







# Instruction Manual for Online Admisson Module for Degree Colleges



State Universities of Andhra Pradesh Academic Year 2020-21



# TABLE OF CONTENTS

Α.	Introduction	1-1
В.	About Us	2-2
C.	G.o.'s	2-2
D.	FAQ's	3-3
Ε.	Help Line Centres	3-3
F.	Pre-Registration	6-7
G.	Application Payment	7-8
Н.	Know You Application & Forgot Password	8-8
l.	Application Submission	9-12
J.	Preview and Edit the Application	12-13
K.	Searching of Colleges/ Courses/ Subjects	13-15
L.	Reports	15-16
Μ.	Course Eligibility	17-17
N.	Prioritizing or Exercising the Web Options	17-20
Ο.	Print of Web Options	20-20
Ρ.	Allotment Order	21-21
Q.	Implementation of Rule of Reservation	

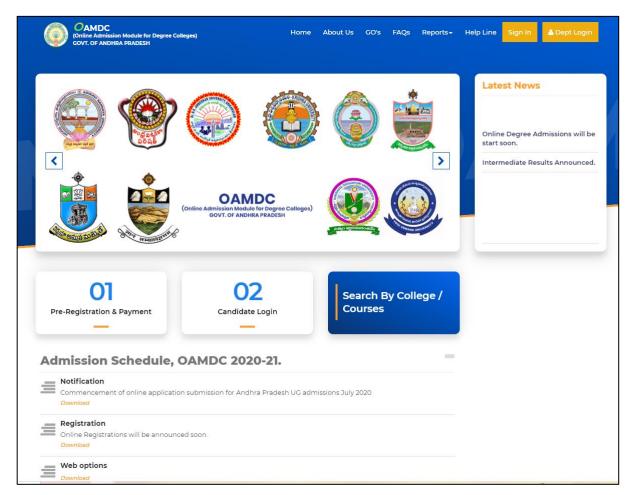


### A. Introduction:

For getting an admission into the Non Professional Degree Courses like B.A, B.Sc., B.Com, BBA, BCA, and B.Voc, etc., under the listed 10 State Universities Affiliated Degree Colleges

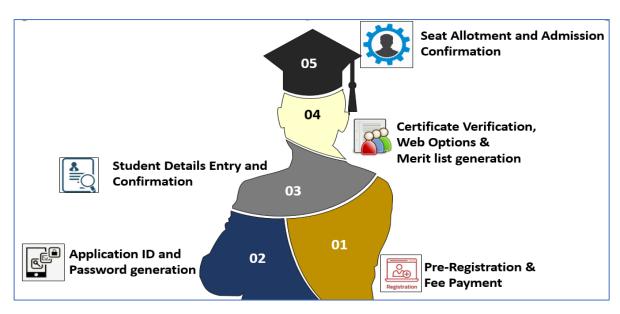
Sno	University Name	Place
1	ADIKAVI NANNAYA UNIVERSITY	Rajahmundry
2	ANDHRA UNIVERSITY	Visakhapatnam
3	DR BR AMBEDKAR UNIVERSITY	Srikakulam
4	KRISHNA UNIVERSITY	Machilipatnam
5	NAGARJUNA UNIVERSITY	Guntur
6	RAYALASEEMA UNIVERSITY	Kurnool
7	SRI KRISHNADEVARAYA UNIVERSITY	Anantapuram
8	SRI VENKATESWARA UNIVERSITY	Tirupati
9	VIKRAMA SIMHAPURI UNIVERSITY	Nellore
10	YOGI VEMANA UNIVERSITY	Kadapa

The candidate needs to complete the Admissions Application available at the following link <a href="https://oamdc.ap.gov.in">https://oamdc.ap.gov.in</a>.





