



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION  
(A Statutory Body of the Government of A.P)  
III, IV & V Floors, Neeladri Towers, Sri Ram Nagar,  
6<sup>th</sup> Battalion Road, Atmakur (V), Mangalagiri (M)  
Guntur – 522 503, Andhra Pradesh  
Web: [www.apsche.org](http://www.apsche.org). Email: [academiccell@apsche.org](mailto:academiccell@apsche.org)



## OAMDC-2023-24

### ADMISSIONS INTO GENERAL UG PROGRAMMES

(B.A., B.Sc., B.Com., BBA., B.Voc., BCA, BBA, BFA, 5 year integrated PG programmes with Intermediate qualification etc. (excluding Engineering and Pharmacy streams) )

### Notification for Online Admissions-2023-24

As per G.O Ms. No. 34 Higher Education Dt: 15-10-2020, Online Admission Process was introduced for admission into Under Graduate Programmes offered by the Degree Colleges in the state to promote merit, achieve excellence, curb malpractices, implement reservations, conduct fair, non-discriminatory and merit based admissions in a transparent basis in the larger interest and welfare of the student community.

As per G.O.Ms.No. 46 HE (CE) Dt: 22.12.2020, all non-professional Degree Programmes shall be 4-year Honours Programme from the academic year 2020 – 21. There will be an exit option after 3 years.

The eligible candidates who passed out from Board of Intermediate, AP or other recognized Boards are eligible to participate in web counselling for the seats available in Undergraduate Programmes in Arts, Science, Social Sciences, Commerce, Management, Computer applications and Social Work, etc., leading to the award of B.A., B.Sc., B.Com., BBA., B.Voc, B.F.A, 5 year integrated PG programmes with Intermediate qualification (with the exception of Engineering and Pharmacy streams) etc, in Government Degree Colleges, Government Autonomous Degree Colleges, Private Aided Degree Colleges, Private Unaided Degree Colleges, Private Autonomous Degree Colleges (Aided and Unaided) in the State of Andhra Pradesh for the academic year 2023-24. Candidates are informed that the online admission process comprising of registration, payment of processing fee will commence from 19.06.2023 and pending certificate verification at HLCs will commence from 22.06.2023.

#### Payment of Processing fee:

Rs.400/- for OC, 300/- for BC and Rs. 200/- for SC/ST through online by credit card/ debit card/ (or) net banking through the “Pay Processing Fee” link in the web site <https://cets.apsche.ap.gov.in/APSCHEHome.aspx>

All the eligible and desirous candidates can pay the processing fee from 19.06.2023 onwards using URL <https://cets.apsche.ap.gov.in/APSCHEHome.aspx>

- Processing fee can be paid through online using credit card or debit card or through internet banking.
- Enter URL <https://cets.apsche.ap.gov.in/APSCHEHome.aspx> and after filling in the required details of the Registration Page, click on “Proceed to Payment”.
- The candidate will be directed to payment gateway.
- Select any one mode of payment i.e credit card or debit card or net banking and enter credentials.
- The transaction charges will be levied as applicable.

### **Important Note:**

Payment of processing fee may sometimes be delayed due to network issues and payment made by the candidate may not be successful. In such cases, candidates need to pay the processing fee once again and the amount debited due to failure of transaction will be remitted back into the respective account within 7 working days from the date of payment. If excess payments are not remitted in 7 working days candidate has to send information like Hall ticket number, Transaction Id, Date of Payment etc to the Email Id: [ugonlineadmns@apsche.org](mailto:ugonlineadmns@apsche.org) and action will be taken immediately for refund. Candidates are requested to note that only one payment will be taken and the amount paid in excess will be refunded automatically.

