

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 of University / Govt.
MBA, MCA Colleges in AP**

Letter No. APICET–2023/SPOT ADMNS/CAT-A/01, Dated: 20-12-2023

Sir,

SUB: APICET-2023–MBA/MCA-Admissions–Communication of guidelines to fill the leftover vacancies by University/Govt. Institutions-Spot Admissions –Reg.

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1. The **Principals of Universities/Govt. Colleges/ Govt. Aided Colleges** in AP state are informed that the first phase and second and final phase of APICET-2023 Admissions are completed.
2. Principals are requested to comply with the following sequence of operations for conducting spot admissions:
 - I. The Universities/ Govt. / Govt. Aided Colleges have to complete Internal Sliding before taking up Spot Admissions as per the following procedure.
 - The vacant seat shall be filled through internal sliding with the same category candidate on merit of APICET-2023 rank.
 - If same category candidate is not available, seat shall be filled with the candidate as per seat conversion matrix given below

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				

- II. Update the joining details by logging into <https://cets.apsche.ap.gov.in/> with the UserID already being used for updating joining details.
- III. Derive Spot Vacancy. The unfilled and not joined / dropout vacant seats will now become vacancies for Spot admissions.

3. Please comply the following scrupulously:

- I. Issue a Notification in a Daily News paper indicating the date of Spot Admissions.
- II. Candidates who have not taken admission so far are only eligible. Candidates shall not be allowed for spot admission without original certificates.
- III. The vacancies under Spot admissions shall be filled with the candidates 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:

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

- IV. The degree shall be of 3-years duration from a recognized university as listed in UGC.
- V. Candidates possessing the qualifying examination certificate from an AICTE/UGC approved institution shall alone be considered for admission.
- VI. Certificates to be Verified:
 - ICET-2023 Rank Card
 - 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
- VII. Upload the original marks memos of all above certificates for verification and for ratification of spot admissions made by the colleges. The Universities/Govt. Institutions are informed 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-2023	Rs.1000/-

- VIII. **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.**

Table-2

ACTIVITY	DATE
INTERNAL SLIDING	21-12-2023
DERIVING SPOT VACANCIES	22-12-2023
ISSUE OF NOTIFICATION	22-12-2023
CONDUCTING OF SPOT ADMISSIONS	23-12-2023 TO 27-12-2023
UPLOADING OF SPOT ADMISSIONS IN WEB PORTAL WITHOUT LATE FEE	28-12-2023 TO 30-12-2023
PAYMENT OF PROCESSING FEE THROUGH PAYMENT GATEWAY WITHOUT LATE FEE	28-12-2023 TO 30-12-2023

- IX. 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.

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-2023 ADMISSIONS**