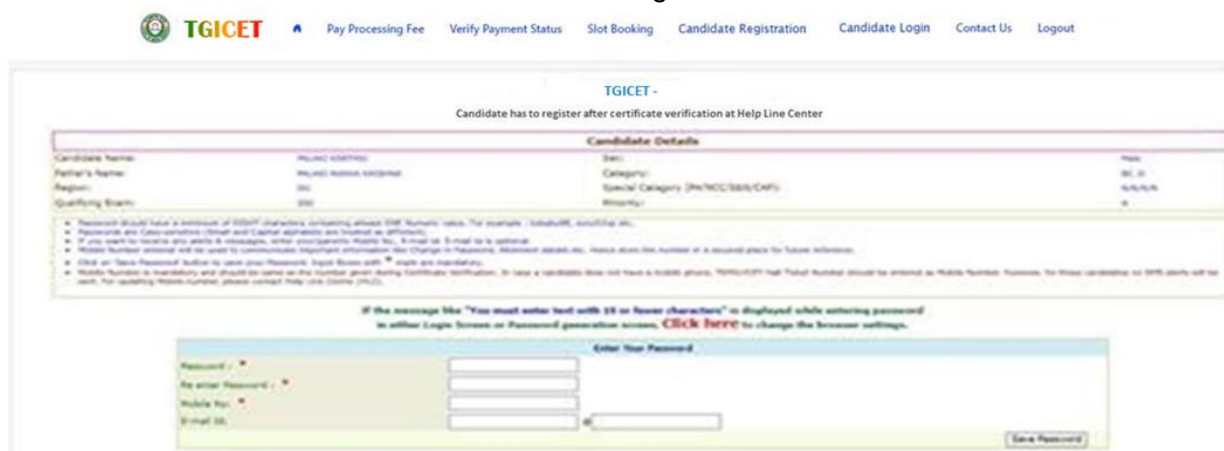
vi. Enter the Registered Mobile Number as given in Certificate Verification and Email ID.
vii. The Candidate receives confirmation of new password created through SMS to the Registered Mobile Number.
viii. The Candidate is required to
    a) Take a printout of Manual Option form available from the website.
    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
ix. Enter the website of https://tgicet.nic.in/ for Option Entry
x. Select **Candidates Login** in the website.

TGICET | Pay Processing Fee | Verify Payment Status | Slot Booking | Candidate Registration | Candidate Login | Contact Us | Logout

TGICET -
CANDIDATES LOGIN
Candidate has to undergo certificates verification and register before Login.

Not Registered

Click 'Candidates Registration' and register your self to exercise options.

Forgot Your Password

Contact Help Line Center with your details OR Click Here to reset your password.

Send SMS and Get Required Information

Type **TGICET** (space)01(space)Your HTNo and send SMS to **+919973979899**

NUMERIC CODE = 01 (for Login ID)
XXXXXXXX = Your TGICET Hall Ticket Number
Example :   TGICET 01 43632401

Security Alert

For security reasons it is advisable that

More than one candidate should not login from the same Computer/Browser at the same time.

Same candidate should not login from more than one computer at the same time.

After completing options entry, Always LOGOUT properly and close the Browser.

Sign-In

Login ID No

TGICET Hall Ticket No

Password

Date of Birth
(dd/mm/yyyy)

Enter image value (case-sensitive)
(Letters are Case Sensitive)

D4 4RE7

Sign-In

Forgot Password

xi. Enter the following details:
   a) Login ID Number(as received through SMS to Registered Mobile Number after Certificate Verification)
   b) TGICET Hall Ticket Number
   c) Password
   d) Date of Birth as given in ROC
   e) Enter Captcha correctly in Enter Value
   f) Click on Sign-in
   g) After Sign-In button, One Time Password (OTP) will be sent to the Candidate RegisteredMobile Number.
   h) Please Enter OTP received as per screen given below
   i) Click on check box under Declaration
   j) Click on **Click here for Option Entry**

