

## **\*\*User Manual: Online Submission of Admissions Ratification Details(Regular)\*\***

### **\*\*Step 1: Access the Notification Link\*\***

1. Click on the [[Notification Link](#)](#) for Regular Admissions.

**Certificate Verification / Admissions Ratification**

Home / Certificate Verification / Admissions Ratification

ifications

S.No	Notification Title	Schedule Date	File	Apply
1	LATERAL ENTRY B. TECH. / B PHARMACY/ PHARM.D.	05-11-2024 To 16-11-2024	<a href="#">View File</a>	<a href="#">Submit Online</a>

The Directorate of Admissions will intimate the schedule of submission of Original Certificates for Verification/Ratification through JNTUH website/email.

### **\*\*Step 2: Validate College and Update Information\*\***

1. **\*\*Enter Valid College Code\*\***: Input the correct College Code and click **\*\*Continue\*\***.

College Ratification Registration for Certificate Verification / Ratification for Admissions in to Regular B.Tech. for the Academic year 2024-25 - DA - Directorate of Admissions - SW-1

S.N	Branch with Specialization	Sanctioned Intake by JNTUH	Filled seats through convner without EWS				Filled seats under Managemnet quota (30% of (a) )		Total filled seats excluding EWS	Filled seats under EWS (10% on convener quota (b) )		Total filled seats including EWS	PMSSS	PIO
			70% on Sanctioned Intake (a)	Filled on (b)	Vacant (d = b - c)	Spot Quota Filled on (d)	30% of (a)	Filled on (f)	h+c+e+g	10% of (b)	Filled on (i)	k = (h)+(j)	l	(m)
		(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
1	Civil Engin	100	70	14	60	Spot Quota	30	Filled on (f)	10	1	Filled on (i)	10		

[Add Details](#)

Added Specialization Details

S.N	Branch with Specialization	Sanctioned Intake by JNTUH	Filled seats through convner without EWS				Filled seats under Managemnet quota (30% of (a) )		Total filled seats excluding EWS	Filled seats under EWS (10% on convener quota (b) )		Total filled seats including EWS	PMSSS	PIO
			70% on Sanctioned Intake (a)	Filled on (b)	Vacant (d = b - c)	Spot Quota Filled on (d)	30% of (a)	Filled on (f)	h+c+e+g	10% of (b)	Filled on (i)	k = (h)+(j)	l	(m)
		(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)

[Continue for Payment](#)

2. Upon successful validation, a screen will appear prompting you to **\*\*Enter Principal and Coordinator Details\*\***.

College Registration for DOA Ratification Portal Login

College Details

College Code:  College Name:

Principal Details

Principal Name:  Principal Phone:   
Principal Mobile No:  Principal Email:

Name of the person and phone number who is submitting the documents at DOA

Name:  Designation:   
Mobile:  Email:

[Continue](#)

3. Fill in the required details and click **\*\*Submit\*\***

Thank you, JNTUH DOA will review your registration and send Ratification Portal Login details to your registered email

4. **\*\*Approval Process\*\***: Kindly wait for approval from the Director of Admissions after verification of the updated details.

- Once approved, a **\*\*Ratification Code\*\*** will be sent to the principal's email for submission of the Admission Ratification details.

JNTUH DOA Admissions Ratification Code Details External Inbox x



support@doaratifications.jntuh.ac.in  
to me ▾

Dear Sir,

The following are the Admissions Ratification Code Details.

College Code: EK  
Admissions Ratification Code : 47542325

[Click Here to Apply](#)

Regards,  
Application Support Team,

### **\*\*Step 3: Submit Ratification Details\*\***

1. **\*\*Access the Notification Link\*\***: Click the link provided in the approval email.

JNTUH DOA Admissions Ratification Code Details External Inbox x



support@doaratifications.jntuh.ac.in  
to me ▾

Dear Sir,

The following are the Admissions Ratification Code Details.

College Code: EK  
Admissions Ratification Code : 47542325


[Click Here to Apply](#)

Regards,  
Application Support Team,

2. **\*\*Validate College Information\*\***: Enter the College Code and Ratification Verification Code.