### **Registration Process and Verification of Certificates:**

- After filling the application form with all relevant details and on successful payment of processing fee, application number will be sent to the registered mobile number and email id, furnished at the time of filling the Registration page.
- Candidates whose certificate data is already verified through web services can proceed for exercising web-options as per schedule.
- For candidates whose certificate data is incomplete/irrelevant, an SMS will be sent to upload the certificates for verification. The candidate can also attend verification of certificates at HLC from 22.06.2023 after uploading them.
- By entering the Application Number, date of birth and One Time Password the candidate can exercise the options from Home, subject to availability of internet facility/Internet Café/Helpline Center.
- In respect of candidates whose data is found irrelevant/incorrect during verification, an SMS will be sent to the registered Mobile Number to re-upload the certificates. The candidate can also visit the nearest HLC for verification of certificates.
- Such Candidates are informed that the verification of certificates viz SSC memo, Intermediate marks memo, VI class to Intermediate study certificates, Caste Certificate, Income Certificate/Ration Card, Economically Weaker section(EWS) certificate, Physically Challenged Certificate, Residence Certificate will be verified by verification officers.
- **CANDIDATES BELONGING TO SPECIAL CATEGORY LIKE CAP, NCC/EXTRA CURRICULAR ACTIVITIES/SPORTS AND PHYSICALLY CHALLENGED SHALL REPORT TO THE SPECIFIED HELP LINE CENTRE FOR VERIFICATION ON THE SPECIFIED DATES INDICATED IN THE**

**SCHEDULE, WHICH WILL BE HELD ONLY ONCE FOR ONLINE ADMISSIONS FOR 2023-24 i.e FROM 21.06.2023 TO 23.06.2023**

- Candidates who register for online admissions 2023-24 can only get their certificates verified under Special Category and by clicking 'Yes' at the appropriate field. They cannot attend Special Category verification directly without registration.
- Unless the candidate fills in the application details online and exercises web options, he will not be considered for allotment of a seat.
- Candidates are informed that there are 22 Helpline Centers across the state of A.P and the list is provided in Annexure-I.
- **ALL THE CANDIDATES NEED NOT go to help line centers for verification of certificates. In case of candidates whose data is verified, displayed and agreed, they can directly proceed for option entry as per the schedule.**
- For such of the candidates whose data is found incorrect/irrelevant, in the verification process have to report to Help Line Centre and get the data verified and proceed for option entry.
- For any help such as change of Mobile number, Non Receipt of Login Id, Registration Number or any other corrections, candidates are requested to approach nearest Help Line centers with valid proof.
- Allotments now made are subject to the grant of affiliation from the University.
- Detailed instructions for options entry i.e Instruction Manual for candidates can be accessed through <https://cets.apsche.ap.gov.in/APSCHEHome.aspx>
- The local candidate status under AU and SVU areas will be determined as per the territorial jurisdiction of the Universities before re-organization of districts in A.P

**Schedule for Phase-I of Online admissions 2023-24**

SI No	Detail	Dates
1	Notification	18.06.2023
2	Registration of students	19.06.2023 to 24.06.2023
3	Special category verification	21.06.2023 to 23.06.2023
4	Opening of HLCs for verification of certificates	22.06.2023
5	Exercise of web options	26.06.2023 to 30.06.2023
6	Allotment	03.07.2023
7	Reporting of students to college allotted and commencement of classes	04.07.2023

## **VERIFICATION OF CERTIFICATES FOR SPECIAL CATEGORY CANDIDATES:**

- a) **PH (Physically Handicapped) i.e Visually Challenged, Hearing Impaired and Orthopedically Handicapped candidates whose certificates are not automatically validated by the Departmental data through online web service need to attend certificate verification.**
- b) **Candidates claiming reservation under Sports & Games, CAP and NCC (National Cadet Cops) have to compulsorily attend certificate verification on any day from 21.06.2023 to 23.06.2023 as their data cannot be validated through web service.**
- c) **Such candidates have to attend certificate verification at any of the three HLCs before exercising options only at SRR & CVR Government Degree College Vijayawada, or Dr. V. S. Krishna Government Degree College, Visakhapatnam or S V University, Tirupati, on any of the dates from 21.06.2023 to 23.06.2023. Reporting time is 9 am.**

