User Manual
For

Andhra Pradesh Fisheries University
2 Year Diploma in Fisheries Science

By

Internal Approval

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Prepared by	Date
Bhanu Preethi Theegela	31/05/2023
Reviewed by	**Date**
Afroze Shabana	01/06/2023

Distribution list

Name	Role
Andhra Pradesh Fisheries University	Client
B Bala Kishore	Group Leader

Document Control Information

Version	Revision Date	Author	Affected Sections	Brief Description of Change
1.0			NA	NA

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1. INTRODUCTION

The University offers UG, PG & P.HD degree programmes in Fishery Sciences. For B.F.Sc, the UG Curriculum and Regulations prescribed by the IV Dean's Committee of ICAR are being implemented from the Academic year 2008-09 onwards.

The University also offers a two-year Diploma Programme in Fishery Science for rural youth who have completed 10th class (senior secondary certificate) to cater to the requirements of para fishery staff of the state.

2. SOFTWARE AND TECHNOLOGIES

S. No.	Software	Version
1	JAVA	7
2	MSSQL	2012

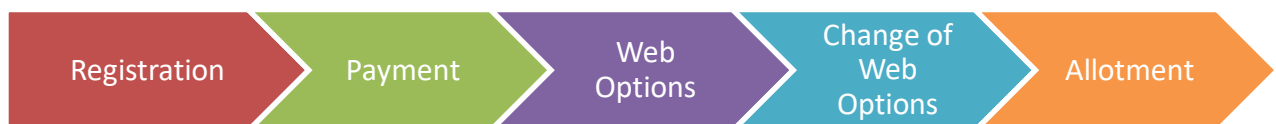**Table 1: Software and Technologies**

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3. Documents to be uploaded or required in registration Process

The candidates are required to be ready with the following mandatory / optional details to fill in the appropriate fields before filling the Online Application Form:

S.no	Details Required	Documents to be referred
1	Credit card or Debit card details (If payment is being made through Credit card / Debit card	Credit Card / Debit Card
	Net banking User ID and Password	Net banking User ID and Password
2	10th/ Equivalent Hall ticket number and DOB	10th or Equivalent Hall ticket/Birth Certificate
3	EWS Certificate number (If candidate belongs to OC)	EWS Certificate from MeeSeva/ APSeva
4	Caste certificate Number	Caste Certificate from MeeSeva/APSeva
5	Form 1 Certificate (If the candidate belongs to Non-Municipal region)	Form 1 Certificate
6	Study Certificates from 10th/ Equivalent to 4th class	Study Certificates obtained from respective schools
7	10th/ equivalent Marks	10th / Equivalent Marks memo
8	Transfer Certificate	The Certificate issued by Competent Authority
9	Special Category	The Certificate issued by Competent Authority

Table 2: Documents Required for Registration

4. PROCESS FLOW

Registration → Payment → Web Options → Change of Web Options → Allotment

4.1 Registration / Fee Payment:

Click the below mentioned link to open the admissions portal.

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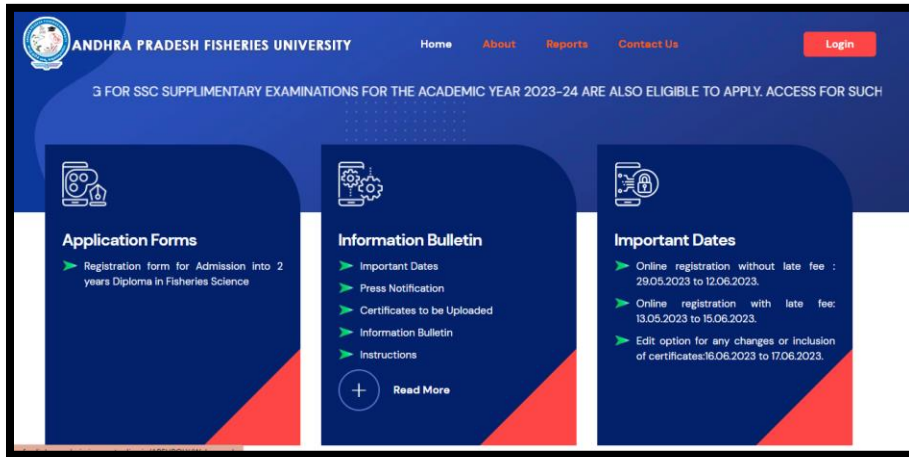Link: https://apfu-diplomaadmissions.aptonline.in/APFUPOLY/