### **Processes involved:**

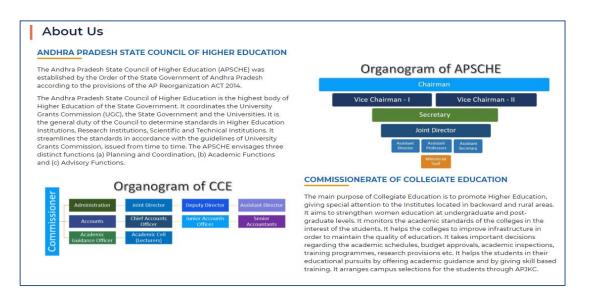


### B. About Us

 The Candidate wish to know about the Structure of portal Authorities can click on the followed URL: <a href="http://oamdc.ap.gov.in/homepage.do">http://oamdc.ap.gov.in/homepage.do</a>

Or

Home page → About Us





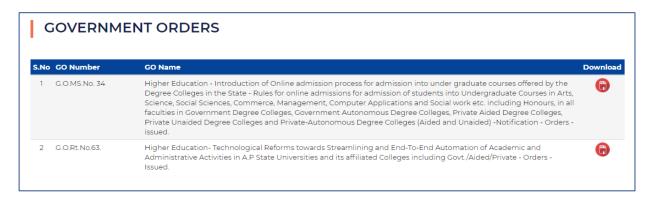
### C. Go's

 The Candidate Wish to know about Government Orders regarding the Online Admissions Process, Click on the followed URL:

http://oamdc.ap.gov.in/homepage.do?mode=go

Or

Home page → G.O's

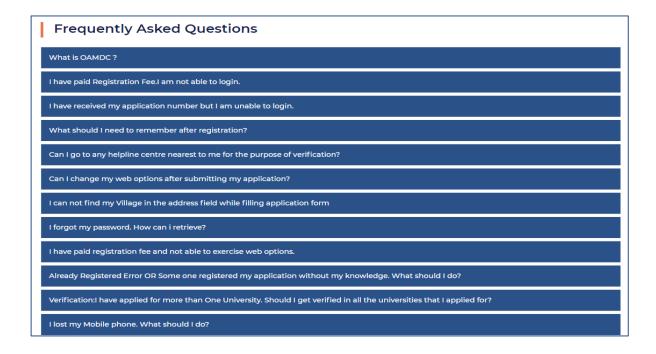


### D. FAQ's

 The Candidate wish to know about Frequently Asked Questions (FAQ's), Click on the followed URL: <a href="http://oamdc.ap.gov.in/FAQS.do?key=FAQSReport">http://oamdc.ap.gov.in/FAQS.do?key=FAQSReport</a>

Or

Home page → FAQ's





### E. Help Line Centres

 For Help Line Centres Click on the Followed URL: http://oamdc.ap.gov.in/helpdesk.do?key=helpdeskReport

Or

### Home → Help Line

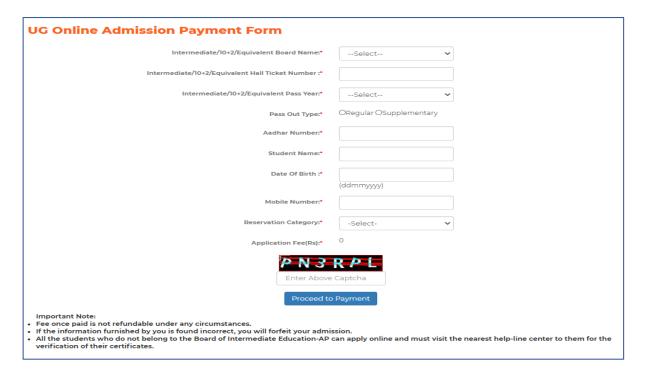
### F. Pre-Registration:

1. For Pre – Registration Click on Pre- Registration button click on the Register.

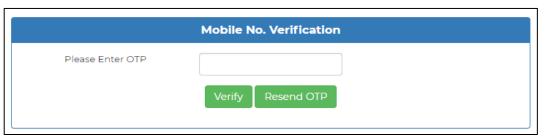


- Students qualified from Board of Intermediate Education, Andhra Pradesh, the Candidate select the intermediate Board name as Board of Intermediate Education, Andhra Pradesh. And Enter the Intermediate Hall ticket Number, the remaining details like Aadhar Number, Student Name, Date of Birth will be populated.
- 3. The Candidate need to enter the Valid Mobile Number. This will be used for future communication.
- 4. The candidate needs to select the Reservation category, based on the Reservation Category, Application fee to be paid will be displayed.
- 5. Enter the captcha and click on proceed to payment for the paying the application fee.





