







Instruction Manual for Online Admission Module for Degree Colleges



State Universities of Andhra Pradesh Admissions for Academic Year 2020-21



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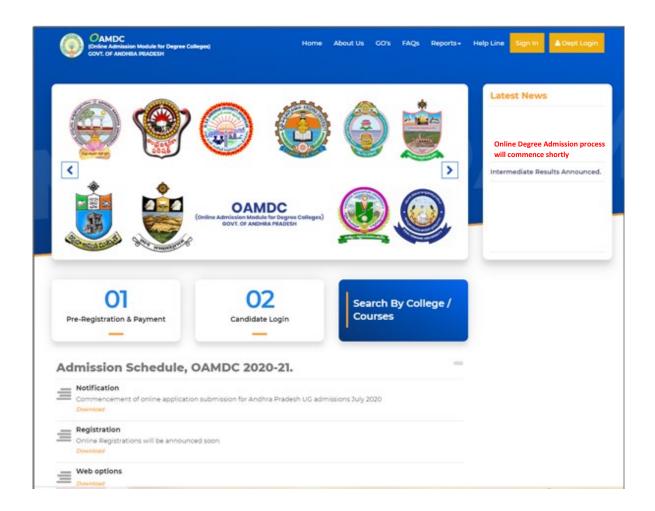
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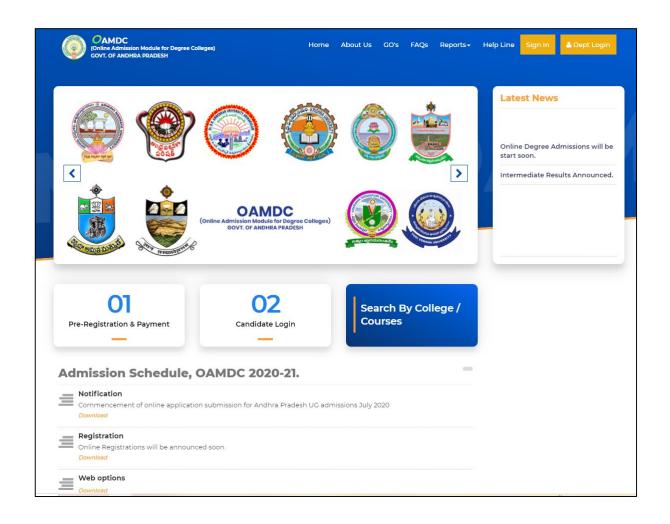
A. Introduction:

For admission into Non Professional 4 year Honours Degree Programmes like B.A, B.Sc., B.Com, BBA, BCA, and B.Voc, etc., with an exit option after the 3rd year of study, affiliated to the 10 State Universities, the candidate needs to fill-in the application for admission available at the link https://oamdc.ap.gov.in. The list of affiliating Universities in A.P is given hereunder:

Sno	University	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

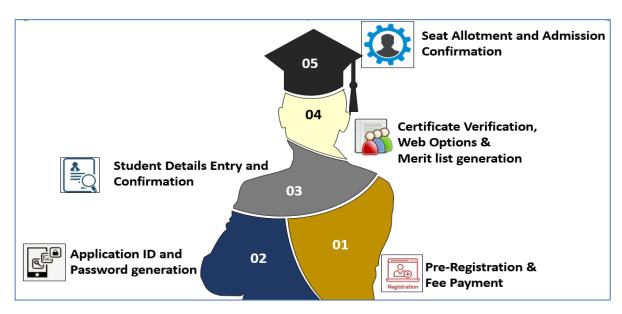








Processes involved:

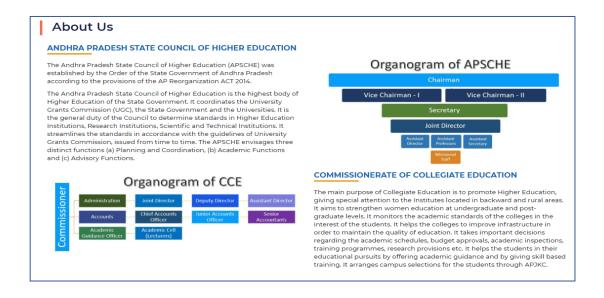


B. About Us

• The Organogram of the organisations involved in online admission process can be accessed through the URL: http://oamdc.ap.gov.in/homepage.do