ALLOTMENT

- Allotment of Seat is based on your merit rank and the Options given by you as per rules in vogue at the time of allotment;
- The Seat allotment will be made as per the options exercised by you. If the vacant seat is not available as per your first option, the second option will be considered for allotment. If that is also not availble then the third option and so on.
- All options given by you will be considered for allotment till a seat is allotted or Options are exhausted. Hence you are advised to give sufficient number of options in order not to face disappointment later.
- The Authorities are not responsible if you do not secure a seat against any of the options exercised by you. In such cases, you may have to wait for notification of second round counseling if any, in which you will be given another chance to give options for vacant seats availble after the current round of counseling.
- Request based on rank and options exercised by a candidate for change of College/course will not be entertained after allotment of seat.
- Failure to pay the precribed tution fee within the date specified will lead to cancelation of allotment.

CAUTION

For security reasons it is advisable to LOGOUT properly and Close the Browser window after completing options 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

DECLARATION (Click on Checkbox)*
☑ I declare that I read the above instructions and understood the process.

Click here for Option Entry | Help Screen | Logout

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.

xii.   The following Screen appears with list of Districts and list of Courses are displayed

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

xiv. Click on **Display Option Entry Form** Button which is available on the bottom of thescreen.

xv.   Click on Show Option Entry Form.

xvi.   Enter TGICET Hall Ticket Number in the Text Box as given in the following screen

xvii.   Refer to already prepared Options in Manual Option form, if done.

xviii.   The Options are to be given in numbers starting from numerical value **1** indicating highest priority for that college and branch. The Candidate can exercise as many options as possible.

Name:	DUMMY TWO			Father's Name:	DUMMY TWO
Sex:	Female (F)	TGICET - 2024		Rank:	75002
Caste:	OC	OPTION ENTRY FORM		PH:	N

xix. The duplicate Option numbers are not allowed i.e. the same option number cannot begiven for two Options.

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

xx. 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.

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

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xxii.   The following screen appears after saving Options

Total 2 Option(s) have been saved.
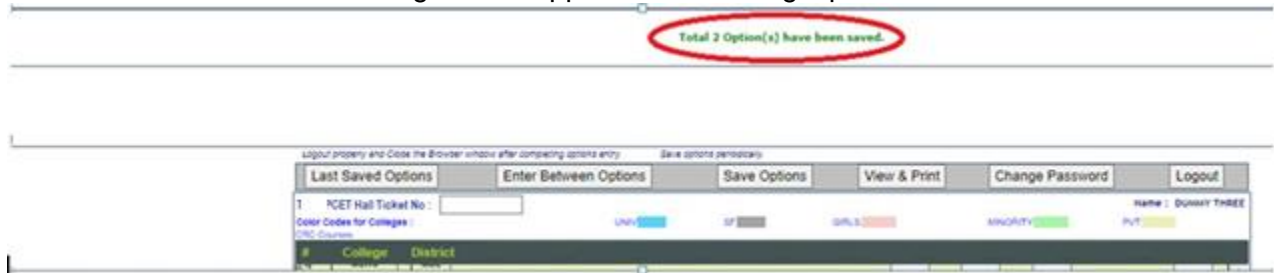
xxiii.   If the candidate wishes to add or insert new option at a specific Option number then
   i.   Click on **Enter Between Options** Button as given in the following screen

| Last Saved Options | Enter Between Options | Save Options | View & Print | Change Password | Logout |

TGEAPCET Hall Ticket No :
Color Codes for Colleges :   UNIV   SF   GIRLS   MINORITY   PVT
Name : DUMMY THREE
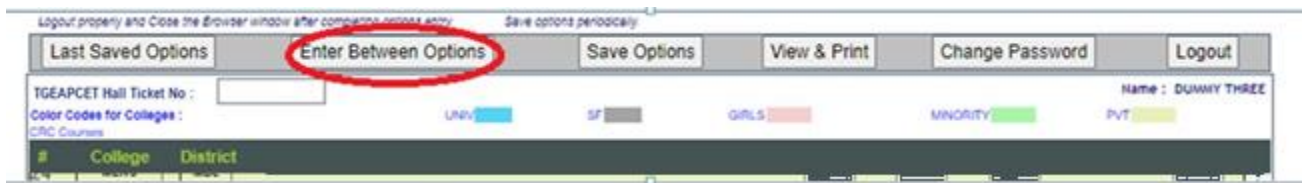
ii.   Enter that specific Option *number value* in the Text box where it was to be inserted as given in the following screen

Enter the Option No. before which you want to insert a new Option : 2   INCLUDE

After inserting, last saved options will be displayed.   DISPLAY CANDIDATE DATA
If you want to save newly entered Options Click on 'Save Options' button before inserting a new Option.