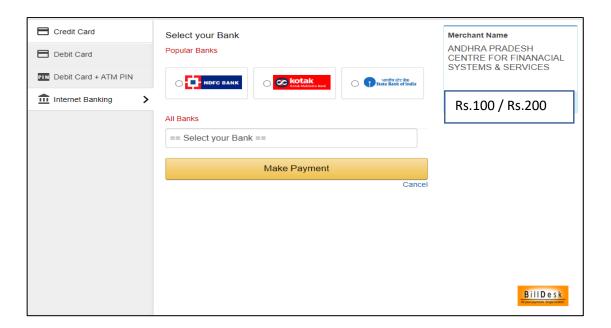
- 6. Other than Board of Intermediate Education, Andhra Pradesh, candidates need to select the Board from the list of boards available.
- 7. For other board candidates like Telangana and others need to enter the details in the specified field like Hall ticket Number, Intermediate Passed out Year (From the drop down), select the Passed out type (Regular/ Supplementary), Enter the Student Name, Date of Birth, Mobile Number and select the Reservation Category from the drop down).
- 8. After entering, the details enter the captcha shown and click on Proceed to payment.
- 9. Enter the received OTP in the below screen for Mobile number verification.





### **G. Application Payment**

- 1. The Successful verification of the mobile number the Candidate need to pay the application payment in the shown screen.
- 2. The Candidate may select the type of payment options like Credit card, Debit card, Debit Card+ ATM PIN, Internet Banking and UPI available.



3. After the Successful payment, the below message along with Application ID, Transaction ID and Transaction Date will be displayed.



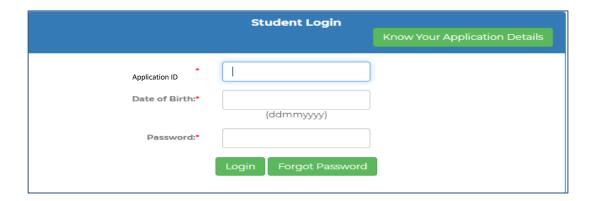
- 4. The Candidate will receive the Application ID and Password through SMS to the registered Mobile Number.
- 5. The Candidate can fill the application immediately or He / She can fill the application later.
- 6. If the candidate wishes to fill the Application Immediately, He / She need to click on the "Click here to submit" the application.



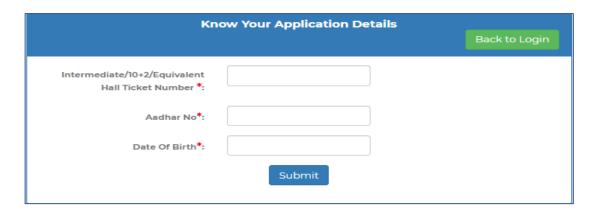
### H. Know You Application & Forgot Password:

### **Login Screen:**

If the candidate wishes to fill the application later He / She need to click on the candidate login and provide the required credentials like Application ID, Date of Birth and the password received through SMS in the below screen.

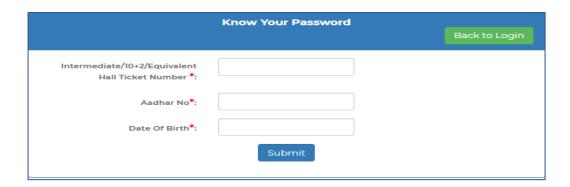


1. In case the Candidate forgot the Application ID, click on the "Know your Application" and He / She redirected to another screen shown below. Candidate need to provide the following details like Intermediate Hall ticket Number, Aadhar Number and Date of Birth for getting the Application ID. The Application ID will be sent to the Registered mobile number.



2. If the Candidate lost, the message Sent by OAMDC or forgot the Password, click on the Forgot Password. He / She redirected to another screen shown below. Candidate need to provide the following details like Intermediate Hall ticket Number, Aadhar Number and Date of Birth for getting the Password, the Password will be sent to the Registered mobile number.





