

Telangana Council of Higher Education (TGCHE)*A Statutory body of the Government of Telangana*

CATB PORTAL

USER GUIDE

College Registration — Step-by-Step Process

This guide walks colleges through the CATB Portal registration and login process, from initial account creation through to successful payment confirmation.

I. COLLEGE REGISTRATION

Colleges register by selecting their TGEAPCET Code, verifying via an OTP sent to the Principal's registered email, and setting a new password.

Step 1: Open the Registration Form

- Click “Register here” on the Login page.
- The Registration form is displayed with three fields: TGEAPCET Code, Email ID, and Mobile No.

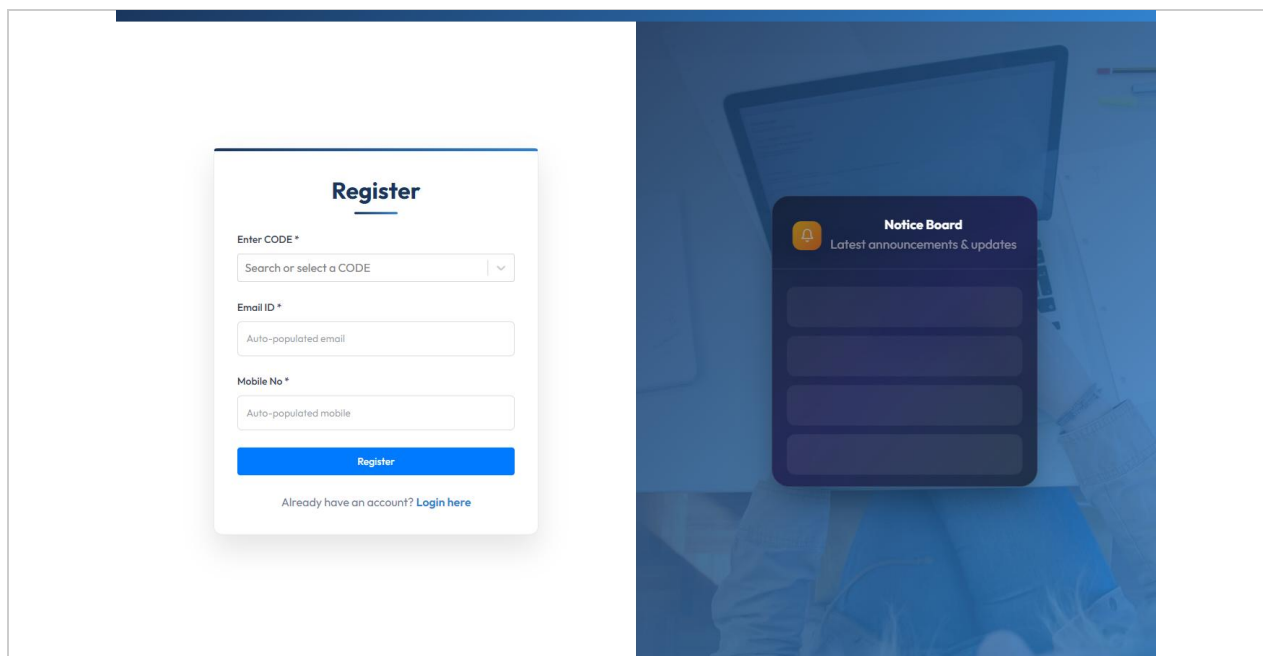


Figure 1: Registration form — initial (empty) state

Step 2: Select the TGEAPCET Code

- Search and select the TGEAPCET Code from the dropdown (e.g., “FSC”).
- Once selected, the Email ID and Mobile Number fields are automatically populated (masked) with the Principal's registered email and mobile number — these fields cannot be edited.
- Verify the auto-populated details are correct, then click “Register”.

Figure 2: TGEAPCET Code selected — Email ID and Mobile Number auto-populated

Step 3: Verify Registration via OTP

- A 4-digit verification code is sent to the Principal's registered email.
- Enter the code in the “Verify Registration” screen and click “Verify & Continue”.

Figure 3: Verify Registration — OTP sent to registered email

Step 4: Set a New Password

- After OTP verification, setting a new password is mandatory before the registration can be completed.
- Enter a New Password and Confirm Password (minimum 6 characters, including a mix of letters, numbers, and symbols).
- Click “Change Password” to complete registration.

