

**GOVERNMENT OF TELANGANA
DEPARTMENT OF TECHNICAL EDUCATION HYDERABAD**

Circular Memo No.1/Convenor/TSPOLYCET-2015

Date: 10-08-2015

Sub : TECHNICAL EDUCATION-TSPOLYCET-2015 Admissions- Conduct of institutional spot admission for left over seats- Instructions issued.

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The Principals of Government/Aided/Private Polytechnics/ II Shift Polytechnics in Pvt Engg Colleges in the State are well aware that the final phase of web allotments for admission into First year diploma courses in Engineering/Technology for the academic year 2015-16 were already placed in the website. The candidates were instructed to report at the respective Polytechnics latest by **10-08-2015**. **The following guidelines are issued to the Principals to enable them to fill the vacancies during Institutional Spot Admissions. Principals are requested to adhere to the time schedule and guidelines prescribed hereunder.**

1. The Convenor did not collect the original certificates of the candidate at the time of granting the provisional admission. Hence, the Principals are requested to thoroughly verify and collect all the original certificates and retain them till the candidate completes the course.
2. List of allotted candidates and vacancy position after conclusion of the web counseling are placed in the web.
3. Candidates have been asked to report at the respective Polytechnics on or before **10-08-2015** without fail. Seats left unfilled at the end of final Phase are indicated in the vacancy position placed in web site [For TSPOLYCET→<https://tspolycetd.nic.in> <https://tspolycet.nic.in> Vacancy position of **(unfilled seats at the end of latest phase of counseling)** all colleges is placed in students web site while the vacancy of concerned college can be downloaded by logging in through college in the department site].
4. After conclusion of final Phase of Admissions certain representations are received from the candidates and also the managements of the Private Engineering colleges /Private Polytechnics in the state regarding Re-allotment / re-adjustment of the candidates on the pretext that Managements are unable to run certain courses due to lack of sufficient strength etc.

5. This matter is taken on a serious concern as it is grossly unfair to put the students in mental distress as well as denying the candidate of getting a seat in better opted college/course in counseling. The Convenor is forced to bring this matter to the notice of the SBTET / Government to take suitable action on the college managements. However, in view of the hardship faced by the candidates, the following case-1 and case-2 of re-allotment are suggested.
6. Accordingly the managements who intend to reallocate/readjust/close the courses shall submit a letter of closure on an affidavit signed by authorized representative of the college and seek prior approval for such re-allotment/re-adjustment from the Convenor.
7. The Managements are instructed to comply scrupulously with the following guidelines. Managements shall note that the Special Instructions now issued are applicable only in respect of candidates who are already allotted either in the 1st Phase or in the final Phase by the Convenor, but not for the candidates seeking fresh admissions or not allotted any seat during both phases. Such candidates shall invariably attend only for Spot Admissions.

Case-1: ALLOTMENT OF CANDIDATES TO ANOTHER BRANCH WITHIN THE SAME COLLEGE WHEN MANAGEMENT INTENDS TO CLOSE ONE BRANCH DUE TO INSUFFICIENT STRENGTH.

The Managements who are unable to run a particular course/courses shall seek prior approval as stated above and re-allot (slide) them into some other course in the same college if the vacancies still exist. For this purpose, they should enclose a written consent of the candidate and the options[college / course] for which the candidate intends to seek re-allotment / re-adjustment and list of such re-allotments shall be submitted in the following format to the Convenor along with spot admissions lists in person or by post.

This is not applicable to internal sliding of candidates from one branch to another branch when candidates exist in both branches and either of the branch is not closed.

H.T.No	Rank	Category	Allotted College Code	Allotted Course Code	Re-Allotted Course Code	Fee Exempted/ Fee Paid

Case-2: WHEN THE MANAGEMENT INTENDS TO TRANSFER ALL THE CANDIDATES TO ANOTHER COLLEGE/COLLEGES AND WISH TO CLOSE THE ADMISSIONS FOR 2015-16 IN ALL COURSES IN THE COLLEGE.

Certain representations are also received from the Managements that they are unable to run the college due to poor strength after final Phase of allotment and requested for Allotment of these candidates to some other college. In this connection, the college managements who intend to transfer these candidates have to contact the college/colleges to which the candidate are to be transferred and affect the transfer accordingly with the consent of Candidates and also producing No Objection Certificate (NOC) from both the colleges and submit the final list as per the following format for Verification along with spot admission lists .

H.T.No	Rank	Category	Allotted College Code	Allotted Course Code	Re-allotted College Code	Re-Allotted Course Code	Fee Exempted/ Fee Paid

PRINCIPALS / MANagements OF COLLEGES SHALL NOT CONTINUE ANY CANDIDATES WHO ARE NOT PRESENT IN THE CURRENT LIST OF ALLOTMENTS. THEY SHALL BE DIRECTED TO REPORT TO THE NEW INSTITUTION IMMEDIATELY.