Options successfully rearranged !   OK

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

Enter the Option No. before which you want to insert a new Option : 2   INCLUDE
Options are successfully rearranged.   DISPLAY CANDIDATE DATA
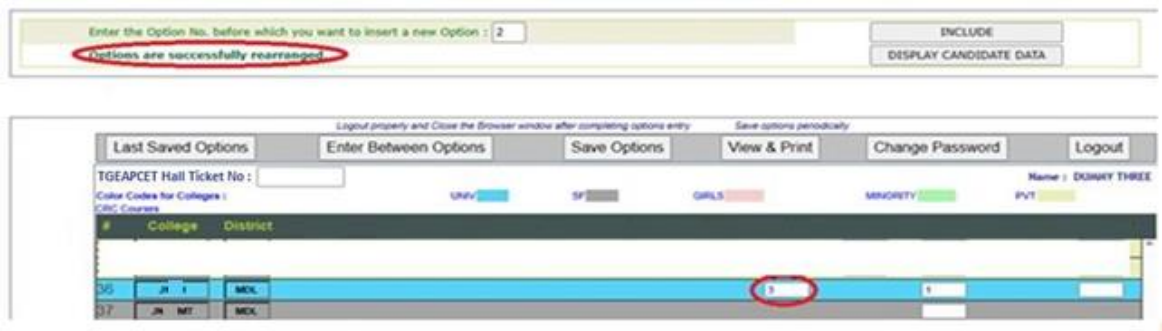
v. If there are duplicate Option numbers given by the candidate unknowingly, the following error message will be displayed at the time of Saving options and give Option numbers without duplicates carefully.

vi. The candidate can view list of Saved Options by
a) Click on **View & Print Option** as given in the following screen
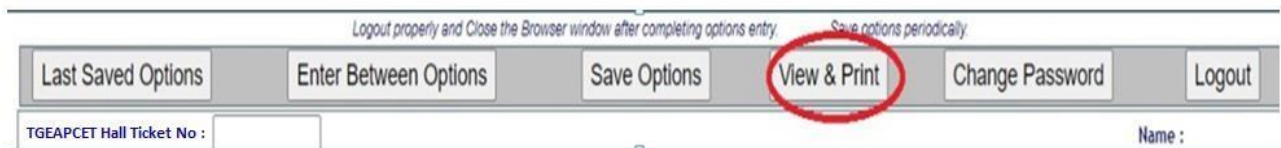
b) The following screen appears. Click on **View Saved Options** as shown in the following screen.
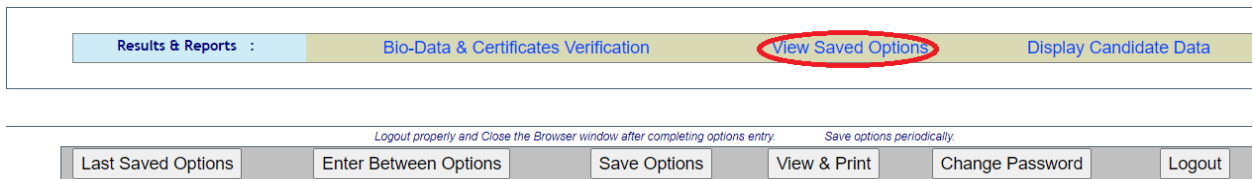
c) The following screen appears with the list of last saved Options. The candidates are advised to save options regularly.
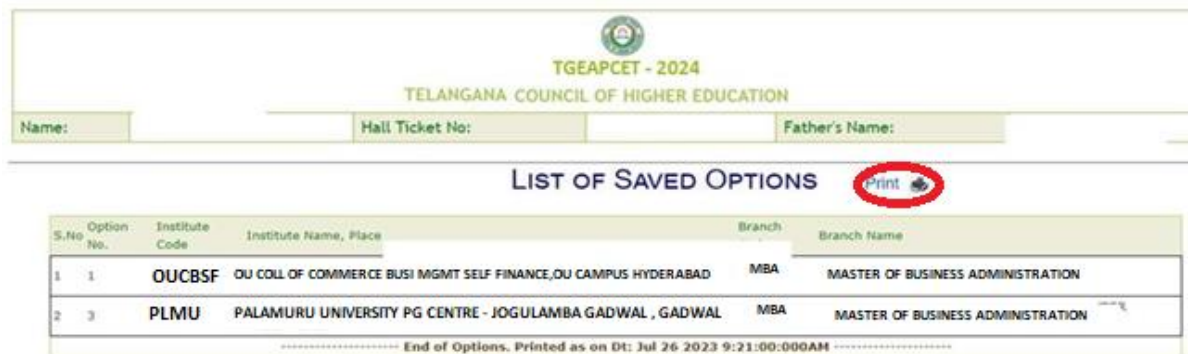
vii. To change Password, click on **Change Password** as given in the following screen.
a) The candidate is required to enter Old Password and
b) Please give New Password and Re-Enter again the same given New Password
c) Then click on **Save Password** Button.