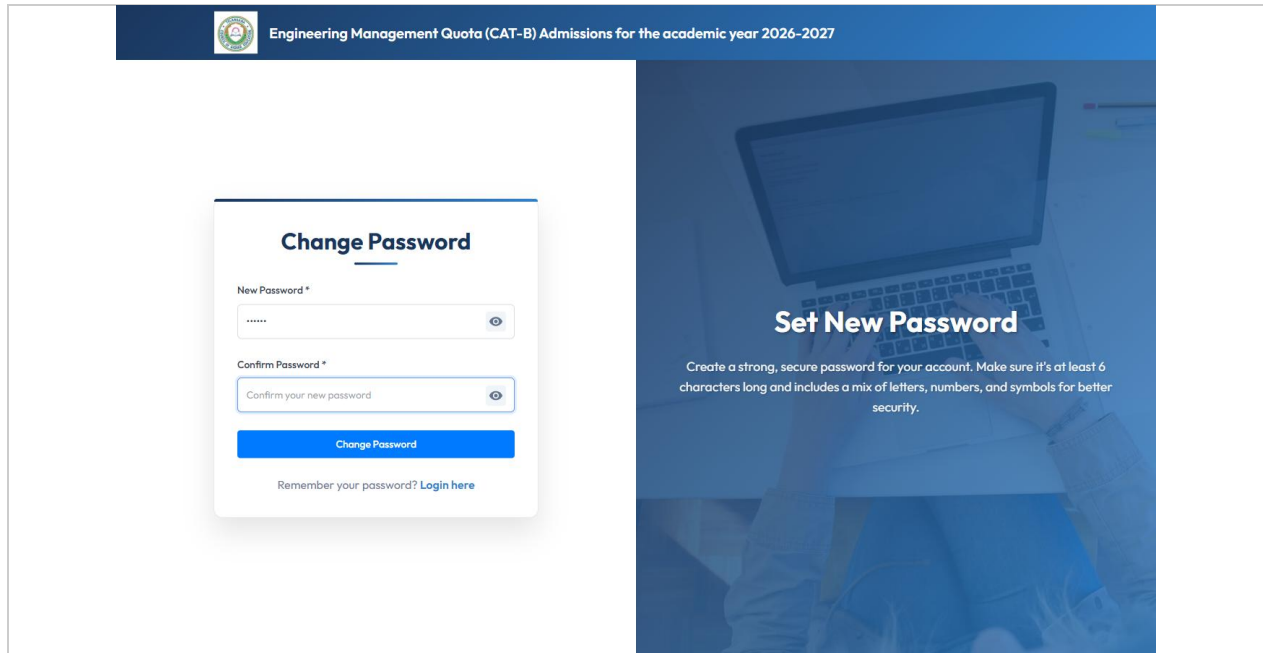


Figure 4: Change Password — mandatory after OTP verification

Step 5: Registration Confirmation

- On successful password change, the college is automatically redirected to the Login page.
- The college can now log in using the TGEAPCET Code and the newly set password.

II. LOGIN

The college logs in using the TGEAPCET Code and the password set during registration.

Step 1: Log In to the Portal

- Navigate to the CATB Portal login page.
- Enter the TGEAPCET Code and the updated Password in the respective fields.
- Click “Login” to proceed.

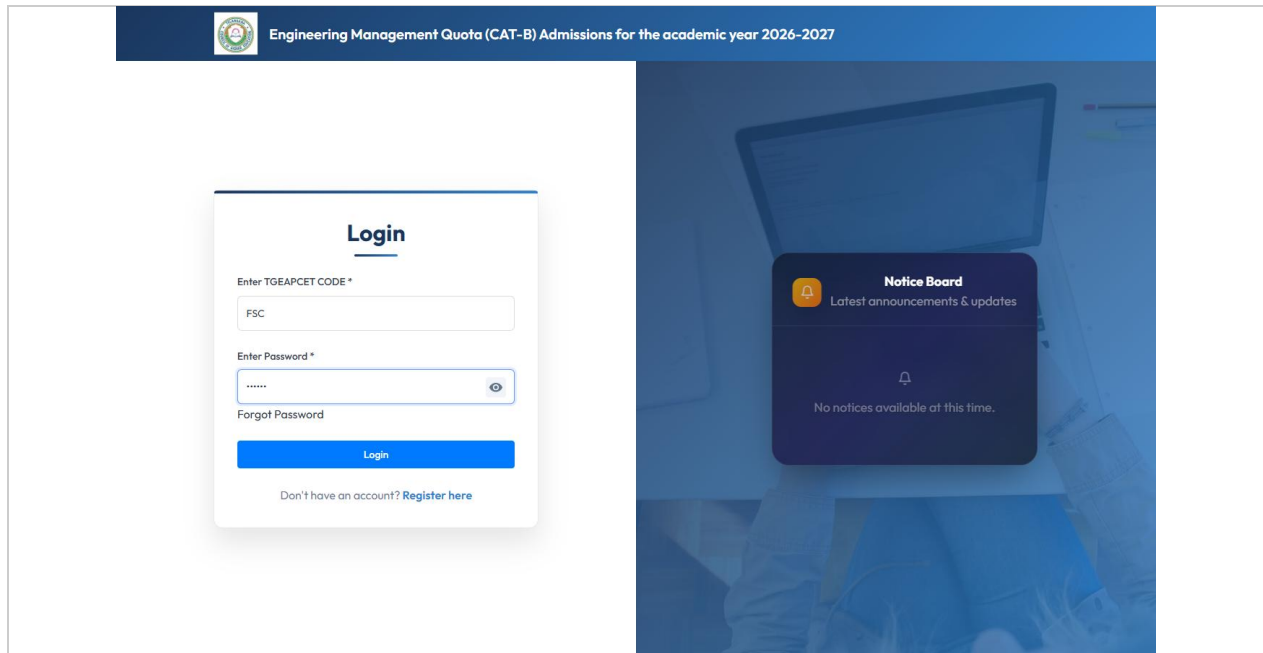


Figure 5: Login — using TGEAPCET Code and updated password

III. TWO-STEP VERIFICATION

After logging in with the CODE and Password, a verification code is sent to the registered email. The college must enter this code to confirm their identity before accessing the portal.

Step 1: Enter Verification Code

- Retrieve the One-Time Password (OTP) sent to the registered email.
- Enter the OTP in the verification field displayed on screen.
- Submit the OTP to proceed to the portal.

The screenshot displays the 'College Admissions Portal — FSC' interface. On the left, a sidebar contains a 'Profile' button and a 'Logout' link. The main content area features a 'Complete Your Profile' notification, a 'My Profile' section with an 'Edit Profile' button, and a form for 'Institution Information' and 'Contact Information'.

Institution Information	
Institution Code *	Institution Name *
FSC	-
Affiliated University *	Establishment Year *
-	-
College Type *	Management Type *
-	-
Minority Status *	Autonomous Status *
-	-

Contact Information
College Official Email *

Figure 6: Two-step verification screen

IV. PROFILE

Once verified, the college lands on the Profile page. Completing all required profile fields is mandatory — the Dashboard and other portal features remain locked until the profile is fully completed.

