GOVERNMENT OF ANDHRA PRADESH

 Office of the

Commissioner of Technical Education

 Andhra Pradesh : Hyderabad

Cir. Memo. No. H/4695/2016 Dated:02-07-2016

Sub: Technical Education **–** Academic – Admissions- ITI pass-outs for

 Lateral entry into 2nd year of Diploma courses in Engineering &

 Non Engineering in the Polytechnics – Appointment of Admission

 officer – Reg.

 Ref: Lr.No. SBTET – AP/ITI – Bridge Course Exam -2016/001, dt:

 20.06.2016 from the Secretary, SBTET, A.P., Hyderabad.

\*\*\*\*\*\*

 The Principal, Government Polytechnic, Visakhapatnam is hereby appointed as Admission Officer for conducting admissions for Lateral entry into 2nd year Diploma courses for ITI pass-outs in Engineering & Non Engineering courses in the Polytechnics of AP on 11.07.2016 from 10.00 AM at GPT, Visakhapatnam.

The Admission Officer is requested to follow the Guidelines enclosed herewith scrupulously in making the admissions and any deviation shall be viewed seriously. He should also ensure that all the (37) eligible ITI candidates are informed about the Admission Schedule.

Encl: Guidelines & List of eligible candidates

Sd/- B. Udayalaxmi

COMMISSIONER

To

The Principal, Government Polytechnic, Visakhapatnam

Copy to the RJDTE, Tirupati and Kakinada.

Copy to the Commissioner, Employment & Training, AP with a request to inform all the (37) eligible candidates about the Admission schedule.

Copy to the Secretary, SBTET, AP., with a request to take necessary action.

 ///F.B.O///

 

 Superintendent

**GUIDELINES FOR CONDUCTING ADMISSIONS FOR ITI PASSED OUT CANDIDATES FOR LATERAL ENTRY INTO 2nd YEAR DIPLOMA (ENGG. & NON-ENGG) COURSES FOR THE ACADEMIC YEAR 2016-17.**

**\*\*\*\*\***

The following guidelines are issued for the conduct of admission for lateral entry of ITI pass-outs into 2nd year of 3-year Diploma Courses (Engineering/Non-Engineering), for the Academic year 2016-17.

1. Admission Officers of the two University areas are:

**I. Admission Officer / Principal,** Government Polytechnic, Visakhapatnam

– For candidates who are local to Andhra University Area, i.e Districts of Srikakulam, Vizianagaram, Visakhapatnam, East Godavari, West Godavari, Prakasam, Krishna and Guntur.

**II. Admission Officer / Principal,** S.V. Government Polytechnic, Tirupathi.

 For candidates who are local to Sri. Venkateswara University Area i.e., Districts of Nellore, Chittoor, Ananthapur, Cuddapah and Kurnool.

1. The respective Admission Officers have to prepare the break-up of seats duly following the rules of reservation/ roster points to the extent of (10%) of the sanctioned intake in each course of the Polytechnics.

2.

* 1. Rule of reservations for admissions shall apply i.e., region-wise reservation

 of

* 1.

seats (85% Local:

* 1.

15% Unreserved), reservation for SC/ST/BC

Communities, reservation of seats for Women and reservation for Special Categories such as PH/CAP/NCC/SPORTS shall apply for ITI Admission to be made now. **The Admission Officers are advised to make use of the information furnished in Chapters-II and III of POLYCET-2016 booklet in this regard.** However, since the numbers of seats in each course in each institution are only (**10%)** of the intake, the rule of reservation may not be possible to be implemented in each course / Institution. Hence, the rule of reservation shall be satisfied on the overall seats available in each of the regions to the extent possible in all the courses uniformly.

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3. The Admission Officers of the concerned region have to prepare the break up of seats relating to Govt. Polytechnics (Minorities) and communicate to others. In terms of the Act No.26 of 2007, 4% of the seats are to be earmarked for Muslims under B.C.-E Category. The break-up of seats, which are prepared, will have to be vetted/approved by the respective Regional Joint Directors**.**

**ELIGIBILITY:**

All the applications received and registered have to be entrusted for scrutiny with reference to the eligibility criteria for admission. Incomplete applications, i.e*.,* without relevant enclosures, registration fee etc*.,* are liable to be rejected. For lateral entry into 2nd year of Diploma courses, the students, who secure 60% at ITI and also passed in bridge course Examination Conducted by SBTET, A.P. with Maths, Physics and chemistry subjects shall only be eligible. There is no age limit specified for admission. However, eligibility for fee reimbursement is subject to fulfillment of conditions stipulated in Memo.no.10537/SW.Edn.2./2014 Dt: 03-11-2014 of Social Welfare (Edn.2) Department and relevant guidelines issued by the Government from time to time.

**Note 1:** The ITI candidates admitted into 2nd year of Diploma courses have to pass examinations in the deficient subjects as identified and conducted by the Secretary, State Board of Technical Education and Training, A.P., Hyderabad, before entering the final year of Diploma courses. The admission officers are requested to take undertaking from all the candidates admitted to the above effect.

