

A.P. STATE COUNCIL OF HIGHER EDUCATION :: TADEPALLI

A.P-ICET–2018 ADMISSIONS

From
Chairman & Competent Authority,
A.P.State Council of Higher Education
I & II Floors, C-Block
Sri Mahendra Enclave
Tadepalli-By-Pass
Tadepalli, Guntur Dist-522501

To
The Principals of all
Engineering/Standalone MBA-MCA
Colleges in AP

Letter No. APICET–2018/SPOT ADMNS/CAT-A/18, Dated:23-08-2018

Sir,

**SUB: APICET2018 –MBA/MCA/MCA-SECOND YEAR LATERAL ENTRY-
Admissions–Communication of guidelines to fill the leftover vacancies
during Institutional Spot Admissions – Reg.**

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The Principals of all Engineering / Standalone MBA/MCA colleges in AP state are informed that APICET-2018 Admissions are completed by **08.08.2018** and the students were instructed to report at colleges.

You are requested to fill up the left over and dropout vacancies by conducting Spot Admissions on or before **10-09-2018**.

Principals are requested to comply with the following sequence of operations:

1. Collect original certificates from candidates for causing verification and the tuition fee admissible.
2. Update the joining details by logging into <https://apicetd.nic.in> with the user ID already being used for updating joining details (example.COUNSELING CODE OF THE COLLEGE FOLLOWED BY 555555)
3. Derive spot vacancy. The unfilled and not joined / dropout vacant seats will now become vacancies for spot admissions.
4. Conduct internal sliding to eligible candidates/branches. For this uncheck the check box against the candidate whom you are going to internally slide him/her to newer branch. Click on internal sliding, enter the hall ticket number and perform internal sliding.
5. Candidate's who are not in current list of allotments shall not be continued and they shall be directed to report at the new institution/course into which they were re-allotted during second phase of allotments based on their option.

6. **If any candidate now wishes to cancel his allotment, they shall be permitted to do so and his name shall be unchecked from the list of candidates joined before deriving spot admissions.**

Please comply the following scrupulously:

1. Issue a Notification in a Daily News paper indicating the date of Spot Admissions.
2. Candidates who have not taken admission so far are only eligible. Candidates shall not be allowed for spot admission without original certificates.
3. The vacancies are to be filled first with those qualified in APICET-2018 possessing 50% (for OC) and 45% and above for (BC/SC/ST) aggregate marks in 3-year degree examination. Eligibility for admission into MBA, MCA, MCA-Second year lateral entry programmes is as given under:

Eligibility description	Qualification	ELIGIBLE COURSE TYPES
M.B.A & M.C.A & M.C.L	BCA BSC or degree with CSE or IT	MBA, MCA, MCL
M.B.A & M.C.A	DEGREE WITH MATHS(at inter or degree level)	MBA, MCA
M.B.A	DEGREE WITHOUT MATHS(at inter or degree level)	MBA

4. If the vacancies are still left, Candidates who have passed the qualifying Examination with 50 % and above (OC), 45% and above (BC/SC/ST) in degree examination are to be considered.
5. The degree shall be of 3-year duration from a recognized university as listed in UGC.
6. Candidates who satisfy the definition of Local/Non-Local shall alone be granted admission.
Candidates whose qualifying examination is from other state [For this purpose, Telangana is not other state] but either of the parents resided for a period of 10 years in A.P/Telangana state are eligible for Spot Admissions.
7. Candidates possessing the qualifying examination certificate from an AICTE approved institution shall alone be considered for admission.
8. **Certificates to be Verified:**
 - Qualifying examination consolidated marks memo and provisional pass certificate

- ELIGIBILITY FOR ADMISSION INTO A BRANCH SHALL BE AS PER THE AFFILIATING UNIVERSITY CONCERNED
- Study Certificate.
- Residence Certificate.
- Caste Certificate
- Aadhar number

Produce the Xerox copies of all above certificates for Verification and for ratification of spot admissions made.

9. Principals are requested to collect from each candidate admitted through Spot admissions the following processing fee.

<u>Status of candidate</u>	<u>OC/BC</u>	<u>SC/ST</u>
<u>Qualified in APICET-2018</u>	<u>1200/-</u>	<u>600/-</u>
<u>Not qualified /Not appeared in APICET</u>	<u>1600/-</u>	<u>1000/-</u>

The amount collected from the candidates of Spot admissions has to be remitted by way of Demand Draft in the name of Secretary, APSCHE payable at Guntur.

10. All the Vacancies may be treated as Open Category and Candidates of OC/BC/SC/ST are to be considered in the Merit order for these seats. If no girl candidates are available, they can be filled with Boy Candidates. First preference shall be given to APICET qualified and eligible candidates and the remaining seats for eligible candidates.

11. **Uploading spot admissions in the web portal i.e <https://apicetd.nic.in> shall be done on or before **12-09-2018****

12. **After entering details of candidates admitted under spot admissions in the web portal, take print out of the same. The list shall be signed by the Principal and shall be accompanied by the Xerox copies of certificates of the following in the order for ratification.**

- APICET-2018 Rank Card, if qualified
- APICET-2018 Hall Ticket , if qualified
- SSC OR 10TH CLASS EQUIVALENT CERTIFICATES
- Qualifying examination (DEGREE) consolidated marks memo and provisional pass certificate
- Intermediate Marks Memo
- study certificates
- Caste certificate in respect of SC/ST/BC
- Transfer Certificate
- Aadhar Card number
- Residence certificate of either of parents for a period of 10 years in case of non local candidates

13. The List of Candidates admitted during the spot admissions along with a set of Xerox copies should be handed over in a spiral bound booklet form [loose sheets of documents will not be accepted] **on or before 14.09.2018.**

14. Please Note that the Students admitted through Spot Admissions (i.e.) leftover seats of the Convenor quatain the Institutional Spot Admissions are not eligible for Tuition Fee Reimbursement Vide G.O.Ms.No. 66, SW- Edn., Department Dated: 08.09.2010.

15. Further, the Principal is requested to follow the above guidelines scrupulously and in case of any doubt they are requested to contact **9100998069, 9100998068**

Address for submission of Spot Admissions:

The Special Officer,
APCET-2018 admissions,
I Floor, C-Block
Sri Mahendra Enclave, Tadepalli-By-Pass,
Tadepalli, Guntur Dist-522501

ACTIVITY	DATE
ENTRY OF JOINING DETAILS OF CANDIDATES ALLOTTED BY CONVENER(if not done previously)	Before 08-09-2018
DERIVING SPOT VACANCIES	08-09-2018
CONDUCT OF SPOT ADMISSIONS	10-09-2018
UPLOADING OF SPOT ADMISSIONS IN WEB PORTAL	12-09-2018
SUBMISSION OF SPOT ADMISSION LISTS ALONG WITH PROCESSING FEE DD AND ENCLOSURES AT APSCH OFFICE	14-09-2018
LAST DATE FOR SUBMISSION OF SPOT ADMISSION LISTS WITH A LATE FEE OF Rs.2000/- per day	19-09-2018

NOTE: DETAILED USER MANUAL WILL BE PLACED IN WEBSITE ON 30.08.2018

Sd/- Competent Authority
APICET-2018 (Admissions)