Allotments/adjustments made as per cases 1 to 2 are eligible for fee reimbursement based on the candidate's eligibility for fee reimbursement already granted by the Convenor as per the existing rules. College managements shall verify the joining details entry before allowing such changes and candidates figuring in the cancellation list shall not be entertained.

8. How to arrive at the final vacancy position for spot admissions?

- (A) Unfilled vacancies at the end of final phase are placed in respective college login portals of <https://tspolycetd.nic.in>.
- (B) Deduct the number of vacancies after making adjustments as directed in Special Guidelines [item 1 to 2].
- (C) Deduct the number of vacancies filled due to re-allotment from one branch to another branch (internal sliding) and add the resultant vacancies.
- (D) Add dropouts (joined and discontinued by taking T.C.)
- (E) Add not reported cases.
- (F) Add cancellations.

The final vacancy for spot admission shall be arrived by considering A to F above.

Total vacancies for Institutional spot admissions = Unfilled seats at the end of phase-II + Number not reported from the list of allotted candidates + Number reported but cancelled after phase-II.

- (a) Principals are requested to tally the vacancies with the number of candidates actually on rolls. Final number of vacancies shall be arrived at by adding number of left over seats, number not reported and number cancelled.**
 - (b) In Private Minority Institutions 50% of Polytechnic seats (Diploma seats) will be filled by the Convenor and 50% of seats are to be filled by the Management for which there is no fee reimbursement.**
- 9. Conduct internal sliding on **12-08-2015** following rules of reservation from and among the candidates already allotted to your polytechnic by the Convenor.
 - 10. Display the resultant vacancy position (after completion of internal sliding) category wise and branch wise on the notice board of the institution on **12-08-2015**.
 - 11. Fill the resultant vacancies after internal sliding with the candidates in the **following order** in the Institutional spot admissions.
 - (a) **First with qualified candidates of TSPOLYCET – 2015** in order of merit, who have not taken admission so far. and secured 35% aggregate marks with Mathematics as one of the subject in the qualifying examination X or its equivalent examination.

(b) **Secondly with the candidates not qualified in TSPOLYCET-2015** and passed SSC or its equivalent examination **in one attempt** with 35% aggregate marks with mathematics as one of the Subject in the qualifying examination in order of merit basing on the aggregate Marks out of 600/GRADE total.

(c) **Finally with the candidates passed in SSC or its equivalent Examination compartmentally** with 35% aggregate marks with Mathematics as one of the subject in the qualifying examination and in order of merit basing on the aggregate marks out of 600/GRADE total.

NOTE: (Candidates belonging to NIOS / TSOSS/APOSS / CBSE / ICSE / OTHER Examinations recognized as equivalent to SSC of Telangana Government should have passed all Subjects including Mathematics, Physics and Chemistry with minimum of 35% Marks in each subject for eligibility and to seek admission. In the above mentioned order 7(a) (b) and (c) for spot admission.)

Principals shall make sure of the eligibility criteria prescribed for admission before granting admission to the candidates into Polytechnics.

12. The details of candidates such as internal sliding, fresh admissions made shall be uploaded in the web portal. The detailed instructions of operation of this web portal will be made available by 20-08-2015.

13. The following shall be kept ready for verification and ratification on a specified date which will be intimated in due course.

a) Original certificates and documents collected from the candidates.

b) DD drawn in favour of Convenor, TSPOLYCET-2015 Admissions (Processing Fee) payable at Hyderabad for the amount collected from the candidates towards processing fee as mentioned below.

c) NO CANDIDATE SHALL BE ADMITTED IN SPOT ADMISSIONS WITHOUT ORIGINAL CERTIFICATES.

d) Candidates not uploaded in web portal and not satisfying the eligibility requirements for admission will not be entertained for ratification.

Principal shall obtain a declaration from the candidate as here under:

I declare that, I fulfill the eligibility criteria laid down for admission into polytechnics and also certify that I am not suffering from any of the following diseases:

- (a) Mentally retarded
- (b) Blindness
- (c) Deaf and Dumb
- (d) Chronic Heart, Lung, Kidney and Liver diseases
- (e) Muscular dystrophy.
- (f) I shall also cannot claim any compensation or concession in case of any accident / damage caused to me during my course of study at the institution or at the place of training from the Principal of the institution / Department of Technical Education, Government of Telangana.

Follow the rules of reservation and convert the seats from one reservation category to the other reservation category at each stage (11) a, b and c mentioned above. For fee details refer the notification of TSPOLYCET-2015 which is also available on the website <http://tspolycet.nic.in> and for the certificates to be collected refer the TSPOLYCET – 2015 booklet.