Or

By clicking on the Home page → About Us





C. Admission related G.Os

 Government Orders regarding the Online Admissions Process, can be accessed through the URL: http://oamdc.ap.gov.in/homepage.do?mode=go

Or

By clicking on the Home page → G.O's

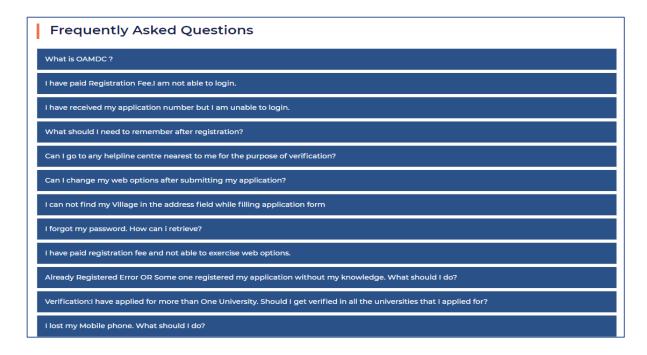


D. FAQs

 Frequently Asked Questions (FAQs), can be accessed through the URL: http://oamdc.ap.gov.in/FAQS.do?key=FAQSReport

Or

By clicking on the Home page → FAQs





E. Help Line Centres

 For information on Help Line Centres, click on the 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 and then click on the tab 'Register.'

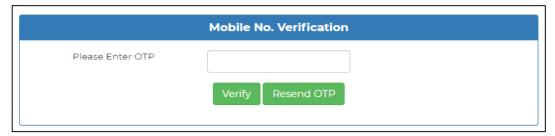


- 2. Candidates qualified from Board of Intermediate Education, Andhra Pradesh, have to select Board of Intermediate Education, Andhra Pradesh. And enter the Intermediate Hall Ticket Number, the remaining details like Aadhar Number, Student Name, Date of Birth will be populated.
- 3. Enter valid Mobile Number. This will be used for future communication.
- 4. The mobile number should be unique for each candidate, one mobile number to be used for one candidate only.
- 5. Select the Reservation category. Based on the Reservation Category, application fee to be paid will be displayed.
- 6. Enter the captcha and click on proceed to payment for the paying the application fee.



UG Online Admission Payment Form	
Intermediate/10+2/Equivalent Board Name:*	Select 🔻
Intermediate/10+2/Equivalent Hall Ticket Number:*	
Intermediate/10+2/Equivalent Pass Year:*	Select v
Pass Out Type:*	ORegular O Supplementary
Aadhar Number:*	
Student Name:*	
Date Of Birth :*	(ddmmyyyy)
Mobile Number:*	(adminyyyy)
Reservation Category:*	-Select-
Application Fee(Rs):*	0
P N 3 Enter Above Proceed to	·
Important Note: Fee once paid is not refundable under any circumstances. If the information furnished by you is found incorrect, you will forfeit your admis All the students who do not belong to the Board of Intermediate Education-AP of verification of their certificates.	

- 7. Candidates from Boards other than Board of Intermediate Education, Andhra Pradesh, need to select the Board from the list of boards available.
- 8. For other board candidates like Telangana, details in the specified field like Hall ticket Number, year of passing out from Intermediate (From the drop down), Type (Regular/ Supplementary), along with Student Name, Date of Birth, Mobile Number and Reservation Category (from the drop down) are to be entered.
- 9. After entering, the details enter the captcha shown and click on *Proceed to payment*.
- 10. Enter the OTP received on the registered mobile number for verification.



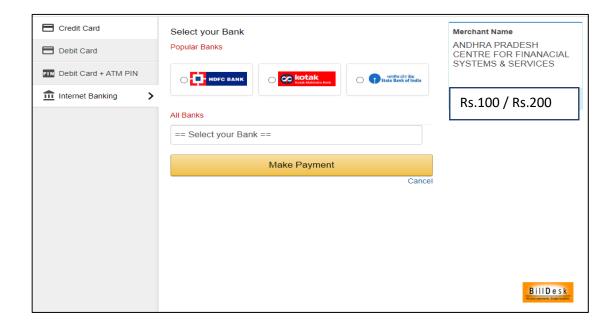


G. Payment of Processing Fee

After successful verification of the mobile number, Processing Fee is to be paid.
Payment options like Credit card, Debit card, Debit Card+ ATM PIN, Internet
Banking and UPI are available and any of them can be selected to make the
payment.

