AP.STATE COUNCIL OF HIGHER EDUCATION:MANGALAGIRI
AP-EAMCET–2020 ADMISSIONS

From

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

To

The Principals of all
Engineering/Pharmacy
Colleges in AP

Letter No. APEAMCET–2020/SPOT ADMNS/CAT-A/1, Dated: 28.02-2021

Sir,

SUB: APEAMCET-2020 Engineering/Pharmacy/Pharm.D.-Admissions–Communication of guidelines to fill the leftover vacancies during Institutional Spot Admissions – Reg.

* * *

The Principals of all Engineering / Pharmacy colleges in AP state are informed that EAMCET Admissions are completed by 11.02.2021 and the students were instructed to report at colleges.

You are requested to fill up the left over and dropout vacancies by conducting Spot Admissions on or before 08.03.2021.

Principals are requested to comply with the following sequence of operations:

1. **Collect original certificates from candidates for causing verification and the tuition fee admissible.**

2. **Update the joining details by logging into https://apeamcetd.nic.in with the user ID already being used for updating joining details.**

3. **Derive spot vacancy. The unfilled and not joined / dropout vacant seats will now become vacancies for spot admissions.**

4. **Conduct internal sliding to eligible candidates/branches. For this uncheck the check box against the candidate whom you are going to internally slide him/her to newer branch. Click on internal sliding, enter the hall ticket number and perform internal sliding**

5. **Candidate's who are not in current list of allotments shall not be continued and they shall be directed to report at the new institution/ course into which they were re-allotted during second phase of allotments based on their option.**

6. **If any candidate now wishes to cancel his allotment, they shall be permitted to do so and his name shall be unchecked from the list of candidates joined before deriving spot admissions.**

7. **In your college login under the college tab, details of vacancies after convener admissions are provided. The vacancies with nomenclature sikh-gen-au, sikh-girls-au, sikh-gen-svu, sikh-girls-svu belong to EWS category. Principals are requested to fill these vacancies with EWS candidates (local to AU or SVU) having valid EWS certificate and these vacancies (being supernumerary) shall not be diverted to other categories if they are not filled.**

Please comply the following scrupulously:

1. Issue a Notification in a Daily News paper indicating the date of Spot Admissions.

2. Candidates who have not taken admission so far are only eligible. Candidates shall not be allowed for spot admission without original certificates.

3. The vacancies are to be filled first with those qualified in APEAMCET-2020 and possessing 45% and above (for OC) and 40% and above for (BC/SC/ST) in the prescribed group subjects of relevant qualifying examination (Inter). In case of Inter vocational candidates, the candidates shall have passed bridge course in Maths and Physical Sciences.

4. If the vacancies are still left, Candidates who have passed the qualifying Examination with 45 % and above (OC), 40% and above (BC/SC/ST) in the prescribed group subjects are to be considered.

5. Candidates who satisfy the definition of Local/Non-Local shall alone be granted admission.
    Candidates whose qualifying examination is from other state [For this purpose, Telangana is not other state] but either of the parents resided for a period of 10 years in A.P/Telangana state are eligible for Spot Admissions.

6. Candidates possessing the qualifying examination certificate recognized as equivalent to Intermediate by Board of Intermediate Education of Andhra Pradesh shall alone be considered for admission.

7. **Certificates to be Verified:**
    *   Qualifying examination marks memo and provisional pass certificate
    *   Intermediate vocational candidates shall have passed Bridge course in Mathematics (Biological Sciences in case of BiPC) and Physical Sciences conducted by BIEAP
    *   Study Certificate.
    *   Residence Certificate.
    *   Caste Certificate

- Aadhar number
- EWS certificate if applicable

Upload the Scanned copies of all above certificates for Verification and for ratification of spot admissions made.

8. Principals are requested to collect from each candidate admitted through Spot admissions the following processing fee.

Status of candidate	OC/BC	SC/ST
Qualified in EAMCET	1200/-	600/-
Not qualified /Not appeared in EAMCET	1800/-	900/-

The amount collected from the candidates of Spot admissions has to be remitted online through payment gateway in https://apeamcetd.nic.in

9. All the Vacancies may be treated as Open Category and Candidates of OC/BC/SC/ST are to be considered in the Merit order for these seats. If no girl candidates are available, they can be filled with Boy Candidates. First preference shall be given to CET qualified candidates and the remaining seats for those with requisite percentage of marks in group subjects in the qualifying examination.

