TSPOLYCET-2023

GOVERNMENT OF TELANGANA
DEPARTMENT OF TECHNICAL EDUCATION

USER GUIDE
for
TSPOLYCET-2023 ADMISSIONS

User Guide – an hand holding approach to the TSPOLYCET Candidates

TSPOLYCET-2023: 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://tspolycet.nic.in)

i. Please enter the website: https://tspolycet.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. TSPOLYCET Hall Ticket Number
   b. TSPOLYCET Registration Number (which is available in TSPOLYCET 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 TSPOLYCET Application form will be displayed as follows:

The Candidate details as entered in TSPOLYCET 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://tspolycet.nic.in

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

1. Enter Caste Certificate Application Number issued by Mee Seva.
2. 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.
3. 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.
4. 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.

5. The Orphan Status is to be chosen as Yes if both parents are expired or either mother or father is expired. The Orphan candidates will be given preference for hostel accommodation in Government Polytechnics.

6. The Candidate can opt for Hostel Accommodation in case allotted a seat in Government Polytechnic by selecting YES option as shown in the above screen.
7. The candidates residing within the jurisdiction of Quli Qutub Shah Urban Development Authority as given in the Detailed Notification should select YES for
   Do You reside in Quli Qutub Shah Urban Development Area as given in the screen above and others should select NO.

   Both the candidates selected as YES /NO option are eligible for giving Options for Q.Q.Government Polytechnic. Refer the Detailed Notification in this regard.

8. All the candidates should read the Undertaking and tick as given above and click Submit.
   The following screen is displayed

The following screen appears for payment of Processing Fee.

II. PAYMENT OF PROCESSING FEE:

1. **Click on check box** as shown in the screen
2. Click on **Pay Fee Online** in one of the two payment modes
   - i. T-Wallet
   - ii. Bill Desk

3. Choose either payment through
   - i. Debit Card/ Credit Card or
   - ii. Net Banking

4. 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:

1. Click on Verify Payment Status on Home page of tspolycet.nic.in as shown in the following screen to verify payment status

2. Enter the following candidate details for verification of payment status in the above screen
    a. TSPOLYCET Hall Ticket Number
    b. TSPOLYCET Registration Number
    c. Date of Birth
    d. Enter image value
3. Click on Verify Payment Transaction if already done through T-Wallet / Bill Desk as shown above
4. The following screen is displayed indicating the status of the transaction(s) done already.

5. If the transaction is successful, the status will be shown as Transaction found successful and saved in green .
6. If not successful, try once again for payment of processing fee or contact Help Desk on phone / email.

IV. SLOT BOOKING :

1. **Enter website address: https://tspolycet.nic.in**
2. **Check the Browser settings to disable Popup blocker**
3. **Click on Slot Booking on the Home page as shown in the following screen:**

4. The following screen appears.
   i. Select ALL for OC/BC/SC/ST candidates who are not under Special Categories viz PH/NCC/CAP/SPORTS/ANGLO-INDIAN
   ii. 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

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

iv. Select the date as shown in the screen below:

v. The Green indicates the available slots. Select the desired Date in Green

vi. 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.

vii. 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.

viii. On confirmation of the slot, the following screen appears

ix. 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.
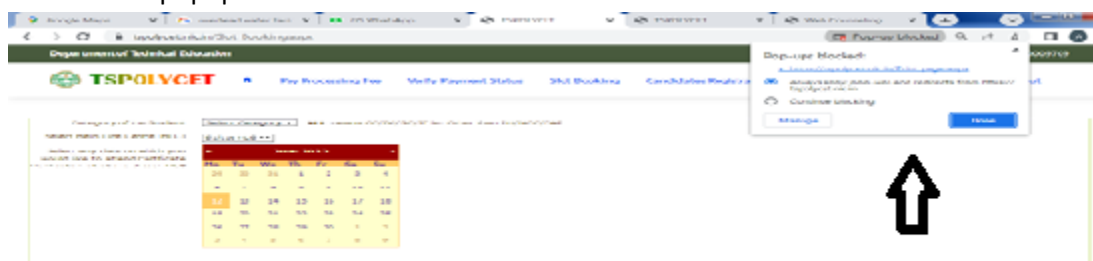
x. The candidate will receive the confirmation of the slot booking date and time and slot through SMS.

xi. 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://tspolycet.nic.in

V. CERTIFICATE VERIFICATION:

1. The Candidate is required to attend Certificate Verification on the slot booked HLC on the Date & Time without fail.
2. After Certificate Verification, the Candidate will be given Receipt of Certificate (ROC)
3. During Certificate Verification, the Candidate is required to check with Registration/Verification Officers at HLC whether his/her Mobile Number is correctly entered.
4. The ROC print out contains important data about candidate such as - Local area, Gender, Minority Status, Caste Category, Fee Exemption, Date of Birth (as per SSC Memo), Q.Q eligibility, if applicable and Eligibility status.
5. 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

1. The Candidate is required to generate Password after Certificate Verification
2. The Password generation can be done as follows:
   i. The Candidate is required to keep his ROC Form, Hall Ticket and Rank Card ready before generating Candidate Password.
   ii. Enter the website https://tspolycet.nic.in in the Browser.
   iii. Click on Candidate Registration as given below on the home page of the website

3. 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 TSPOLYCET Hall Ticket), TSPOLYCET Hall Ticket 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 above screen.
   v. Re enter the same Password as given above.

