# ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

Neeladri towers 3,4,5 floors,Atmakur(v)Mangalagiri(M),Guntur-522503

**INSTRUCTIONS FOR FILLING UP CATEGORY-B SEATS UNDER MANAGEMENT QUOTA&15% SUPERNUMERARY QUOTA FOR PIO/FN/CWG IN PRIVATE UNAIDED ENGINEERING, PHARMACY COLLEGES OFFERING M.E./M.TECH./M.PHARM./PHARM.D(PB) COURSESFOR THE ACADEMIC YEAR 2020-21.**

1. In terms of relevant G.Os and amendments issued from time to time, the schedule to fill up Category-B Management quota and 15% supernumerary quota seats is as detailed hereunder for the academic year 2020-21.

| College activity | Date |
|---|---|
| Date of issue of notification | 10-04-2021 |
| Date of receiving applications | 11-04-2021 onwards |
| Date of selection of candidates | 12-04-2021 |
| Last Date for uploading the details of selected candidates in NIC web portal(https://apcatbspot.nic.in) | 17-04-2021 |

(i) Managements shall notify the 30% under Category-B (15% Management quota+15% NRI quota) from the date of first Notification issued under Convener quota -SW.I 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 15% supernumerary quota for the course concerned shall also notify from the date of first Notification issued under Convener quota -SW.I.

(iii) Managements shall complete total admission process (ie issue of notification, receipt of applications, finalization of first list, reporting of students,etc.), under Category-B and 15% supernumerary quota seats as per the schedule given.

(iv) Thereafter, if any seats are vacant, after filling up of seats under AP Presidential Order 1974, the Management shall inform the same to the Competent Authority and fill up such seats as per the instructions issued by the Competent Authority.

(v) The Managements shall close all admissions in compliance of the Judgment of Hon'ble Supreme Court of India.

2. The institutions that are approved by All India Council for Technical Education and permitted to fill NRI seats not exceeding 15% of the sanctioned intake in each course for the academic year 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 at GATE/GPAT/APPGECET 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 GATE/GPAT/APPGECET examination on merit basis following eligibility criteria laid in rule (4).

6. 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 aggregate marks in the qualifying examination, as prescribed, under A.P. Presidential Order 1974.

7. 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.

8. The Institutions shall follow the procedure mentioned below to conduct the admissions:

(vi) The Institution shall generate the merit list which will be in order of NRI quota (if available), GATE/GPAT rankers, APPGECET rankers & qualifying examination in order of merit.

(vii) The selection of candidates shall be done by the college managements themselves, as per the merit of the candidates.

(viii) 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.

(ix) In case of unfilled seats if any, the concerned colleges shall admit candidates from out of the left over vacancies in order of merit from the merit list.

(xvii) After completion of the admission process, the college managements shall upload in the web portal(https://apcatbspot.nic.in)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.

(xviii) The Institution shall furnish information in accordance with the instructions issued for submission of admission lists by the Competent Authority.

(xix) 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.

(xx) 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.

(xxi) Applications of candidates not fulfilling the required conditions during the validation of the list by the Competent Authority will summarily be rejected.

(xxii) The Competent Authority shall open a helpline to assist the candidates and college managements to sort out their grievances and provide technical support if needed.

(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.

9. The Institution shall undertake the responsibility on the irregularities noticed by the Competent Authority.

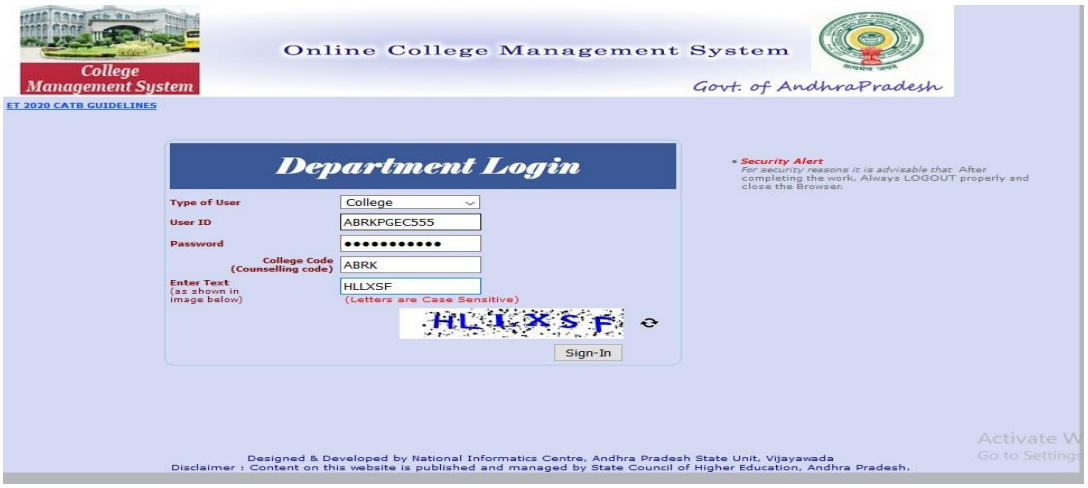
The Competent Authority shall have the authority to impose fine or to initiate action or both for violation of Instructions.