### **Certificates to be produced by candidates at Helpline Centers**

All original Certificates and one set of photocopies

- 1) Memorandum of Marks (Inter or its equivalent).
- 2) Proof of Date of Birth (SSC or its Equivalent Memo).
- 3) Transfer Certificate (T.C)
- 4) Study Certificate from VI to Intermediate
- 5) EWS certificate valid for the year 2023-24 from Mee Seva for OC candidates who claim reservation under EWS category
- 6) Residence Certificate of candidate for a period of 7 years preceding the qualifying examination (Inter or its equivalent examination) in case where the candidate has no institutionalized education.
- 7) Andhra Pradesh Residence Certificate of father/mother for a period of 10 years excluding the period of employment outside Andhra Pradesh from Tahsildar in respect of Non-Local Candidates.
- 8) Integrated Community Certificate, in case of BC/ST/SC issued by the competent authority.
- 9) Income certificate of parents from all sources issued on or after 01.01.2020 or White Ration card (candidate name and either of the parents name have to be reflected in the ration card) in case of candidates who claim tuition fee reimbursement.
- 10) Local status certificate (if applicable) i.e a candidate who migrates to any part of the state of Andhra Pradesh from the state of Telangana from 02-June-2014 to on/before 01-June- 2022 shall be regarded as the local candidate in the state of Andhra Pradesh.
- 11) Candidates claiming reservation under NCC/Sports/ PH/ CAP shall bring the original certificates.

- a) **PH** - Candidates shall submit certificate issued by the District Medical Board.
- b) **CAP** - Candidates shall submit certificates from the Zilla Sainik Welfare Board (viz) Discharge book & Identity card etc for Verification. Children of Ex-Service and In- Service persons who are domicile of Andhra Pradesh will alone be considered for allotment of seats under CAP Category.
- c) **NCC & Sports** – Produce original certificates issued by competent authorities. The candidate should have represented from the state of AP.
- d) **Extracurricular activities:** Candidates claiming reservation under this category shall produce relevant certificates

**Convener Office Address:**  
CONVENOR, OAMDC-2023-24 ADMISSIONS  
A.P. State Council of Higher Education  
(A Statutory Body of Government of AP)  
III, IV & V Floors, Neeladri Towers,  
Sri Ram Nagar, 6th Battalion Road, Atmakur (V)  
Mangalagiri (M), Guntur-522503, AP  
**Email id:** ugonlineadmns@apsche.org

**Date: 18.06.2023**  
**Mangalagiri**

**CONVENOR**  
**OAMDC–2023-24 ADMISSIONS**



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Lr.No.APSCHE/AC/ OAMDC/Spot Admns/2023-24

Dt: 13.10.2023

### Notification for Spot Admissions

Sub: Online Admissions in Private Unaided Degree Colleges-Left over seats after Phase-III of admission process - Filling seats through Spot Admissions-Notification – Reg.

\* \* \*

The Managements of Private Unaided Degree Colleges, Private Aided Degree Colleges and Principals of Government Degree Colleges are informed that the left over seats after Phase-III of admission process can be filled by the respective institutions as per merit through Spot Admissions. The schedule for Spot Admissions is given hereunder:

SI No	Details	Dates
1	Issuance of notification in OAMDC website	13.10.2023
2	Spot Admissions and Uploading of details of spot admissions along with certificates for scrutiny with processing fee of Rs.400/- per candidate	16.10.2023 to 19.10.2023
3	Uploading of details of spot admissions along with certificates with late fee of Rs.100/- per candidate	20.10.2023 & 21.10.2023

The spot admissions are to be made in accordance with the guidelines issued by the A.P State Council of Higher Education through the OAMDC portal, [sche.ap.gov.in](http://sche.ap.gov.in).

CONVENOR

*I. Nazreen Ahmed*

OAMDC 2023-24

**GUIDELINES FOR FILLING VACANT SEATS UNDER SPOT ADMISSIONS BY DEGREE COLLEGES FOR 2023-24**

1. The leftover vacancies after Phase-III of admission process, including seats under EWS quota in the institution can be accessed through the OAMDC portal from 16.10.2023
2. Notification in a Daily Newspaper shall be issued by the institutions indicating the number of vacancies course-wise and the date of commencement of Spot Admissions
3. Candidates passed with the prescribed 35% of marks in the qualifying examination shall be admitted under spot admissions
4. Eligibility criteria followed for making admissions under convener quota shall be strictly followed for making spot admissions
5. Candidates who satisfy the definition of Local/Non-Local shall alone be granted admission.
6. Candidates whose qualifying examination is from other state [except the state of Telangana which is not to be considered 'other state' in this context] 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 recognized as equivalent to Intermediate by Board of Intermediate Education of Andhra Pradesh shall be considered for admission. However 2/3 year Diploma Holders of NG Ranga Agricultural University and Dr.YSR Horticulture University are also eligible for admission into non-professional UG Programmes in accordance with G.O Rt. No.17 HE(CE A1) Dept Dt:10.02.2021
8. While admitting candidates under spot admissions, original certificates are to be verified and attested photocopies of certificates only are to be collected by the Principals/College Managements. The College shall return the original certificates to the candidates immediately after verification. However, the candidates shall produce the original certificates as and when required by the institution. Under no circumstances the college shall retain the original certificates with them, with the exception of TC and CC.

