



**ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION
HYDERABAD**

No. APSCHE/CETs-Cat-B Quota-Guidelines/2015

Dt. 17.08.2015

**GUIDELINES -2015-16
FOR SUBMISSION OF LISTS OF STUDENTS ADMITTED UNDER
CATEGORY 'B' MANAGEMENT QUOTA IN ALL TECHNICAL / PROFESSIONAL COURSES
FOR RATIFICATION BY THE COMPETENT AUTHORITY**

It is noticed by the Andhra Pradesh State Council of Higher Education that the Managements have been (i) submitting the lists of students admitted under spot / management quota, beyond the cutoff date and in some cases even one week before the examination, without complying the schedule prescribed by the Competent Authority (ii) submitting incomplete documents within the schedule and submitting balance documents at a later date (iii) submitting documents before the commencement of examination under the pretext of documents misplaced in the Council etc. (iv) submitting documents before the commencement of examination without mentioning the date on the covering letter or by wrongly mentioning the date within the schedule period (v) influencing/pressurizing the Officers of the Council to undertake such verification on priority basis setting aside important works of the Council, etc. (vi) obtaining approval of the admissions made under spot admissions partly from the Convener concerned within the cut -off date prescribed and obtaining approvals for the balance admissions made after cutoff date from the Competent Authority.

The AP State Council of Higher Education has been facing difficulty for such submission of irregular admission lists by the Managements, which is not only against the Government orders but is also causing inconvenience to the Officers concerned besides affecting the functioning of the Council. It also involves huge expenditure on the exchequer of the Council when scrutiny process is taken up in various phases for the same college as the proposals are submitted in different spells by the Managements of such Colleges. In order to streamline the submission of lists and documents for the ratification / approval by the Competent Authority, the following guidelines are evolved.

1. The Managements shall scrupulously follow the Government Orders / guidelines issued by the Competent Authority for admission of students under Spot / Category "B" Management quota so as to obtain ratification from the Competent Authority. The Managements shall submit an undertaking in this regard as per the format prescribed and enclosed to these guidelines.
2. The Managements shall obtain approval on the admissions made under "Spot" (unfilled seats under Convener quota) from the Convener concerned only and the Managements shall not submit such proposals to the Competent Authority i.e. Chairman, APSCHE.
3. The Managements shall obtain approval on the admissions made under Convener-AC quota and Spot admissions (unfilled seats in Convener-AC) quota under SW-II and SW-III from AFRC (Admissions) only and the Managements shall not submit such proposals to the Competent Authority i.e. Chairman, APSCHE.
4. In case AFRC forwards such proposals with their recommendation to APSCHE for processing, the managements shall pay prescribed fee separately and submit proposals separately (i) on the admissions made by the Convener, CET-AC Admissions (ii) spot admissions made by the College (iii) Management quota admissions made by the College as per the schedules prescribed by AFRC / Competent Authority.

5. The Managements shall submit
- the hard copy of the list of students admitted under Category "B" management quota under SW-I, SW-II and SW-III in "Excel" form as prescribed by the Competent Authority along with the certified/attested copies of relevant documents of the students. The Managements shall also submit scanned copies of all the relevant documents in form of CD to the Competent Authority.
 - The list of students admitted in Excel format only (and not certificates/documents of admitted students) shall also be sent through email specified for the course by the Competent Authority. The email IDs for submission of admission lists and scanned copies of all certificates for each course are given hereunder:

Engineering	apscheengadmns2015@gmail.com	MBA	apschembaadmns2015@gmail.com
Lateral Entry	apscheengadmns2015@gmail.com	MCA	apschemcaadmns2015@gmail.com
MAM	apschemamadmns2015@gmail.com	LLB	apschellbadmns2015@gmail.com
B.Pharm.	apschebpharmadmns2015@gmail.com	B.Ed.	apschebedadmns2015@gmail.com
Pharma-D	apschedpharmadmns2015@gmail.com	B.PEd	apschebpedadmns2015@gmail.com
UGDPEd.	apscheugdpedadmns2015@gmail.com	LLM	apschellmadmns2015@gmail.com

