

A.P. STATE COUNCIL OF HIGHER EDUCATION :: HYDERABAD
ICET-2013 ADMISSIONS

From,
Sri Ajay Jain, I.A.S.,
Commissioner of Technical Education &
Convenor, ICET – 2013 (Admissions),
Sankethika Vidya Bhavan,
Masabtank,
Hyderabad – 500 028.

To,
The Principals of all Private MBA & MCA
colleges in the State.

Letter No. ICET-2013/ADMNS/CONVENOR/13-14, Dated: 31.10.2013.

Sir,

Sub:- ICET-2013 – Admissions (MBA & MCA Courses) – Communication of guidelines to fill the left over vacancies during Institutional Spot Admissions – Reg.

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The Principals are aware that, ICET – 2013 Admissions were completed on **30.09.2013**. The details of the left over vacancies after web counselling are placed in the website: <https://apicetd.nic.in> , for MBA & MCA courses to enable you to conduct Institutional Spot Admissions. Principals are requested to download the vacancies on 05.10.2013 and issue a notification for the left over vacancies, drop out vacancies and cancelled seats at their end, in any one of the leading newspaper of that region for conducting spot admissions.

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

- A. Unfilled vacancies at the end of phase-2 are placed in respective college login portals of <https://apicetd.nic.in>.
- B. Deduct the number of vacancies after making adjustments as directed in Special Guidelines [item 1 to 3].
- 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).
- E. Add not reported cases.
- F. Add cancellations.

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

Contd...

- Please note that, the candidates who have not taken admission anywhere so far and qualified in ICET-2013 and secured 50% (49.5% and above can be taken as 50%) marks in overall aggregate in respect of "OCs" and 45% (44.5% and above can be taken as 45%) marks in overall aggregate in respect of BCs/SCs/STs need to be considered first, for Spot Admissions.
 - If qualified candidates of ICET - 2013 as mentioned above are not available then, candidates who have secured 50% (49.5% and above can be taken as 50%) marks in overall aggregate in respect of "OCs" and 45% (44.5% and above can be taken as 45%) marks in overall aggregate in respect of BCs/SCs/STs and above in overall aggregate marks in the 3 year Degree examination are to be considered for spot admissions.
 - The spot admissions should be conducted after completing the internal sliding first at the institution level.
 - The Candidates who have passed Intermediate Examination or its equivalent (10+ 2) with mathematics as one of the group subjects or 3 year Degree Course with mathematics as one of the group subjects are to be considered for admission into MCA Course as well as MBA Course.
 - The Candidates who have passed all the subjects of 3 year Degree course (i.e.) all the 3 year subjects in Single attempt (one sitting) without study of 10th class or Intermediate are not eligible for Admission into MBA and MCA Courses.
1. While effecting the internal sliding please note that, a category seat vacated by a candidate should be first given to that category candidate and if the candidate is not available the same should be diverted to "OPEN CATEGORY" and finally filled as per the Annexure-II.
 2. Similarly, the dropout vacancies (Reported but discontinued) shall be given only for that category.
 3. Likewise, the not reported cases and cancelled cases should be given only for that category.
 4. If a particular candidate is not available, they should be converted to another category as per the Annexure-II enclosed i.e. finally after exhausting all category candidates the vacancies should be diverted to open category.
 - **As per the existing G.O.Ms.No.66, the candidates who have been allotted by the Convenor and slided to a different branch during institutional spot admissions and candidates directly admitted during spot admissions are not eligible for tuition fee reimbursement.**
 - ***Candidate belonging to other state and completely studied there (Other State) only and whose parents belong to other state and residing there only is not eligible for Admission. He /She cannot be considered even as Non-Local (NL) Candidate to A.P. for Admission and ratification will not be given for such cases if they admit the candidate by violating the guidelines issued.***

- **Further the candidates admitted during institutional spot admissions are to be informed that their spot admissions are subject to ratification by the Convenor ICET-2013 (admissions). In case if spot admission given to a particular candidate is not ratified for certain technical reasons, He/She has to quit the college immediately. This is to be made clear to every candidate on the day of conducting the spot admissions in the college.**

Principals are requested to comply with the following:

1. If any candidate desires to cancel the admission after 05.10.2013, the Principal is requested to endorse on the allotment order by writing "Admission is cancelled" and affix signature and office stamp and advise him/her to collect the Original Certificates up to 07.10.2013 from the Help Line Centre (HLC) where he/she has submitted the Original Certificates.
2. **Please collect all original certificates viz., ICET-2013 Rank Card, ICET-2013 Hall ticket, S.S.C. pass Memo, Intermediate Marks Memo, Degree Pass Certificate and Memos of Marks Study Certificates, Residence, certificate, Caste Certificate, etc. Candidate should not be admitted with out original certificates being produced under any circumstances.**

The following are the dates to be followed by the Principals in connection with the Spot Admissions.