**CHAIRMAN,**
**COMPETENT AUTHORITY**

To
The Colleges concerned
Copy to: The Registrars of the Universities concerned

**USER MANUAL FOR UPLOADING THE DETAILS OF CANDIDATES ADMITTED IN https://apcatbspot.nic.in**

- **UNDER CATEGORY "B" MANAGEMENT QUOTA OF ALL COLLEGES IN AP**
- **15% SUPERNUMERARY QUOTA AS APPROVED BY AICTE INTO ENGINEERING & PHARMACY COURSES FOR 2020-21.**
- Double click on Internet Explorer version 9.0 and above preferably with Windows 7 Operating System. The application is also designed to work on other browsers like Mozilla Firefox, Google chrome and enter the URL https://apcatbspot.nic.in in address bar.
- Press Enter. You will get the following screen.

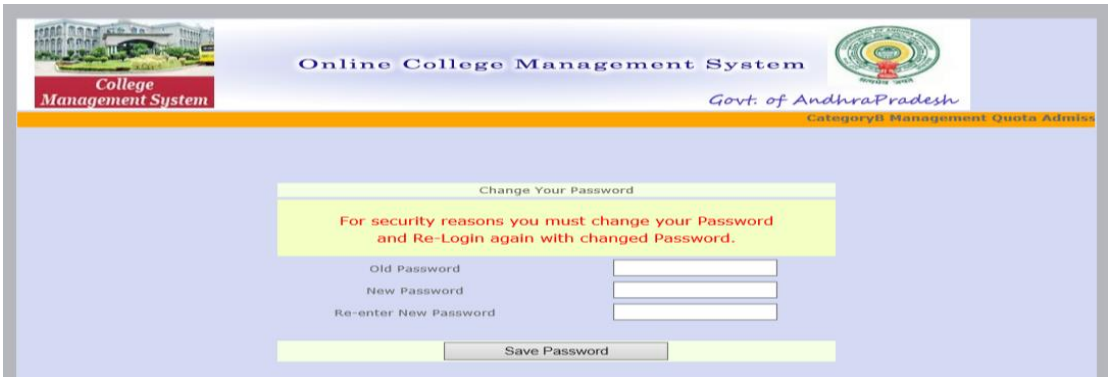


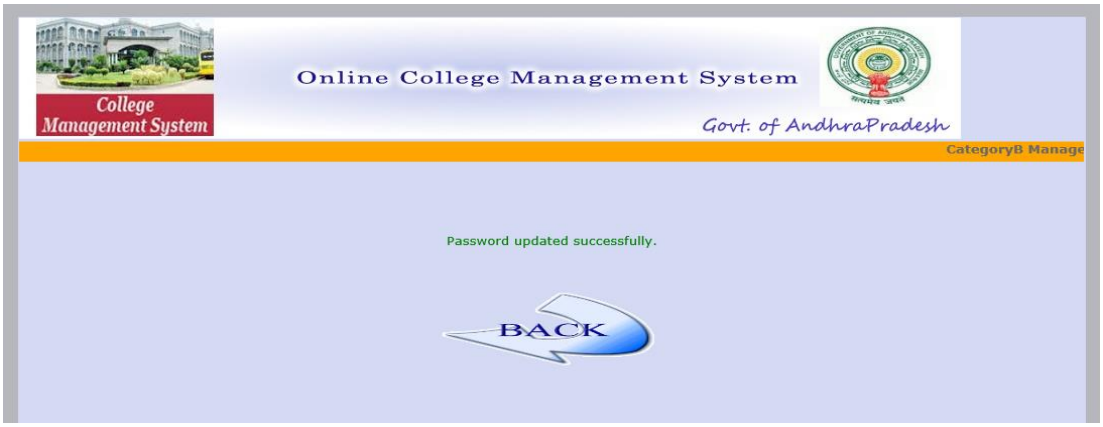

Select type of User **COLLEGE**
Enter your USER_ID,
Example:

| CET | CETCODE | INST CODE | USER_ ID | PASSWORD (same as user id) |
|---|---|---|---|---|
| PGECET | PGECET | ADIT | ADIT1PGECET888 | ADIT1PGECET888 |

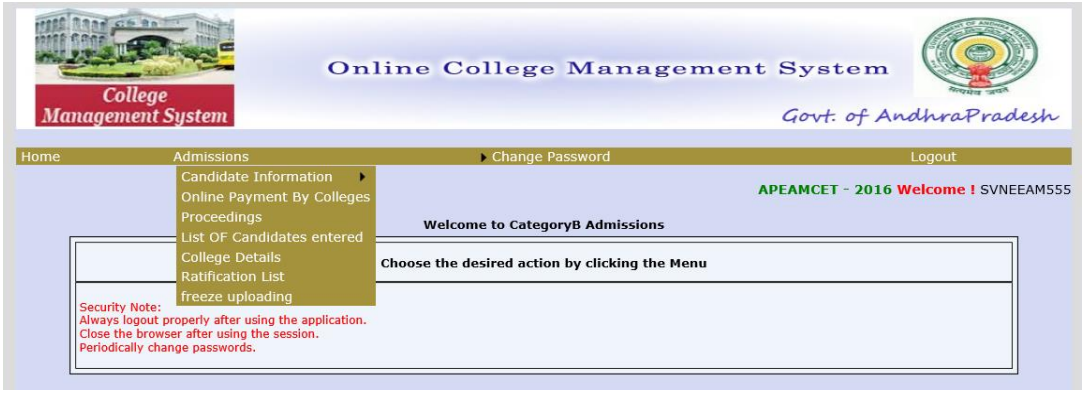
Enter Password (password is initially same as user id)
Enter college counseling code.
Enter CAPCHA code displayed and click on Sign In.