10. **Uploading spot admissions in the web portal i.e https://apeamcetd.nic.in from 02.03.2021 to 08.03.2021**

11. After entering details of candidates admitted under spot admissions in the web portal, take print out of the same. The list shall be signed by the Principal and shall be uploaded along with the scanned copies of certificates of the following in the order for ratification.

- o APEAMCET-2019 Rank Card, if qualified
- o APEAMCET-2019 Hall Ticket , if qualified
- o SSC OR 10TH CLASS EQUIVALENT CERTIFICATES
- o Qualifying examination (+2 OR ITS EQUIVALENT) consolidated marks memo and provisional pass certificate
- o study certificates
- o Caste certificate in respect of SC/ST/BC
- o Transfer Certificate
- o Aadhar Card number

- o Residence certificate of either of parents for a period of 10 years in case of non local candidates

12. The List of Candidates admitted during the spot admissions and scanned copies should be uploaded in www.apsche.org **on or before 12.03.2021.**

13. **Please Note that the Students admitted through Spot Admissions (i.e.) leftover seats of the Convenor quotain the Institutional Spot Admissions are not eligible for Tuition Fee Reimbursement Vide G.O.Ms.No. 66, SW- Edn., Department Dated: 08.09.2010**.

14. The Competent Authority shall have the authority to impose fine or initiate action or both for violation of schedule and instructions as per the GOs in vogue

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

16. Late fee of Rs.2,000/- (Rupees two thousand only) per day after cutoff date for payment of processing fee and uploading of lists and enclosures separately

ACTIVITY	DATE
ENTRY OF JOINING DETAILS OF CANDIDATES ALLOTTED BY CONVENER(if not done previously)	**Before 28.02.2021**
DERIVING SPOT VACANCIES	**28.02.2021**
CONDUCT OF SPOT ADMISSIONS	**01.03.2021**
UPLOADING OF SPOT ADMISSIONS IN WEB PORTAL	**From 02.03.2021 to 08.03.2021**
PAYMENT OF PROCESSING FEE THEOUGH PAYMENT GATEWAY	**From 02.03.2021 to 08.03.2021**
UPLOADING OF SPOT ADMISSION LISTS ALONG ENCLOSURES IN www.apsche.org	**From 09.03.2021 to 12.03.2021**

USER MANUAL FOR UPLOADING THE DETAILS OF SPOT ADMISSIONS

1. Login to the APEAMCET portal through URL https://apeamcetd.nic.in

2. Select type of user COLLEGE, Enter your USER_ID, Enter Password, Enter college counseling code, Enter CAPCHA code displayed and Sign In. The process is very much similar to the one you have already used for uploading joining details.

3. Five links are available in **SPOT ADMISSIONS** drop down menu as shown below.

   A. Derive spot vacancy
   B. Internal sliding candidates entry
   C. Spot admissions candidates entry
   D. Delete candidates entered
   E. Details of spot admissions entered

ENSURE THAT THE **JOINING DETAILS ENTRY** IN **COLLEGE** DROP DOWN IS MADE PERFECTLY.

   The following categories will be treated as not joined:
   1.Candidates who have not self reported
   2.Candidates who have self reported but not reported at college
   3.Candidates who have actually reported in the college but due to clerical mistake no tick mark is made in the check box of Joining details report

CROSS CHECK THE LIST OF REPORTED CANDIDATES WITH THE JOINING DETAILS REPORT.
ANY MISTAKE CAN NOT BE CORRECTED ONCE THE SPOT ADMISSIONS ACTIVITY IS STARTED.

A. **Before click on Derive Spot Vacancy** once again verify the joining details because **Derive Spot Vacancy** is a one-time activity and cannot be retrieved. Select **Derive Spot Vacancy** from the drop down menu under SPOT ADMISSIONS. Generate vacancies by Click on Derive Spot Vacancy.

