

**RAYALASEEMA UNIVERSITY**  
**DIRECTORATE OF ADMISSIONS**  
**RUPGCET-2017**  
**ANNEXURE-I**

**Guidelines for Web Options filling by the candidates**

1. Open the website using URL [www.rudoa.in](http://www.rudoa.in)
2. Click on the link **Web Counseling** button / Tab in the left side of the screen.
3. Login using Scratch Card given at the time of certificate verification.
4. The scratch card issued is only valid for the candidate to which it is issued.
5. Enter the Registration number given in the Rank Card
6. Enter the 5 digit Serial number of the Scratch Card (Printed on the Back side of the card)
7. Scratch gently and enter the password in the box provided.
8. Then press login button to proceed to next step.

**RUPGCET-2017**  
Counselling For Post-Graduate Courses of  
Rayalaseema University, Kurnool, for the Academic year 2017-2018

Site Visitors : 110      Online Users : 1

**Login For Counselling**

RegNo :

Serial No :

Password :

[Forgot Password? Click here](#)  
[Click here to get the Report of Priorities](#)

Website Designed and Maintained by S.S.SOLUTIONS, GUNTUR

1. After login the browser displays the following screen to change the password.
2. Enter Serial number and password (Scratched).
3. Now enter the new desired password (Minimum 6 chars).
4. Then Re-enter the new password.

5. Note down the password in a safe place and do not reveal the password to any other person until the admission process is completed.
6. Click on the submit button to proceed for the next step.

**CHANGE YOUR SCRATCH CARD PASSWORD**


Serial No :

Password :

New Password :

Confirm Password :

Now the list of districts will be displayed where the colleges are offering different courses applied by you based on the tests applied.



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Select District

Select All/UnselectAll

KURNOOL

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1. Select the district names where you are willing to join the courses.
2. If you want to select all the districts, you can click on **Select All** option at the top of the districts list.
3. After selecting the required option click on the **Submit** button to proceed for the next step
4. The next screen displays the list of colleges with different eligible courses as per the tests appeared
5. The left side of the screen shows the list of colleges along with **CAMPUS** colleges of **RU**.

6. The top of the screen displays **Course Code with Course Name (Short Form)**.
7. Each column represents a course offered in the college. If the column is indicated as **N/A, it means** that course is not offered in that college.

Sample Screen is as follows.

RegNo : 10073

Name : MANEEPALLI SUJANA MANEEPALLI

Note \* : R - REGULAR\*    SF- SELF FINANCE\*    PA - PAYMENT\*    SP - SPONSERED SEAT\*

AppNo	Test	HTNO	Rank
174457	03-Botany	1701030094	229
174457	19-Zoology	1701190090	76

Hint\* : Hover on the Course to get the Full Name

COLLEGE_NAME	0301 BOTANY	1901 ZOOLOGY
G.Pullaiyah College of Engineering & Technology, Near Venkayapalle, Nandikotkur Road, Kurnool	1	N/A
Ravindra College of Engineering for Women, Near Venkayapalle, Nandikotkur Road, Kurnool	N/A	2

Submit

- Please enter the Order of Priority in the Text boxes provided based on your willingness to join.
- Start the priority number from 1 and continue to the end of your selection
- Please prepare the list of colleges with courses in the order in which you want to join. Sample Format is given below

Priority Number	Course Name	College Name
1		
2		
3		
4		

- Enter the priority numbers in the boxes provided in the serial order.
- You can change / delete the order of priority of a particular course / college.

- If you want to delete the course in a college, simply delete the priority number in the respective box and press TAB key, then it will ask for confirmation, click yes to delete the priority option. Then automatically the next priority options will be re-numbered.
- If you want to insert a course of college in between the priorities already entered, select the required course of college and enter the priority number in the text box, then press TAB key, then it will ask for confirmation, click **ok** to re-arrange the priority options after inserting the new course & college.
- After completion of all the priority options entry, Click on the Submit button
- After submitting the details the following screen will be displayed
- You can Save the details and take a printout of the options entered for reference.



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Site Visitors : **110** Online Users : **1**

Priority	course	CollegeName
1	0301-M.Sc. Botany	G.Pullaiah College of Engineering & Technology, Near Venkayapalle, Nandikotkur Road, Kurnool
2	1901-M.Sc. Zoology	Ravindra College of Engineering for Women, Near Venkayapalle, Nandikotkur Road, Kurnool

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Sample Screen to get Printout of priorities enrolled :



DIRECTORATE OF ADMISSIONS  
RAYALASEEMA UNIVERSITY, KURNOOL  
RUPGCET-2017  
WEB OPTIONS FOR COUNSELING

Wednesday, June 21, 2017 3:22:40 AM

RegNo : 10073

Name : MANEEPALLI SUJANA MANEEPALLI

AppNo	Test	Hall Ticket No	Rank
174457	03-Botany	1701030094	229
174457	19-Zoology	1701190090	76

