



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

Neeladri Towers 3,4&5TH Floors Atmakur(V), Managalagiri (M)-Guntur-522503

INSTRUCTIONS FOR FILLING UP CATEGORY-B SEATS UNDER MANAGEMENT QUOTA IN PRIVATE UNAIDED ENGINEERING AND STANDALONE COLLEGES OFFERING MBA, MCA COURSES FOR THE ACADEMIC YEAR 2022-23

1. In terms of relevant G.O.s and amendments issued from time to time, the schedule to fill up Category-B Management quota seats is as detailed hereunder for the academic year 2022-23.
 - (i) Managements shall notify the 30% under Category-B(15%)Management quota+15% NRI) quota 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 supernumerary quota for the course concerned shall also notify along with B category seats.
 - (iii) Managements shall complete total admission process (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 supernumerary quota seats as per the schedule given.
 - (iv) The Managements shall close all admissions in compliance of the Judgement of Hon'ble Supreme Court of India.
2. The institutions that are approved by AICTE and permitted to fill NRI seats in each course for the academic year 2022-23,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 (ii) and (iii) above shall be filled with eligible candidates, who have qualified in the APICET 2022 examination on merit basis following eligibility criteria laid in the GO 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" 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 and 15% nri 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' 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' 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' 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, 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),rankers of all India common entrance test for respective program, APICET 2022 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 in order of merit from the merit list (second selection list).
 - (xviii) 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.
 - (xix) The Institution shall furnish information in accordance with the instructions issued for submission of admission lists by the Competent Authority.
 - (xx) 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.
 - (xxi) 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.
 - (xxii) Applications of candidates not fulfilling the required conditions during the validation of the list by the Competent Authority will summarily be rejected.
 - (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.
- 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.

**THE CHAIRMAN,
COMPETENT AUTHORITY**

TABLE: 1

ACTIVITY	DATE
COMMENCEMENT OF CATB ADMISSIONS REGISTRATIONS	03-12-2022
LAST DATE FOR UPLOADING OF CATB ADMISSIONS IN WEB PORTAL WITHOUT LATE FEE	03-12-2022 TO 08-12-2022
LAST DATE FOR PAYMENT OF PROCESSING FEE THROUGH PAYMENT GATEWAY WITHOUT LATE FEE	03-12-2022 TO 08-12-2022
LAST DATE FOR UPLOADING OF CATB ADMISSION IN WEB PORTAL WITH LATE FEE OF Rs.2000 PER DAY	09-12-2022 TO 12-12-2022
LAST DATE FOR PAYMENT OF PROCESSING FEE THROUGH PAYMENT GATEWAY WITH LATE FEE OF Rs.2000 PER DAY	09-12-2022 TO 12-12-2022

TABLE: 2

STATUS OF CANDIDATE	FEE
QUALIFIED IN APICET-2022	Rs.1200/-
NOT QUALIFIED /NOT APPEARED IN APICET-2022	Rs.1600/-
SUPERNUMERARY QUOTA(PIO/FN/CWG)	Rs.5000/-
LATE FEE LEVIED AFTER THE STIPULATED DATE BUT UPTO THE CUT OF DATE	Rs.2000/- PER DAY