Change the initially set password after first login. The new password shall be combination of lower case and upper case alphabets containing at least one numeric with one special character like Abcd@1234



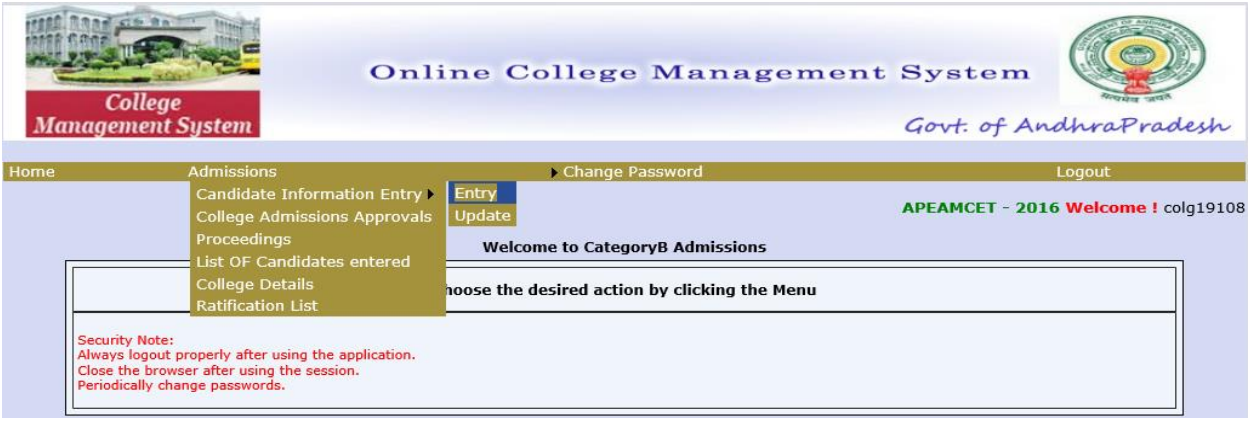

After successful change of the password, Login again with the new password set by yourself.After signing in, you will be directed to the home page. Click on admissions.

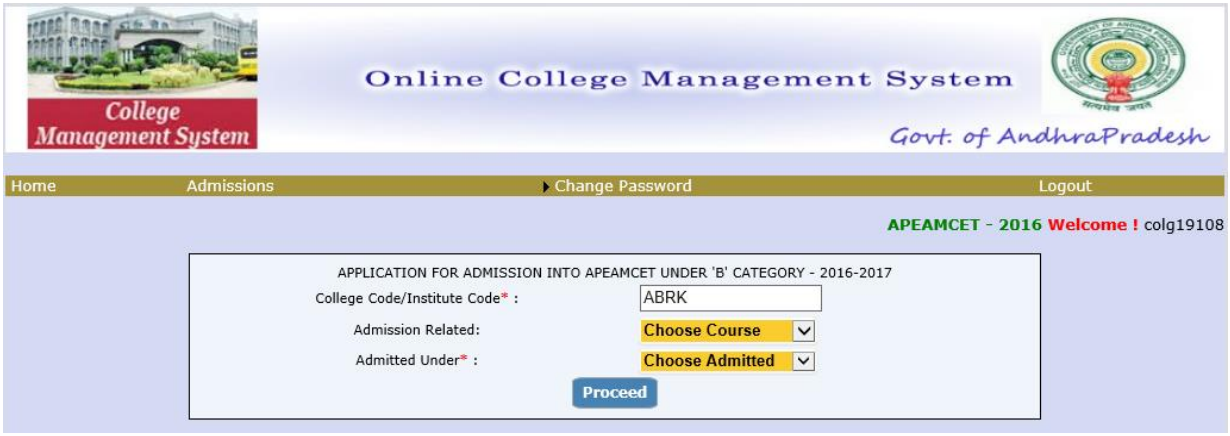


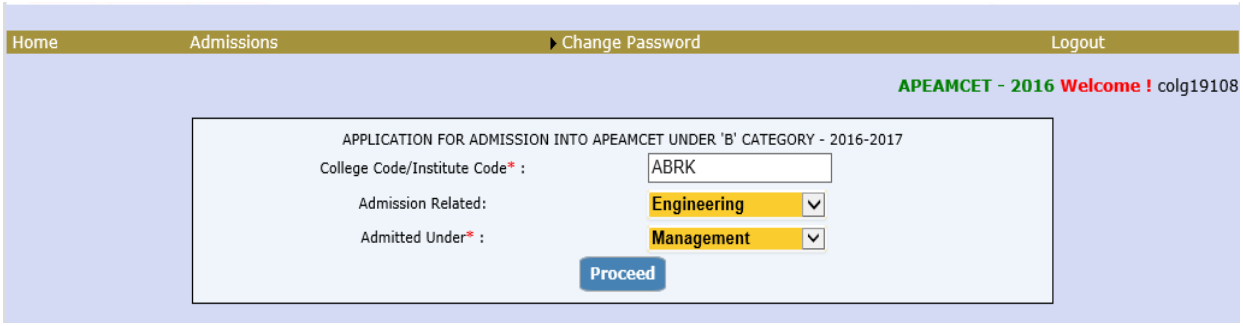

1. The drop down menu of **Admissions** has seven links as shown below:
    1. Candidate information entry
    2. Online payment by college
    3. List of candidates entered
    4. College details
    5. Freeze uploading

