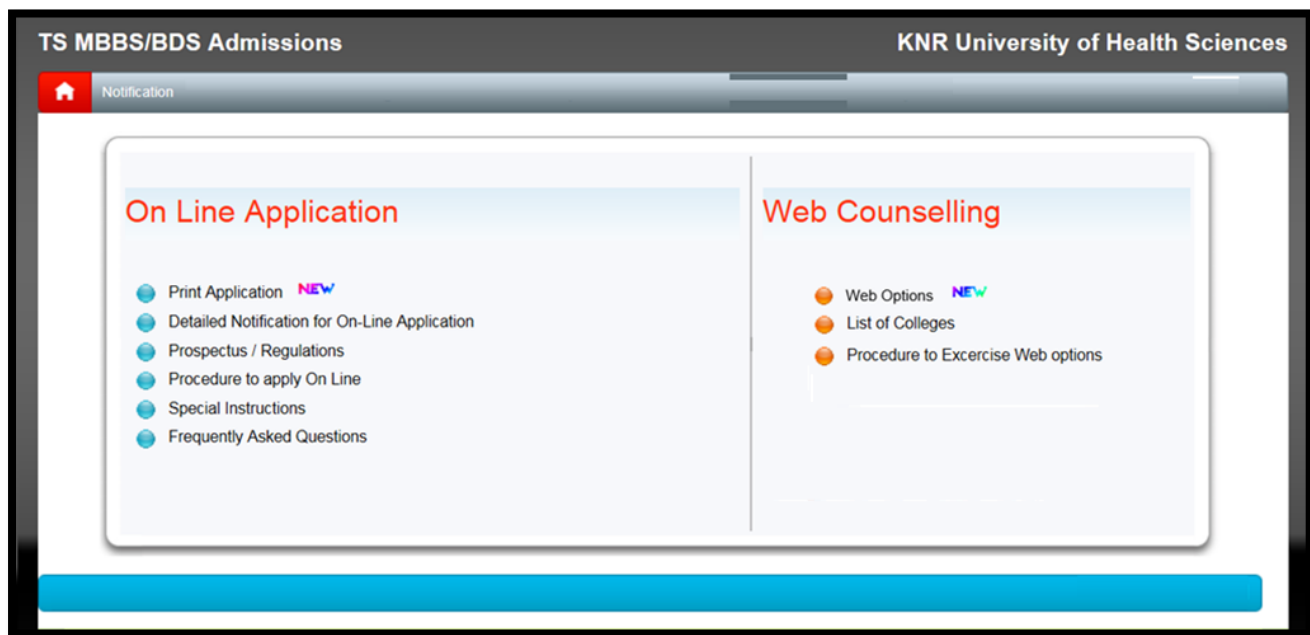


## PROCEDURE TO EXERCISE OPTIONS

1. Open the website <https://tsmedadm.tsche.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
  - Colleges, courses and Coursetype on the lefthand side of the page.
  - Selected options in the order of priority on the righthand side.
2. Enter Roll Number, Rank, Registration No. and Mobile No. on the top and click on "GetOTP" button to receive One Time Password on your registered mobile No. Enter the received OTP and click Submit.

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 two ways by

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

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.
8. **Do not use Mobile Phones for exercising Web Options.**

**View with Internet Explorer Version 11 or Microsoft Edge or Google Chrome**

4. Read the Instructions carefully, then click **I Understood** button.
5. Enter the details NEET Roll Number, NEET Rank, Registered Mobile Number and Registration number of your TS NEET Application and click on **Get OTP** Button to get Login OTP after receiving the OTP enter it in the OTP Box in Capitals and click on **Validate** button.

### Option Form

Option Form

Roll No \*  Rank \*  Mobile \*  Registration No. \*

Get OTP  OTP \*

Validate

Clear

6. Option form will be displayed as shown below with colleges on the left side. This window displays all the eligible colleges based on gender and specialization.

#### List of Colleges with Courses

Coll	College Name	Place	Dist	Crs	Fee Type
<input type="text"/>			All	All	
OMCH	OSMANIA MEDICAL	HYDERABAD	HYD	MBBS	REG
GAND	GANDHI MEDICAL	SECBAD	HYD	MBBS	REG
KKTI	KAKATIYA MEDICAL	WARANGAL	WGL	MBBS	REG
RADL	RAJIV INST MEDICAL	ADILABAD	ADB	MBBS	REG
GVNZ	GOVT MEDICAL, NZB	NIZAMBAD	NZB	MBBS	REG
GMCM	GOVT MEDICAL, MBN	MBNAGAR	MBN	MBBS	REG
ESIM	ESI MEDICAL	SANATNGR	HYD	MBBS	REG
SGMC	GOVT SIDDIPET	SIDDIPET	MED	MBBS	REG
GMSR	GOVT SURYAPET	SURYAPET	NLG	MBBS	REG
GMNL	GOVT NALGONDA	NALGONDA	NLG	MBBS	REG
APLO	APOLLO MEDICAL, HYD	HYDERABAD	HYD	MBBS	REG
Total College Course Combinations					40