The following are the transaction charges:

SI	Mode	Туре	Transaction
No.			charges
1	Credit Card	Visa/Master/Rupay	1% of transaction
2	Debit Card	Rupay	Nil charges
3	Debit Card	Visa/Master	0.90%
4	UPI	-	Nil charges
5	Internet Banking	-	Rs.6/- per transaction



2. After successful payment, the Application ID, Transaction ID and Transaction Date will be displayed as shown below.



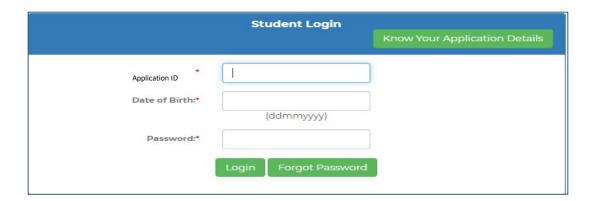


- 3. The Application ID and Password will be sent through SMS to the registered Mobile Number.
- 4. The application can be filled immediately or at a later point of time.
- 5. If the application is to be filled immediately, click on the "Click here to submit the application details".

H. Student Login & Forgot Password:

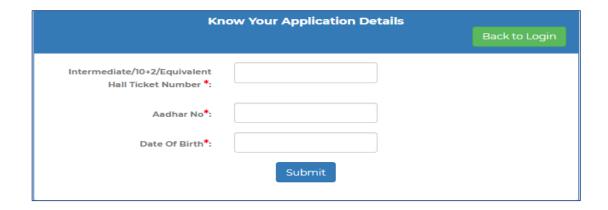
Login Screen:

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



1. In case the Candidate forgets the Application ID, click on the "Know your Application Details" He / She is redirected to another screen as shown below. The Candidate needs 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 message sent by OAMDC is lost/deleted or if the Password is forgotten, click on the Forgot Password. The candidate is then redirected to another screen as shown below. Details like Intermediate Hall ticket Number, Aadhar Number and Date of Birth for getting the Password, are to be provided and the Password will be sent to the Registered mobile number.



After the Successful login, the candidate needs to submit the required details in the application form for admission.

I. Application Submission:

1. The application for admission contains Student Personal Details and Intermediate Details.

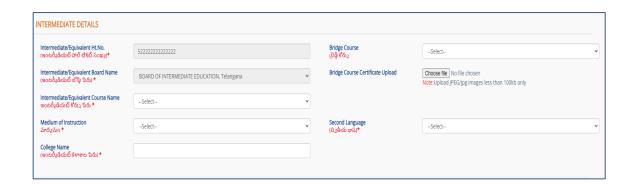




- 2. In case of candidates who passed out from BIE, AP all the details will be populated. If prompted, enter Mother's name only. Entering SSC Hall ticket number is not mandatory.
- 3. In the Intermediate Details Section, based on the intermediate Hall ticket Number details will be populated from BIE, AP. If the candidate completes a bridge course, He / She needs to select the bridge courses and has to upload the certificate.



- 4. For Other Board Candidates, details like Gender, Father Name, and Mother Name have to be entered 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. Details of students who passed from other Boards will not be populated based on the Intermediate Hall ticket Number. They need to select the details like Intermediate Course Name, Medium of Instruction and Second Language, the name of the Intermediate/Junior College in the specified fields.



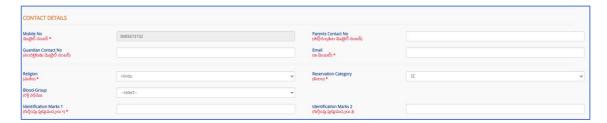
6. If the candidate completed a bridge course, select the bridge course and upload the certificate.



7. Enter 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 from entering Permanent Address.
- 9. The Candidate is exempted to enter the Mobile Number and Reservation Category in the below screen. Candidate needs 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 has Special Reservations like CAP (Children of Armed Personnel), Sports/ Games, NCC (National Cadet Corps) and Extracurricular Activities, they need to check the specified field for claiming the specific reservation during the admission process.