CANDIDATE INFORMATION ENTRY: This link has option for new candidate entry it is advised to collect the following information manually before attempting to start uploading the details to avoid timing out of the session.

Click on **Candidate information Entry**




6. Enter the Institution counseling code.
   a) Under **Admission related**, **choose course** from the drop down menu
      Eg: Engineering, Pharmacy, Pharm.D (PB)
   b) Under **Admitted under,** choose the quota under which the students were admitted i.e Management quota under CategoryB,Admission or 15% Supernumerary quota(as approved by AICTE) and then click on **Proceed**

2. Click on qualified in CET if the candidate is qualified in CET-2020. If not, click on **not qualified in CET.** If the candidate is qualified in GATE/GPAT/APPGECET-2020, the details of candidates are populated automatically and enter other details as per data entry form. Then click on **save** for saving the details.

**2.1 Candidate qualified in CET then the below fields will be available.**

CET Hall ticket number
CET rank
<u>General information</u>

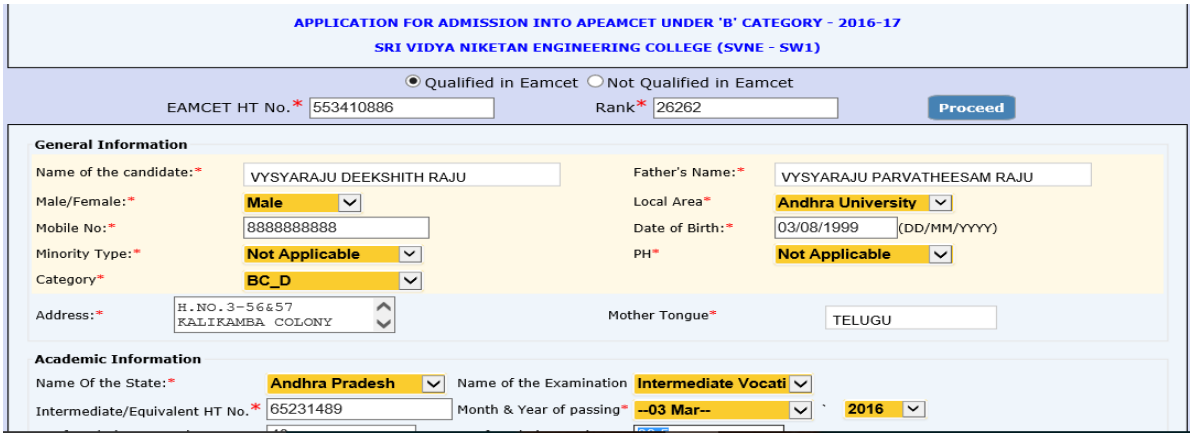
1. Name of the candidate
2. Father's name
3. Gender

4. Local area
5. Mobile number (shall be unique and duplicate values are not accepted)
6. Date of birth
7. Minority type
8. PH
9. Aadhar Number/Any Govt Id
10. Category (OC/BC/SC/ST)
11. Address of the candidate
12. Mother tongue

Academic information

13. Name of the state
14. Name of the qualifying examination
15. Qualifying examination hall ticket number
16. Month & year of passing
17. % of marks (Aggregate)
18. Education type (Regular)
19. CGPA( It is required to be entered if the % marks in aggregate and group are not available)
20. Do you belong to NRI?
21. Nationality
22. If not Indian, country to which belongs
23. JEE qualified (Yes/No)
24. Hall ticket number (JEE)
25. All India rank (JEE)
26. Admission details Institute code, branch allotted

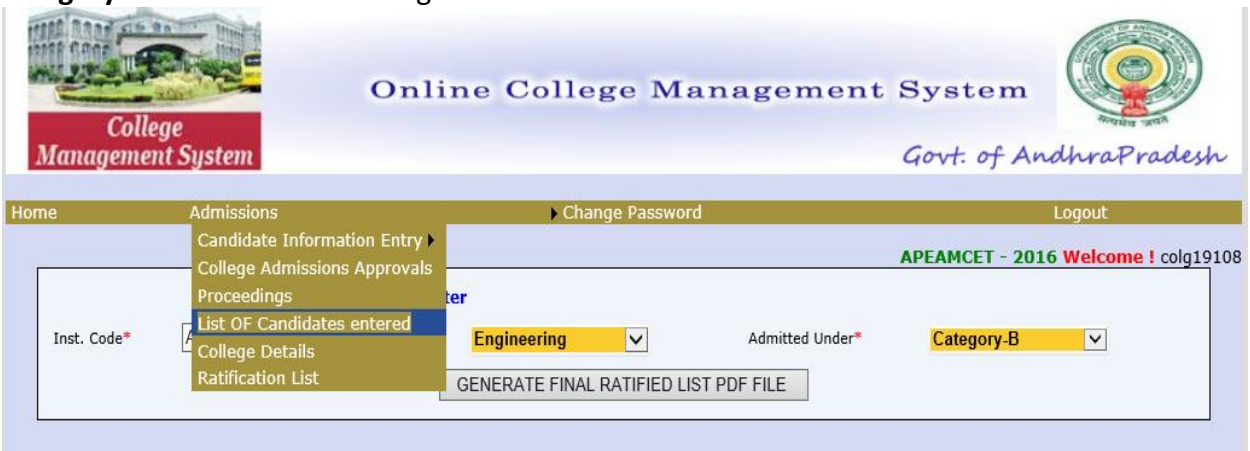
**Candidate not-qualified in CET:** Same as above except CET hall ticket number and CET rank