After the Successful login, the candidate need to submit the required details in the application form for the Admission.

### I. Application Submission:

1. In the below screen we notice two sections like Student Details and Intermediate Details.

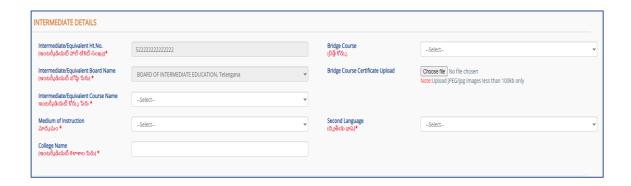


- 2. For BIE, AP Student needs to enter the Mother's name only. The remaining details will be populated. (SSC Hall ticket number is not mandatory).
- 3. In the Intermediate Details Section based on the intermediate Hall ticket Number details will be populated from BIE, AP. If the candidate completed a bridge course, He / She need to select the bridge courses and upload the certificate.

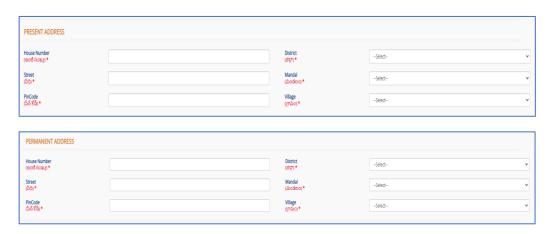




- 4. For Other Board Candidates, need to enter the details like Gender, Father Name, and Mother Name. In addition to SSC hall ticket number (not mandatory). Student name and Aadhar number and Date of birth will be populated from the Pre-Registration and payment screen.
- 5. In the Intermediate Details Section based on the intermediate Hall ticket Number details will not be populated. Need to select the Details like Intermediate Course Name, Medium of Instruction and Second Language, Enter the Intermediate College Name in the specified fields.



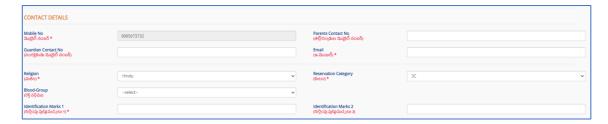
- 6. If the candidate completed a bridge course, He / She need to select the bridge courses and upload the certificate.
- 7. The Candidate need to enter His /Her Present/ Permanent Address like Number, Street and PIN Code. And select the District, Mandal and Village from the Drop down.



- 8. If the Present Address and Permanent are same there is a check box available. If the candidate checks there is an exemption for Permanent Address.
- 9. The Candidate exempted to enter the Mobile Number and Reservation Category in the below screen. Candidate need to enter the Contact details like Parents



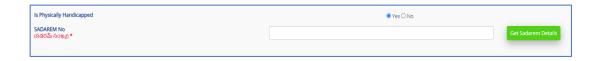
Contact number, Guardian Contact number, Email, religion, Blood Group and Identification Marks in the Specified Fields.



10. If the Candidate having Special Reservations like CAP (Children of Armed Personal), Sports/ Games, NCC (National Cadet Corps) and NSS (National Service Scheme). They need to check the Specified field for Claiming the Rule of reservation in the Admission process.

SPECIAL RESERVATIONS				
□ CAP (సి.ఎ.పి.)				
□ Sports/Games ( క్రీడలు )				
□ NCC ( National Cadet Corps ) ( ఎన్ సి సి )				
□ NSS(National Service Scheme) ( ఎన్ ఎస్ ఎస్ )				

11. If the Candidate having the Disability He /She need to specify. If YES need to Upload the SADAREM Issued Certificate Number. After entering the SADAREM number candidate need to click the Get details.



12. After Entering the valid **SADAREM** Certificate Number, by clicking on the **Get Details**, details will be fetched and Shown.



Note: The Candidate Who claimed the Special Reservation and person with Disability, they need to visit the nearest Help Line Centre for Certificate Verification on the dates specified in the Detailed Notification.



