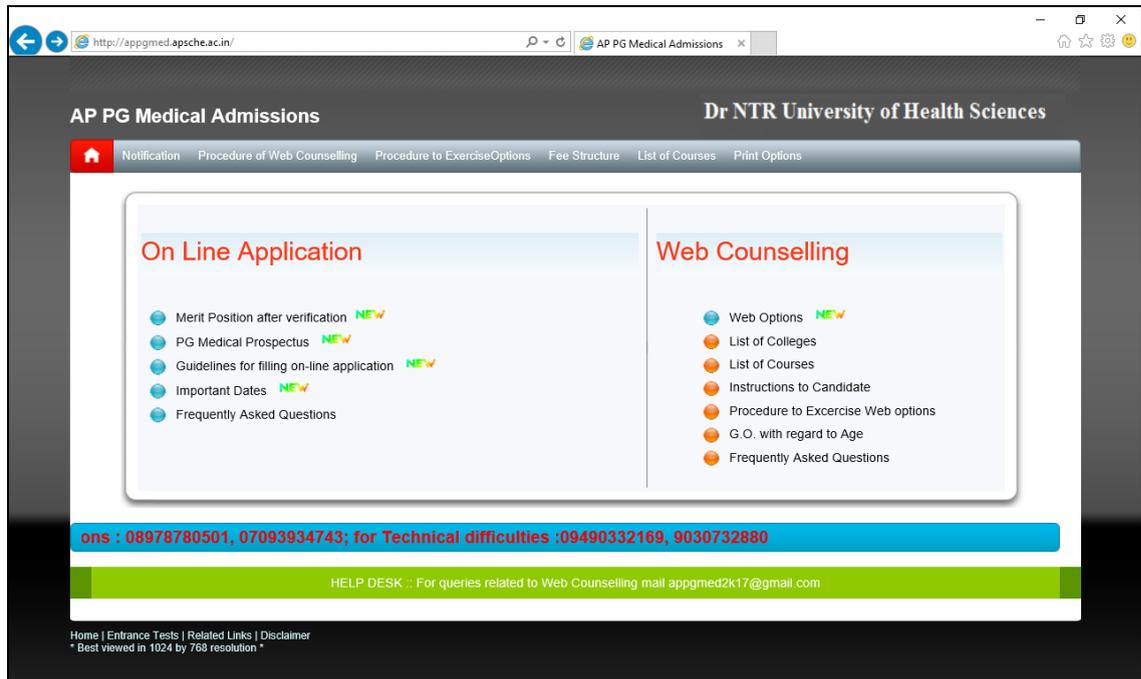


# AP PG MEDICAL – 2017 Admissions PROCEDURE TO EXERCISE OPTIONS

1. Open the website <http://appgmed.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
  - o Colleges, courses and Course type on the lefthand side of the page.
  - o Selected options in the order of priority on the righthand side.
2. Enter Testing Id, Registration Number and 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 Three ways by

- o District.
- o Starting letter of the college code(short code of 4 letters).
- o Courses

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 11.0 or above

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.



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.

AP PG Medical Admissions - Internet Explorer  
 http://appgmed.apsche.ac.in/initopt1.php

Testing ID:  Reg No:  Mobile No:

Name: V SAIKIRAN Sex: MALE Cat: OC Reg: OU 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
AMCV	AMC_VSP	VSKPTNAM	VSP	GM	NS	
AMCV	AMC_VSP	VSKPTNAM	VSP	PAED	NS	
AMCV	AMC_VSP	VSKPTNAM	VSP	ANES	NS	
AMCV	AMC_VSP	VSKPTNAM	VSP	TB	NS	
AMCV	AMC_VSP	VSKPTNAM	VSP	DVL	NS	
AMCV	AMC_VSP	VSKPTNAM	VSP	RD	NS	
AMCV	AMC_VSP	VSKPTNAM	VSP	PSY	NS	
AMCV	AMC_VSP	VSKPTNAM	VSP	DCH	NS	
AMCV	AMC_VSP	VSKPTNAM	VSP	DA	NS	
AMCV	AMC_VSP	VSKPTNAM	VSP	DTCD	NS	
AMCV	AMC_VSP	VSKPTNAM	VSP	DDVL	NS	
AMCV	AMC_VSP	VSKPTNAM	VSP	DMRD	NS	
AMCV	AMC_VSP	VSKPTNAM	VSP	DPM	NS	
AMCV	AMC_VSP	VSKPTNAM	VSP	GS	NS	
AMCV	AMC_VSP	VSKPTNAM	VSP	ORTHO	NS	
AMCV	AMC_VSP	VSKPTNAM	VSP	OPHTAL	NS	
AMCV	AMC_VSP	VSKPTNAM	VSP	ENT	NS	