FEE TO BE COLLECTED FROM CANDIDATES ADMITTED IN SPOT ADMISSION

Fee Details	Govt./Aided Polytechnics	Private Polytechnics / 2nd Shift Polytechnics In Engg.Colleges
Tuition Fee	2000	14900
Course Work Fee	200	*
Games Fee	100	100
Association Fee	100	*
Laboratory & Workshop Fee	600	*
Library Non-Refundable Fee	300	*
Admission Fee	100	100
Syllabus Book	50	50
Board Recognition Fee[Payable Every Year]	250	250
Alumni Fee(Only At The Time Of Admission)	100	100
Total	Rs.3,800/-	Rs.15,500/-

All the candidates admitted under spot Admissions have to pay the following fee drawn in favour of Convenor, TSPOLYCET-2015 Admissions (Processing Fee) payable at Hyderabad. Single D.D can be drawn for all the candidates admitted in the Institution. The D.D drawn shall be enclosed to the application to be submitted along with the list of candidates and relevant documents at the time of verification.

A) TSPOLYCET 2015 Qualified candidates

Processing Fee : Rs. 300 /-

B) Non-TSPOLYCET 2015 (Not Qualified) candidates

Processing Fee : Rs. 300 /-

TSPOLYCET 2015 Exam Application Fee: Rs. 330 /-

Total : Rs. 630 /-

Students slided from one course to another course and also admitted through spot admissions i.e., left over seats of the Convenor quota filled by Managements subsequently are not eligible for the Post Matric Scholarship Scheme (PMS) in terms of Go.Ms.66 SW(Edn2) Department dated:08-09-2011 and subsequent adaptations and amendments issued by the Government of Telangana from time to time.

Submit the details of the cancellations, internal slidings and fresh admissions made during institutional spot admissions to Convenor TSPOLYCET-2015 admissions, S.V.Bhavan, Masabtank, Hyderabad-28 online in the proformas displayed in the web site <https://tspolycetd.nic.in> through College Login, for ratification before **25-08-2015**.

14. **The list of ratified / allotted candidates communicated by Convenor to the Commissioner of Technical Education by 30-08-2015 shall be final and such of those CANDIDATES ALLOTTED/RATIFIED BY CONVENOR WILL ALONE BE PERMITTED TO APPEAR FOR THE EXAMINATION.**

SCHEDULE FOR FILLING UP OF LEFT OVER VACANCIES:

SI.No	Spot Admission Activity	Date
1	Commencement of Receiving applications	11-08-2015
2	Display of vacancies on notice board	11-08-2015
3	Internal sliding	12-08-2015
4	Display of the resultant vacancy position After sliding for spot admissions	12-08-2015
5	Last date for receiving of applications	12-08-2015
6	Spot admission at Institutions	14-08-2015

15. **Online Submission of Spot admission lists by the Govt./ Aided / Private Polytechnics / II Shift Polytechnics in Private Engineering Colleges to the Convenor, TSPOLYCET-2015 Admissions, S.V.Bhavan, Masabtank, Hyderabad-28 before 25-08-2015.**

The Regional Joint Director (RJD) Technical Education, Telangana State is requested to depute One Senior staff member supervise the institutional spot admissions being conducted as before.

Encl: detailed guidelines for filling the seats

**Sd/- CONVENOR
TSPOLYCET – 2015**

To the Principals of all Polytechnics

Copy to RJD (TE), Hyderabad for favour of information.

Copy to the Secretary, SBTET, Telangana State, Hyderabad for favour of information.

ANNEXURE-I

TSPOLYCET- 2015 (ADMISSIONS) DETAILS OF INSTITUTIONAL SPOT ADMISSIONS CONDUCTED (MODEL PROFORMA) (Use Separate Forms for Shift –I and Shift II)

NAME OF THE INSTITUTION:

COLLEGE CODE:

DETAILS OF VACANCIES GIVEN TO COLLEGE:

V1	V6	V11
V2	V7	V12
V3	V8	V13
V4	V9	V14
V5	V10	V15

Example: MASB1 - CME –OU- SC - GEN

DETAILS OF DROPOUTS/CANCELLATIONS DONE AT COLLEGE BEFORE CONDUCTING SPOT ADMISSIONS.

	RANK	HTNO	NAME	* DETAILS OF VACANCY
D-1				
D-2				
D-3				
D-4				
D-5				

DETAILS OF SLIDINGS MADE:

RANK	HTNO	CATEGORY	NAME	* PREVIOUS ALLOTMENT	* CURRENT ALLOTMENT

DETAILS OF FRESH ADMISSIONS MADE DURING SPOT ADMISSIONS.

RANK	HTNO	CATEGORY	NAME	* DETAILS OF ALLOTMENT

* Details of allotment shall include College Code, Course Code, Local Area, Category And Sex as given by the Convenor during admissions.

