



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION  
6-2-910, II Floor, IEI New Building, Visweswarayya Bhavan, Khairatabad,  
Hyderabad-500004

APSCHE/CETs-Cat-B Quota-Guidelines/2015-Note-2

Dt. 09.09.2015

**Note**

Sub: APSCHE-AC- Admissions 2015 –Guidelines for submission of admission lists of candidates admitted through CETs held during 2015- Certain clarification - Reg

Ref: APSCHE/CETs-Cat-B Quota-Guidelines/2015 Dated 17.08.2015

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1. In view of the various enquiries being made by the Managements of Private Unaided Colleges who made admissions through CETs for the academic year 2015-16 on submission of admission lists, it is hereby clarified that the Managements shall submit the following to the Council for ratification of admissions by the Competent Authority:
  - a. 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.
  - b. Relevant attested photocopies of certificates and documents in respect of each admitted student in spiral binding. The spiral binding shall enclose index duly indicating the page numbers of the certificates/documents of each admitted candidate as per the serial order of the admission list submitted in excel format. Photocopies of proof of payment of scrutiny fee shall also be enclosed.
  - c. CD containing scanned copies of all the relevant documents.
  - d. The list of students admitted in **Excel format only (and not scanned copies of certificates/documents)** through email specified for each course by the Competent Authority.
2. The Managements shall also note that scrutiny fee shall be remitted in the name of 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.

3. The Managements shall submit the proposals only once and not in a phased manner.

4. For any clarification the managements shall make correspondence to the Council through email to the email id- [apscheinformation@gmail.com](mailto:apscheinformation@gmail.com) and avoid approaching the Council .
5. 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.



**Secretary (FAC)**