Figure 1: Portal for registrations in DFSc

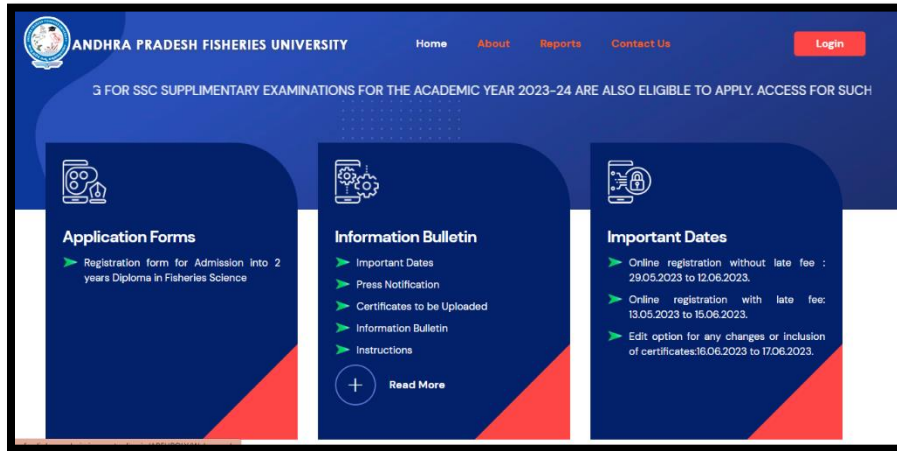Click on the link in Application forms to open the registration Page

Figure 2: Registration Link

After clicking the link, a pop-up will be displayed as shownin the screen belowwhere all the instructions which are under information Bulletin.
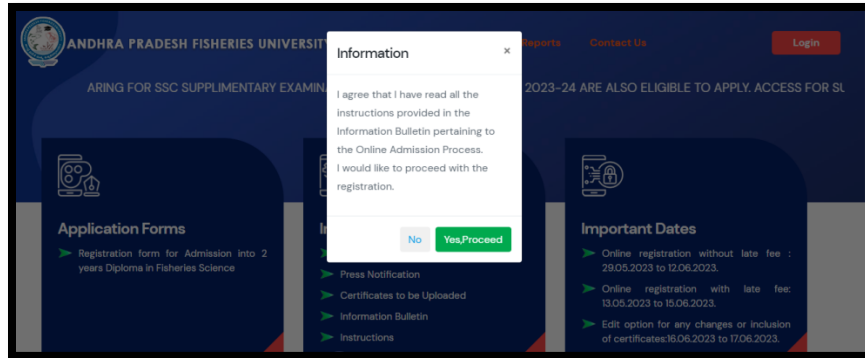

Figure 3: Pop-Up for the Candidates

The candidate is instructed to read all the information present in Information Bulletin which pertains to the admission process.

Click Yes Proceed button, the following screen will be displayed where the candidate need to select the board, stream, enter the valid hall ticket number and Date of birth and click Submit.
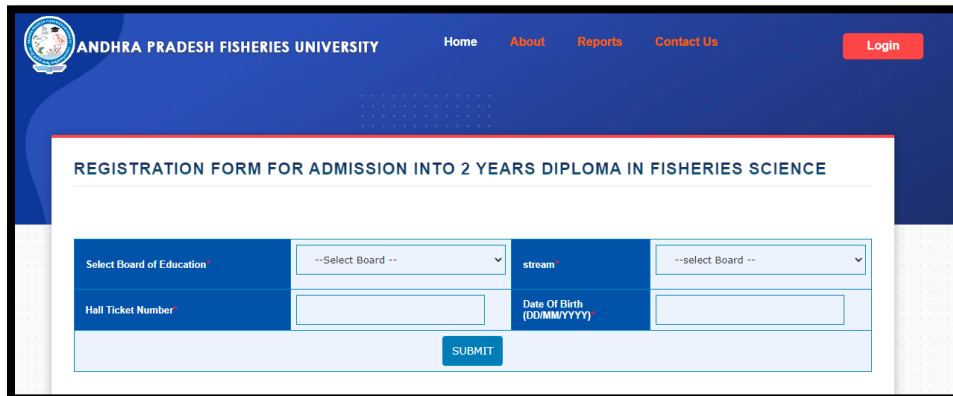

Figure 4: Basic Details Entry

Onsubmitting the following screen will be displayed with personal details, Special Categories, educational Details, 10th or equivalent details, Board marks memo and transfer certificate.