Change Your Password			
Old Password	New Password	Re-enter New Password	Save Password
			Display Candidate Data

Logout properly and Close the Browser window after completing options entry.   Save options periodically.

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

Logout properly and Close the Browser window after completing options entry.   Save options periodically.

Last Saved Options	Enter Between Options	Save Options	View & Print	Change Password	Logout

TGEAPCET Hall Ticket No :   Name : DUMMY THREE
Color Codes for Colleges :   UNIV   SF   GIRLS   MINORITY   PVT

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

All saved options will be availabe when you LOGIN again. Unsaved options will be discarded.

Save & Logout   Cancel Logout

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.

TGEAPCET - 2024
TELANGANA COUNCIL OF HIGHER EDUCATION

Name: Hall Ticket No: Father's Name:

LIST OF SAVED OPTIONS   Print

S.No	Option No.	Institute Code	Institute Name, Place	Branch	Branch Name
1	1	OUCBSF	OU COLL OF COMMERCE BUSI MGMT SELF FINANCE,OU CAMPUS HYDERABAD	MBA	MASTER OF BUSINESS ADMINISTRATION
2	3	PLMU	PALAMURU UNIVERSITY PG CENTRE - JOGULAMBA GADWAL , GADWAL	MBA	MASTER OF BUSINESS ADMINISTRATION

·············· End of Options. Printed as on Dt: Jul 26 2023 9:21:00:000AM ··············