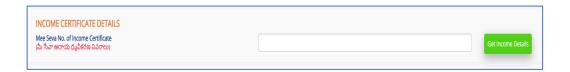
13. If the Candidate belongs to BC/SC/ST Categories, they need to enter the Reservation Category Certificate Issued by MEESEVA in the Specified Field, after entering the Reservation Category certificate number candidate need to click the Get details. If the Candidate belongs OC /EWS need not enter.

CASTE CERTIFICATE DETAILS	
Mee Seva No. of Caste Certificate (మీ సేవా కుల సర్థిఫికేద్ సంఖ్య *	Get Caste Details

14. After Entering the valid **Reservation Category Certificate Number**, by clicking on the **Get Details**, details will be fetched and Shown.



15. If the Candidate having the **Income Certificate**, they need to enter the Income Certificate Issued by **MEESEVA** in the Specified Field, after entering the Income Certificate number candidate need to click the Get details. (**Non Mandatory**)



16. After Entering the valid **Income Certificate Number**, by clicking on the **Get Details**, details will be fetched and Shown. **(Non Mandatory)** 

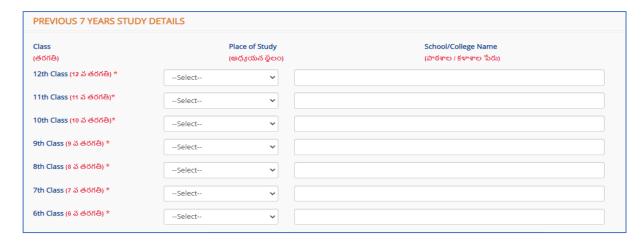
INCOME CERTIFICATE DETAILS	
Mee Seva No. of Income Certificate (කා තිය පෙයාග රුඛ්ණය කියපා)	ICO11401504659  Get income Details
	Applicant Name:KANDULA DIVYA:Father Name:VENKATA NAGENDRAMApproved Date:21/10/2014:Total
Income:45000.00	

17. If the Candidate having the **Ration Card**, they need to enter the Ration Card Number in Specified Field. (Non Mandatory)

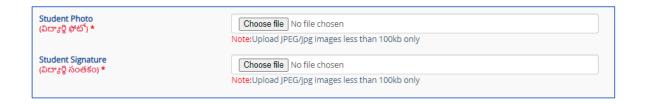
RATION CARD DETAILS					
Ration Card Number (రేషన్ కార్ట్ నెం)					



18. The Candidate need to select and Enter the Previous Study Details like Place of Study and School Name in the Specified Fields.



19. The Candidate need to upload the Photo and Signature in the Fields Specified.



20. After entering all the Fields, the candidate need to Click on the Preview.





### J. Preview and Edit the Application:

1. After Clicking the Preview button, the details submitted by the candidate is shown in the below screen.

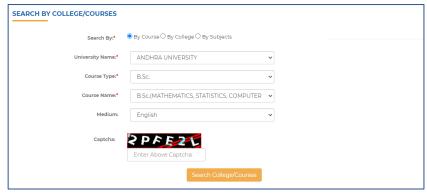


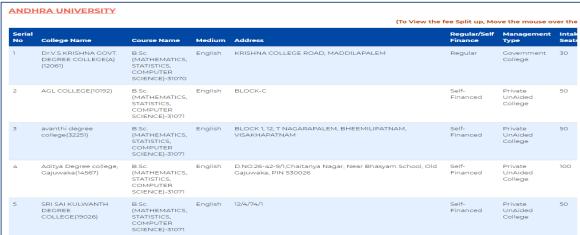
- 2. If the entered details are correct the candidate may click on the Save. Or the Candidate wish to edit the data they may click on Edit.
- 3. Before downloading the Application pdf, The Candidate wish to download the Application in PDF format He / She can Download the Application.
- 4. the candidate need to check the instruction for sending their Application is may not be confirmed
- 5. If No Objections like Names Mismatched in the Reservation Category / Income/ SADEREM/ Special Reservation Categories those Candidates will directed for Exercising of Web Options.