Step 1: Complete All Required Profile Fields

- Fill in every required field under Institution Information, Contact Information, College Officials, and Address.
- Click “Save Changes” / “Complete Now” once all mandatory fields are filled.
- Access to the Dashboard and other menu items (Student Management, Transactions, etc.) is granted only after the profile is successfully completed.

College Admissions Portal — FSC

MY PROFILE
View and manage your profile information

Institution Information

Institution Code *
FSC

Institution Name *
Enter College Name

Affiliated University *
Select University

Establishment Year *
YYYY

College Type *
Select Type

Management Type *
Select Type

Minority Status *
Select

Autonomous Status *
Select

Contact Information

College Official Email *
Enter email

College Officials

Secretary / Correspondent Name *
Enter Secretary/Correspondent Name

Secretary / Correspondent Mobile No. *
10-digit mobile number

[Logout](#)

Figure 7: Profile page — institution details

College Admissions Portal — FSC

College Dashboard
Overview and insights by branch

ENGINEERING

Total Branches
3
Branch with ENGINEERING

Enrolled

Total Students
0
Active enrolled students

Payments

Total Transactions
0
Successful payments

Collected

Total Amount
₹0
Total collected

Fully Paid

Remaining Amount
₹0
All dues cleared

Application Process Tracker

Current Stage: Uploading

1 Upload 2 Payment 3 Submission 4 Verification 5 Approved

PAYMENT STATUS OVERVIEW

Registered: 0 Paid: 0 Unpaid: 0

[Download Report](#)

Branch-wise Details

BRANCH CODE	CAT-B INTAKE	REGISTERED
CIV	9	0

Profile updated successfully!

[Logout](#)

Figure 8: Profile page — additional details

V. STUDENT MANAGEMENT

Once the profile is complete, the college can add student records under the Management Quota (Category-B) — 30% Seats admissions process — either by entering students manually, one at a time, or by bulk upload using a standard Excel template. The Dashboard also becomes accessible at this stage, providing an overview of admissions activity and branch-wise intake details.

Step 1: Access Student Management

- Open Student Management from the navigation menu.
- Review the statistics displayed — Total Seats, CAT-B Seats, Already Uploaded, Admitted Candidates, Pending, Fee per candidate, and Fee with Fine per candidate.
- Students can be added either manually (one record at a time) or via bulk upload (recommended for multiple students).

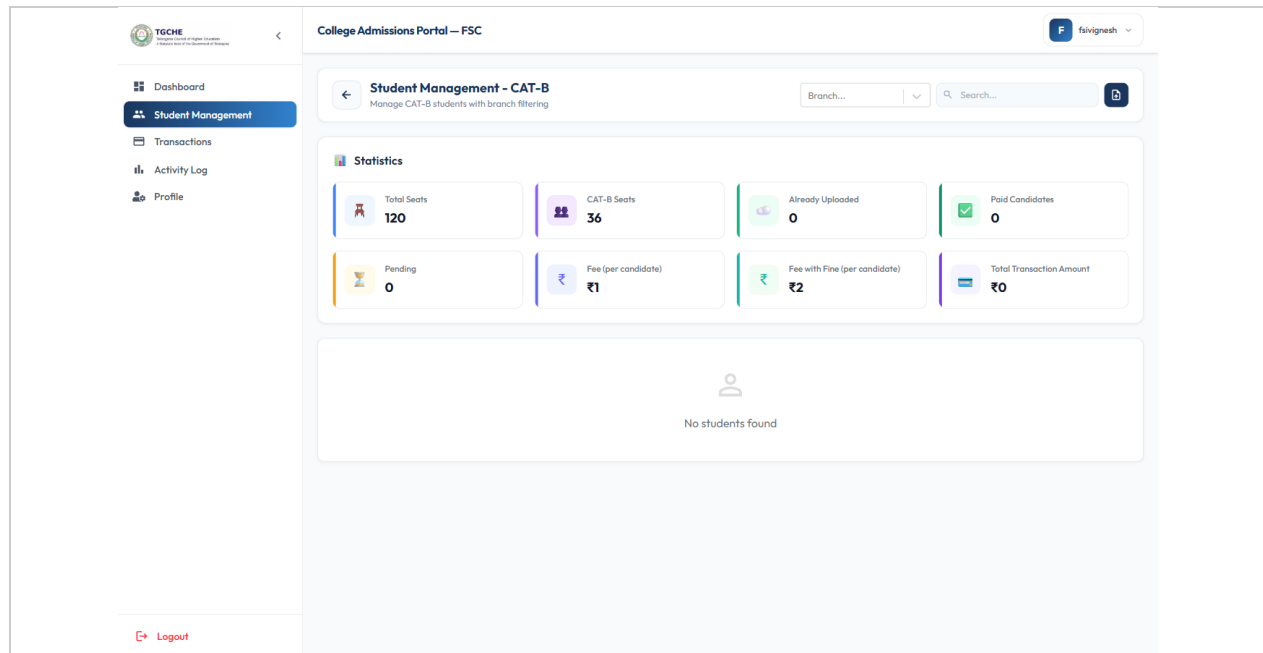


Figure 9: Student Management — records list and statistics

Step 2: Bulk Import — Download the Sample Template

- Click the bulk-import icon to open the “Bulk import Students” dialog.
- Click “Download Sample Excel File” to get the required template for the selected College.
- Fill in each candidate’s details in the downloaded template, following the sample format exactly.