College Code :


Security Code :



College Code :  
  
Abdul Kalam Institute of Technological Sciences

Admissions Ratification Code :


Security Code :



College Code :  
  
Abdul Kalam Institute of Technological Sciences

Admissions Ratification Code :

Security Code :



- 3. Review the college information already updated. **\*\*Make any necessary corrections\*\***.
- 4. **\*\*Update Ratification Details for Each Course\*\***: Add the details and add for each course and proceed to make payment.

S.N	Branch with Specialization	Sanctioned Intake by JNTUH 2024-25	Filled seats through convener without EWS				Filled seats under Management quota (30% of (a))		Total filled seats excluding EWS	Filled seats under EWS (10%) on convener quota (b)	Total filled seats including EWS	PMSSS	PIO
			70% on Sanctioned Intake (a)	Filled on (b)	Vacant (d = b - c)	Spot Quota Filled on (d)	30% of (a)	Filled on (f)					
1	Computer Science and Engin	100	70	10	60	10	30	10	30	10	40	10	10

Add Details

Added Specialization Details

S.N	Branch with Specialization	Sanctioned Intake by JNTUH 2024-25	Filled seats through convener without EWS				Filled seats under Management quota (30% of (a))		Total filled seats excluding EWS	Filled seats under EWS (10%) on convener quota (b)	Total filled seats including EWS	PMSSS	PIO
			70% on Sanctioned Intake (a)	Filled on (b)	Vacant (d = b - c)	Spot Quota Filled on (d)	30% of (a)	Filled on (f)					
1	Civil Engineering	100	70	10	60	10	30	10	30	10	40	10	10
Total		100	70	10	60	10	30	10	30	10	40	10	10

Continue for Payment

Click on Continue to Payment, will show the details of amount to be paid online

Specialization & Students Admitted Details

S.N	Branch with Specialization	Sanctioned Intake by JNTUH 2024-25	Filled seats through convener without EWS				Filled seats under Management quota (30% of (a))		Total filled seats excluding EWS	Filled seats under EWS (10%) on convener quota (b)	Total filled seats including EWS	PMSSS	PIO
			70% on Sanctioned Intake (a)	Filled on (b)	Vacant (d = b - c)	Spot Quota Filled on (d)	30% of (a)	Filled on (f)					
1	Civil Engineering	100	70	10	60	10	30	10	30	10	40	10	10
Total		100	70	10	60	10	30	10	30	10	40	10	10

Payment Details

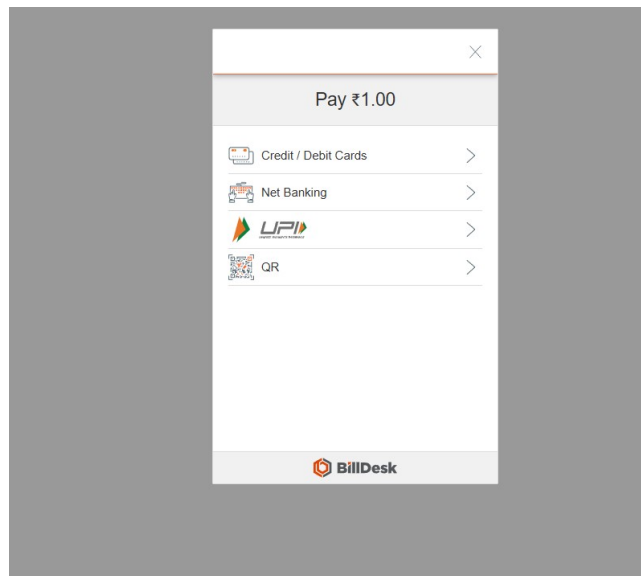
Category	No of Students / Courses	Total Fee
Charges for convener (Admissions)	No of Courses 1 X 900.00	900.00
Spot Admissions Fee	Total Students 10 X 300.00	3000.00
Management (Category-B)	Total Students 10 X 300.00	3000.00
Total PMSSS	No of PMSSS 10 X 300.00	3000.00
Total PIO	No of PIO 10 X 300.00	3000.00
<b>Total Amount to Pay</b>		<b>12900.00</b>

TG Higher Education Approved Letter for Convener Quota, Management (Category-B) and Spot Quota (attested by the Principal) (Mandatory):

Payment of Ratification Fee as per the above statement will be paid through ONLINE only and the Payment Receipt should be submitted at the time of Original Certificates verification as per the schedule.

