

A.P. STATE COUNCIL OF HIGHER EDUCATION
AP-ICET–2022 SPOT ADMISSIONS

From

**Chairman & Competent Authority,
A.P. State Council of Higher Education.**

To

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

Letter No. APICET–2022/SPOT ADMNS/CAT-A/Dated: 15-12-2022
GUIDELINES FOR SPOT ADMISSIONS

Sir,

SUBJECT: APICET-2022–MBA/MCA-Admissions–Communication of guidelines to fill the leftover vacancies by University/Govt. Institutions-Spot Admissions –Reg.

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Ref: Letter no 3188563/HE/EC/2022 dated: 14-12-2022

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-2022 Admissions are completed.
2. Principals are requested to comply for conducting spot admissions with the following sequence of operations:
 1. 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-2022 rank.
 - If same category candidate is not available, seat shall be filled with the candidate as per seat conversion matrix given below

SEAT CONVERSION MATRIX FOR Regional/Local-open Category						
If seat is vacant in	Converted into	Converted into	Converted into	Converted into	Converted into	Converted into
OC General						UNRESERVED/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	BCB 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 user id 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.

The Vacancies under Spot admissions shall be filled with the candidates qualified in APICET-2022 and satisfying required percentage in qualifying exam.

Please comply the following:

- 1) Candidates possessing the qualifying examination certificate from an AICTE approved institution shall alone be considered for admission.
 - 2) Certificates to be Verified:
 - Icet-2022 rank card
 - Qualifying examination consolidated marks memo and provisional pass certificate
 - SSC marks memo or equivalent
 - Intermediate marks memos
 - Study Certificate.
 - Residence Certificate.
 - Caste Certificate
 - **The amount collected from the candidates of Spot admissions has to be remitted online through payment gateway.**
 - 3) **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, SW- Edn., Department Dated: 08.09.2010.**
 - 4) Process 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 by clicking on Proceedings link.

**Competent Authority
APICET-2022 ADMISSIONS**

ACTIVITY	DATE
CONDUCTING INTERNAL SLIDING	19-12-2022
DERIVE SPOT VACANCY	21-12-2022
ISSUE OF NOTIFICATION	21-12-2022
CONDUCTING OF SPOT ADMISSIONS	on or before 27-12-2022
UPLOADING OF SPOT ADMISSIONS IN WEB PORTAL WITHOUT LATE FEE	31-12-2022
PAYMENT OF PROCESSING FEE THROUGH PAYMENT GATEWAY WITHOUT LATE FEE	31-12-2022

PAYMENT OF PRESCRIBED FEE FOR SPOT ADMISSIONS

The Universities/Govt. Institutions are informed to collect and remit the following processing fee from the candidates seeking admission under spot admissions.

Status of the candidate	FEE
Qualified in ICET-2022	1000/-

Further, the Principal is requested to follow the above guidelines and in case of any doubt they are requested to contact **9100998069**

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