Priority	Course	College Name
1	0301-M.Sc. Botany	G.Pulliah College of Engineering & Technology, Near Venkayapalle, Nandikotkur Road, Kurnool
2	1901-M.Sc. Zoology	Ravindra College of Engineering for Women, Near Venkayapalle, Nandikotkur Road, Kurnool

Sample Screen to get the Printout of already enrolled priorities :



## RUPGCET-2017

Counselling For Post-Graduate Courses of  
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Site Visitors : 110 Online Users : 1

Enter the details to get the Priorities Report

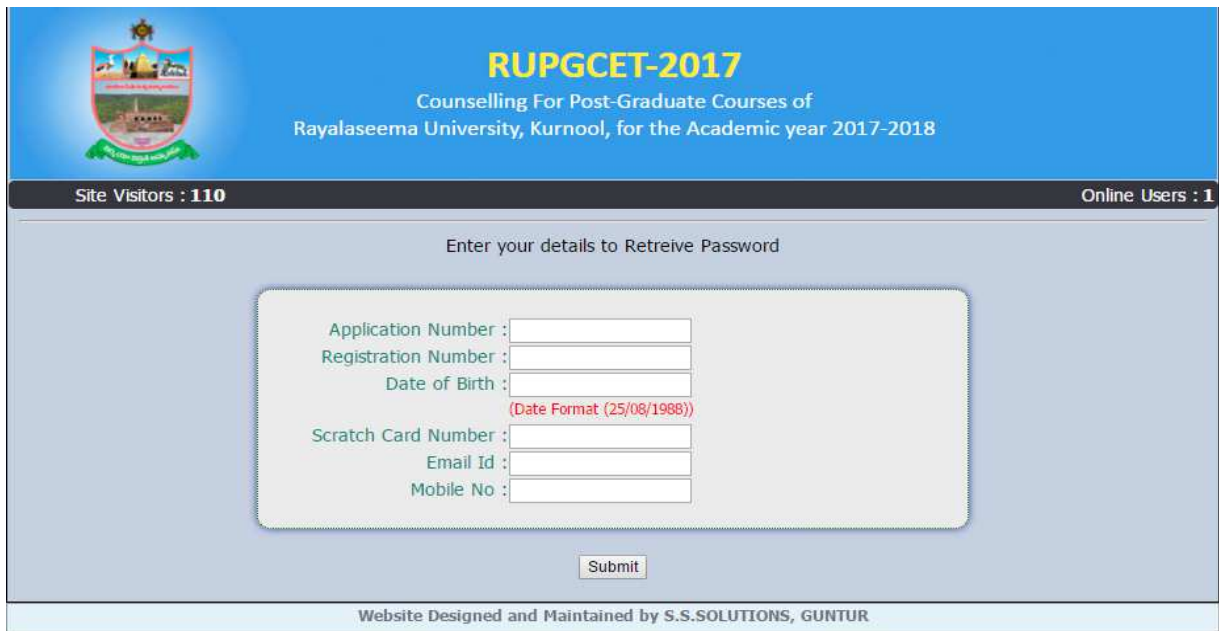
Registration No :

Scratch Card No :

Password :

Website Designed and Maintained by S.S.SOLUTIONS, GUNTUR

## Sample Screen to get password using forgot password option:



The screenshot displays the RUPGCET-2017 website interface. At the top left is the university's logo. The header text reads "RUPGCET-2017" in yellow, followed by "Counselling For Post-Graduate Courses of Rayalaseema University, Kurnool, for the Academic year 2017-2018" in white. A black bar below the header shows "Site Visitors : 110" on the left and "Online Users : 1" on the right. The main content area has a light blue background with the instruction "Enter your details to Retrieve Password" centered. A white rounded rectangle contains the following fields: "Application Number :", "Registration Number :", "Date of Birth :", "Scratch Card Number :", "Email Id :", and "Mobile No :". Each field has a corresponding input box. A red note "(Date Format (25/08/1988))" is positioned below the "Date of Birth" field. A "Submit" button is located below the input fields. At the bottom of the page, a footer states "Website Designed and Maintained by S.S.SOLUTIONS, GUNTUR".

- You keep the printed copy of the options entered in a safe place.
- After completion, if you want to change the options entered you can login and change the options as you like using your login details with new password modified (Scratch Card password will not be valid for further logins)
- After login, you can view the previously saved options on the screen and you can add / delete / modify the priority options as you like.
- After successful completion of the updations, take a new printed copy of the modified list of priorities.
- This provision is valid only for the period specified in the receipt of certificates.