9. Fee as fixed by the A.P Higher Education and Regulatory Commission is to be collected after ratification of admission by the APSCHE in respect of Unaided Programmes in Private Aided and Unaided Degree Colleges
10. Candidates who have confirmed their admissions under phases I to III cannot be admitted under spot admissions unless they cancel their admission under convener quota.
11. The list of admitted candidates as per the order of merit, including the seats under EWS category are to be uploaded along with documental proofs for scrutiny and ratification of admission. The list of certificates which are to be uploaded are:
  - Qualifying examination marks memo and provisional pass certificate
  - Certificate of pass in Bridge course in respect of Intermediate vocational candidates
  - Study Certificate
  - Caste Certificate, if applicable
  - Valid EWS Certificate, if applicable
  - Undertaking by the candidate that he/she is not admitted under Convener quota
12. Seats under EWS are to be filled with eligible candidates belonging to OC category with a valid EWS certificate only.
13. The processing fee per student who is admitted under spot admission is Rs.400/- from 16.10.2023 to 19.10.2023 and late fee of Rs.100/- will have to be paid for admissions made on 20.10.2023 and 21.10.2023.
14. Students admitted through Spot Admissions are not eligible for Tuition Fee Reimbursement as per G.O.Ms.No. 34, HE Department Dated: 15.10.2020
15. An undertaking by the candidate that he/she is not admitted under convener quota in any of the three phases of admissions is to be uploaded. If it is found that the candidate was admitted in the convener quota at a later point of time, the admission of the candidate under spot admissions will be cancelled.





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**PROF.Y.NAZEER AHAMMED  
SECRETARY**

**Cir.No. APSCHE/AC/UG Online Admissions/Mgmt Quota/2023-24**

**Dated: 18.08.2023**

**CIRCULAR**

All the Unaided & Aided Private Degree Colleges running unaided degree courses are required to communicate fee for Category-B(Management Quota of 30% seats) as per the APHERMC norms by fixing fee not exceeding 3 times of convenor quota fee notified by the Government for the year 2023-24. Accordingly, colleges are required to upload the fee particulars in the portal from 21.08.2023 to 24.08.2023.

Colleges may admit candidates under category-B quota of seats duly following merit & eligibility criteria and upload the details of the candidates along with certificates in the online portal as per prescribed schedule for ratification of such admissions by the competent authority.

The ratification fee per student who is admitted under 30% Management quota is Rs.500/- and late fee of Rs.100/- will have to be paid per candidate admitted.

ITEM	From	To
Admission of the students into management quota	25.08.2023	20.09.2023
Upload of admitted students list along with certificates	21.09.2023	25.09.2023
Upload of admitted students list along with certificates with late fee	26.09.2023	30.09.2023

*P. Nazee Ahammed*  
18/8/23  
**SECRETARY**

# AP ICET-2023 ADMISSIONS

## DETAILED NOTIFICATION

### CERTIFICATE VERIFICATION AND OPTION EXERCISE FOR WEB BASED COUNSELLING

The Qualified and eligible candidates of AP ICET-2023 who are desirous of seeking admission into MBA/MCA Programmes are informed that the web counseling process will be as per the following schedule. The candidates are instructed to follow guidelines/Instructions to proceed with the web counseling process.

Subject	Dates
Registration for web counselling	08 - 09 - 2023 To 14 - 09 - 2023
Verification of Certificates	09 - 09 - 2023 16 - 09 - 2023
For Candidates of Special Category (PH/CAP/NCC/Sports & Games/Anglo Indians), the certificate verification will be done physically at HLC, Andhra Loyola College, Sentini Hospital Road, Veterinary Colony, Vijayawada	12 - 09 - 2023
Exercising of Web Options	19 - 09 - 2023 To 21 - 09 - 2023
Change of Web Options	22 - 09 - 2023
Allotment of seats for first phase counselling	25 - 09 - 2023
Reporting to colleges after first phase counselling	26 - 09 - 2023
Commencement of Class Work	27 - 09 - 2023

Qualified and eligible candidates of AP ICET-2023 are informed to participate in web counseling for the seats available in universities and colleges in MBA and MCA programs in the State of Andhra Pradesh for the academic year 2023-24 on payment of processing fee as given below.