Personal Details:

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Personal details like name, date of birth, father name, mother name will be populated if the candidate selects SSC, If the candidate selects any other board the fields are given for entry.

Photo to be uploaded by the candidate following with the gender selection, caste selection, area studied, mobile number and mail ID.

Figure 5: Personal Details

Address:

Candidate to enter the address by giving details of House number, Locality, Village/Town, State, district, Mandal and pin code.

Figure 6: Address of the Candidate

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Special Categories:

Candidates with special categories like NCC, Sports, Cap and Ph need to select the category and need to enter valid certificate number if the candidate belongs to PH. If the candidate belongs to NCC, Sports and CAP, the candidate need to upload the certificate issued by competent authority.

Figure 7: Special Category

Educational Details:

Candiadate to select whether the candidate has studied the same school from 10th to 4th. If the candidate has studied the same school, then 10th / Equivalent certificate need to be uploaded and remaining are optional.If the candidate is not studied the same school then all the certificates need to be uploaded in addition with the selction of year, state and district.

After entering all the details, Candidates need to click on Get region. Region will be populated basing on the region logic which is depend on the states studied

Figure 8: Educational Details

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Get Region:

- If the candidate belongs to AU or SVU, the candidate can move further without uploading any kind of certificates.
- If the candidate belongs to OU, he/she have to enter Local status certificate number issued by competent authority to become local to the district
- If the candidate belongs to NL, he/she need to upload 10-Year residence proof issued by competent authority or else the candidate is not eligible to participate in admission process.

Figure 9: Candidate belongs to NL

Figure 10: Candidate belongs to OU

10th/ Equivalent Details:

Candidate need to enter 10th or equivalent marks or grade points obtained by the candidate and the system will automatically generate the percentage.

If the candidate selects, AP SSC the marks will be autopopulate.

10 th or Equivalent Details:			
Board	Total Marks	Obtained Marks	Percentage
SSC	600	0	0

Figure 11: Total marks from the board

The below screen is displayed. Enter subject wise points or marks in the 10th / Equivalent.

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Subject-Wise Details:				
Board	Subject	Total Marks	Obtained Marks	Percentage
SSC	Science	100	0	0
SSC	Maths	100	0	0
SSC	Social	100	0	0

Figure 12: Subject wise marks

Candidate to upload the Marks memo and transfer certificate of the respective boards, accept the mentioned rules and click Submit.

SSC Marks Memo	Choose File No file chosen
SSC Transfer Certificate (Optional)	Choose File No file chosen

☐ I undertake to abide by the rules/regulations and the orders of the University, its Authorities and Officers. I do hereby declare that the information furnished in this application is true to the best of my knowledge and belief. I am aware that in the event of any information being found to be false or untrue or if I indulging ragging / misbehave with other students/teachers /staff of the University, I shall be liable to such action by the University as it may deem proper apart from penal action under Law.

☐ FEE ONCE PAID CAN NOT BE REFUNDED

SUBMIT

Figure 13: Marks memo and transfer certificates

After Submitting the application, the payment page is displayed with multiple payment options. Basic details of the candidate are displayed.

Registration form for Admission into Diploma Fisheries Courses 2023-24
Data Successfully Submitted

HallTicket No :	2304122352	Applicant Name :	BATTULA LALITH SAI
Mobile Number :	9847367453	Social Category(Caste) :	OC
Differently Abled (Physically Challenged)	NA	Amount	800.0

Payment Mode	◉ Debit Card
	○ Credit Card
	○ Net Banking (SBI)
	○ Net Banking (ICICI)
	○ Net Banking (HDFC)
	○ Net Banking (Paytm)

Pay

Figure 14: Payment Screen

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