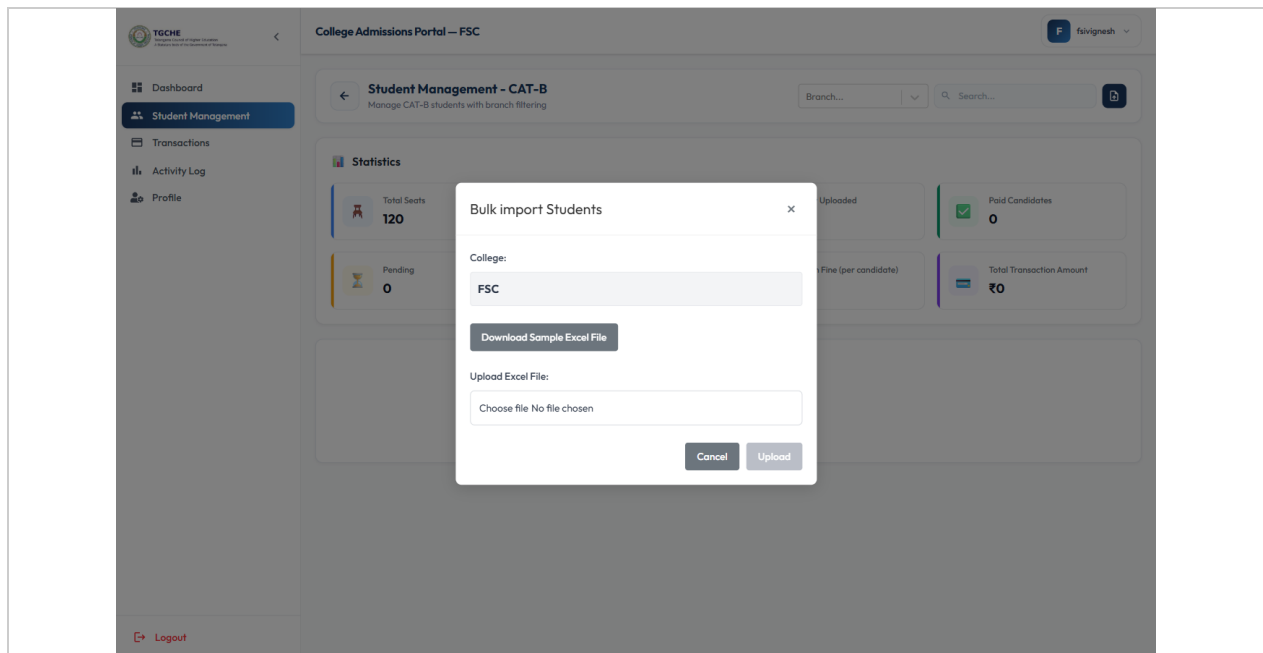


Figure 10: Bulk Import Students — dialog before file selection

Step 3: Upload and Validate the Completed File

- Click “Choose file” and select the completed Excel file.
- The portal automatically validates the file and shows the result inline:
- • Validation error: an error banner is shown, flagging the row(s) with issues. Click “Download Report” and check the Remarks column in the report for the exact reason each row failed (e.g. missing field, invalid format, duplicate entry).

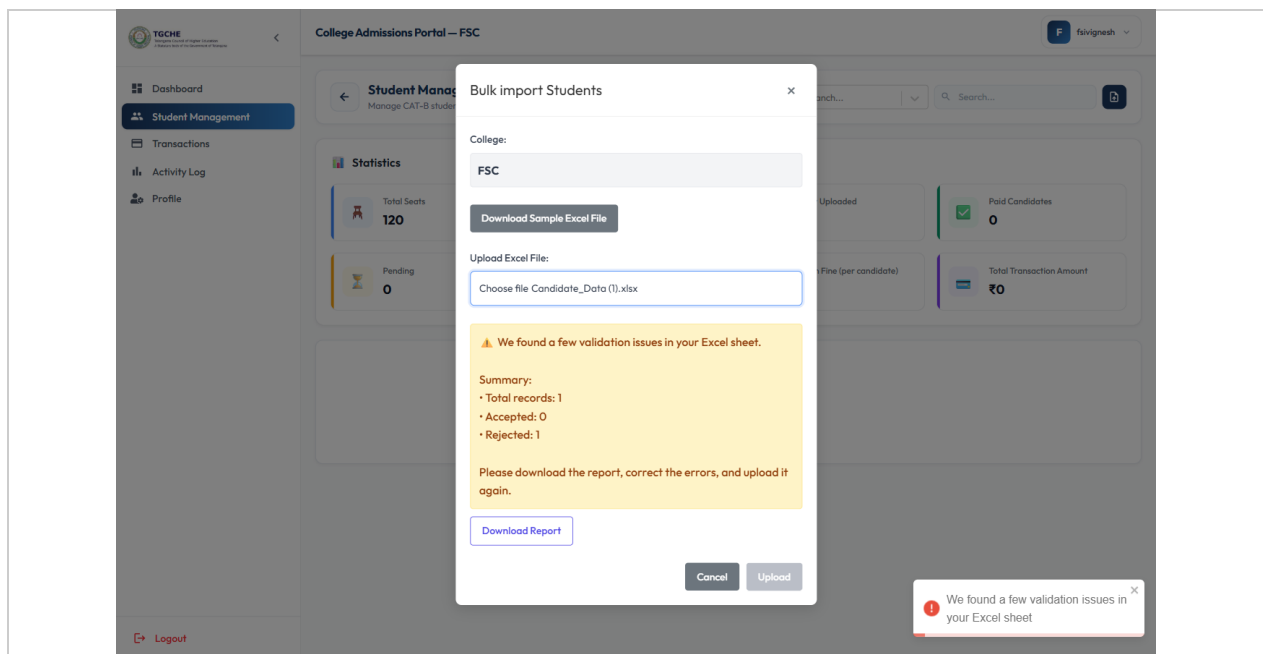


Figure 11: Bulk Import — validation error, with Download Report option

- • Success: if all rows pass, a green confirmation banner shows how many students can be uploaded and the total amount (e.g. “All 1 student(s) can be uploaded. Total amount: ₹2”).