6. The Managements shall pay Rs.100-00 for each candidate admitted into the course concerned and remit the amount to the A/c Number notified by the Competent Authority through RTGS for scrutiny of certificates of each student with reference to the information provided in the excel statement by the Management of the Colleges. The amount shall be remitted in **Andhra Bank, ANU Branch, Guntur, IFS Code ANDB0001508, MICR 522011668** to the corresponding CET account number given hereunder:

Subject	Account Number	Subject	Account Number
Engineering	150810100029473	MBA	150810100029437
Lateral Entry	150810100029419	MCA	150810100029437
MAM	150810100029437	LLB	150810100029455
B.Pharm.	150810100029473	B.Ed.	150810100029464
Pharma-D	150810100029473	B.PEd	150810100029428
UGDPEd.	150810100029428	LLM	150810100029482

7. The Managements shall pay the prescribed fee in favour of the Secretary, APSCHE through RTGS for ratification of Spot admissions by the Convener concerned as delegated by the Competent Authority.
8. The Managements shall pay a fine of Rs.10,000-00 for late and incomplete submission of admission lists cumulatively for every 10 days, as detailed hereunder, in addition to scrutiny fee so as to avoid late and irregular submission of admission lists to the Competent Authority.

1	10 days after the last date for submission of admission lists	Rs. 10,000-00
2	20 days after the last date for submission of admission lists	Rs.20,000-00
3	30 days after the last date for submission of admission lists	Rs. 30,000-00
4	40 days after the last date for submission of admission lists	Rs. 40,000-00
5	50 days after the last date for submission of admission lists	Rs. 50,000-00
6	60 days after the last date for submission of admission lists	Rs. 60,000-00
Submission of admission lists after 60 days of the last date are deemed rejected without any notice to the Managements of the Colleges		

The fine shall be remitted through RTGS in **Andhra Bank, ANU Branch, Guntur, IFS Code ANDB0001508, MICR 522011668** to the relevant CET account number as mentioned in the table under point 6.

9. Scrutiny fee shall be remitted in the name of the College only.
For eg: ZZZ Institute of Engineering and Technology, Guntur, Guntur District.
The Managements are therefore requested not to deposit the scrutiny fee or fine for late submission of admission lists in the name of any individual. It is informed that such payment shall not be considered.
10. The submission of lists beyond 60 days from the cutoff date will be presumed that the Managements made admissions after the last date of the admission without ensuring the stipulated 75% attendance to study the course concerned and such proposals are deemed rejected by the Competent Authority.
11. The Managements shall indicate their email ID, contact Phone Numbers and complete postal address on the letter head of the College so as to avoid complaints for non-receipt of the approval proceedings through email or by post. The Managements shall note that if their letter head does not specify the aforementioned details, the address of the College will not be considered as valid and APSCHE is not responsible for non-receipt of their proceedings in time and the requests of such Managements will not be entertained.
12. The Managements shall submit the paper notification, hard copy of the Excel statement, photocopy of the proof of payment of scrutiny fee, self declaration form and relevant documents in the form of spiral binding duly enclosing index with candidate wise page numbers as per the excel statement serial order so as to avoid the complaints on the submission of documents by the Managements. Further, the Managements shall submit scanned copies of all documents in the form of CD along with the proposal.
13. The Managements shall not be permitted to alter / replace / add the name of the candidates once the lists are submitted to the Council.
14. The Managements will not be allowed to submit admission lists in a phased manner. Such proposals will not be scrutinized even if fine is paid. They shall submit the proposal only once.
15. The Managements are required to submit the proposals either by post or courier or in the tappal section of the Council. The proposals submitted to the Officers / Staff will not be processed. The Managements shall not depute clerks, attenders etc. to meet the Officials of the Council to discuss or to submit the proposals or to receive the approval proceedings in person.
16. The Managements shall not approach the AP State Council of Higher Education to submit the proposals and receive the approval proceedings in person. They are required to address a letter either by post or through email. In case, the Managements desire to approach the Council for any clarification, they shall depute the Principal or Administrative Officer only with necessary authorization from the Management of the College indicating the designation of the person and the purpose of visit.
17. The Council shall not entertain any other person, not related to the Management of the College, to pursue the matters in the Council.
18. The schedule for submission of admission lists, fine imposed for submission beyond cutoff date and relevant formats are appended.

