

****User Manual: Online Submission of Admissions Ratification Details****

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

1. Click on the [[Notification Link](#)](#) for 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	View File	Submit Online

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)		10% of (b)	Filled on (i)			
		(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
1	Civil Enginr	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)		10% of (b)	Filled on (i)			
		(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

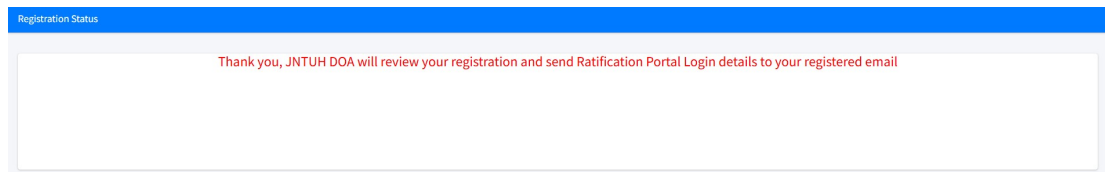
Principal Name: Principal Phone:
Principal Mobile No: Principal Email:

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****



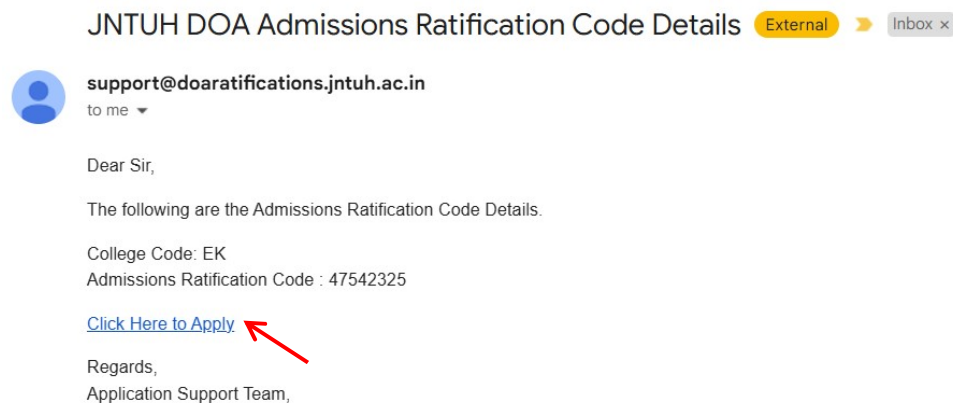
4. ****Approval Process****: Kindly wait for approval from the Director of Admissions after verification of the updated details.

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



****Step 3: Submit Ratification Details****

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



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

College Code :

Security Code :



Continue

College Code :

Abdul Kalam Institute of Technological Sciences

Admissions Ratification Code :

Security Code :



Continue

College Code :

Abdul Kalam Institute of Technological Sciences

Admissions Ratification Code :

Security Code :



Continue

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		Filled seats through convner without EWS					Filled seats under Managemmet quota (30%) of (a)		Total filled seats excluding EWS	Filled seats under EWS (10%) on convener quota (b)		Total filled seats including EWS	PMSSS	PJO
				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)	$k = (h+i)$	l	(m)	
				(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(k)	(l)	(m)	
1	Computer Science and Engin	100	70	10	60	10	30	10	30	10	10	40	10	10		

Add Details

Added Specialization Details

			Filled seats through convner without EWS				Filled seats under Managemmet quota (30% of a)		Total filled seats including EWS	Filled seats under EWS (10%) on convener quota (b)		Total filled seats including EWS	PMSSS	PJO
S.N	Branch with Specialization	Sanctioned intake by JNTUH 2024-25	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)	$k = (h+i)$	l	(m)
		(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
1	Civil Engineering	100	70	10	60	10	30	10	30	10	10	40	10	10
Total		100	70	10	60	10	30	10	30	10	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

		Filled seats through convner without EWS					Filled seats under Managemmet quota (30%) of (a)		Total filled seats excluding EWS	Filled seats under EWS (10%) on convener quota (b)		Total filled seats including EWS		PMSSS	PJO	
S.N	Branch with Specialization	Sanctioned Intake by JNTUH 2024-25	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)	$k = (h+i)$	l	(m)		
		(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)		
1	Civil Engineering	100	70	10	60	10	30	10	30	10	10	40	10	10		
Total		100	70	10	60	10	30	10	30	10	10	40	10	10		

Payment Details

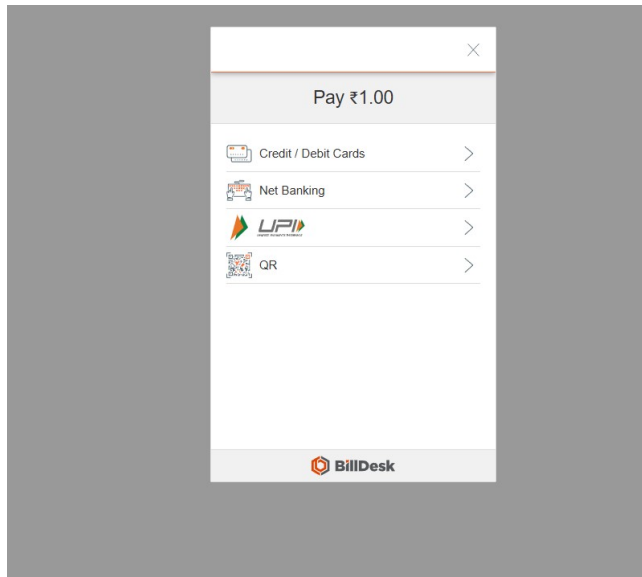
Category	No of Students / Courses	Total Fee
Charges for convener (Admissions)	No of Courses 1 X 900.00	900.00
Spot Admissions Fee	Total Students 10 X 300.00	3000.00
Management (Category-B)	Total Students 10 X 300.00	3000.00
Total PMSSS	No of PMSSS 10 X 300.00	3000.00
Total PJO	No of PJO 10 X 300.00	3000.00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

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 :

[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 TGCHC 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

[refresh](#) [Print](#)

#	Notification	Type	Specialization	Status	Sanctioned Intake	Convener (a)	Spot (b)	MGT	EWS	PMSS	PIO	TGCHC 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	View File	Upload data Convener+EWS Spot MGT PDF PMSS PIO

25 50 100 All Search Execution time: 0.005 s - 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 TGCHC state council approved list order

College : Directorate of Admissions

Course Name : B.Tech - Bachelor of Technology

Specialization Name : Civil Engineering

Admission Quota : Select Quota

Upload File : No file chosen

[Download Template](#)

[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

Choose File

CH COLLEGE.xlsx

[Download Template](#)

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
Total Records	12							
Total Uploaded	3							
Total Skipped	9							View skipped students

- 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.