* Enclose proof of 10th Marks Memo for Ratification.

Example : MASB - ECE –OU – BC-D - FEMALE

DATE :

PRINCIPAL

ANNEXURE-II
TSPOLYCET – 2015(ADMISSIONS)

GUIDELINES TO FILL THE VACANT SEATS DURING INSTITUTIONAL SPOT ADMISSIONS

In any category (OC/BC/SC/ST/NCC/SP/CAP) seats, which are earmarked for women candidates, are to be offered first to women candidates only. If women candidates are not available in that category then the seats are to be offered to male candidates. The women candidates are also eligible to opt for male seats (General seats) in the combined rank order in any category (OC/BC/SC/ST/NCC/SP/CAP) when their own 1/3 quota of seats are completely filled.

If candidates (male/women) are not available in one reservation category, the seats are to be offered to the next reservation category as mentioned below.

Example: 1. BC-A (Girl) → BC-A (Boy) → BC-B (Girl) → BCB (Boy) →
BC-C (Girl) → BC-C (Boy) → BC-D (Girl) → BC-D (Boy) →
OC (Girl) → OC (Boy)

Example: 2. BC-A (Boy) → BC-A (Girl) → BC-B (Boy) → BC-B (Girl) →
BC-C (Boy) → BC-C (Girl) → BC-D (Boy) → BC-D (Girl) →
BC-E (Boy) → BC-E (Girl) → OC (Boy) → OC (Girl)

(The cycle is to be completed for each category before diverting the seats to “Open Competition” (OC) in each region (Local area). Diversion of “BC” category seats from one region to other regions due to non-availability of candidates in that region is not permitted.)

Example: 3. SC (Girl) → SC (Boy)

The cycle is to be completed before allotting the “SC” category seats to the “SC” candidates of the other two local areas in combined rank order if candidates are not available in that local area.

Example: 4. ST (Girl) → ST (Boy)

- a. If “ST” candidates are not available in one local area, the seats are to be allotted to “ST” candidates of the other two local areas in the combined rank.

- b. If “ST” candidates are not available in any local area then the “ST” seats of each local area are to be allotted to “SC” candidates of the same local area in the combined rank order.
- c. If “SC” candidates are not available in one local area the seats are to be offered to “SC” candidates of the other two areas in the combined rank.
- d. If “SC” candidates are not available in any local area then the seats are to be offered to “ST” candidates of the same local area in the order of merit.
- e. If “ST” and “SC” candidates are not available in any local area then the seats are to be diverted to “OC” (Open Competition) of the concerned Local area and filled.

In case of special (PH, NCC, SG, CAP) reservation seats, first the seats are to be offered to the candidates (male/female) as per the category of seats earmarked. If candidates are not available in one particular “PH” category the seats are to be allotted to the other “PH” category in the following order.

Visual → Hearing Impaired → Orthopedic

The cycle is to be completed before diverting them to the general reservation category candidates (Male/Female).

Example: 1. OC (Boy) PHV → PHHI → PHO → PHV → PHHI → OC (Boy)

Example: 2. OC (Girl) PHV → PHHI → PHO → PHV → PHHI → OC (Girl)

Example: 3. BC-B (Boy) PHV → PHHI → PHO → PHV → PHHI → BC-B (Boy)

Example: 4. BC-B (Girl) PHV → PHHI → PHO → PHV → PHHI → BC-B (Girl)

The above procedure is to be followed for “PH” seats in all reservation categories (OC; BC-A/B/C/D; SC; ST). Diversion of the special category seats from one category to other category and one local area to other local areas due to non-availability of candidates is not allowed. Candidates with more than 40% disability are only eligible for allotment of seat under “PH” category. The “PH” certificate is to be issued by the District Medical Board Constituted by the Government of Telangana state as the case may be.

In case of non availability of candidates in the concerned category, the seat is to be diverted its main category,

Example: unfilled BCB-Girl-CAP is to be diverted to BCB-Girl.

When general reservation (BC/SC/ST) and special reservation category (NCC/SP/CAP) seats are diverted to open competition (OC) due to non availability of candidates in a particular local area and there are no takers for these seats (OC seats) in that local area then only these “OC” seats (General reservation/special reservation seats diverted to “OC”) are to

be filled by the candidates of the other two local areas in the combined merit order treating them as UNR (UNRESERVED) "OC" Seats.

NOTE:

In Govt. Model Residential Polytechnics (G.M.R. Polytechnics) the vacant seats of "ST" category shall be offered to ST candidates and "SC" seats to SC candidates only. Vice-versa is also not permitted and they should never be diverted even to "OPEN" category due to non-availability of ST and SC candidates. However the diversions can be made in respect of vacant "BC" seats (i.e) BC_A-> BC_B->BC_C->BC_D->BC_E.