## **PAYMENT OF PROCESSING FEE:**

(Before Online Certificate Verification)

1. Rs. 1200/- (for OC/BC) and Rs. 600/- (for SC/ST/PH) through online by credit card/ debit card/ (or) net banking through the "Pay Processing Fee" link in the web site <https://cets.apsche.ap.gov.in/>
2. All the candidates from 1<sup>st</sup> to Last Rank can pay the processing fee from **08 – 09 – 2023** onwards using URL <https://cets.apsche.ap.gov.in/>
3. For payment of the processing fee, please visit <https://cets.apsche.ap.gov.in/> and click on Pay Processing Fee.
4. Enter the AP ICET Hall Ticket number and rank and click on pay fee online.
5. The candidate will be directed to the payment gateway.
6. Select any one mode of payment i.e., credit card or debit card or net banking and enter credentials.
7. Once the payment is successful click on the print button and take a printout
8. Candidate shall note that he/she shall have paid the processing fee when candidate upload scanned copies of certificates i.e., the processing fee should be paid online by the candidate before he/she upload scanned copies of certificates.

## **THE FOLLOWING ARE THE SCANNED CERTIFICATES TO BE UPLOADED AT THE TIME OF REGISTRATION**

- 1) AP ICET-2023 Hall Ticket
- 2) AP ICET-2023 Rank Card
- 3) Transfer Certificate (T.C.)
- 4) Degree Marks Memos/Consolidated marks memo
- 5) Degree Provisional Certificate
- 6) Intermediate Marks Memo/Diploma Marks memo
- 7) S.S.C. or its equivalent Marks memo
- 8) Study Certificates from Class IX to Degree
- 9) Residence Certificate (in case where candidate has no institutionalized education) in respect of Private candidates of AP state.
- 10) Residence certificate of either of the parent in AP for 10 years excluding the period of employment outside Andhra Pradesh from the competent authority in respect of Non-Local Candidates.

- 11) Latest valid Income Certificate or Ration Card issued by the competent authority containing the name of the candidate
- 12) Caste Certificate issued by competent authority in respect of SC/ST/BC
- 13) Economically weaker section (EWS) certificate if applicable
- 14) Local status certificate if applicable i.e., a candidate who migrates to any part of the state of Andhra Pradesh from the state of Telangana within a period of Seven years from the 2<sup>nd</sup> day of June, 2014 shall be regarded as the local candidate in the state of Andhra Pradesh.

### **ELIGIBILITY TO MBA AND MCA PROGRAMS:**

Candidates who secured 50% (For OC) and 45% (SC/ST/BC) aggregate marks in Degree or its equivalent examination are only eligible for admission.

<b>Program</b>	<b>Eligibility</b>
MBA	Any degree of minimum three-year duration with Mathematics as one of the subjects in SSC. Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying Examination.
MCA	Passed BCA/ Bachelor Degree in Computer Science Engineering or equivalent Degree. Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying Examination. <b>(OR)</b> Passed B.Sc./B.Com./B.A. with Mathematics at 10+2 Level or at Graduation Level (with additional bridge Courses as per the norms of the concerned University). Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying Examination.

### **Note:**

1. All AP ICET-2023 qualified Candidates can exercise their options from any Internet cafe or Help Line Centre or from their Residence after Certificates Verification on the mentioned dates as per the schedule. The detailed Procedure of Exercising Options will be placed on the Website: <https://cets.apsche.ap.gov.in/>

2. Options will be frozen on **22 – 09 – 2023**
3. Allotment of seats will be placed in the Website on **25 – 09 – 2023**
4. For all other details please refer the Website.
5. Fee particulars and seats available under Convener Quota College wise will be available on the website <https://cets.apsche.ap.gov.in/> well before the commencement of Option Entry.
6. The Government (G.O.Ms.No. 77 of **SOCIAL WELFARE (EDN) DEPARTMENT** dated **25-12-2020**) ordered that in case of Post-Graduation courses, the (i) "Jagananna Vidya Deevena (RTF)" and (ii) "Jagananna Vasathi Deevena (MTF)" schemes shall be applicable only to the students admitted under Convener quota in the Post Graduate programs/Courses offered by the State funded Universities and Government Degree/PG Colleges in the State of Andhra Pradesh from 2021-22. The above is not applicable in case of Post Graduate programs/courses to the students admitted under convener quota, either regular or self-finance mode, in the Private Aided and Private Unaided Degree/PG Colleges from the academic year 2021-22 fresh admissions.