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:**

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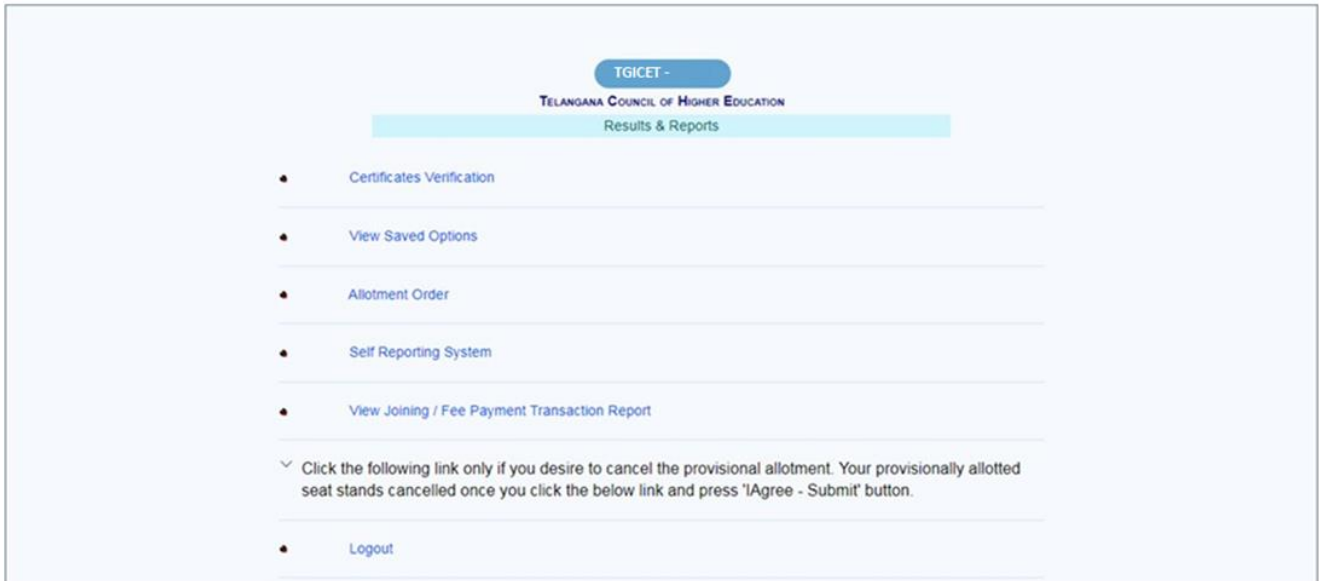
ii. In Candidate Login, Click on Allotment Order as given in the following screen
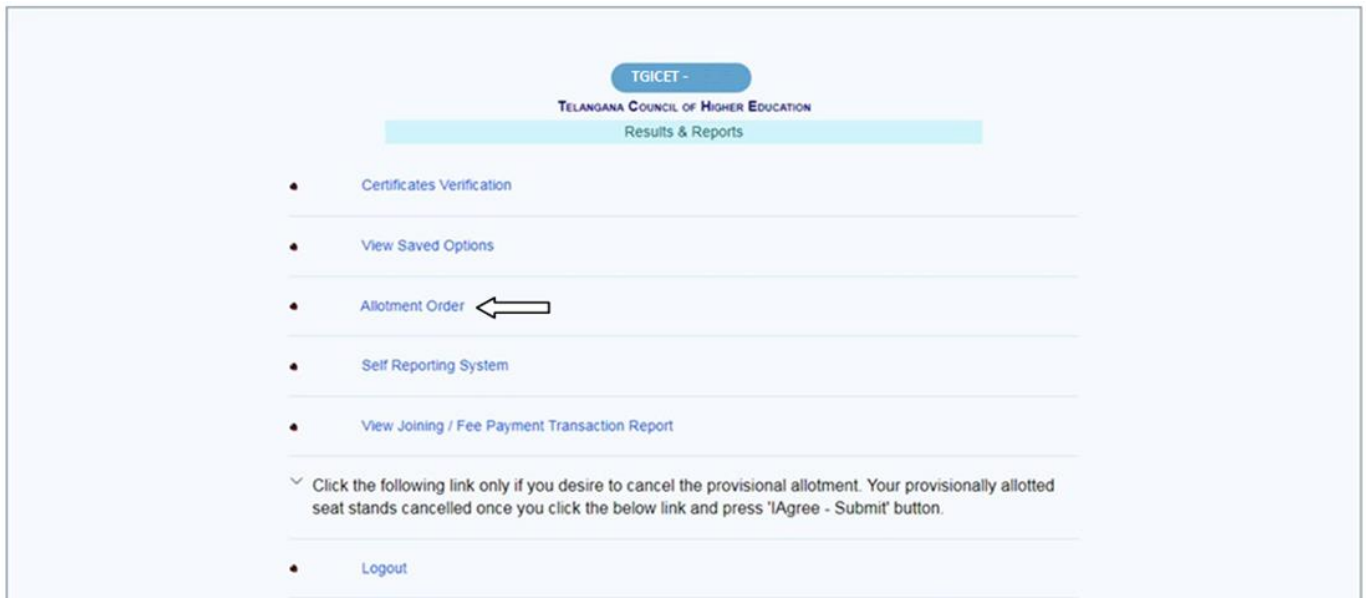
iii. On clicking of Allotment Order as given in the above Screen, If allotted, the following screen appears with the details of allotment and Tuition fee amount to be paid by the Candidate.