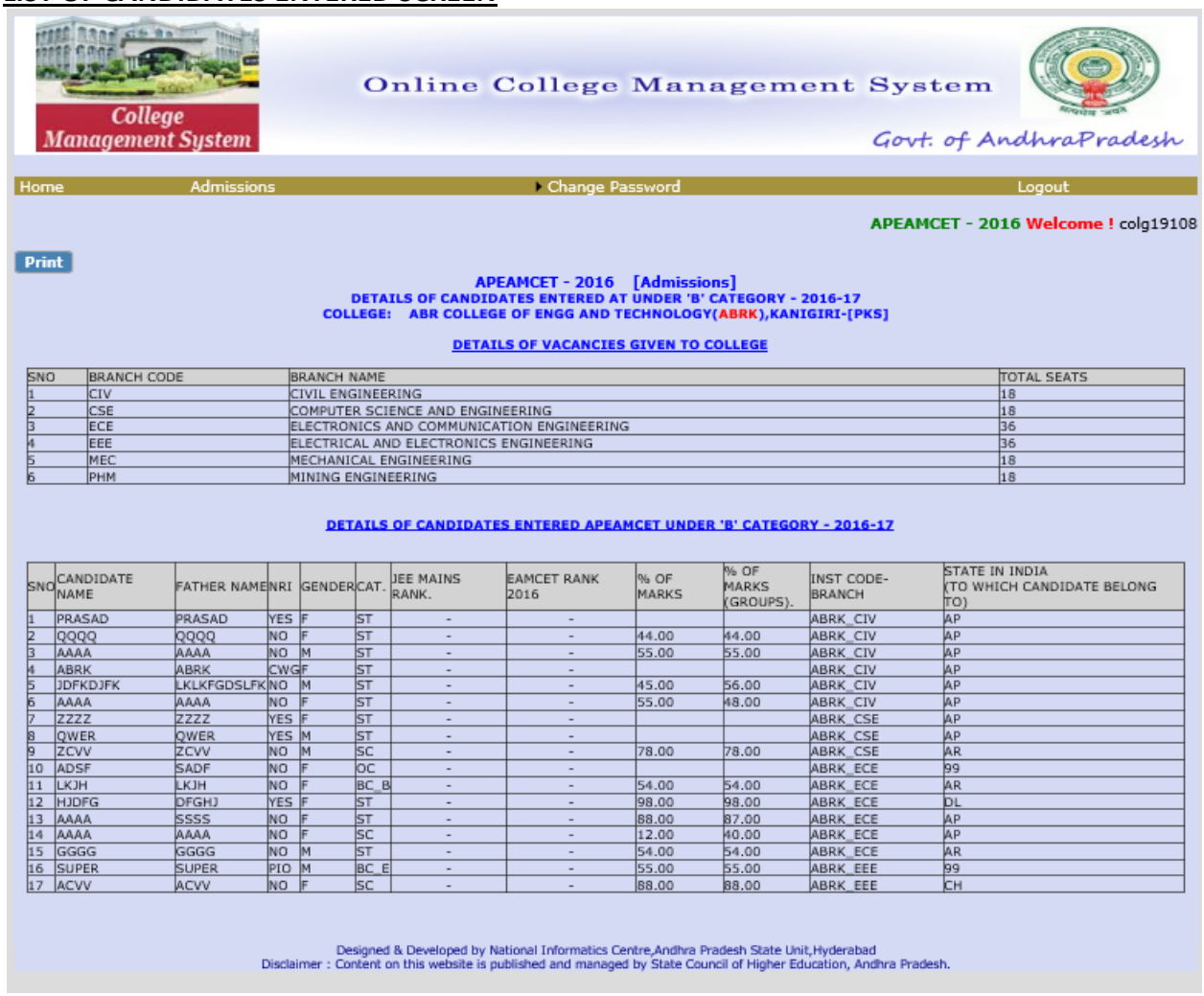
In respect of candidates who are not qualified in CET-2020, the details of candidates have to be entered in the **Not qualified in CET** page as shown hereunder and click on **save** to save the details

## LIST OF CANDIDATES ENTERED LINK

10. The Managements can take a print out of the list of candidates uploaded by clicking on the **List of candidates entered** link under **Admissions.** Enter the **Institution code, course and category details** and click on to generate the list of candidates entered**.**



