



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

NRI Block(C-Block), Sree Mahendra Enclave, I &II Floor, Tadepalli, Guntur-522501

INSTRUCTIONS FOR FILLING UP CATEGORY-B SEATS UNDER MANAGEMENT QUOTA & 15% SUPERNUMERARY QUOTA FOR PIO/FN/CWG IN PRIVATE UNAIDED ENGINEERING, PHARMACYCOLLEGES OFFERING MBA, MCA & MCA (Lateral entry) COURSES FOR THE ACADEMIC YEAR 2018-19

1. In terms of relevant **G.O.s** and amendments issued from time to time, the schedule to fill up Category-B Management quota (SW.I, SW.II and SW.III) and 15% supernumerary quota seats is as detailed hereunder for the academic year 2018-19.

Date of issue of notification	On or after 06-08-2018
Date of receiving applications	From 10-08-2018
Date of publishing of first list of selected candidates	16-08-2018
Date of selection of candidates for remaining vacancies	18-08.2018
Date of uploading the details of selected candidates on APSCHE web portal and submission of supporting documents	25.08.2018

- (i) Managements shall notify the 30% under Category-B and 15% Supernumerary seats as laid down in G.Os concerned. As per AICTE approval hand book 2018-19, seats left unfilled in first year (2017-18 academic session) of MCA can be filled under lateral entry scheme in MCA course.
- (ii) Managements who are accorded approval by AICTE to fill the specific category of seats under FN/PIO/CWG under 15% supernumerary quota for the course concerned shall also notify along with B category seats.
- (iii) Managements shall complete total admission process (issue of notification, receipt of applications, finalisation of first list, reporting of students, finalisation of second lists, and reporting of students etc.), under Category-B and 15% supernumerary quota seats as per the schedule given.
- (iv) Thereafter, if any seats are vacant, after filling up of seats under AP Presidential Order 1974, the Management shall inform the same to the Competent Authority and fill up such seats as per the instructions issued by the Competent Authority.
- (v) The Managements shall close all admissions in compliance of the Judgement of Hon'ble Supreme Court of India.

2. The institutions that are approved by All India Council for Technical Education and permitted to fill NRI seats not exceeding 15% of the sanctioned intake in each course for the academic year shall admit NRI candidates (sons and daughters of NRIs) who have passed the qualifying examination with not less than 50% aggregate marks in the qualifying examination (45% in case of reserved categories BC/SC/ST) or Cumulative Grade Point Average (CGPA) equivalent to 5 on a scale of 10.
3. The remaining seats shall be filled on merit basis with the candidates under A.P. Presidential Order 1974 who have secured rank at APICET 2018 and secured not less than 50% of marks in the qualifying examination.
4. The seats remaining unfilled from (ii) and (iii) above shall be filled with eligible candidates, who have qualified in the APICET 2018 examination on merit basis following eligibility criteria.
5. Thereafter, if any seats still remain unfilled, such seats may be filled on merit basis with candidates securing not less than 50% (45% in case of candidates belonging to reserved categories) of aggregate marks in all subjects of study in the qualifying examination as prescribed
6. Any vacant seats, after filling up of all seats under AP Educational Institutions (Regulations and Admissions) Order 1974, as subsequently amended, shall be filled as per the instructions issued by the Competent Authority from time to time.

7. ELIGIBILITY CRITERIA

Qualification	Eligible for	Remarks
Pass in degree with 50% marks in aggregate for OC (45% for reserved categories) and maths at 10 th /inter/degree level	MBA*	* All MBA related courses (MBF,MRM,MHR,MLS,MTM etc)
Pass in degree with 50% marks in aggregate for OC (45% for reserved categories) and maths at inter/degree level	MBA MCA (First year)	
Pass in BCA degree or degree with Computer science or information technology subject with 50% marks in aggregate for OC (45% for reserved categories) and maths at inter/degree level	MBA MCA(First year) MCA(lateral entry to second year)	Unfilled seats of management quota of MCA of 2017-18 can be filled through MCA lateral entry

8. SCHEDULE

Last date for uploading details of Management/Convener/Supernumerary quota of seats in the web portal -Without late fee	25-08-2018
Last date for payment of processing fee without late fee.	25-08-2018
Last date for uploading details of Management/Convener/Supernumerary quota of seats in the web portal – With late fee of Rs.2000/- per day	28-08-2018
Last date for payment of processing fee with late fee	30-08-2018/
Last date for submission of hard copies of documents of candidates admitted	On or before 31-08-2018 [on working days only]

9. Details of processing fee to be paid

Status of the candidate	OC/BC	SC/ST
Qualified in CET concerned	1000/-	500/-
Not qualified/not appeared in CET concerned	1400/-	900/-
For Supernumerary 5% seats of FN/PIO/CNWGF	5,000/-	5,000/-
Late fee levied after the stipulated date but up to the cut-off date : Rs.2,000/- per day		