TELANGANA STATE COUNCIL OF HIGHER EDUCATION

TSICET - 2023

Hall Ticket No.	2317107767	Rank:	4239	
Name:	VOO ⸺ H KUMAR	Father's Name:	VO	KAIAH
Gender:	MALE (M)	Caste/ Region:	SC/ OU	

P R O V I S I O N A L   A L L O T M E N T   O R D E R (Final Phase)

This is to inform that the options exercised by the candidate have been processed based on merit ,
rank, local area, sex, category, Special Reservation Category (CAP/PH/NCC/Sports & Games) etc and

you have been allotted a seat in
OU COLL OF COMMERCE BUSI MGMT SELF FINANCE (OUCBSF), OU CAMPUS HYDERABAD, HYD
in **MBA-Tourism and Travel Management (MBT),** under SC_GEN_OU category.

Tuition Fee fixed for the college/course is Rs. 60000 /- .

Tuition fee to be paid by the candidate is Rs. 0 /- .

Telangana Green Fund contribution is Rs. 100 /- .

Total Fee to be paid is Rs. 100 /-
(Including other fee wherever applicable)

The fee paid so far is Rs. 200

Tuition Fee to be refunded* Rs. 100 /- .

* Candidates are informed that the amount shown against the entry total fee payable/ refundable is subject to verification of the actual fee paid in
the earlier phase of allotment.

The students belonging to SC/ ST/ BC/ EWS/ Disabled/ Minority categories will be considered for Reimbursement of Tuition Fee (RTF) which is
subject to verification and eligibility criteria prescribed by Government of Telangana from time to time. In the event of the candidate found not
eligible for fee reimbursement, the candidate shall have to pay the total fee.

Instructions to Candidates:

1. Download the allotment order. Pay Tuition Fee through online payment (Credit Card/Debit Card/Net Banking).
2. Candidates / Parents are advised to make Tuition Fee Payment from their own Bank Accounts. In case of refunds, if any, the amount will be
   remitted back through online into the same Bank Account from which the payment was made.
3. Candidates / Parents are advised to verify the amount limit of Credit Card / Debit Card / Net Banking before making Tuition Fee payment.
4. **Payment through online (Net Banking/Credit Card/Debit Card).**
   On allotment order click on **Pay Fee Button** you will be directed to Payment Gateway. Make the payment accordingly duly entering the details
   as per the payment mode selected. Take the print out after payment on which Online Order ID Number will appear.
5. **Self Reporting System:** Logon to website **https://tsicet.nic.in** – Click on **Self Reporting** System –Details of the Candidates along with
   Order ID will appear – Verify Order ID Number – Click on **Submit** button -**Joining Report** will appear-Take the printout, on which Hall Ticket
   Number, Rank, Name, Father Name, Allotted College, Branch and **Admission Number** are available. This activity is **mandatory** so as to
   confirm your admission.
6. Make the Payment on or before **30-09-2023**. In case of failure to pay the amount on or before **30-09-2023**, not reporting through self
   reporting system and not reporting at the provisionally allotted college on or before **30-09-2023**, this provisional allotment order
   automatically stands cancelled and candidate has no claim on the provisional allotment now made.
7. The candidate has to report in person at the provisionally allotted college on or before **30-09-2023** and handover a set of xerox copies of
   certificates and Original Transfer Certificate (TC), otherwise your allotted seat stands cancelled and the candidate has no claim on the
   provisional allotment now made. For details and updations see the website https://tsicet.nic.in periodically.
8. Last date for cancellation of provisionally allotted seat through online is **29-09-2023**. The forfeiture of tuition fee will be in accordance the
   guidelines laid down in the website **https://tsicet.nic.in** in detailed notification.
9. **Cancellation of Provisionally Allotted Seat:** Logon to **https://tsicet.nic.in** website – click on **online cancellation of allotted seat** –
   verify the details of college and course – click on **I Agree** – Submit Button. Your provisionally allotted seat stands cancelled and will
   not be permitted to participate in next round of counselling, if any.
10. **Note: Candidates are informed to verify the transaction limit and validity of Credit /Debit Card before proceeding for payment.**
    Candidates are informed to pay Tuition Fee from their own account or parents account. In case of refund, if any, will be remitted
    to the same account.