## LIST OF CANDIDATES ENTERED SCREEN



College Management System

Online College Management System

Govt. of AndhraPradesh

Home | Admissions | Change Password | Logout

APEAMCET - 2016 Welcome ! colg19108

Print

APEAMCET - 2016 [Admissions]

DETAILS OF CANDIDATES ENTERED AT UNDER 'B' CATEGORY - 2016-17

COLLEGE: ABR COLLEGE OF ENGG AND TECHNOLOGY(ABRK),KANIGIRI-[PKS]

DETAILS OF VACANCIES GIVEN TO COLLEGE

| SNO | BRANCH CODE | BRANCH NAME | TOTAL SEATS |
|---|---|---|---|
| 1 | CIV | CIVIL ENGINEERING | 18 |
| 2 | CSE | COMPUTER SCIENCE AND ENGINEERING | 18 |
| 3 | ECE | ELECTRONICS AND COMMUNICATION ENGINEERING | 36 |
| 4 | EEE | ELECTRICAL AND ELECTRONICS ENGINEERING | 36 |
| 5 | MEC | MECHANICAL ENGINEERING | 18 |
| 6 | PHM | MINING ENGINEERING | 18 |

DETAILS OF CANDIDATES ENTERED APEAMCET UNDER 'B' CATEGORY - 2016-17

| SNO | CANDIDATE NAME | FATHER NAME | NRI | GENDER | CAT. | JEE MAINS RANK. | EAMCET RANK 2016 | % OF MARKS | % OF MARKS (GROUPS). | INST CODE-BRANCH | STATE IN INDIA (TO WHICH CANDIDATE BELONG TO) |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | PRASAD | PRASAD | YES | F | ST | - | - | | | ABRK_CIV | AP |
| 2 | QQQQ | QQQQ | NO | F | ST | - | - | 44.00 | 44.00 | ABRK_CIV | AP |
| 3 | AAAA | AAAA | NO | M | ST | - | - | 55.00 | 55.00 | ABRK_CIV | AP |
| 4 | ABRK | ABRK | CWG | F | ST | - | - | | | ABRK_CIV | AP |
| 5 | JDFKDJFK | LKLKFGDSLFK | NO | M | ST | - | - | 45.00 | 56.00 | ABRK_CIV | AP |
| 6 | AAAA | AAAA | NO | F | ST | - | - | 55.00 | 48.00 | ABRK_CIV | AP |
| 7 | ZZZZ | ZZZZ | YES | F | ST | - | - | | | ABRK_CSE | AP |
| 8 | QWER | QWER | YES | M | ST | - | - | | | ABRK_CSE | AP |
| 9 | ZCVV | ZCVV | NO | M | SC | - | - | 78.00 | 78.00 | ABRK_CSE | AR |
| 10 | ADSF | SADF | NO | F | OC | - | - | | | ABRK_ECE | 99 |
| 11 | LKJH | LKJH | NO | F | BC_B | - | - | 54.00 | 54.00 | ABRK_ECE | AR |
| 12 | HJDFG | DFGHJ | YES | F | ST | - | - | 98.00 | 98.00 | ABRK_ECE | DL |
| 13 | AAAA | SSSS | NO | F | ST | - | - | 88.00 | 87.00 | ABRK_ECE | AP |
| 14 | AAAA | AAAA | NO | F | SC | - | - | 12.00 | 40.00 | ABRK_ECE | AP |
| 15 | GGGG | GGGG | NO | M | ST | - | - | 54.00 | 54.00 | ABRK_ECE | AR |
| 16 | SUPER | SUPER | PIO | M | BC_E | - | - | 55.00 | 55.00 | ABRK_EEE | 99 |
| 17 | ACVV | ACVV | NO | F | SC | - | - | 88.00 | 88.00 | ABRK_EEE | CH |

Designed & Developed by National Informatics Centre,Andhra Pradesh State Unit,Hyderabad
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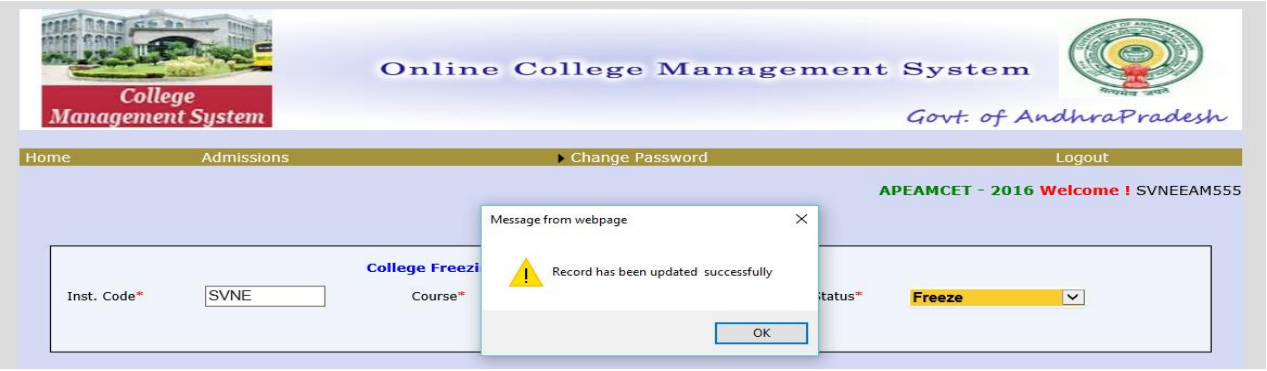
**If any mistake is committed, the details can be modified or deleted before payment has been done only.**

**FREEZING OF UPLOADED CANDIDATES**

After completion of entries of candidates admitted under management, category B and Supernumerary admissions under relevant heads, click on **freeze uploading** link. Once the freeze uploading is selected and saved, no more entries are allowed and it is only a one time activity.