19. The enclosures to be submitted in respect of each admitted student are as follows:

- Rank Card
- SSC/10th Class Marks Memo
- Intermediate Marks Memo
- Degree Marks Memo and Provisional Certificate
- PG Marks Memo and Provisional Certificate (If acquired)
- Community certificate issued by the competent authority (In case of SC/ST/BC)
- Minority status certificate - 10th class TC(in case of Minority students)
- Equivalency certificate (in case of students who passed the qualifying examination from the states outside A.P.)

Sd/-
CHAIRMAN AND
COMPETENT AUTHORITY

// By Order //



SECRETARY (FAC)

To
The Managements of the Colleges offering Technical and Professional Courses

**SCHEDULE TO SUBMIT ADMISSION LISTS FOR RATIFICATION BY
THE CHAIRMAN AND COMPETENT AUTHORITY,
AP STATE COUNCIL OF HIGHER EDUCATION**

Subject	Last date of admission under Convener quota	Commencement of class work	Cutoff date for admission of students under Spot / MQ	Last date for submission of admissions lists to Competent Authority
(1)	(2)	(3)	(4)	(5)
Engineering	30.7.2015	2.7.2015	15.8.2015	15.9.2015
MBA	8.7.2015	1.8.2015	31.8.2015	30.9.2015
MCA	8.7.2015	1.8.2015	31.8.2015	30.9.2015
MAM	8.7.2015	1.8.2015	31.8.2015	30.09.2015
Pharmacy	21.8.2015	20.8.2015	10.9.2015	10.10.2015
Lateral Entry	21.7.2015	2.7.2015	20.8.2015	20.9.2015
B.Ed.	20.8.2015	27.7.2015	31.8.2015	30.9.2015
Physical Edn	22.8.2015	21.7.2015	15.9.2015	15.10.2015
Law	30.9.2015	22.9.2015	22.10.2015	20.11.2015

Submission of admission lists with fine for 60 days

Last date for submission of admission lists without fine		Submission of proposals with Fine with Rs.					
		10,000	20,000	30,000	40,000	50,000	60,000
Engg.,	15.9.2015	25.9.2015	5.10.2015	15.10.2015	25.10.2015	5.11.2015	15.11.2015
MBA	30.09.2015	10.10.2015	20.10.2015	30.10.2015	10.11.2015	20.11.2015	30.11.2015
MCA	30.09.2015	10.10.2015	20.10.2015	30.10.2015	10.11.2015	20.11.2015	30.11.2015
MAM	30.09.2015	10.10.2015	20.10.2015	30.10.2015	10.11.2015	20.11.2015	30.11.2015
Pharmacy	10.10.2015	20.10.2015	30.10.2015	10.11.2015	20.11.2015	30.11.2015	15.12.2015
Lateral Entry	20.09.2015	30.09.2015	10.10.2015	20.10.2015	30.10.2015	10.11.2015	20.11.2015
B.Ed.	30.09.2015	10.10.2015	20.10.2015	30.10.2015	10.11.2015	20.11.2015	30.11.2015
Phy. Edn	15.10.2015	25.10.2015	5.11.2015	15.11.2015	20.11.2015	30.11.2015	15.12.2015
Law	20.11.2015	1.12.2015	10.12.2015	20.12.2015	30.12.2015	10.01.2016	20.01.2016

Sd/-
CHAIRMAN AND
COMPETENT AUTHORITY

// By Order //



SECRETARY (FAC)