Note: Only the saved options will be considered for allotment

#### Priority of Options

SNo	Coll	College Name	Crs	Fee Type
Total Options				0

Add

Delete

Modify

Save

Logout

- ✚ Two types of filters are available to minimize the selection list. The first filter is college code and another filter is District-wise.
- ✚ If you Type one of the Alphabets in college filter box, for example “P” is typed, then the college codes starting with alphabet “P” will be displayed
- ✚ If you select Hyderabad District in the District combo box, the list of colleges available in Hyderabad district alone will be displayed.
- ✚ Select the college on left window and click on **Add button** click OK to add college to the right side window as option number one. Then next one will be added as second option and so on. The priority of options is displayed on the right side window.

tsmedadm.tsche.in says

Do you want to Add ?

College Code = GAND

College Name = GANDHI MEDICAL

Course Name = MBBS

Service Type = REG

as Option = 2

OK

Cancel

- ✚ You can modify the priority of options by clicking on the **Modify** button. Select an option, drag it to the required 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 priorities of options, click on **Save** button and enter the **password (OTP)** which you have received by SMS 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. You can change the priorities again by login, you can do this for any number of times.

### List of Colleges with Courses

Coll	College Name	Place	Dist	Crs	Fee Type
<input type="text"/>			All	All	
OMCH	OSMANIA MEDICAL	HYDERABAD	HYD	MBBS	REG
GAND	GANDHI MEDICAL	SECBAD	HYD	MBBS	REG
KKTI	KAKATIYA MEDICAL	WARANGAL	WGL	MBBS	REG
RADL	RAJIV INST MEDICAL	ADILABAD	ADB	MBBS	REG
GVNZ	GOVT MEDICAL, NZB	NIZAMBAD	NZB	MBBS	REG
GMCM	GOVT MEDICAL, MBN	MBNAGAR	MBN	MBBS	REG
ESIM	ESI MEDICAL	SANATNGR	HYD	MBBS	REG
SGMC	GOVT SIDDIPET	SIDDIPET	MED	MBBS	REG
GMSR	GOVT SURYAPET	SURYAPET	NLG	MBBS	REG
GMNL	GOVT NALGONDA	NALGONDA	NLG	MBBS	REG
APLO	APOLLO MEDICAL, HYD	HYDERABAD	HYD	MBBS	REG
Total College Course Combinations					42

Note: To modify priorit\_

### Priority of Options

SNo	Coll	College Name	Crs	Fee Type
1	OMCH	OSMANIA MEDICAL	MBBS	REG
2	GAND	GANDHI MEDICAL	MBBS	REG
3	ESIM	ESI MEDICAL	MBBS	REG
4	KKTI	KAKATIYA MEDICAL	MBBS	REG
5	SGMC	GOVT SIDDIPET	MBBS	REG
6	GVNZ	GOVT MEDICAL, NZB	MBBS	REG
Total Options				6

Add
Delete
Modify
Save
Logout

7. After selecting all the options click on **SAVE** button, now you will have to confirm the options with the saving OTP

Save Confirmation

Save Confirmation Form

Roll No

Rank

Get OTP

Enter OTP \*

Click Confirm button only when you are satisfied with the options. If not, Close the pop-up window to go back to modifying priority of options

Confirm
Clear
Close Window

Note: After confirmation you will receive a message: Roll No: **XXXXXXX** Rank: **XXXX** saved **XX** options on **Date: Time**. If not done by you forward this message to help desk and call immediately. Registrar-KNRUHS

Saved Web options will be sent to the Email automatically. If you save second times you will receive Email with latest updated Options.

8. The options exercised will be closed at the specified time on the last date specified for web options in the notification.
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 after paying the University registration fee through online** and report to the allotted college on or before the date specified in the allotment letter.

### Do's and Don'ts

- ✚ **Do not use mobiles and tablets to exercise the options. Use only Desktop or Laptop computers.**
- ✚ Check college codes thoroughly before entering options
- ✚ Write college codes in the order of preference on a white paper before entering into web.
- ✚ **Use Internet Explorer Version 11 or Microsoft Edge or Google Chrome for exercising web options.**
- ✚ 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.
- ✚ 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.