



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
MBA AND MCA COLLEGES
FOR THE ACADEMIC YEAR 2017-18**

1. According to Apex Court Judgement in CA No. 9048 of 2012, the admission to academic courses should start, as proposed, by 1st August of the relevant year. The seats remaining vacant should again be duly notified and advertised. All seats should be filled positively by 15th August after which there shall be no admission, whatever be the reason or ground”.
2. In compliance of the judgement and in terms of relevant G.Os 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 2017-18.

Date of issue of notification	On or after 12.07.2017
Date of receiving applications	From 14.07.2017 onwards
Date of publishing of first list of selected candidates	22.07.2017
Date of selection of candidates for remaining vacancies	27.07.2017
Date of uploading the details of selected candidates on APSCHE web portal and submission of supporting documents	12.08.2017

- (i) Managements shall notify the 30% under Category-B (15% Management quota+15% NRI quota) from the date of first Notification issued under Convener quota -SW.I as laid down in G.Os concerned.
- (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 from the date of first Notification issued under Convener quota -SW.I.
- (iii) Managements shall complete total admission process (ie 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.
3. 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% marks in the prescribed group subjects or 50% aggregate marks in the qualifying examination or Cumulative Grade Point Average (CGPA) equivalent to 5 on a scale of 10.
 4. The remaining seats shall be filled on merit basis with the candidates under A.P. Presidential Order 1974 who have secured rank at APICET-2017 and secured not less than 50% of marks(45% in case of candidates belonging to reserved categories) in AGGREGATE of all subjects in the qualifying examination on merit basis following eligibility criteria laid in rule (4).
 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 the prescribed subjects taken together in the qualifying examination, 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.
 8. 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" and 15% supernumerary 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' 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.
 - (vi) The students shall also be provided an option to submit their applications, in person, at the college of their choice.
 - (vii) 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.

- (viii) 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 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.

The Competent Authority shall have the authority to impose fine or to initiate action or both for violation of Instructions.

**CHAIRMAN &
COMPETENT AUTHORITY**

To
The Colleges concerned

Copy to: The Registrars of the Universities concerned
The APAFRC, Hyderabad