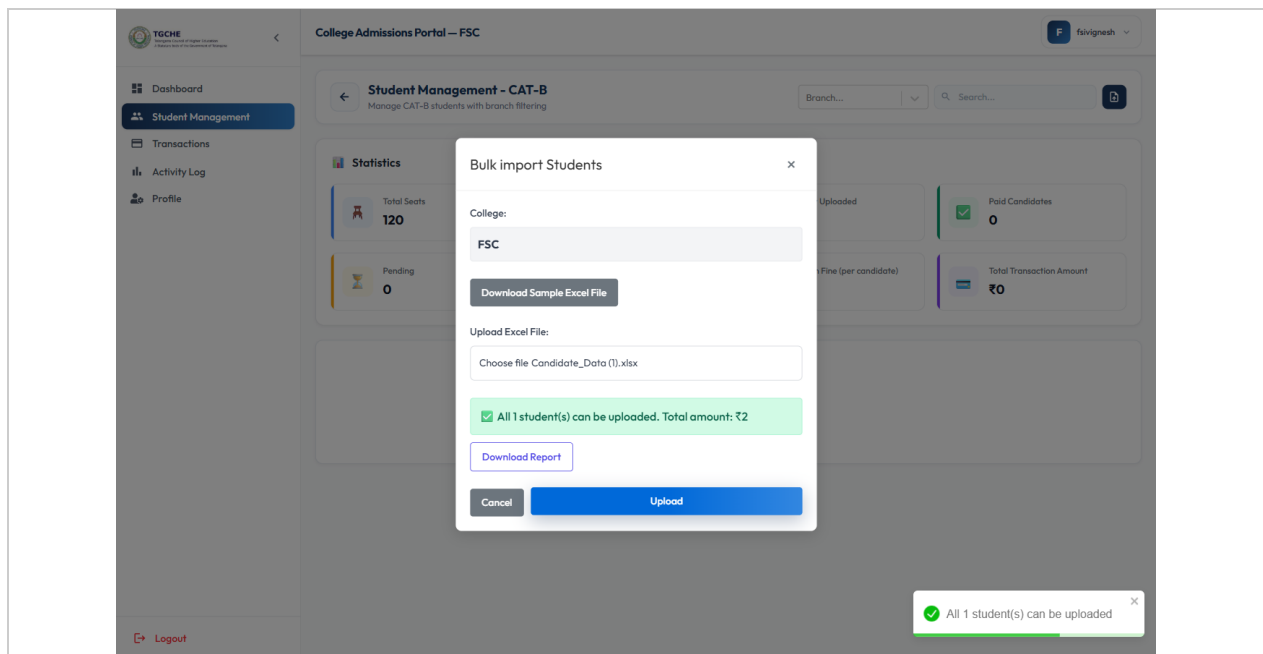


Figure 12: Bulk Import — file validated successfully, with Download Report option

Step 4: Confirm Upload

- Once validation passes, click “Upload” to submit the file.
- On success, the students are added under their respective branches and immediately reflected in the Student Management list and Dashboard statistics.

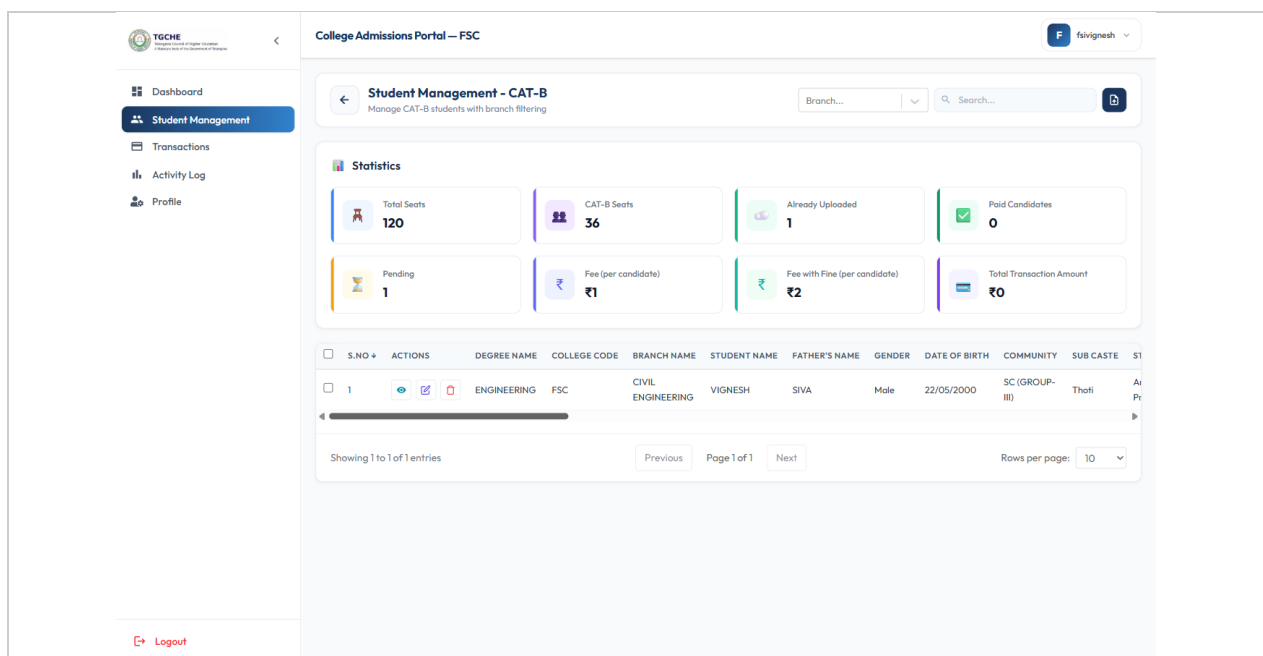


Figure 13: Student successfully added after upload

Note: If a student's details are edited later while still within the Without-Fine period, changes can be made freely with no extra charge. However, if a student's name is changed after moving from the Without-Fine period into the Fine period, the difference in fee amount ($\text{Fee with Fine} - \text{Fee without Fine}$) must be paid before the change is accepted.