SPECIAL RESERVATIONS	
□ CAP (సి.ఎ.పి.)	
□ Sports/Games (క్రేడలు)	
□ NCC (National Cadet Corps) (ఎన్ సీ సీ)	
☐ Extracurricular activities	



11. In case of physically challenged candidates upload the SADAREM issued Certificate Number. After entering the SADAREM number candidate needs 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: Candidates who claim Special Reservation (CAP/Sports/Games/NCC/NSS, 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 Number, 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 to OC /EWS category, they need not enter.

CASTE CERTIFICATE DETAILS	
Mee Seva No. of Caste Certificate (మీ సేవా కుల నిర్దెఫికేట్ సంఖ₄) ≠	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 has **Income Certificate**, they need to enter the Income Certificate Number issued by **MEESEVA** in the Specified Field. After entering the



Income Certificate number, candidate needs to click the Get details. (Non Mandatory)

INCOME CERTIFICATE DETAILS	
Mee Seva No. of income Certificate (మీ సేవా ఆదాయ ధృవీకరణ వివరాలు)	Get Income Details
Service and the Service Construction	

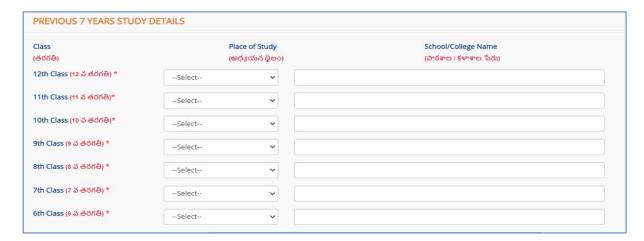
16. After Entering the valid **Income Certificate Number**, by clicking on the **Get Details**, details will be fetched and Shown. **(Non Mandatory)**

	INCOME CERTIFICATE DETAILS	
	Mee Seva No. of Income Certificate (మీ సేవా ఆదాయ ధృవీకరణ వివరాలు)	IC011401504659 Get Income Details
		Applicant Name:KANDULA DIVYA:Father Name:VENKATA NAGENDRAMApproved Date:21/10/2014:Total
	Income:45000.00	
ı		

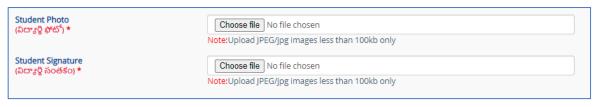
17. If the Candidate has **Ration Card**, they need to enter the Ration Card Number in Specified Field. (Non Mandatory)

TION CARD DETAILS		
Ration Card Number (రేషన్ కార్డ్ నెం)		

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



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





20. After entering all the Fields, the candidate needs to click on the Preview.



J. Preview and Edit the Application:

 After clicking the Preview button, the details submitted by the candidate are shown on the screen as given below

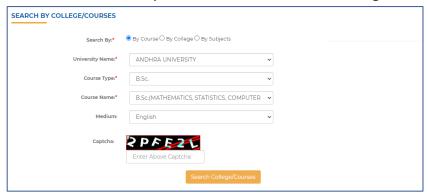


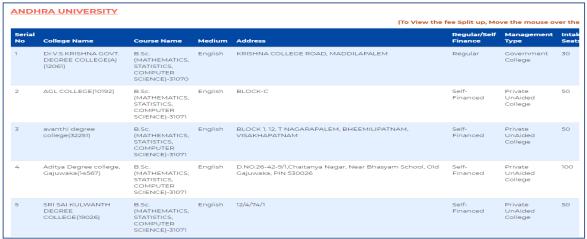
- 2. If the entered details are correct the candidate may click on save. Or the candidate wishes to edit the data they may click on Edit.
- 3. Before taking a printout of the application in pdf, if the candidate wishes to download the application in PDF format He / She can download the Application.
- 4. If there are no objections like mismatch of names / Reservation Category / Income/ SADEREM/ Special Reservation Categories the Candidate will be directed for exercising Web Options.



