ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

NRI Block(C-Block), SreeMahendra Enclave, I &II Floor, Tadepalli, Guntur-522501

No. APSCHE/CETs-Cat- A &B Quota/-Instructions/2018   dt.30-07-2018

INSTRUCTIONS

INSTRUCTIONS FOR FILLING UP CATEGORY-B SEATS UNDER MANAGEMENT QUOTA AND LEFT OVER SEATS UNDER CONVENER QUOTA (CATEGORY-A) IN COLLEGES OF EDUCATION FOR B.Ed. COURSE AND SUBMISSION OF LISTS FOR RATIFICATION BY THE COMPETENT AUTHORITY FOR 2018-19

The Chairman, AP State Council of Higher Education is the Competent Authority for ratification of the admissions made by the Institutions under spot (left over seats in Convener quota) and Management quota seats as approved for counseling.

In order to curtail the malpractice hitherto followed by the managements such as (i) submission of lists beyond cut-off date, submission of the lists one week before examination without mentioning the date of covering letter or pre-dated covering letter, (ii) incomplete submission of lists/ documents in phases before and after cut-off date (iii) obtaining approvals under spot admissions partly from Convener and partly from Competent authority beyond cut-off date (iv) scrutiny of the admissions made in various phases is causing huge exchequer loss and time to the Council, therefore, with a view to enforce academic and administrative discipline and to streamline the ratification of the admissions by the competent authority in a transparent manner, an **online college management system in the portal https://apcatbspot.nic.in** has been introduced for uploading and obtaining the approvals for the admissions made by the managements.

The following instructions are to be followed with regard to the admissions.

1. The Managements shall scrupulously follow the Government Orders / instructions issued by the Competent Authority for admission of students under different categories mentioned above. The Managements are held responsible for admissions made in deviation of the rules prescribed by the Government and the decision of the competent authority is final on such issues.

2. The Managements shall obtain approval on the admissions made under "Spot" (unfilled seats under Convener quota), Category- B seats from the Competent Authority only and the Managements shall not submit such proposals to the Conveners concerned for obtaining approvals.

3. The managements shall adhere to the following schedule for admissions, uploading and payment of processing fee / late fee /service fee as fixed by the Competent Authority and upload and submit proposals separately for various categories of admissions mentioned above.

4. Eligibility:

1. CHECK ELIGIBILITY FOR ADMISSION:

- Candidate shall have attempted relevant methodology subject at APEDCET-2018 or shall have studied relevant subjects of study at Degree or PG level (for English methodology) as the case may be.

Methodology	Qualification required
Mathematics	Candidates with B.A. / B.Sc with Mathematics as one of the group subjects and BCA candidates with Mathematics at Intermediate level as a group subject
Physical Sciences	Candidates with B.Sc., who have studied Physics and Chemistry or allied material sciences underPart-II group subjects and BCA candidates with Physical Sciences(Physics and Chemistry) at Intermediate level as group subject
Biological Sciences	Candidates with B.Sc / B.Sc (Home Science) who have studied Botany and Zoology or allied life sciences under Part-II group subjects and BCA students with Biological Sciences at Intermediate level as group subject.
Social Studies	All candidates with B.A. /B.Com /B.B.M /BCA students with Social Sciences at Intermediate level as group subject.
English	Candidates with B.A Special English or M.A. English with a regular degree

- Candidate shall have obtained an aggregate of 50% marks at degree/PG level examination [for OC/BC] and 40% marks in respect of SC/ST.
- Attempting a different methodology paper at APEDCET-2018 and obtaining rank does not confer any right to claim admission in that methodology.

Date of issue of notification in news papers	After 29-07-2018
Last Date of conducting spot admissions and management quota admissions	10-08-2018
Last date for uploading details of Management/ left over Convener quota of seats in the web portal -Without late fee	16-08-2018
Last date for payment of processing fee without late fee.	18-08-2018
Last date for uploading details of Management/Convener quota of seats in the web portal – With late fee of Rs.2000/- per day	23-08-2018
Last date for payment of processing fee with late fee	24-08-2018
Last date for submission of hard copies of documents of candidates admitted	On or before 31-08-2018 [on working days only]

5. **Details of processing fee to be paid:**

The managements are informed to collect and remit the following processing fee from the candidates seeking admission under spot as well as category B admissions and remit the same through payment gateway.

Status of the candidate	OC/BC	SC/ST
Qualified in CET concerned	1000/-	500/-
Not qualified/not appeared in CET concerned	1400/-	700/-
Late fee levied after the stipulated date but up to the cut-off date : Rs.2,000/- per day		

6. The Managements shall:

   (i)   upload the details of students admitted under Category "B" Management quota and left over seats (Spot) under Category "A" Convener quota online.

   (ii) Use https://apcatbspot.nic.in for uploading details of candidates admitted in 25% category B quota of seats.

   (iii) Use https://apedcetd.nic.in for uploading details of candidates admitted against the left over seats after second phase (spot) in 75% category A quota of seats.

   The detailed user manual for uploading the details of admitted students online will be made available in respective websites soon.