1. Last date for Conducting Spot Admissions : 23.10.2013.
2. Last date for submission of Spot Admission list for Ratification to the Convenor, ICET-2013 (Admissions) : 25.10.2013.

(Spot Admission lists submitted for Ratification after **25.10.2013** will not be accepted).

Note: The Principals are requested to submit the following along with Spot Admission List for ratification.

a) Newspaper copy of notification for conducting Spot Admissions.

b) Xerox copies of all original certificates of the candidates collected during spot admissions.

The details of the Spot admissions made are to be neatly typed in the proforma and sent to the Convenor to the above address through special messenger for ratification by **25.10.2013** positively. For clarification of doubts if any you are requested to contact the Convenor on Phone No: **9912342219/ 9912342212/Sankethika Vidya Bhavan, Masab Tank, Hyderabad – 500 028.**

MOST IMPORTANT

Due to employees strike in SVU and AU regions, certain Candidates could not submit Income Certificate though they are eligible for Fee Reimbursement. In all such cases, the Principals of the Engineering / Pharmacy/MBA/MCA Colleges in the State are requested to allow such candidates for joining by obtaining an undertaking. The latest Income Certificate, Allotment Order and Receipt of Certificates (all in Original) of such candidates shall be collected at college and submit them to the Convenor in person at Sanketika Vidya Bhavan, Masab Tank, Hyderabad for updating fee reimbursement eligibility and collect Revised Allotment Order and Receipt of certificates with Fee Reimbursement . The Managements shall take utmost care while bringing the data to the Convenor for Fee Reimbursement.

Principals are further requested to depute TWO staff members on the following dates to collect the original certificates of the candidates admitted into their college by the Convenor.

Date	MBA & MCA colleges located in the Districts
09.12.2013	Anantapur, Chittoor, Kadapa, Kurnool, Nellore, Adilabad and Khammam.
10.12.2013	East Godavari, West Godavari, Srikakulam, Visakhapatnam, Vizianagaram and Mahabubnagar.
11.12.2013	Guntur, Krishna, Prakasam, Nalgonda and Medak.
12.12.2013	Karimnagar and Ranga Reddy.
13.12.2013	Hyderabad, Warangal and Nizamabad.

Principals are requested to strictly adhere to the above dates to avoid inconvenience to the administration.

CONVENOR
ICET – 2013 (Admissions)

List of items to be downloaded from the web: <http://apicet.nic.in> for spot admissions:

1. List of admitted candidates of the college.
2. List of left over vacancies.
3. Proforma for submission of Institutional Spot Admission for ratification.

VERY IMPORTANT NOTICE

All the Principals should submit Original Challan given by the candidate as a proof of payment of tuition fee and other details like Hall Ticket number, rank, Name of the Candidate, name of the bank, amount paid, date of payment, by retaining the Xerox copy of the challan. The above information is required of all the candidates after deleting the names of the candidates who cancelled their admissions allotted by the convenor. The above information should reach to the Convenor on or before 25.10.2013 failing which tuition fee disbursement will not be done without the reconciliation of the amounts.

ANNEXURE-I

ICET- 2013 (ADMISSIONS)

(DETAILS OF INSTITUTIONAL SPOT ADMISSIONS CONDUCTED)(MODEL PROFORMA)

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: OUCE - MBA – 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 Xth , Inter mediate, Degree certificate for Ratification.

Example : OUCE - MBA – OU – SC - GEN

DATE :

PRINCIPAL:

ANNEXURE-II

GUIDELINES WITH REGARDS TO RULE OF RESERVATION:

While effecting the Internal Sliding, in respect of Not reported, drop out and cancelled vacancies the rule of reservation category shall be followed. Besides, if candidates (Male/Female) 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) → BC-E(Girl)
OC (Girl) → OC (Boy) → BC-E (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)
OC (Boy) → OC (Girl) → BC-E (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 "PH" reservation seats, first the seats are to be offered to the candidates (male/female) as per the category of seats earmarked (Visual/Hearing impaired/Orthopaedic). 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). No diversion of the "PH" category seats from one local area to other local areas due to non-availability of candidates is 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 Andhra Pradesh.

In case of NCC/SP/CAP Categories, if candidates are not available in the concerned category in a particular local area then the seats are to be diverted to Open Competition (OC) and filled with the candidates of the same local area. No diversion of special reservation category seats (NCC/SP/CAP) from one local area to other local areas is allowed due to non-availability candidates.

When general reservation (BC/SC/ST) and special reservation category (NCC/SP/CAP/PH) 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. "SC/ST" candidate should secure 25% marks (50/200) in the qualifying examination (EAMECET-2013) to consider him/her for allotment of a seat under OC category and NCC / SP / CAP /PH seats of "OC" category . The model proforma to submit the Institutional spot admissions made is enclosed herewith for ready reference.

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