VI. TRANSACTION / PAYMENT

Once all students across all branches have been uploaded, the college proceeds to pay the admission fee for enrolled candidates through the integrated Razorpay payment gateway. Payment is calculated based on whether the student falls under the Without-Fine period or the Fine period.

Step 1: Initiate Payment

- From the Dashboard, initiate payment for the applicable candidate(s).
- The Razorpay payment window opens, showing the Price Summary and account being used for payment.

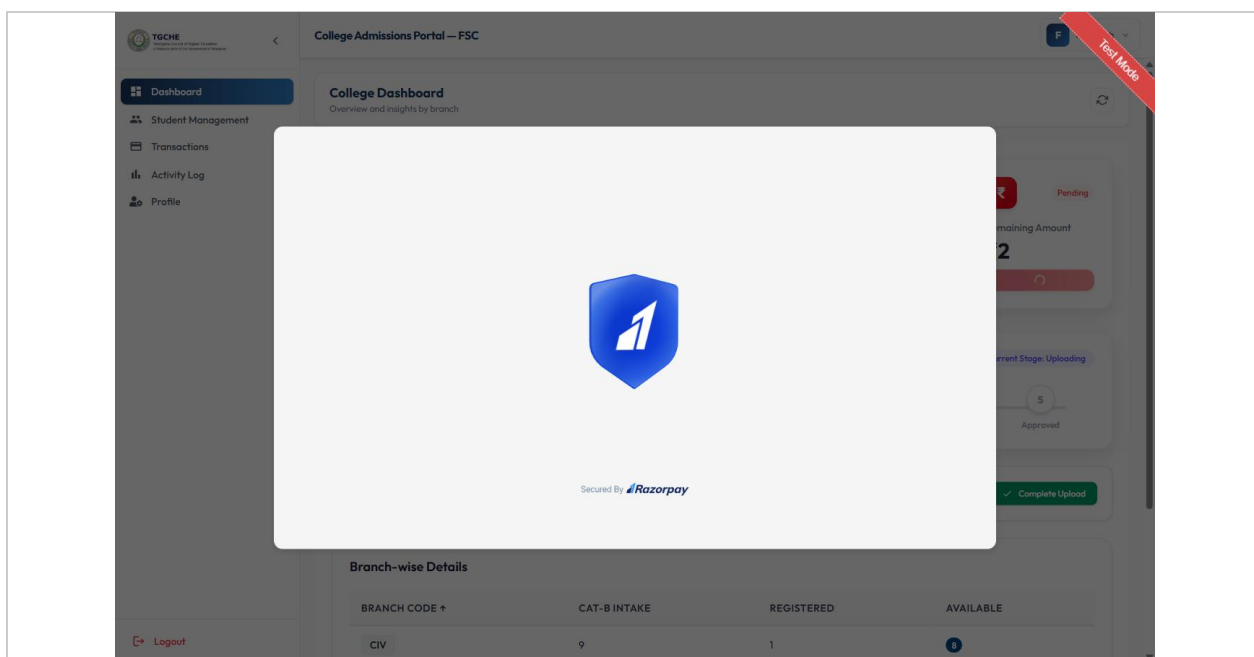


Figure 14: Payment initiated — Razorpay window loading

Step 2: Choose Payment Method

- Select a payment method.
- Enter the required payment details (e.g. card number, UPI ID) and click “Continue”.