**Convener Office address:**

**CONVENER, AP ICET-2023 ADMISSIONS,**

Andhra Pradesh State Council of Higher Education  
2<sup>ND</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> floors, Neeladri Towers, Sri Ram Nagar,  
6th Battalion Road, Atmakur (V), Mangalagiri (M),  
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**Domain Contact Details:**

Email-Id: [convenorapicetadms2023@gmail.com](mailto:convenorapicetadms2023@gmail.com)

Help Line Numbers: **8639760741**

**Technical Contact Details:**

Help Line Number: **9154019093**

**Date: 07 – 09 – 2023**

**Place: MANGALAGIRI**

**CONVENER  
AP ICET-2023 ADMISSIONS**

# **AP STATE COUNCIL OF HIGHER EDUCATION**

## **APICET–2023 SPOT ADMISSIONS**

**From**

**The Chairman & Competent Authority,  
A.P.State Council of Higher Education**

**To**

**The Principals,  
Private Engineering / Standalone  
MBA-MCA Colleges in AP**

**Letter No. APICET–2023/SPOT ADMNS/CAT-A/02, Dated: 13-12-2023**

Sir,

SUB: APICET-2023–MBA/MCA-Admissions–Communication of guidelines to fill the leftover vacancies during Institutional Spot Admissions –Reg.

\* \* \*

The Principals of all the Self-Finance Private Engineering / Standalone MBA/MCA colleges in AP state are informed that APICET-2023 Admissions are completed 25-11-2023 and the students were instructed to report at colleges.

All the Self Finance Private Engineering/Standalone MBA/MCA colleges are requested to fill up the left over and dropout vacancies by conducting Spot Admissions on or before 18-12-2023.

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://cets.apsche.ap.gov.in> with the user ID already being used for updating joining details.
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 final phase of allotments based on their option.
6. If any candidate now wishes to cancel his/her allotment, they shall be permitted to do so and his name shall be unchecked from the list of candidates joined before deriving spot admissions.
7. In your college login under the college tab, details of vacancies after convener admissions are provided. The vacancies in EWS category belongs to OC category only. Principals are requested to fill these vacancies with EWS candidates (local to AU or SVU) having valid EWS certificate and these vacancies (being supernumerary) shall not be diverted to other categories if they are not filled.

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-2023 possessing 50% for OC and 45% and above for BC/SC/ST aggregate marks in 3-years Degree examination. Eligibility for admission into MBA and MCA Programmes are as given under:

<b>QUALIFICATION</b>	<b>ELIGIBLE COURSE TYPES</b>
BCA, BSC or Degree with Computers or IT	MBA, MCA
Degree with Maths(at Inter Or Degree level)	MBA, MCA
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 for OC, 45% and above for BC/SC/ST in degree examination are to be considered.
5. The degree shall be of 3-years duration from a recognized university as listed in UGC.
6. Candidates possessing the qualifying examination certificate from an AICTE/UGC approved institution shall alone be considered for admission.
7. Certificates to be Verified:
  - Qualifying Examination Consolidated Marks Memo and Provisional Pass Certificate
  - SSC Marks Memo or equivalent
  - Intermediate Marks Memos
  - Study Certificate
  - Residence Certificate (if applicable)
  - Caste Certificate (if applicable)
  - EWS Certificate (if applicable)
  - Transfer Certificate

8. Upload the original marks memos of all above certificates for verification and for ratification of spot admissions made by the colleges. Principals are requested to collect the following processing fee from each candidate admitted through Spot admissions and remit to APSCHE through online payment gateway.

<b>Status of Candidate</b>	<b>Registration Fee per candidate (for All Categories)</b>
Qualified in APICET-2023	Rs.1200/-
Not qualified /Not appeared in APICET-2023	Rs.1600/-

9. The Vacancy seats may be filled as per the merit order as shown in Table1. First preference shall be given to APICET-2023 qualified candidates and then remaining seats for those with requisite percentage of marks in aggregate in the qualifying examination.