Fill the requisite details and click on save.




**PAYMENT OF PRESCRIBED FEE**

11. For payment of prescribed fee, as applicable, click on **online payment by college**.

Select quota of admissions from the drop down list , select the admission related and payment details and click on payment mode. Depending on the number of candidates, their reservation category, qualified or not qualified, admissions made within cut-off date the total fee to be paid will be displayed. However, admissions made after cut-off date, the fee to be paid including the late fee (Rs.2000/- per day ) will be displayed.

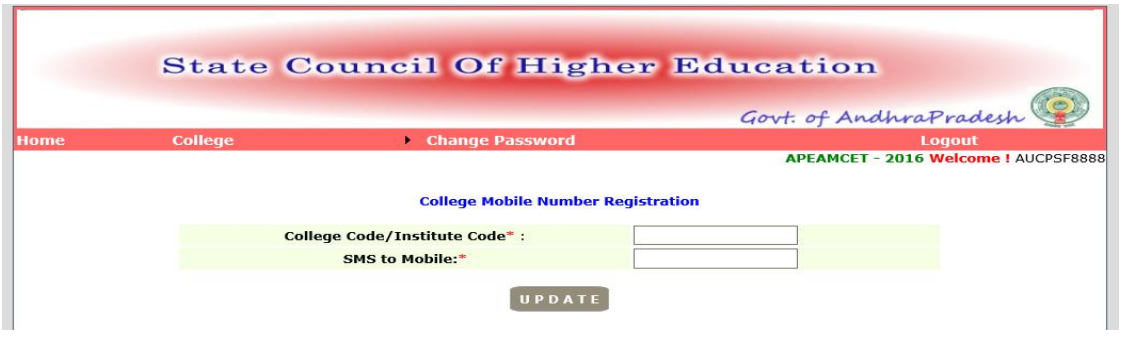
**<u>PROCESSING FEE PAYMENT THROUGH BILLDESK</u>**

For payments through credit/debit/net banking, click on Billdesk option and make payment accordingly. Take a print out of the successful transaction from BILLDESK for the payment received and enclose a copy of it along with the documents to be submitted for scrutiny.

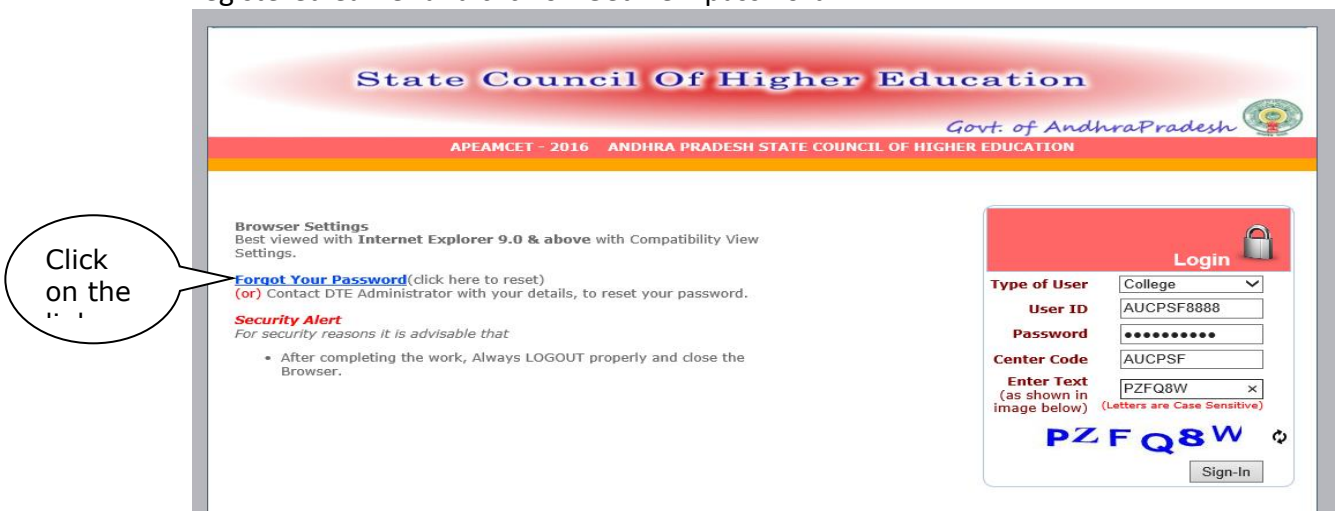
**If any error is occurred while entering the data kindly email or call the error with screen shot to 9100998069 or [specialofficerapsche@gmail.com](mailto:specialofficerapsche@gmail.com)**

**FORGOT PASSWORD:**

- A new provision has been given to colleges to register a mobile number of Principal or a person looking after the admissions. All the messages pertaining to counseling or admissions will be sent to the mobile. You can change your password with the link in the screen.



