

AP STATE COUNCIL OF HIGHER EDUCATION

APICET–2024 SPOT ADMISSIONS

From

**The Chairman (i/c) & Competent Authority,
A.P.State Council of Higher Education**

To

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

Letter No. APICET–2024/SPOT ADMNS/CAT-A/01, Dated: 27-09-2024

Sir/Madam,

SUB: APICET-2024–MBA/MCA-Admissions–Communication of guidelines to fill the leftover vacancies during Institutional Spot Admissions –Reg.

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The Principals of all the Self-Finance Private Engineering / Standalone MBA/MCA colleges in AP state are informed that APICET-2024 Admissions are completed and the students were instructed to report at colleges by 23-09-2024.

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 07-10-2024.

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 Newspaper 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-2024 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:

QUALIFICATION	ELIGIBLE COURSE TYPES
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.

Status of Candidate	Registration Fee per candidate (for All Categories)
Qualified in APICET-2024	Rs.1200/-
Not qualified /Not appeared in APICET-2024	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-2024 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	No Conversion				

10. Uploading spot admissions in the web portal <https://cets.apsche.ap.gov.in> shall be done on or before 07-10-2024.
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-2024	23-09-2024
DERIVING SPOT VACANCIES	28-09-2024
UPLOADING OF SPOT ADMISSIONS IN WEB PORTAL WITHOUT LATE FEE	30-09-2024 TO 07-10-2024
PAYMENT OF PROCESSING FEE THROUGH PAYMENT GATEWAY WITHOUT LATE FEE	30-09-2024 TO 07-10-2024
UPLOADING OF SPOT ADMISSIONS IN WEB PORTAL WITH LATE FEE OF Rs.2000/- PER DAY	08-10-2024 TO 09-10-2024
PAYMENT OF PROCESSING FEE THROUGH PAYMENT GATEWAY WITH LATE FEE OF Rs.2000/- PER DAY	08-10-2024 TO 09-10-2024

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.

Sd/-
Competent Authority
APICET-2024 ADMISSIONS