**Table-1**

If seat is vacant in	Converted in to	Converted into	Converted into	Converted in to	Converted into	Converted into
OC General						Un reserved/ Open Category
OC Women	OC General					
BC-A General	BC-B General	BC-C General	BC-D General	BC-E General		
BC-B General	BC-C General	BC-D General	BC-E General	BC-A General		
BC-C General	BC-D General	BC-E General	BC-A General	BC-B General		
BC-D General	BC-E General	BC-A General	BC-B General	BC-C General		
BC-E General	BC-A General	BC-B General	BC-C General	BC-D General		
BC-A Women	BC-A General	BC-B General	BC-C General	BC-D General	BC-E General	
BC-B Women	BC-B General	BC-C General	BC-D General	BC-E General	BC-A General	
BC-C Women	BC-C General	BC-D General	BC-E General	BC-A General	BC-B General	
BC-D Women	BC-D General	BC-E General	BC-A General	BC-B General	BC-C General	
BC-E Women	BC-E General	BC-A General	BC-B General	BC-C General	BC-D General	
ST General	SC General					
ST Women	ST General	SC General				
SC General	ST General					
SC Women	SC General	ST General				
EWS Women	EWS General	<b>No Conversion</b>				

10. Uploading spot admissions in the web portal <https://cets.apsche.ap.gov.in> shall be done on or before 18-12-2023.
11. 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 for the future purpose.

**Table-2**

ACTIVITY	DATE
LAST DATE FOR UPDATE OF JOINING DETAILS OF CANDIDATES ALLOTTED BY CONVENER, ICET-2023	25-11-2023
DERIVING SPOT VACANCIES	06-12-2023
UPLOADING OF SPOT ADMISSIONS IN WEB PORTAL WITHOUT LATE FEE	07-12-2023 TO 18-12-2023
PAYMENT OF PROCESSING FEE THROUGH PAYMENT GATEWAY WITHOUT LATE FEE	07-12-2023 TO 18-12-2023
UPLOADING OF SPOT ADMISSIONS IN WEB PORTAL WITH LATE FEE OF Rs.2000/- PER DAY	19-12-2023 TO 23-12-2023
PAYMENT OF PROCESSING FEE THROUGH PAYMENT GATEWAY WITH LATE FEE OF Rs.2000/- PER DAY	19-12-2023 TO 23-12-2023



12. **Please note that the Students admitted through Spot Admissions (i.e.) leftover seats of the Convener quota in the Institutional Spot Admissions are not eligible for Tuition Fee Reimbursement Vide G.O.Ms.No.66 Social Welfare (SW.EDN.2) Department Dated 08.09.2010.**
13. Further, the Principal is requested to follow the above guidelines scrupulously and in case of any doubt they are requested to contact 9100998069 (OR) [specialofficerapsche@gmail.com](mailto:specialofficerapsche@gmail.com).

**Sd/-**  
**Competent Authority**  
**APICET-2023 ADMISSIONS**



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of A.P)

3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> floors, Neeladri Towers, Sri Ram Nagar, 6<sup>th</sup> Battalion Road,  
Atmakur (V), Mangalagiri (M), Guntur-522 503, Andhra Pradesh



## **APICET-2023 CATEGORY-B ADMISSIONS**

### **INSTRUCTIONS FOR FILLING UP CATEGORY-B SEATS UNDER MANAGEMENT QUOTA & SUPERNUMERARY QUOTA FOR PIO/FN/CWG IN PRIVATE UNAIDED ENGINEERING AND STANDALONE COLLEGES OFFERING MBA, MCA COURSES FOR THE ACADEMIC YEAR 2023-24.**

1. In terms of relevant G.Os and amendments issued from time to time, the schedule to fill up Category-B Management quota and supernumerary quota seats is detailed hereunder for the academic year 2023-24.
  - (i) Managements shall issue notification to fill 30% seats under Category-B (15% Non-NRI quota +15% NRI quota) admissions.
  - (ii) Managements who are accorded approval by AICTE to fill the specific category of seats under FN/PIO/CWG under supernumerary quota for the course concerned shall also notify.
  - (iii) Managements shall complete total admission process (i.e issue of notification, receipt of applications, finalization of list, reporting of students, etc.), under Category-B and supernumerary quota seats as per the schedule given.
  - (iv) The Managements shall close all admissions in compliance of the Judgment of Hon'ble Supreme Court of India.
2. The institutions that are approved by All India Council for Technical Education (AICTE) and permitted to fill NRI seats of the sanctioned intake in each course for the academic year 2023-24, 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 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 in any all India Common Entrance Test for the respective program and secured not less than 50% of marks in the qualifying examination.
4. The seats remaining unfilled from (2) and (3) above shall be filled with eligible candidates, who have qualified in the APICET-2023 examination on merit basis following eligibility criteria laid in the GOs concerned.
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 marks in the prescribed group subjects taken together/aggregate marks in the qualifying examination (10+2+3 or its equivalent), as prescribed, under A.P Presidential Order 1974.