### Priority of Options

SNo	Coll	College Name	Crs	S/N
1	AMCV	AMC_VSP	GM	NS
2	AMCV	AMC_VSP	PAED	NS
3	AMCV	AMC_VSP	ANES	NS
4	AMCV	AMC_VSP	TB	NS
5	AMCV	AMC_VSP	DVL	NS

Note: The new(added) optio-

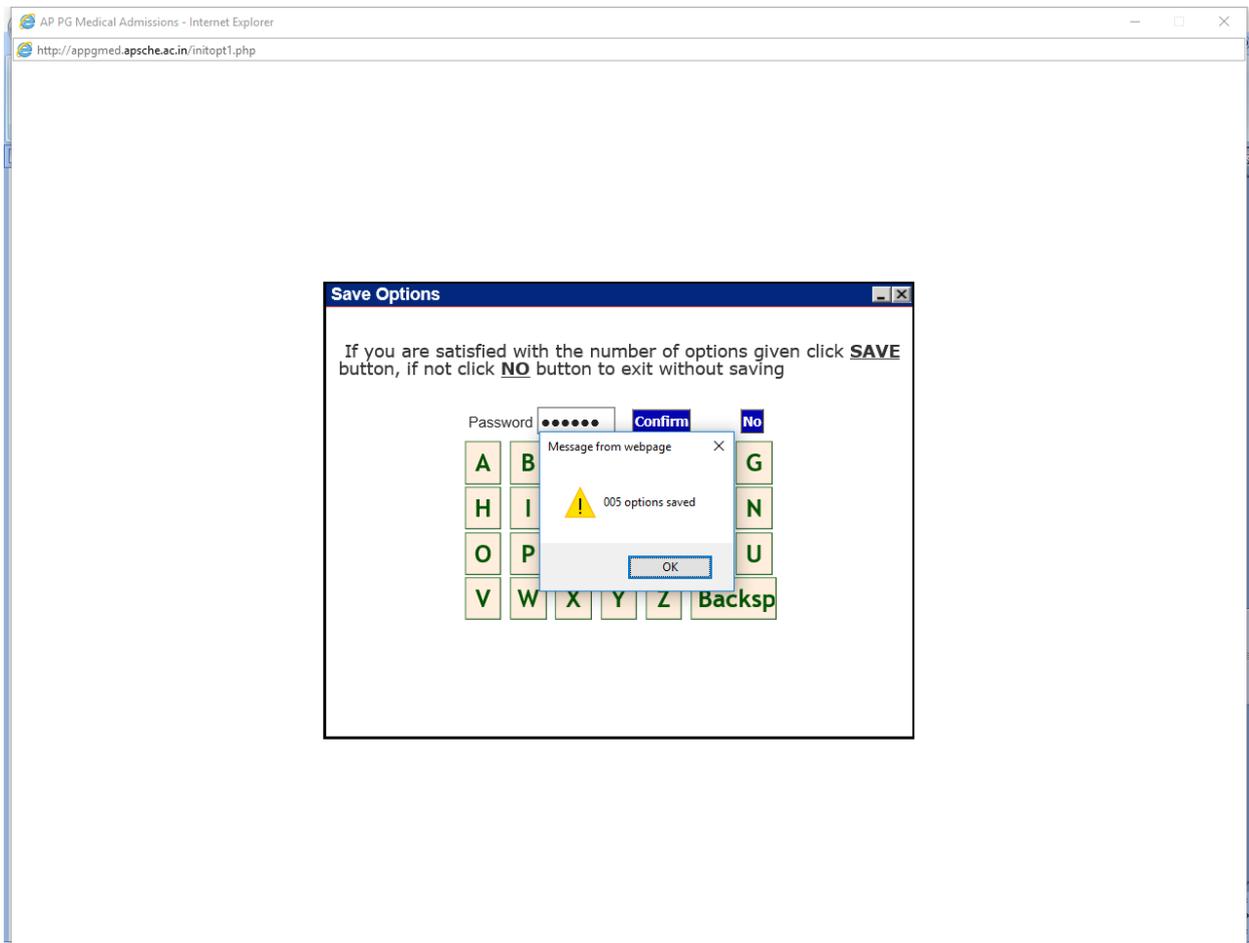
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AP PG Medical Admissions - Internet Explorer  
 http://appgmed.apsche.ac.in/initopt1.php

**Save Options**

If you are satisfied with the number of options given click **SAVE** button, if not click **NO** button to exit without saving

A	B	C	D	E	F	G
H	I	J	K	L	M	N
O	P	Q	R	S	T	U
V	W	X	Y	Z	Backsp	



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.