10. The Institutions shall follow the procedure mentioned below to conduct the admissions:
- The Institution shall facilitate a web portal for filling up "Category B" and 15% supernumerary quota seats.
 - The management of the Colleges shall notify the details of courses offered with intake, schedule of admissions (date wise), and registration fee for the application, minority or non minority status in leading news dailies, either in English or Telugu.
 - The web portal shall provide the students, the facility for making online applications for Category 'B' and 15% supernumerary quota seats. A printable/recordable electronic acknowledgement shall be provided to the student on successful uploading of his online application. This will dispense with the need for the student to physically visit each and every college besides ushering in transparency.
 - The students shall also be provided an option to submit their applications, in person, at the college of their choice.
 - The management of the college has the option to call the selected candidates to appear in person for interview to substantiate their credibility and financial capacity to its satisfaction. In the event of the management finding that any of the selected candidates is not suitable for admission, the management shall be at liberty to reject the candidature of such candidates and the reasons should be communicated to the Competent Authority.
 - All admissions to the category 'B' and 15% supernumerary quota seats shall be completed in compliance of the judgement of Hon'ble Supreme Court of India.

- (ix) The web portal shall be opened for all students desirous of seeking admission to Category 'B' and 15% supernumerary quota seats in Private Un-Aided Professional colleges in the State. Candidates can apply to colleges of their choice by visiting the portal only during the dates notified by the Competent Authority.
- (x) A candidate can select any of the college/colleges and apply online for seeking admission to Category 'B' and 15% supernumerary quota seats of college/colleges after paying the requisite registration fees as notified by the college.
- (xi) The candidate can also give his order of preference for admission to a college by giving the order of preference from among the courses offered by the college in the online application form. Only one form needs to be filled for a college regardless of the number of options.
- (xii) A candidate can apply for more than one college by visiting the respective website of colleges and apply online after paying the registration fees specified for each college,
- (xi) No new application shall be accepted after the closing date of admissions to the college.
- (xiii) The Management of the college shall administer the selection process as per the admission procedure specified. Each college shall download the data of the applications received and pertaining to it, after the closing date as notified by the Competent Authority.
- (xiv) The Institution shall generate the merit list which will be in order of NRI quota (if available), APICET 2018 rankers & qualifying examination in order of merit as prescribed in these instructions.
- (xv) The selection of candidates shall be done by the college managements themselves, as per the merit of the candidates.
- (xvi) The selection list, after selection process is completed by the management of respective colleges as per the prescribed norms, shall be uploaded by the managements on the website of the institution.
- (xvii) In case of unfilled seats if any, the concerned colleges shall admit candidates from out of the left over vacancies in order of merit from the merit list (second selection list).
- (xvii) After completion of the admission process, the college managements shall upload in the web portal provided by the Competent Authority and forward the list of admitted candidates and also for ratification by the Competent Authority as per the prescribed schedule.
- (xviii) The Institution shall furnish information in accordance with the instructions issued for submission of admission lists by the Competent Authority.
- (xix) The Competent Authority will verify the list of the selected candidates and validate the same with reference to the G.Os and the procedure prescribed by the Competent Authority.

- (xx) The Competent Authority shall approve the validated list, if found tallying by cross validation process or reject the lists, if found to be at variance to the rules and procedures prescribed and communicate the same to the concerned colleges for compliance.
 - (xxi) Applications of candidates not fulfilling the required conditions during the validation of the list by the Competent Authority will summarily be rejected.
 - (xxii) The Competent Authority shall open a helpline to assist the candidates and college managements to sort out their grievances and provide technical support if needed.
 - (xxiii) The Management shall collect the Tuition fee as prescribed by the Government for category 'B' seats and any excess fee collected will amount to capitation fee and Managements are liable for action under A.P. Educational Institutions (Regulation of Admissions and Prohibition of Capitation fee) Act, 1983.
 - (xxiv) Any complaint/appeal against the selection shall be made to the Competent Authority.
 - (xxv) The managements shall comply with the above instructions and failure in implementing the same shall entail action as per the relevant Acts and Rules in force.
9. The Institution shall undertake the responsibility on the irregularities noticed by the Competent Authority.

10. Detailed user guide for uploading into portal for the admissions conducted will be made available in due course.

11. The Managements shall:

- (i) upload the details of students admitted under Category "B" Management quota and left over seats (Spot) under Category "A" Convener quota online.
- (ii) Use <https://apcatbspot.nic.in> for uploading details of candidates admitted in 30% category B quota of seats.
- (iii) Use <https://appgecetd.nic.in> for uploading details of candidates admitted against the left over seats after second phase (spot) in 70% category A quota of seats.
The detailed user manual for uploading the details of admitted students online will be made available in respective websites soon.