### K. Searching of Colleges/ Courses/ Subjects

- 1. To Know about the Information about the Colleges and Colleges offered Courses they will get the info at the Following URL: <a href="http://oamdc.ap.gov.in/UniversityWiseCollegeCourses.do">http://oamdc.ap.gov.in/UniversityWiseCollegeCourses.do</a>
- 2. In the Above Url the Candidate can search
  - a. By Course
- i. Select the University listed
- ii. Select Course Type
- iii. Select the Course name
- iv. Select Medium
- v. Enter Captcha and Click on Search Colleges



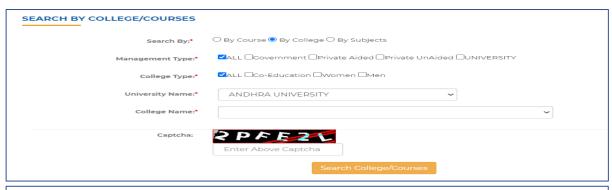




### b. By College

- i. Select Management Type
- ii. Select College Type
- iii. Select the University Name
- iv. Select college name
- v. Enter Captcha and Click on Search Colleges





### DR BR AMBEDKAR UNIVERSITY (To View the fee Split up, Move the mouse over the Fee amount) Management Type College Name Course Name BA(HISTORY, ECONOMICS, Private UnAided College Old NH5 Road(Main Road),Padmatula,Ampuram(p),Kanchili(m),Srikakulam Fee to be entered AKSHARA Telugu 60 Financed DEGREE by University COLLEGE(10235) POLITICAL dist. SCIENCE)-11711 AKSHARA DEGREE COLLEGE(10235) B.Sc.(MATHEMATICS, PHYSICS, COMPUTER SCIENCE)-10971 Old NH5 Road(Main Road),Padmatula,Ampuram(p),Kanchili(m),Srikakulam dist. Private UnAided College Fee to be entered Telugu Old NH5 Road(Main Self-Road),Padmatula,Ampuram(p),Kanchili(m),Srikakulam Financed Fee to be B.Sc.(MATHEMATICS, Telugu UnAided College DEGREE PHYSICS, COLLEGE(10235) CHEMISTRY)-10961 entered by University AKSHARA DEGREE COLLEGE(10235) Old NH5 Road(Main Self-Road),Padmatula,Ampuram(p),Kanchili(m),Srikakulam Financed dist. Private UnAided College Fee to be entered B.Sc.(BOTANY, ZOOLOGY, Telugu 50 CHEMISTRY)-10541 Fee to be entered B.Com.(COMPUTER APPLICATIONS)-10061 Telugu Old NH5 Road(Main Self-Road),Padmatula,Ampuram(p),Kanchili(m),Srikakulam Financed Private UnAided College DEGREE COLLEGE(10235) dist. by University

### C. By Subject

- i. Select University
- ii. Select subject
- iii. Select Medium
- iv. Enter captcha





DR BR AMBEDKAR UNIVERSITY  (To View the fee Split up, Move the mouse over the Fee amount)								
Serial No	College Name	Course Name	Medium	Address	Regular/Self Finance	Management Type	Intake Seats	Fee
1	SANTHINIKETAN DEGREE COLLEGE(17389)	B.Sc.(BIO-TECHNOLOGY, BOTANY, CHEMISTRY)	English	K.K.COMPLEX, RANASTHALAM, SRIKAKULAM DIST	Self- Financed	Private UnAided College	50	Fee to be entered by University
2	THAMMINAIDU VIDYA DEGREE COLLEGE(20434)	B.Sc.(BIO-TECHNOLOGY, CHEMISTRY, MICROBIOLOGY)	English	PONUGUTIVALASA,MARUTHI NAGER 3RD LINE SANTHAKAVITI MANDL, SRIKAKULAM DIST	Self- Financed	Private UnAided College	50	Fee to be entered by University
3	SSR DEGREE (19757)	B.Sc.(BIO-TECHNOLOGY, ZOOLOGY, CHEMISTRY)	English	NEAR RTC COMPLEX, BEHIND DIST JUDGE COURT, SRIKAKULAM	Self- Financed	Private UnAided College	50	Fee to be entered by University
4	SUN DEGREE COLLEGE(20078)	B.Sc.(BIO-TECHNOLOGY, BOTANY, CHEMISTRY)	English	Visakha - A Colony, Srikakulam	Self- Financed	Private UnAided College	50	Fee to be entered by University
5	THAMMINAIDU DEGREE COLLEGE(20433)	B.Sc.(BIO-TECHNOLOGY, CHEMISTRY, MICROBIOLOGY)	English	MM NAGAR	Self- Financed	Private UnAided College	100	Fee to be entered by University