K. Searching of Colleges/ Courses/ Subjects

- 1. For Information about the Colleges and Courses offered, by entering the URL: http://oamdc.ap.gov.in/UniversityWiseCollegeCourses.do
- 2. In the above URL, the Candidate can search
 - a. By Programme
 - i. Select the University listed
 - ii. Select Programme Type
 - iii. Select the Programme name
 - iv. Select Medium
 - v. Enter Captcha and Click on Search Colleges

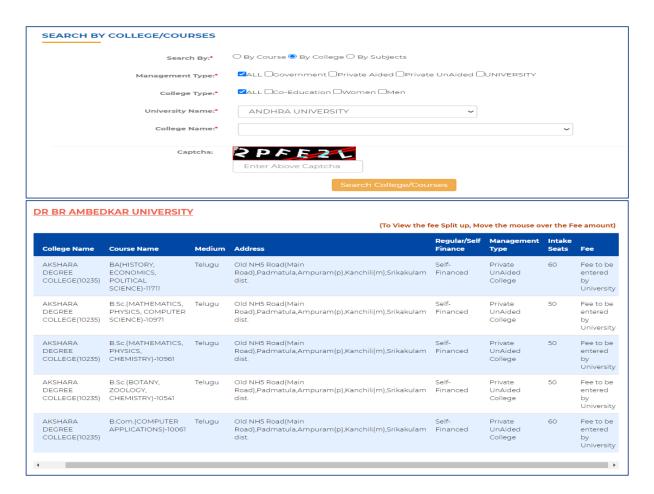




b. By College

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

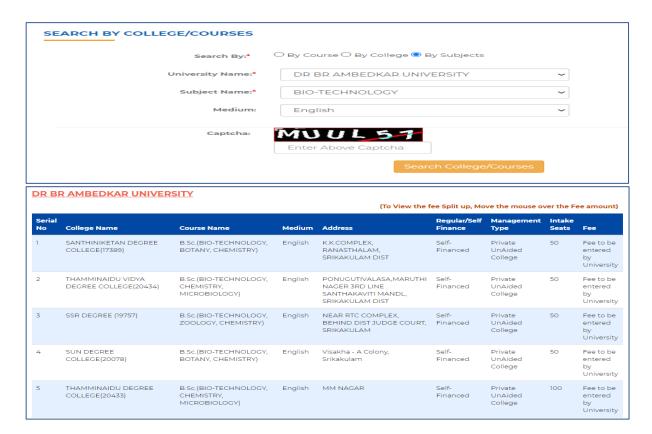




C. By Subject

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





L. Reports:

1. If the candidate wishes to obtain information on the Colleges, it can be done by by entering the URL: http://oamdc.ap.gov.in/CollegeOverAllReport.do

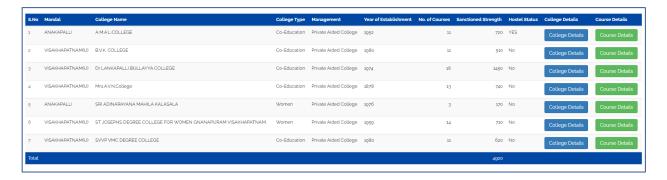
Or

Home page → Reports → District Wise Colleges Report

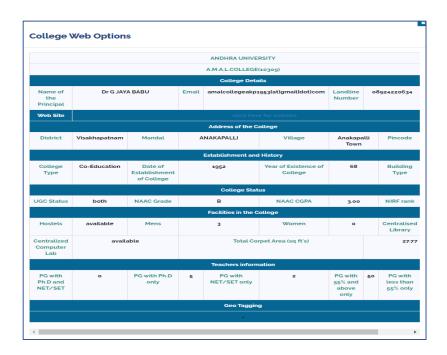
- a. Select the University
- b. Select the Management Type
- c. Select the District
- d. Enter Captcha and click on Get Data





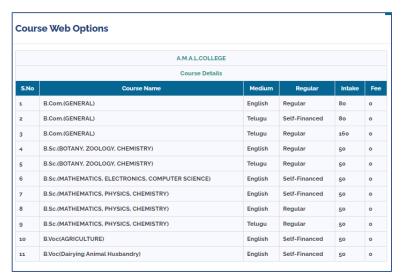


2. For obtaining more details about the College, Click on the College Details button.



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





M. Course Eligibility:

1. If candidate wishes to get Information about the Course eligibility, He/ She may get the Information from the following URL: http://oamdc.ap.gov.in/courseEligibilityReport.do

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 wishes to exercise the Web options after the Successful verification from the Help Line Centres they may prioritize the Colleges and Courses.
- 2. The candidate needs 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 will be led to access the below screen.