Edit Continue to Pay Online

- Review the Amount to be paid and Click on Continue to make online payment



After successful payment will be redirected to Slot booking for Certificate Verification, select the date and continue to book the available slot.

Slot Booking for Certificate Verification /Ratification for Admissions in to Certificate Verification / Ratification for Admissions in to Regular B.Tech. for the Academic year 2024-25

Your Payment is Success , Please Book Your Slot Date for Certificate Verification

Slot Booking	
College Name	: DA-Directorate of Admissions
Notification	: Certificate Verification / Ratification for Admissions in to Regular B.Tech. for the Academic year 2024-25
Date for Certificate Verification	: <input type="text" value="Select"/>

[Continue to Book Your Slot](#)

### **\*\*Step 4: Upload Candidate Details\*\***

1. After successful payment, you will be redirected to the **\*\*Ratification Details\*\*** section.

**Note:**  
 1. Please download the template (in XLS format) and fill in the list of admitted candidates across all branches in the provided file. Once completed, re-upload the same file.  
 2. Update the status from Pending to Submitted for each course after uploading the details. An acknowledgment email will be sent to the Principal's email address.  
 3. Upload the admitted candidate information as per the order of TGCHE state council approved list order

Academic Year  Notification  Course  [Filter](#)

**Total Specialization: 1** **Upload Pending: 1** **Upload Completed: 0**

**To be Ratified admissions under Convener/Spot**

#	Notification	Type	Specialization	Status	Sanctioned Intake	Convener (a)	Spot (b)	MGT	EWS	PMSS	PIO	TGCHE Approved Letter	
1	Certificate Verification / Ratification for Admissions in to Regular B.Tech. for the Academic year 2024-25	Regular	Civil Engineering	Pending	100	10 (1) Add Students	10 (0) Add Students	30 (0) Add Students	10 (0) Add Students	10 (0) Add Students	10	<a href="#">View File</a>	<a href="#">Upload data</a> <a href="#">Convener+EWS</a> <a href="#">Spot</a> <a href="#">MGT PDF</a> <a href="#">PMSS</a>

25 50 100 All Search Execution time: 0.001s Memory usage: 0.16 MB

2. Click on the **\*\*Upload\*\*** button provided in the listing for each course.

please download the template (Xls format) and add the list of admitted candidates admitted in all branches in the given file and same may be re-upload

DA-Directorate of Admissions-2024-25-B.Tech-Civil Engineering-Regular

Upload the admitted candidate information as per the order of TGCHE state council approved list order

College	<input type="text" value="Directorate of Admissions"/>
Course Name	<input type="text" value="B.Tech - Bachelor of Technology"/>
Specialization Name	<input type="text" value="Civil Engineering"/>
Admission Quota	<input type="text" value="Select Quota"/>
Upload File	<input type="button" value="Choose File"/> No file chosen <a href="#" style="font-size: x-small; color: #007bff;">Download Template</a>

[Submit](#)

3. **\*\*Download the Sample Format\*\***: Fill in the candidate details as per the provided format.

4. **\*\*Upload the Completed Format\*\***.



Details uploaded will shown be below

College	Abdul Kalam Institute of Technological Sciences
Course Name	LATERAL ENTRY B. TECH. / B PHARMACY/ PHARM.D. - LATERAL ENTRY B. TECH. / B PHARMACY/ PHARM.D.
Specialization Name	Computer Science Engineering
Admission Quota	Spot
Upload File	<input type="button" value="Choose File"/> CH COLLEGE.xlsx <a href="#">Download Template</a>
<input type="button" value="Submit"/>	

Hall Ticket Number issued by the College / Institute	Name of the Candidate	Father Name	Name of the Qualified CET	Name of the Qualified CET HT NO	Name of the Qualified CET Rank	Qualified Diploma / Inter / Degree Percentage	Community	Remarks
<b>Total Records</b>	12							
<b>Total Uploaded</b>	3							
<b>Total Skipped</b>	9 <a href="#">View skipped students</a>							

- Editing or updating candidate details can be done until the **\*\*cutoff date\*\*** by uploading excel format

***Upload the Mandatory TG Higher Education Approved Letters using Upload Approval Letters link provided in the login .***

**Update the Submission Status to Completed for each Course**

After updating, the details will be sent to **\*\*Director of Admissions (DOA)\*\*** for scrutiny and approval.

---