   (iv) submit the print out of the uploaded list of students admitted Category "B" Management quota and left over seats after second phase (Spot) under Category "A" Convener quota with signature and seal of the Principal of the College. The photocopies of certified/attested documents of the admitted students whose details are uploaded by the Management shall be submitted to the Competent Authority for ratification in the same serial order in which their details are displayed in the report "List of Candidates Entered".Cases where documents are not in proper order will not be ratified.

   (v)   They shall also submit the proof of payment of relevant fee (scrutiny fee, late fee, regularization fee, service fee) paid through Billdesk (for payments made through credit/debit card/netbanking).

7. The submission of lists beyond 15 days from the cutoff date will be presumed that the Managements made admissions after the last date of the admission without ensuring the stipulated 75% attendance to study the course concerned and such proposals are deemed rejected by the Competent Authority.

8. The Managements shall indicate their email ID, contact Phone Numbers and complete postal address on the letter head of the College. The Managements shall note that if their letter head does not specify the aforementioned details, the address of the College will not be considered as valid.

9. The Managements shall submit the hard copy of the uploaded details, proof of payment of processing fee and relevant documents in the form of spiral binding duly enclosing index with candidate wise page numbers as per the serial order of print out taken after uploading   details so as to avoid the complaints on the submission of documents by the Managements.

10. Submission of documents without visibility of letters, PDF, Image formats etc. will not entertained and such submissions will be treated as deliberate and irresponsible on the part of the Management and such actions attract fine on the Managements.

11. The Managements shall not be permitted to alter / replace / add the name of the candidates once the details are uploaded by the Management and submitted in the form of hard copy.

12. The Managements will not be allowed to upload or submit admission lists in a phased manner. If the Managements resort to such submissions, it willbe construed that the College has made admissions beyond the closure / cut-off date and such admissions will not be ratified even if the fine is paid. They shall upload the details and submit the proposal only once to the Competent Authority.

13. The managements shall submit all relevant documents required for processing and verification. In case there are deficiencies due to incomplete submission of documents, the Managements can get them rectified by submitting the required documents only once and by paying a processing fee of Rs.1000/- per each candidate through RTGS to the account specified by the Council.

14. The Managements were instructed to inform the Competent Authority for unfilled seats after filling up of all seats under AP Educational Institutions (Regulations and Admissions) Order, 1974 to facilitate to issue the instructions to fill up the seats in transparent and merit based manner. If any Management made admissions on their own with other State students without informing the Competent Authority, such Managements shall abide by the decision taken by the Competent Authority for ratification / regularization of such irregular admissions.

15. The Managements are required to submit the proposals in person in the inward section of the APSCHE in accordance with the cut off dates prescribed and obtain acknowledgement. The proposals submitted to the Officers / Staff, other than inward section, will not be processed.

16. The Managements shall not approach the AP State Council of Higher Education to receive the approval proceedings in person. They are required to address a letter

either by post or through email. They can download the approval proceedings through the college log in.

17. In case, the Managements desire to approach the Council for any clarification, they shall depute the Principal or Administrative Officer or a senior clerk dealing with admission section at the institution with necessary authorization from the Management of the College indicating the designation of the person and the purpose of visit.

18. **Eligibility :**

Eligibility criteria for admission is as follows-

Methodology	Qualification required
Mathematics	Candidates with B.A. / B.Sc with Mathematics as one of the group subjects and BCA candidates with Mathematics at Intermediate level as a group subject
Physical Sciences	Candidates with B.Sc., who have studied Physics and Chemistry or allied material sciences under Part-II group subjects and BCA candidates with Physical Sciences (Physics and Chemistry) at Intermediate level as group subject
Biological Sciences	Candidates with B.Sc / B.Sc (Home Science) who have studied Botany and Zoology or allied life sciences under Part-II group subjects and BCA students with Biological Sciences at Intermediate level as group subject.
Social Studies	All candidates with B.A. /B.Com /B.B.M /BCA students with Social Sciences at Intermediate level as group subject.
English	Candidates with B.A Special English or M.A. English

19. Candidate shall have obtained an aggregate of 50% marks at degree/PG level examination [for OC/BC] and 40% marks in respect of SC/ST.

20. The enclosures/photocopies of documents to be submitted in respect of each admitted student are as follows:

- Rank Card
- SSC/10th Class Marks Memo to check date of birth
- Memorandum of marks of Degree examination- The candidate should have studied and passed 3 year Degree course in the relevant methodology subject conducted by the Universities or its equivalent Degree Examination as recognized by U.G.C (University Grants Commission).**For recognized universities please log on to http://www.ugc.ac.in/recog_College.aspxFor degrees / universities permitted by distance education bureau, please log on to http://www.ugc.ac.in/deb and follow the link Recognition information.**
- Study certificates from 10th to Degree
- Residence certificate /Aadhar card of either of parents for a period of 10 years in AP in case of non-local candidates [is required in case of Category A(Spot) admissions]
- Community certificate (In case of SC/ST/BC)
- Minority status certificate - 10th class TC(in case of Minority students)
- Migration Certificate in case of students who passed the qualifying examination from the states outside A.P.

// By Order //

Sd/-
CHAIRMAN AND
COMPETENT AUTHORITY

To
The Colleges concerned
Copy to: The Registrars of the Universities concerned
              The Conveners (Admissions) concerned
              The AFRC, AP, Hyderabad