ANNEXURE –I

 ITI Trades eligible for Lateral Entry into corresponding Diploma course

 **(**The following ITI Trades are eligible for lateral entry as the entry qualification for all of them is 10th class and all are of 2 year duration)

|  |  |  |
| --- | --- | --- |
| **Sl. No.**  | **ITI Trades eligible for lateral entry** | **Name of the Diploma Course** |
| 01 | 1. Mechanic medical Electronics
2. Mechanic & Consumer Electronics
3. Instrument Mechanic
4. Information Technology & Electronics System Maintenance
5. Mechanic Radio & T.V.
6. Mechanic cum Operators Electronics Communication System
7. Mechanic Industrial Electronics
8. Mechanic Computer Hardware
9. Electronics Mechanic
 | Diploma in Electronics Communication Engineering |
| 02 | 1. Surveyor
2. Draughtsman ( Civil)
 | Diploma in Civil Engineering |
| 03 | 1. Fitter
2. Turner
3. Machinist
4. Machinist (Grinder)
5. Marine Fitter
6. Tool and Die Maker (Press tools, Jigs & Fixtures)
7. Mechanic Mechatronics ( Fitting & Measurement)
8. Mechanic Mining Machinery
9. Vessel Navigator
10. Tool & Die Maker ( Dies & Moulds)
11. Draughtsman (Mechanical)
12. Mechanic ( Refrigeration & Air Conditioner)
13. Mechanic Machine Tools Maintenance
14. Operator Advanced Machine Tools
 | Diploma in Mechanical Engineering |
| 04 | 1. Electoplator
2. Lift Mechanic
3. Electrician
 | Diploma in Electrical Electronics Engineering |
| 05 | Mechanic Motor Vehicle | Diploma in Automobile Engineering |
| 06 | 1. Maintenance Mechanic (Chemical Plant)
2. Attendant Operator (Chemical Plant)
3. Laboratory Assistant (Chemical Plant)
4. Instrument Mechanic (Chemical Plant)
 | Diploma in Chemical Engineering |
| 07 | 1. Maintenance Mechanic (Chemical Plant)
2. Attendant Operator (Chemical Plant)
3. Laboratory Assistant (Chemical Plant)
4. Instrument Mechanic (Chemical Plant)
 | Diploma in Chemical Engineering (Plastics & Polymers) |
| 08 | 1. Maintenance Mechanic (Chemical Plant)
2. Attendant Operator (Chemical Plant)
3. Laboratory Assistant (Chemical Plant)
4. Instrument Mechanic (Chemical Plant)
 | Diploma in Chemical Engineering ( Petro Chemicals) |
| 09 | 1. Maintenance Mechanic (Chemical Plant)
2. Attendant Operator (Chemical Plant)
3. Laboratory Assistant (Chemical Plant)
4. Instrument Mechanic (Chemical Plant)
 | Diploma in Chemical Engineering (Oil Technology) |
| 10 | 1. Maintenance Mechanic (Chemical Plant)
2. Attendant Operator (Chemical Plant)
3. Laboratory Assistant (Chemical Plant)
4. Instrument Mechanic (Chemical Plant)
 | Diploma in Chemical Engineering (Sugar Technology) |
| 11 | Radiology Technician (Radio Diagnosis & Radio Therapy)  | Diploma in Bio Medical Engineering |
| 12 | Architectural Draughtsmanship | Diploma in Architectural Assistantship |
| 13 | a) Spinning Technicianb) Weaving Technicianc) Textile Mechatronicsd)Textile WetProcessing Technician | Diploma in Textile Technology |
| 14 | a)Spinning Technicianb) Weaving Technicianc) Textile Mechatronicsd)Textile Wet Processing Technician | Diploma in Textile Technology (MPEC) |

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1. NOTE: \* ITI candidates taking lateral entry into II year Diploma Shall have to study first year Engineering subjects of the relevant Diploma course as additional subjects (s)

ANNEXURE – II

 List of ITI Trades not eligible for Lateral Entry

(The following ITI Trades are not eligible for lateral entry for the reason (s) stated against each course)