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

4. Enter the website of https://tspolycet.nic.in/   for Option Entry

5. Select **Candidates Login** in the website.

6. Enter the following details :

  i.   Login ID Number (as received through SMS to Registered Mobile Number after Certificate Verification)

  ii.   TSPOLYCET Hall Ticket Number

  iii.   Password

  iv.   Date of Birth as given in ROC

  v.   Enter Captcha correctly in Enter Value

  vi.   Click on Sign-in

7. After Sign-In button, One Time Password (OTP) will be sent to the Candidate Registered Mobile.

  i.   Please Enter OTP received as per screen given below

  ii.   Click on check box under Declaration

iii.   Click on **Click here for Option Entry**

8. The following Screen appears with list of Districts and list of Branches available

9. Click on the checkboxes of the desired districts or all districts as per your choice

10. Click on Display Option Entry Form Button which is available on the bottom of the screen.

11. Click on Show Option Entry Form.
12. Enter TSPOLYCET Hall Ticket Number in the Text Box as given in the following screen
13. Refer for already prepared Options in Manual Option form, if done.
14. The Options are to be given in numbers starting from 1 indicating highest priority for that college and branch. The Candidate can exercise as many options as possible.
15. The duplicate Option numbers are not allowed i.e. the same option number cannot be given for two Options.

16. 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

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17. Candidates are advised to click on Save Options button for every 2 minutes and continue giving Options. Click on OK and continue as given in the following Screen.

18. The following screen appears after saving Options

19. If the candidate wants to choose the Districts once again, Click **Last Saved Options** Button and the screen as discussed at point 8 will be displayed and the candidate can select other districts – to view the institutions available in that district.

20. If the candidate wishes to add or insert new option at a specific Option number then
    i.   Click on **Enter Between Options** Button
    ii.   Enter that specific Option *number value* in the Text box where it was to be inserted.
    iii. Click on **Include Button** and all Options will be increased by one. For example, to add new option at Option number 8 which was already exercised, then all Options will be shifted to next number automatically i.e. Option 8 will be shifted to 9 and the next option will be shifted to next number. The new option can be entered with value 8.

21. If there is a duplicate Options given by the candidate unknowingly, the following error message will be displayed.

22. The candidate can view and take printout of the saved Options by
    i.   Click on **View & Print Option** as given in the above screen
    ii.   The following screen appears. Click on Print as shown in the following screen.
    iii.   The candidate is advised to take printout at the end of the Option entry.

TSPOLYCET - 2023
Department of Technical Education

Name:	VAKITI VAISHALI	Hall Ticket No:	4005026	Father's Name:	VAKITI PARASHU RAMULU

LIST OF SAVED OPTIONS   Print 🖨

S.No	Option No.	Institute Code	Institute Name, Place	Branch Code	Branch Name
1	1	ADBP	S.G GOVT POLYTECHNIC, ADILABAD	CE	DIPLOMA IN CIVIL ENGINEERING
2	2	ADBP	S.G GOVT POLYTECHNIC, ADILABAD	CS	DIPLOMA IN COMPUTER ENGINEERING
3	3	GPWS	GOVT POLYTECHNIC FOR WOMEN, SECUNDERABAD	CE	DIPLOMA IN CIVIL ENGINEERING
4	4	GPWS	GOVT POLYTECHNIC FOR WOMEN, SECUNDERABAD	CS	DIPLOMA IN COMPUTER ENGINEERING
5	6	MASB	GOVT POLYTECHNIC, MASAB TANK	CS	DIPLOMA IN COMPUTER ENGINEERING
6	7	MASB	GOVT POLYTECHNIC, MASAB TANK	EC	DIPLOMA IN ELECTRONICS & COMMUNICATION ENGINEERING
7	8	QQHO	QQ GOVT POLYTECHNIC, CHENDULALBARADARI	EC	DIPLOMA IN ELECTRONICS & COMMUNICATION ENGINEERING
8	10	BRJG	BRILLIANT GRAMMER SCHOOL EDAL SOC GRP OF INSTNS, HAYATHNAGAR	CE	DIPLOMA IN CIVIL ENGINEERING

-------------- End of Options. Printed as on Dt: Jun 9 2023 12:43:00:000PM --------------

23. To change Password, click on **Change Password** as given in the following screen. The candidate is required to enter Old Password and New Password and Re-Enter New Password then click on **Save Password** Button.

24. After completion of Option entry
    i.   Click on Logout
    ii.   Click on **Save & Logout**

The following screen appears

iii. Click on OK button

The following screen appears after logout and the candidate is required to check the list of options given and can take the printout of the given options by clicking Print.