### L. Reports:

1. The Candidate Wish know about the Colleges, He / She may search the Colleges in the Following URL: <a href="http://oamdc.ap.gov.in/CollegeOverAllReport.do">http://oamdc.ap.gov.in/CollegeOverAllReport.do</a>

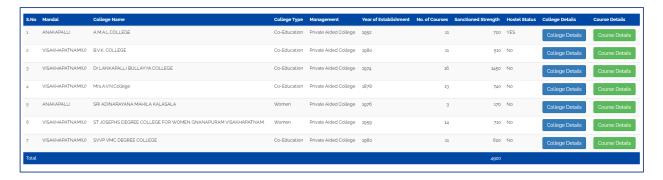
Or

Home page → Reports → District Wise Colleges Report

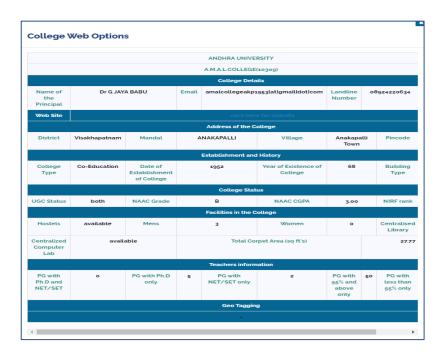
- a. Select the University
- b. Select the Management Type
- c. Select the District
- d. Enter Captcha and click on Get Data



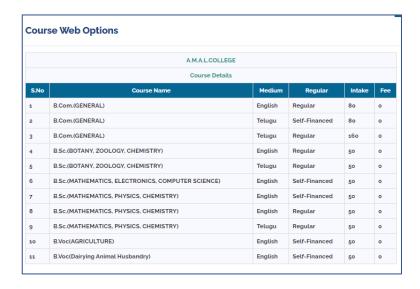




2. For getting More details about the College, Click on the College Details button.



3. For getting More details about the Courses offered in the College, Click on the Course Details button.





### M. Course Eligibility:

1. The Candidate wish to get the Information about the Course eligibility, He/ She may get the Information from the following URL: <a href="http://oamdc.ap.gov.in/courseEligibilityReport.do">http://oamdc.ap.gov.in/courseEligibilityReport.do</a>

Or

### Home page → Reports → Course Eligibility Report

- a. Select the University Name
- b. Enter Captcha
- c. Get Data





### N. Prioritizing or Exercising the Web Options:

- 1. If the Candidate Wish to exercise the Web options after the Successful verification from the Help Line Centres they may Prioritize the Colleges and Courses.
- 2. The candidate need to login into the OAMDC Portal with the refereed Credentials in the login Page.
- 3. If the Candidate Forgot the password/ Lost, the Message/ Forgot the Application ID kindly refer the Forgot Password Section.
- 4. After the Successful login the candidate me access the below Screen.

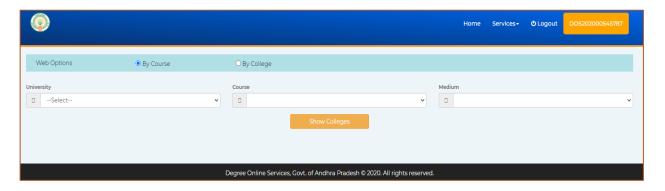




- 5. Payment Reference ID and Receipt
- 6. Printing of Application Form
- 7. Click Here for Web options.
- 8. After Clicking the Web options, the Candidate get the Following Screen
- 9. The Candidate may prioritize the Web Options
  - a. By Course
  - b. By College