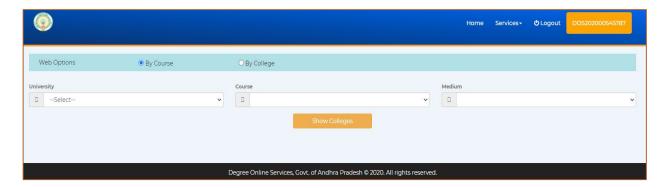


- 5. Payment Reference ID and Receipt
- 6. Printing of Application Form
- 7. Click Here for Web options.
- 8. After clicking the Web options, the following screen is shown
- 9. The Candidate may prioritize the Web Options
 - a. By Course
 - b. By College

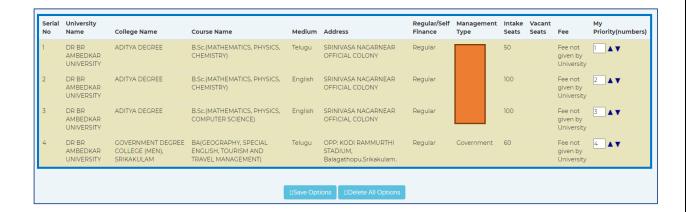
a. By Course:

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





- 1. The below screen is displayed for exercising the Web options.
- 2. The details Like University Name, College Name, Course Name, Medium, and Address of the College, Course Type (Regular / Self- Finance), Management Type, Intake, Vacant Seats and Fee will show.
- 3. The candidate needs to use the integers from 1 to 'n' as options



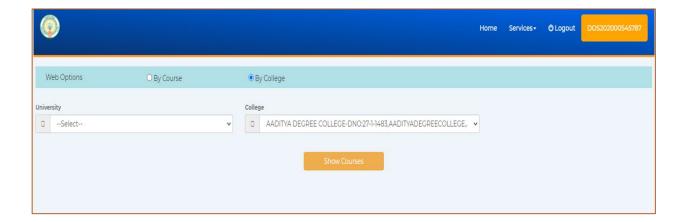
- 4. After the successful exercise of web options, the candidate needs to save the web options.
- 5. Upon saving web options successfully, a message as shown below that the web options have been saved successfully will be displayed.

Weboptions have been saved successfully.

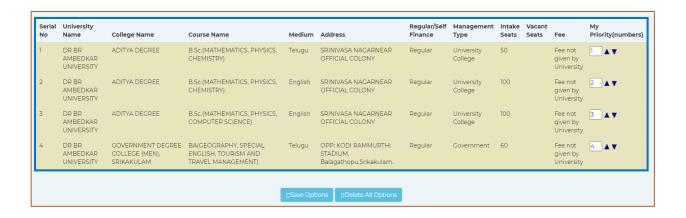
b. By College:

- i. Select the University
- ii. Select College





- 1. The below screen is displayed while 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 be displayed.
- 3. The candidate needs to use the integers from 1 to 'n' as options



- 4. After the successful exercising of the web options, they are to be saved.
- 5. After saving web options successfully, a message as shown below will be displayed.

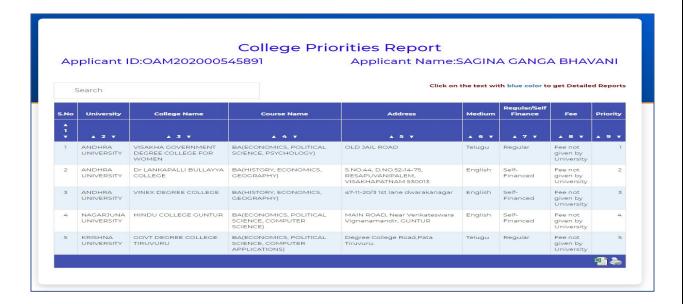
Weboptions have been saved successfully.

10. If the Candidate wishes to Change the Priorities or Delete the Exercised Options He/ She may Delete the total web Options or the Selected Web 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. Screen as shown below will be displayed.



P. Allotment Order

1. After the seat allotment is done, 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% (Supernumerary)