CONVENOR
TSICET - ADMISSIONS 2023

VIII. TUTION FEE:

i.   At the bottom of the allotment order, there is Pay Tuition Fee Online as shown in the following screen
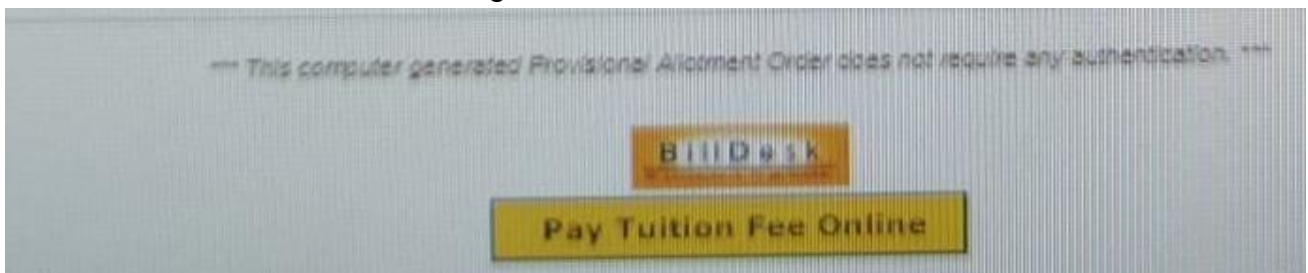
ii. Click on the button Pay Tuition Fee Online
iii. The following screen appears with the specified Tuition Fee as shown in the screen
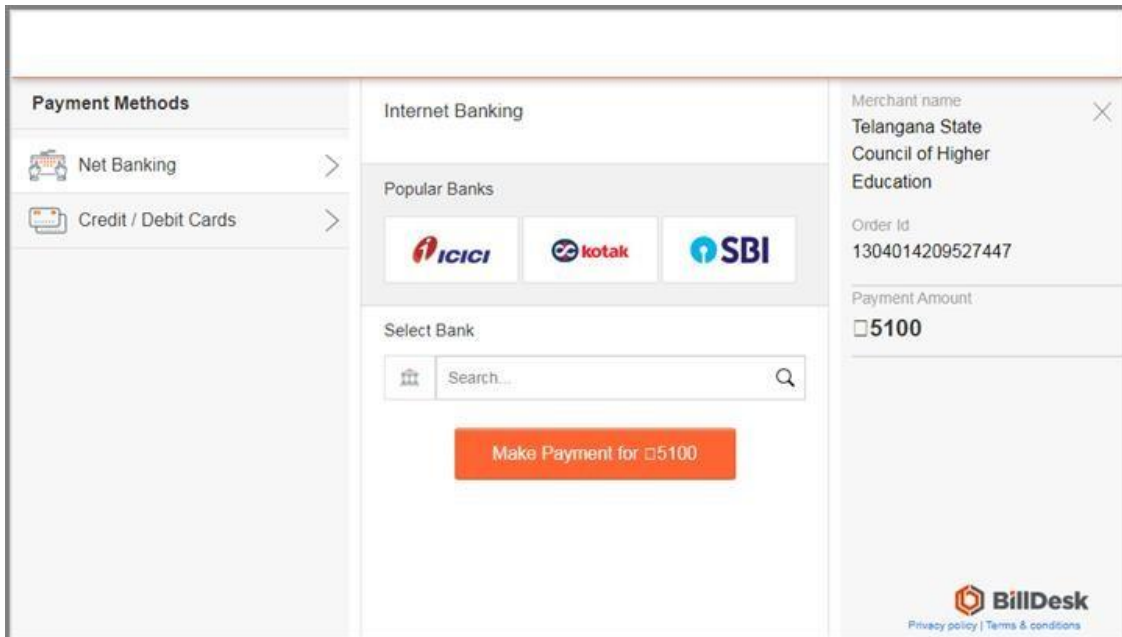
iv. Choose either of the Payment Methods
- a) Credit Card or Debit Card
- b) Net Banking

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

vi. After payment click on Self Reporting System**.**

vii. 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.