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. The Institutions shall follow the procedure mentioned below to conduct the admissions:
  - (i) The Institution shall facilitate a web portal for filling up Category-B (Non-NRI) and 15% NRI quota seats.
  - (ii) 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.
  - (iii) The web portal shall provide the students, the facility for making online applications for Category-B(Non-NRI)and 15% NRI quota seats. A printable/recordable electronic acknowledgement shall be provided to the student on successful uploading of online application. This will dispense with the need for the student to physically visit each and every college besides ushering in transparency.
  - (iv) The students shall also be provided an option to submit their applications, in person, at the college of their choice.
  - (v) 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.
  - (vi) All admissions to the Category 'B' seats shall be completed in compliance of the judgement of Hon'ble Supreme Court of India.
  - (vii) The web portal shall be opened for all students desirous of seeking admission to Category 'B' 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.
  - (viii) A candidate can select any of the college/colleges and apply online for seeking admission to Category 'B' seats of college/colleges after paying the requisite registration fees as notified by the college.
  - (ix) 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.
  - (x) 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.
- (xii) 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, after the closing date as notified by the Competent Authority.
- (xiii) The Institution shall generate the merit list which will be in order of NRI quota (if available),rankers of all India common entrance test for respective program, APICET- 2023 rankers and qualifying examination in order of merit as prescribed in these instructions.
- (xiv) The selection of candidates shall be done by the college managements themselves, as per the merit of the candidates.
- (xv) 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.
- (xvi) In case of unfilled seats if any, the concerned colleges shall admit candidates 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 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.
- (xxiii) Any complaint/appeal against the selection shall be made to the Competent Authority.

(xxiv) 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.

- 8 The Institution shall undertake the responsibility on the irregularities noticed by the Competent Authority.
- 9 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.
- 10 Proceedings for the ratification/rejection of admissions made after verification of eligibility criteria, the Council will inform the date from which approval proceedings can be downloaded through the website.

**IMPORTANT DATES FOR MANAGEMENT / SUPERNUMERARY QUOTA OF ADMISSIONS**

**TABLE- 1**

<b>ACTIVITY</b>	<b>DATE</b>
COMMENCEMENT OF CAT-B ADMISSIONS REGISTRATIONS	07-12-2023
UPLOADING OF CAT-B ADMISSIONS IN WEB PORTAL WITHOUT LATE FEE	07-12-2023 TO 18-12-2023
PAYMENT OF PROCESSING FEE THROUGH PAYMENT GATEWAY WITHOUT LATE FEE	07-12-2023 TO 18-12-2023
UPLOADING OF CAT-B ADMISSIONS IN WEB PORTAL WITH LATE FEE OF Rs.2000/- PER DAY	19-12-2023 TO 23-12-2023
PAYMENT OF PROCESSING FEE THROUGH PAYMENT GATEWAY WITH LATE FEE OF Rs.2000/- PER DAY	19-12-2023 TO 23-12-2023

**TABLE-2**

<b>STATUS OF CANDIDATE</b>	<b>Registration Fee Per Candidate in Rs.</b>
QUALIFIED IN APICET-2023	1200/-
NOT QUALIFIED /NOT APPEARED IN APICET-2023	1600/-
SUPERNUMERARY QUOTA(PIO/FN/CWG)	5000/-

PROCEEDINGS for the ratification/rejection of admissions made:

After verification of eligibility criteria, the Council will inform the date from which approval proceedings can be downloaded through the website.

For any queries related to Category-B admissions please e-mail to [specialofficerapsche@gmail.com](mailto:specialofficerapsche@gmail.com)  
Help Line No. 9100998069

**Sd/-**  
**Competent Authority**  
**APICET-2023ADMISSIONS**