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Govt. of AndhraPradesh

Home	College	▶ Spot Admissions	▶ Change Password	Logout

APEAMCET - 2016 **Welcome !** colg19108

- Update Joining Confirmation Details before derriving the spot vacancy.
  College => Candidate Joining Details Entry
- Spot Vacany=TotalSeats(Intake)-Reported at College(Reported)
- Only once you can derrive the spot vacancy. After derriving the spot vacancy only you will be able to do spot admissions.
- After derriving if you want to confirm joining details again, you can delete the spot vacancy and derrive.
- For any queries, Contact DTE.

Derrive Spot vacancy   **Derrive Spot Vacancy**

Sl.NO	Institute Code	Branch Code	Intake	Unfilled	Allotted	Self Joined	Reported	Not Reported	Vacant
			A	B	C=A-B	D=E+F	E	F	A-E
1	ABRK	AGR	42	0	42	42	42	0	0
2	ABRK	CIV	42	21	21	21	21	0	21
3	ABRK	CSE	42	4	38	38	38	0	4
4	ABRK	ECE	84	58	26	26	26	0	58
5	ABRK	EEE	84	82	2	2	2	0	82
6	ABRK	MEC	42	14	28	28	27	1	15
7	ABRK	MIN	42	24	18	18	14	4	28
			378	203	175	175	170	5	208

Check the details in above report and if found correct then Confirm by click on OK. The vacancy position is derived and is frozen for further activity. Further trials to click on Derive vacancy position will display the message that the vacancy position is already derived.

Continue the following activities of spot admissions.

B. INTERNAL SLIDING CANDIDATES ENTRY
Sliding of candidates from one shift to another shift will not come under internal sliding.

Candidates shifted from one branch to another by internal sliding will not be eligible for fee reimbursement.

Uncheck the check box against the candidate who is going to be slided to other eligible branch

Select INTERNAL SLIDING CANDIDATES ENTRY from the drop down menu. The following screen will be displayed.

Enter college counseling code and click proceed.

Enter carefully the EAMCET Hall ticket number, Rank and click get data.

Select the branch code to which the candidate is internally slided and click save. The candidate is moved to the new branch in the report. Check the **Details of spot admissions entered** for the details of entries made, drop outs , internal slidings and vacancies by clicking details of spot admissions entered

C. **FRESH ADMISSIONS CANDIDATES ENTRY**

Select FRESH ADMISSIONS CANDIDATES ENTRY from the drop down menu. The following screen will be displayed.

Enter college counseling code and click proceed.

Two kinds of candidates Qualified in CET examination as well as not qualified in CET may be there in fresh admissions during spot.

If the candidate is qualified in CET, enter the EAMCET hall ticket number and click on **Get data**. The data will be populated from the data base. Verify once and enter the branch allotted from the drop down menu against the branch. Click on save. Check the **Details of spot admissions entered** for the details of entries made.

If the candidate is not qualified in CET, select not qualified button and enter his qualifying examination (in this case Intermediate or its equivalent HT.NO)**.** Enter the details such as name, father's name, gender, local area, caste, date of birth, examining body [in case of others, specify the name of board and the state of examination], aggregate percentage of marks secured in qualifying Examination[45% and above percentage for OC while for reserved categories (BC/SC/ST) the eligible percentage is 40% and above]. Verify once and enter the branch allotted from the drop down menu against the branch. Click on save. Check the **Details of spot admissions entered** for the details of entries made.

○ Qualified ● Not Qualified

Candidate Details.

QUAL.Exam Hall Ticket No*	12345678	Rank:	NA
Candidate's Name:	K.RAMU	Father's Name:	K. KRISHNA
Male/Female:*	Male ▾	Local Area*	Andhra University ▾
Caste*	OC ▾	Date of Birth* [dd/mm/yyyy]"	01/06/1999
Candidate belongs to: *	Andhra Pradesh ▾		

Qualification Exam Details.

Name & State Of The Examining Body : ● BIE ○ CBSC ○ ICSE ○ OTHERS Andhra Pradesh ▾

% of group subjects *   72

Spot Admission made into

Institute : ABRK   Branch : AGR - 1 ▾ (branch_code---vacanyposition)

Alloted Seat Category: * OC ▾ - Male ▾ - Andhra University ▾

SAVE

D. DETAILS OF SPOT ADMISSIONS ENTERED

The data entered through your college login will be verified with the hard copy submitted and the spot admissions will be approved or rejected based on the documentary evidence as per rules. The reasons for rejection will also be displayed against each candidate and the college can submit the deficiency and request for repeal. You can download the ratified list from your college login as and when it is made available to you.