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

ix. 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.

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

TELANGANA STATE COUNCIL OF HIGHER EDUCATION

JOINING REPORT

Hall Ticket No.: 23   181   Rank: 68! `.00

Name: VEM   - - -   :EE   Father's Name: VEM!   II   NAR***ANA

Based on your acceptance to join H   _Y, (\ through Self Reporting System on Date : 18/07/2023

Your joining details are confirmed vide Admission No : 15341.

Note: Submit this along with Provisional Allotment Order already downloaded to the college.

CONVENOR
TSEAMCET - ADMISSIONS 2023

*** This computer generated Joining Report does not require any authentication. ***
----------------------------Printed as on Dt: 18-07-2023 ----------------------------

IX. For viewing the Payment Transaction status

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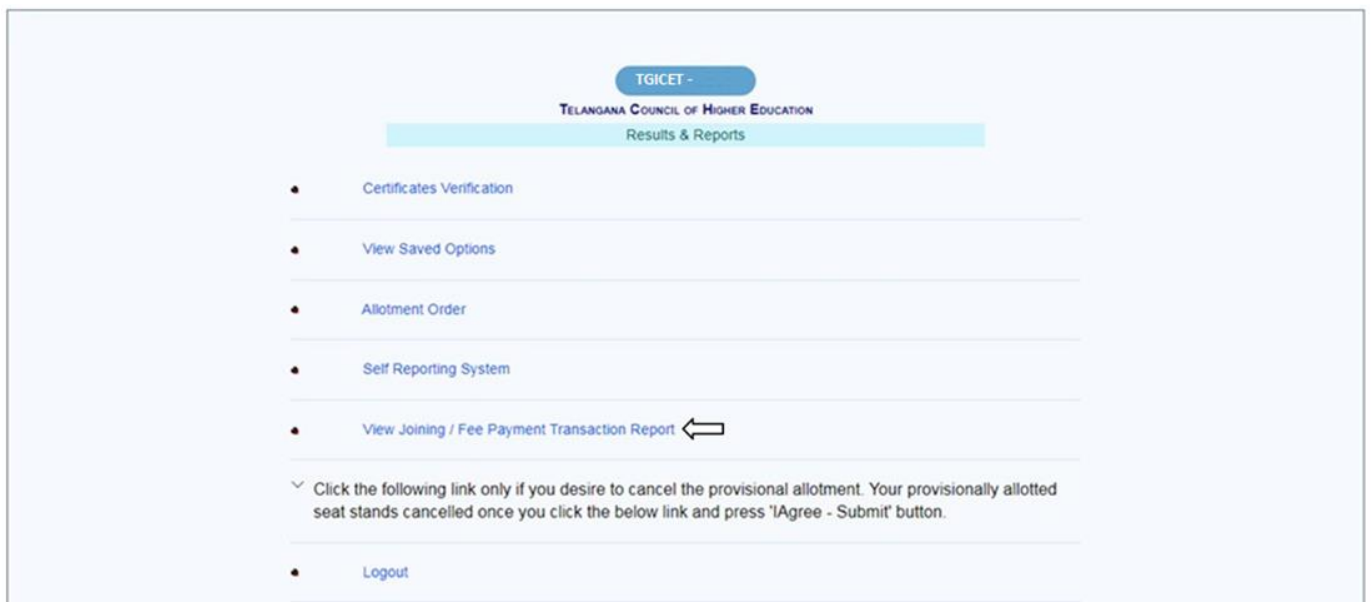
The following screen appears

ADMISSIONS INTO MBA AND MCA

TGICET -

View Joining Report

View Fee Payment Transaction Details

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ii. Click on View Fee Payment Transaction Details as given above

iii. 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
TGICET -

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