### a. By Course:

- i. Select the University
- ii. Select Course
- iii. Select Medium
- iv. Click on Show Courses



- 1. The below Screen displays for Exercising the Web options.
- 2. The details Like University Name, College Name, Course Name, Medium, Address of the College, Course Type (Regular / Self- Finance), Management Type, Intake, Vacant Seats and Fee will show.
- 3. The candidate need to Use the integers from 1 to 'n' as options



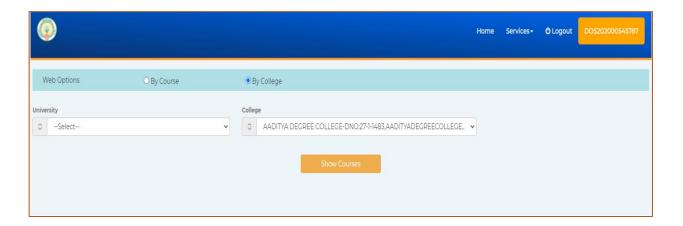
- 4. After the Successful exercising of Web Options, the Candidate need to save the web options.
- 5. HE /She Will get the Message Like



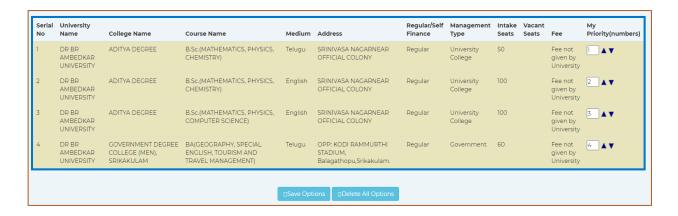
### Weboptions have been saved successfully.

### b. By College:

- i. Select the University
- ii. Select College



- 1. The below Screen displays for Exercising the Web options.
- 2. The details Like University Name, College Name, Course Name, Medium, Address of the College, Course Type (Regular / Self- Finance), Management Type, Intake, Vacant Seats and Fee will show.
- 3. The candidate need to Use the integers from 1 to 'n' as options



- 4. After the Successful exercising of Web Options, the Candidate need to save the web options.
- 5. HE /She Will get the Message Like

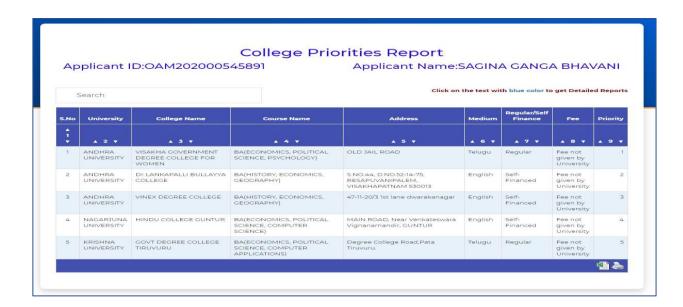
Weboptions have been saved successfully.



10. If the Candidate Wish Change the Priorities or Delete the Exercised Options He/ She May Delete the total web Options or the Selected Wed Options. In the same screen.

### O. Print of Web Options:

- 1. After Prioritizing the Web Options, the Candidate may take the Print out of the Exercised web options.
- 2. The below screen will show.



### P. Allotment Order

1. After the Seat Allotment is Done by the APSCHE/ CCE the Allotment letter will be available in the Candidate Login.



## Q. Implementation of Rule of Reservation in the Admission Process:

S No	Caste	Percentage
1	SC	15%
2	ST	6%
3	BC 1. BC-A 2. BC-B 3. BC-C 4. BC-D 5. BC-E	29%(for all Categories) 7% 10% 1% 7% 4%
4	Physically Handicapped  1. VH  2. Hearing Impaired  3. OH	3%(for All Disabilities) 1% 1% 1%
5	Special Reservations  1. CAP  2. NCC  3. Sports	4.5%(total) 2% 2% ½%
6	Women Candidates	33.33% in All Categories
7	EWS(Economically Weaker Sections)	10% (Super Numery)