- If password is forgotten, the password can be obtained to the registered mobile using the **Forgot Password** link on the home page.
  Select type of user as college, Provide the user Id and furnish the mobile number registered earlier and click on Get New password.

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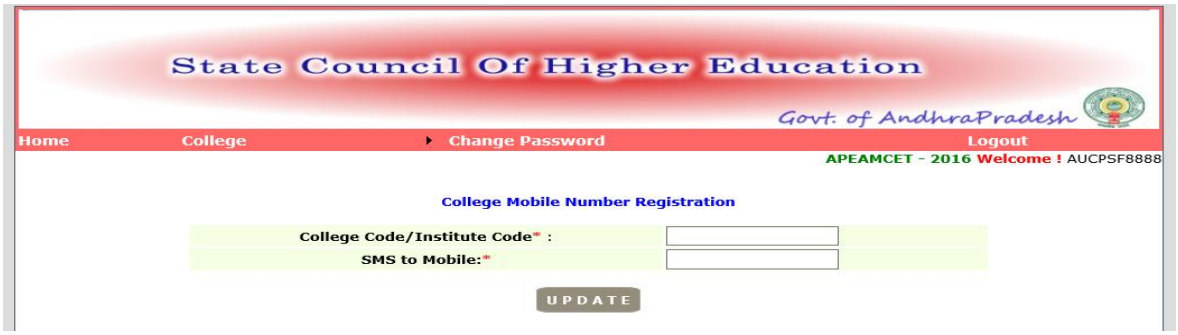


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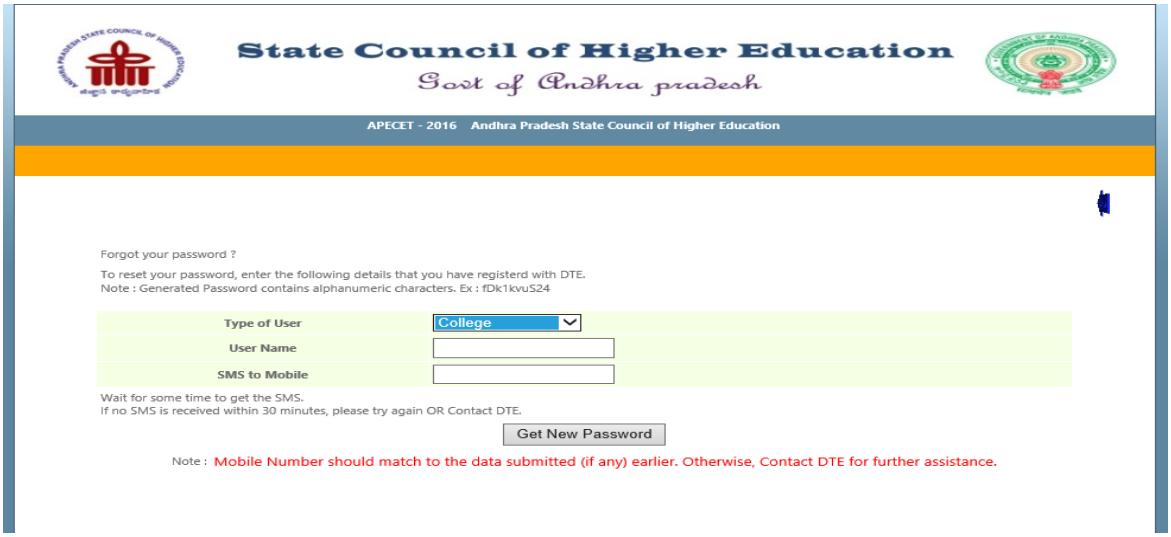
  Select type of user as college, Provide the user Id and furnish the mobile number registered earlier and click on Get New password.




- Password shall be maintained confidential to ensure correctness of entries and misuse by others.

**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.

**IMPORTANT DATES FOR MANAGEMENT / SUPERNUMERARY QUOTA OF ADMISSIONS**

| | |
|---|---|
| **Last date for uploading details of Management/Supernumerary quota of seats in the web portal -Without late fee** | **17-04-2021** |
| Last date for payment of processing fee without late fee. | 17-04-2021 |
| Last date for uploading details of Management/Supernumerary quota of seats in the web portal – With late fee of Rs.2000/- per day | 22-04-2021 |
| Last date for payment of processing fee with late fee | 22-04-2021 |
| Last date for uploading of attested scanned certificates in www.apsche.org | 24-04-2021 |

**PAYMENT OF PRESCRIBED FEE**

| Status of candidate | OC/BC | SC/ST |
|---|---|---|
| **Qualified in APICET-2020** | **1200/-** | **600/-** |
| **Not qualified /Not appeared in APICET** | **1800/-** | **900/-** |
| **15%SUPERNUMERARY QUOTA** | **5000/-** | **5000/-** |
| **LATE FEE LEIVED AFTER THE STIPULATED DATE BUT UPTO THE CUT OF DATE** | **2000/- PER DAY** | |