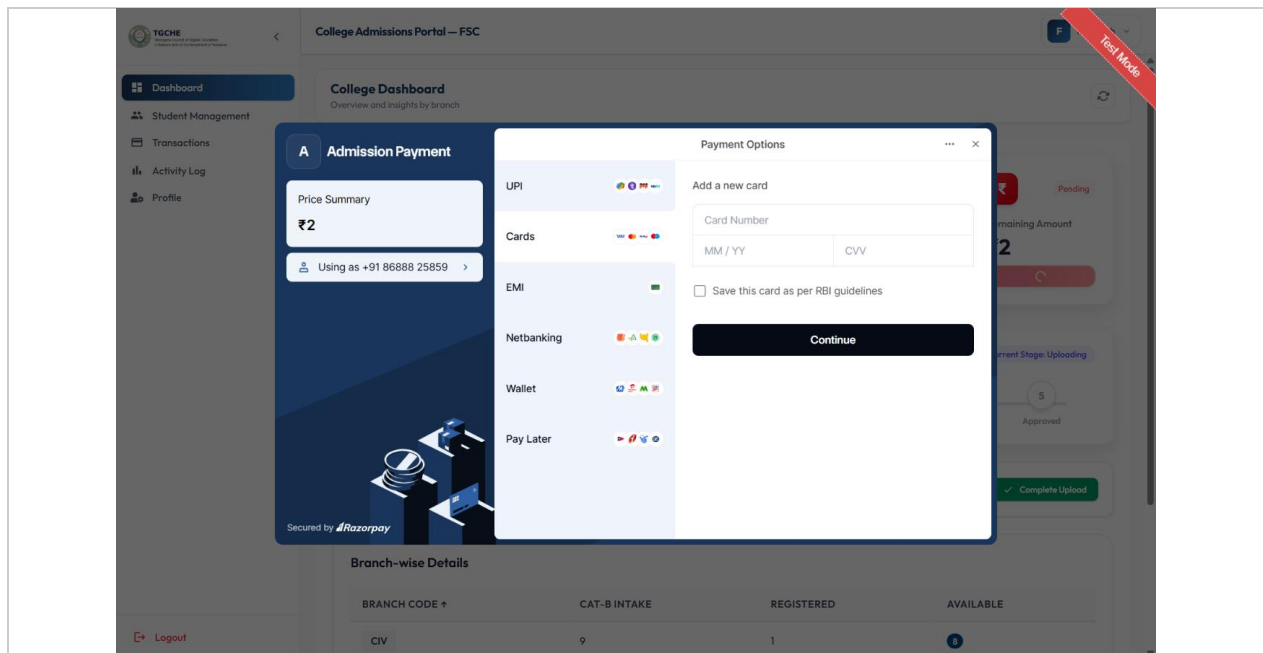


Figure 15: Payment Options — method selection

Step 3: Payment Confirmation

- On successful payment, a confirmation is shown with the Order ID, Transaction ID, Total Amount, and Status (“Success”).
- The list of students enrolled under this transaction is displayed for verification.

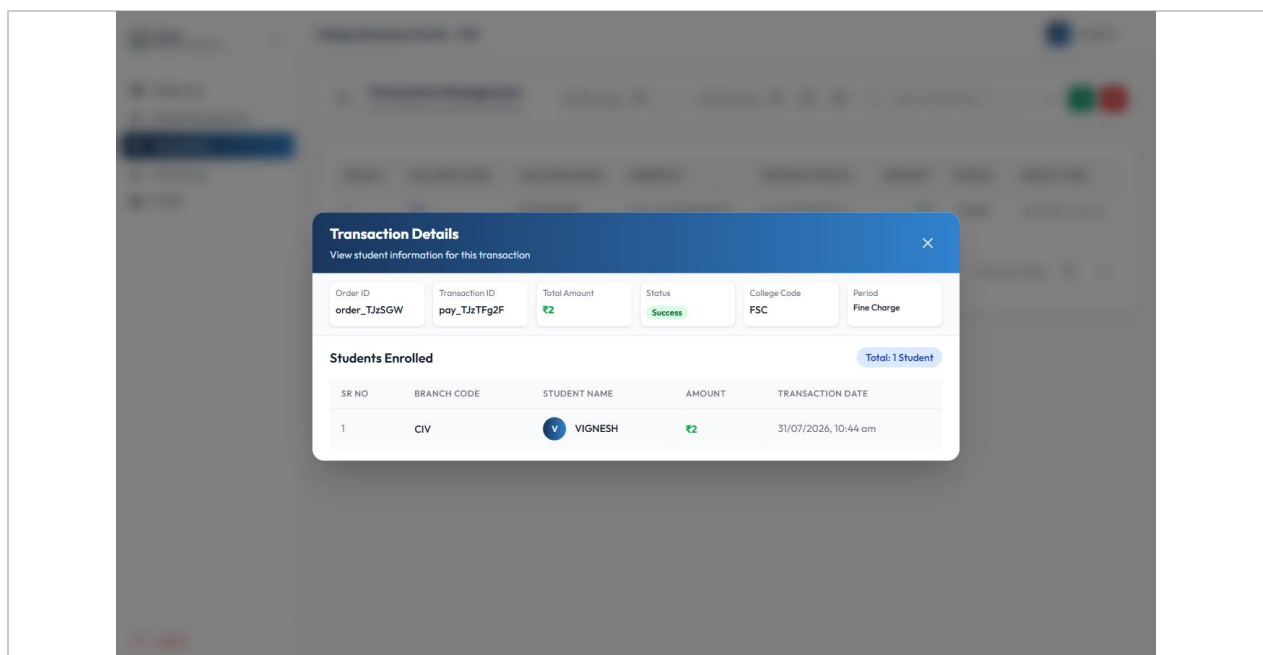


Figure 16: Transaction Details — payment successful

Step 4: View Transaction History

- Navigate to the Transactions page to view all payment records.
- Each row shows the College Code, Order ID, Transaction ID, Amount, Status, and Date & Time.
- Transactions can be filtered by date range or searched by Order/Transaction ID, and exported as needed.