48	1520132528	NQ	SULAM THARUNKUMAR	SULAM OMKARAPPA	Male	BC_D	AU	8.30	CECC_EEE_BC_D_GEN_AU
49	1711076	79276.00	AMRUTHAPUDI DAYAKAR	AMRUTHAPUDI SALMAN RAJU	Male	SC	AU	5.20	CECC_EEE_SC_GEN_AU
50	1514100064	NQ	BOYINA GOPI CHAND	BOYINA SRINIVASA RAO	Male	BC_D	AU	7.20	CECC_MEC_BC_D_GEN_AU
51	1416116707	NQ	KATAKAM VENKATA NAGA GOPIKRISHNA	KATAKAM VENKATESWARLU	Male	OC	AU	5.20	CECC_MEC_OC_GEN_AU
52	1516116457	NQ	VADLAMUDI HARI KRISHNA	VADLAMUDI KOTAIAH	Male	BC_D	AU	7.80	CECC_MEC_BC_D_GEN_AU
53	1515113861	NQ	NALLAMOTHU JAGADEESH	NALLAMOTHU RAJENDRA PRASAD	Male	OC	AU	6.20	CECC_MEC_OC_GEN_AU
54	1515114611	NQ	SIRIGIRI HARSHITH CHOWDARY	SIRIGIRI CHINA PAPAIAH	Male	OC	AU	6.20	CECC_MEC_OC_GEN_AU

Rejected List

SNo	Hall Ticket No.	Rank.	Name	Father Name	Sex	Category	Region	Marks	Remarks
				No Records Found					

Details Of vacancies after spot admissions

SNo	Branch Code	Branch Name	Total Seats
1	CIV	CIVIL ENGINEERING	0
2	CME	COMPUTER ENGINEERING	37
3	ECE	ELECTRONICS AND COMMUNICATION ENGINEERING	0
4	EEE	ELECTRICAL AND ELECTRONICS ENGINEERING	0
5	MEC	MECHANICAL ENGINEERING	1

CONVENOR
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ENTER THE COLLEGE INFORMATION IN COLLEGE LOGIN USING THE LINK :

CET COLLEGE INFORMATION

The log in procedure is illustrated below:

- Use Internet Explorer version 9.0 or above. [This web application will not work in Mozilla firefox, Google chrome and other browsers]
- Type URL as per the above table in the address bar.
- Select user type as **college.**
- Enter User ID, password and college code (counseling code) same as CET-2020 admissions. i.e user id and passwords used for CET-2020 admissions.
- Click on login.

Click on college information and click on entry. The following screen will be displayed.

ADDRESS FOR CORRESPONDENCE

Name of the College:*

Place:
(village/town/city):*

Mandal:*

District:* Choose District

Pin:*

College Mobile No:*

College Land Line
No:*
(std code)-(phone
no.) (for eg HYD.:- 040-xxxxxxxx)

e-Mail ID:* @

College Fax
Number:* (std code)-(fax number)

COLLEGE INFORMATION

College Web Site:*

Year of Establishment:*

Affiliating University/body:* Choose Affiliated To

Minority Status:* CHR

Availability of Hostel:* Choose Hostel

Nearest Railway Station:* Nearest Bus Station:*

DETAILS OF PRINCIPAL

Name of the Principal:* [   ]   Principal Contact Number:* [   ]

Principal eMail Id:* [   ] @ [   ]

DETAILS OF SECRETARY/CORRESPONDENT

Name of the Secretary/Correspondent:* [   ]   Secretary Contact No:* [   ]

Secretary eMail Id:* [   ] @ [   ]

DETAILS OF TRAINING & PLACEMENT OFFICER

Name Of the Officer:* [   ]   Contact No:* [   ]

eMail Id:* [   ] @ [   ]

GENERAL INFORMATION

Mobile No:* [   ] (To Communicate user id/Password or alert messages from convenor.)

eMail Id:* [   ] @ [   ] (To Receive any information from the convenor.)

[A D D]   [C L E A R]

Enter the details as per the Performa and after entering all the details click on Add to save the details.

Use "Update" button to alter the information already entered and save again.
Use "Delete" button to delete the entered college information

******END******