- (iv) submit the print out of the uploaded list of students admitted Category "B" Management quota and left over seats after second phase (Spot) under Category "A" Convener quota with signature and seal of the Principal of the College. The photocopies of certified/attested documents of the admitted students whose details are uploaded by the Management shall be submitted to the Competent Authority for ratification in the same serial order in which their details are displayed in the report "List of Candidates Entered". Cases where documents are not in proper order will not be ratified.

- (v) They shall also submit the proof of payment of relevant fee (scrutiny fee, late fee, regularization fee, service fee) paid through Billdesk (for payments made through credit/debit card/netbanking).
12. The submission of lists beyond 15 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.
 13. The Managements shall indicate their email ID, contact Phone Numbers and complete postal address on the letter head of the College. 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.
 14. The Managements shall submit the hard copy of the uploaded details, proof of payment of processing fee and relevant documents in the form of spiral binding duly enclosing index with candidate wise page numbers as per the serial order **of print out taken after uploading details** so as to avoid the complaints on the submission of documents by the Managements.
 15. Submission of documents without visibility of letters, PDF, Image formats etc. will not entertained and such submissions will be treated as deliberate and irresponsible on the part of the Management and such actions attract fine on the Managements.
 16. The Managements shall not be permitted to alter / replace / add the name of the candidates once the details are uploaded by the Management and submitted in the form of hard copy.
 17. The Managements will not be allowed to upload or submit admission lists in a phased manner. If the Managements resort to such submissions, it will be construed that the College has made admissions beyond the closure / cut-off date and such admissions will not be ratified even if the fine is paid. They shall upload the details and submit the proposal only once to the Competent Authority.
 18. The managements shall submit all relevant documents required for processing and verification. In case there are deficiencies due to incomplete submission of documents, the Managements can get them rectified by submitting the required documents only once and by paying a processing fee of Rs.1000/- per each candidate through RTGS to the account specified by the Council.
 19. The Managements were instructed to inform the Competent Authority for unfilled seats after filling up of all seats under AP Educational Institutions (Regulations and Admissions) Order, 1974 to facilitate to issue the instructions to fill up the seats in transparent and merit based manner. If any Management made admissions on their own with other State students without informing the Competent Authority, such Managements shall abide by the decision taken by the Competent Authority for ratification / regularization of such irregular admissions.

20. The Managements are required to submit the proposals in person in the inward section of the APSCHE in accordance with the cut off dates prescribed and obtain acknowledgement. The proposals submitted to the Officers / Staff, other than inward section, will not be processed.
21. The Managements shall not approach the AP State Council of Higher Education to receive the approval proceedings in person. They are required to address a letter either by post or through email. They can download the approval proceedings through the college log in.
22. In case, the Managements desire to approach the Council for any clarification, they shall depute the Principal or Administrative Officer or a senior clerk dealing with admission section at the institution with necessary authorization from the Management of the College indicating the designation of the person and the purpose of visit.
23. The enclosures/photocopies of documents to be submitted in respect of each admitted student are as follows:
- Rank Card
 - SSC/10th Class Marks Memoto check date of birth and whether they have passed mathematics as one of the subject.
 - Intermediate /Diploma Marks Memoto decide eligibility for MCA-shall have passed Inter or degree with mathematics as one of the subject.
 - Memorandum of marks of Degree examination- The candidate should have studied and passed 3 year Degree course in any faculty conducted by the Universities or its equivalent Degree Examination as recognized by U.G.C (University Grants Commission).**For recognized universities please log on to http://www.ugc.ac.in/recog_College.aspxFor degrees / universities permitted by distance education bureau, please log on to <http://www.ugc.ac.in/deb> and follow the link Recognition information.**
 - **MBA** - Degree of 3 years duration from any recognized University or its equivalent.
 - **MCA** - Degree of 3 years duration with "Mathematics" as one of the subject **at Intermediate or Degree level. [not tenth class]**
 - **Note: (Candidate who passed all the subjects of the three years of any Degree course in one sitting is not eligible for admission into MBA or MCA Course**
 - Study certificates from 10th to Degree
 - Residence certificate of either of parents for a period of 10 years in AP in case of non-local candidates **[is required in case of Category A admissions of SW-2 and SW-3]**
 - Income certificate **[is required in case of Category A admissions of SW-2 and SW-3]**

- Community certificate (In case of SC/ST/BC)
- Minority status certificate - 10th class TC(in case of Minority students)
- Migration Certificate in case of students who passed the qualifying examination from the states outside A.P.
- Equivalency from Board of Intermediate Education/Association of Indian Universities in respect of degrees acquired from countries outside India.

24. The Competent Authority shall have the authority to impose fine or to initiate action or both for violation of Instructions as per the G.O's in vogue.

**Sd/-
CHAIRMAN,
COMPETENT AUTHORITY**

To

The Principals / Managements of Engineering & Pharmacy colleges in the State
Copy to: The APAFRC.