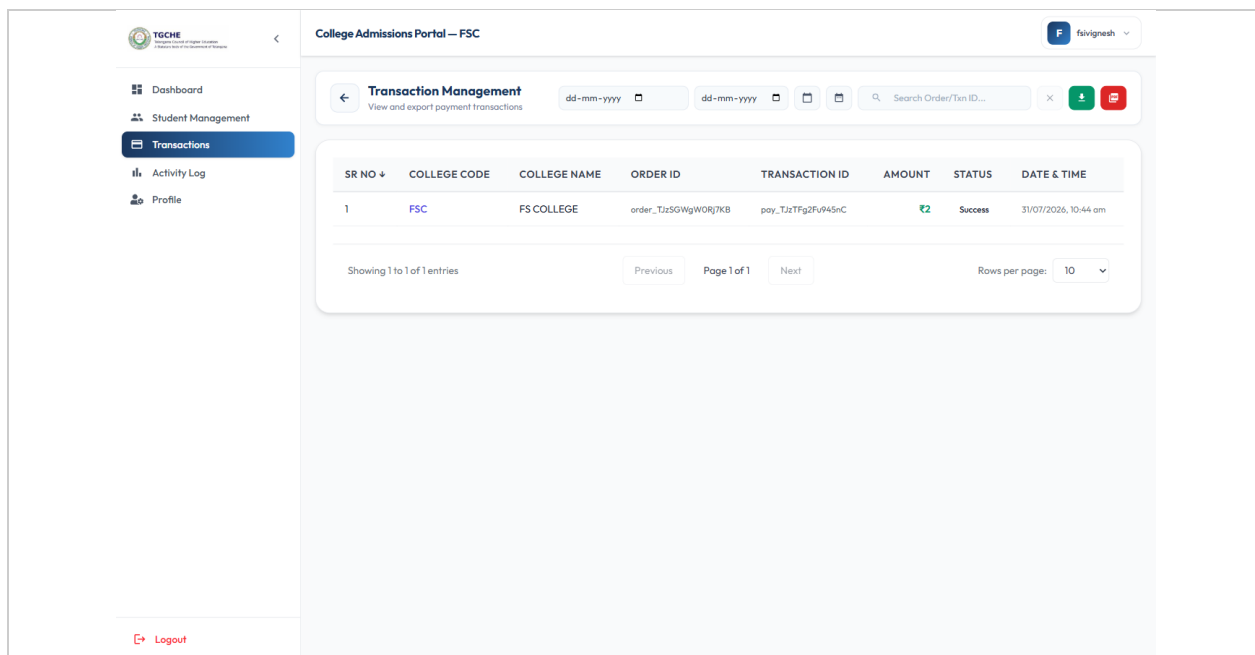


Figure 17: Transaction Management — payment history

Step 5: Download the Submission Report

- Once payment is successful for all uploaded students, the “Download Report” button on the Dashboard becomes active, and the college can download the details of all submitted students.

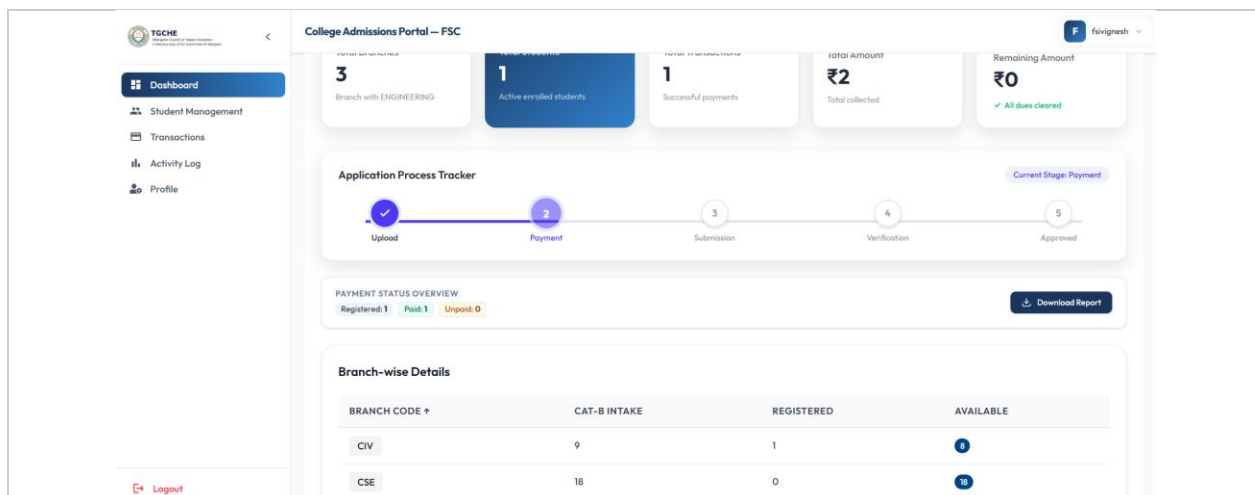


Figure 18: Dashboard after successful payment — Download Report active

- If, after payment, some seats are still vacant but the college does not intend to add any more students, the college must click “Complete Upload”.

- Clicking “Complete Upload” activates the “Download Report” button, allowing the college to download the submitted students’ details even with seats remaining vacant.

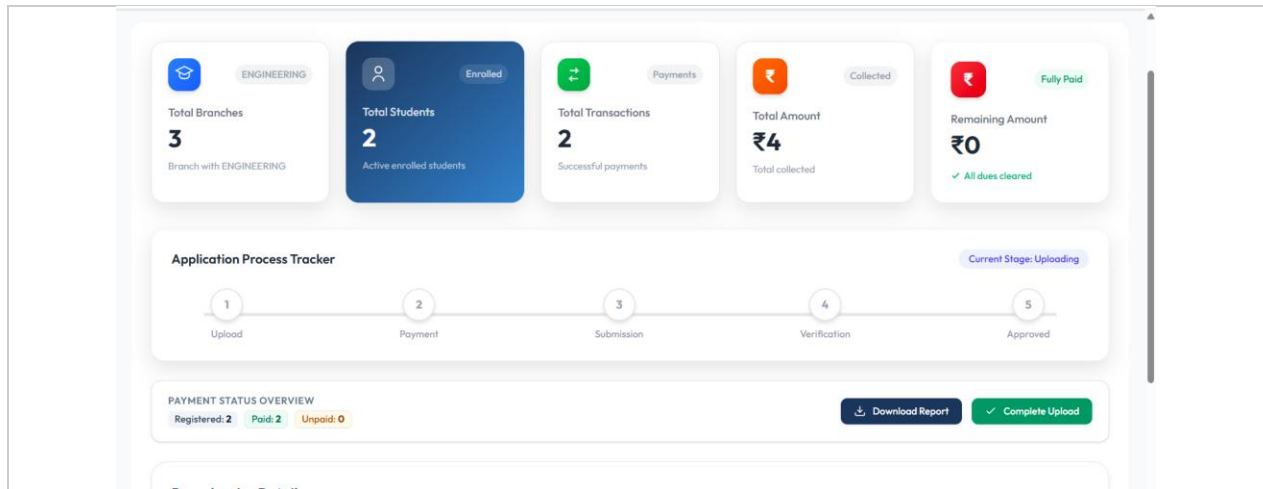


Figure 19: Dashboard — Complete Upload button, shown before all seats are filled