|  |  |  |
| --- | --- | --- |
| Sl.No. | Name |  Remarks |
| 1 | Architectural Assistant | 2 semester course  |
| 2 | Building maintenance  | 1 semester |
| 3 | Carpenter  | 2 semester course |
| 4 | Domestic Painter  | 2 semester course  |
| 5 | Excavator Operator (Mining) | 1 semester course Entry Qualification is 8th Class |
| 6 | Foundryman | 2 semester course Entry Qualification is 8th Class |
| 7 | Goldsmith | 2 semester course Entry Qualification is 8th Class |
| 8 | Industrial Painter | 2 semester course  |
| 9 |  Interior decoration and Designing | 2 semester course  |
| 10 | Marine Engine Fitter | 2 semester course  |
| 11 | Mason ( Building Constructor) | 2 semester course Entry Qualification is 8th Class |
| 12 | Mech.Communication Equipment Maintenance  | 2 semester course  |
| 13 | Mech. Repair & Maintenance of Heavy Vehicles | 2 semester course  |
| 14 |  Mech. Repair & Maintenance of light Vehicles | 2 semester course  |
| 15 | Mech. Repair & Maintenance of Two Wheelers | 1 semester course  |
| 16 | Mechanic (Diesel) | 2 semester course  |
| 17 | Mechanic ( Tractor) | 2 semester course Entry Qualification is 8th Class |
| 18 | Mechanic Agricultural Machinery | Entry Qualification is 8th Class  |
| 19 | Mechanic Auto Electrical and Electronics | 1 semester course  |
| 20 | Mechanic Lens/ Prism Grinding | 2 semester course  |
| 21 |  Painter General | Entry Qualification is 8th Class |
| 22 | Physiotherapy Technician | 2 semester course  |
| 23 | Plastic Processing Operator | 2 semester course  |
| 24 | Plumber | 2 semester course Entry Qualification is 8th Class |
| 25 |  Pump Operator – cum- Mechanic | 2 semester course  |
| 26 |  Rubber Technician | 2 semester course  |
| 27 |  Sanitary Hardware Fitter | 1 semester course Entry Qualification is 8th Class |
| 28 |  Sheet Metal Worker | 2 semester course Entry Qualification is 8th Class |
| 29 |  Stone Processing Machines Operator | 2 semester course  |
| 30 | Stone Mining Machine Operator | 2 semester course  |
| 31 | Welder ( Gas and Electric) | 2 semester course  |
| 32 |  Wireman | Entry Qualification is 8th Class  |
| 33 | All Non – Engineering Trades except Architectural Draughtsmanship | Either 1 Semester duration or 2 semester duration  Note : Though the course DENTAL LABORATORY TECHNICIAN is of 2 year duration for which entry qualification is 10th Class pass, no relevant Diploma course is being offered by SBTET, AP, Hyderabad. |

The candidates seeking admission into Govt. Model Residential Polytechnics, whose parent / guardian annual income exceeds the prescribed limit and also those candidates whose residence is within 8 Km distance from the Polytechnic should be asked to furnish an undertaking (signed by the candidate and their parent/guardian) stating that they:

* 1. Do not claim during the course of their study, any scholarship or

 facilities available to any scholarship holder;

* 1. Do not seek transfer to other Polytechnic during any part of

 their course study;

* 1. Have to stay in the Hostel and pay regularly mess/hostel charges

 within the prescribed dates.

**PREPARATION OF MERIT SCHEDULES:**

1. The candidates who have passed the ITI in one sitting shall get priority in the merit order over the candidates who have passed compartmentally.
2. While arriving at the merit order total marks secured in the qualifying examination shall be taken into consideration. In case of a tie, the marks secured in the final year shall be considered. In case of a further tie, the upper age shall decide the merit.

General merit schedules have to be prepared course-wise. Further, separate merit schedules are to be prepared for special reservation categories suchasPH, NCC, Sports and Games, and CAP. Then, the approval of the respective Regional Joint Director of Technical Education has to be obtained for the above Merit Schedules well before the commencement of admission counseling i.e., the admission officers have to send the seat matrix and merit schedule for the approval of the Regional Joint Directors concerned before 05.07.2016.

**PROCEDURE FOR SELECTION OF CANDIDATES:**

1. **REGISTRATION:** 30 Minutes before the commencement of the Admission Counseling for the day, all the candidates shall be registered, duly obtaining the signature of candidates and their parents. The candidates may be called in the order of merit. The candidates, who report late for counseling, shall be allotted to the course/institution as per their merit order at the time of his/her reporting.

The candidates along with their parents may be asked to sit in a hall and the list of sorted merit order may be displayed on the Notice Board. Arrangement will be made to display from time to time, the position of seats available for admission in any Diploma course, category, and Polytechnic including State-wide institutions and keep them at a prominent place for drawing the attention of the candidate. If feasible, display may also be made. The display contains:

 a. Intake in each branch.

 b. Seats reserved for each category.

 c. Seats available in each category for each of the Polytechnics.

On the day of admission counseling, a team consisting of one Head of Section, two faculty members and one clerk may be assigned the duty of attending to the counseling work.

**ADMISSION PROCEDURE:** Admission Counseling shall be done in the following order: OC, BC, SC, ST, Special Categories (PH/SP/NCC/CAP). In the event of any vacancies in B.C.-A Category, for example, the same will be offered to the next group in B.C. Category i.e. B.C-B Group and so on. In case of vacancies in S.C. Category, the same will be offered to S.T. Category and vice versa. Vacancies in a Special Category such as SP/NCC/CAP will have to be converted into OC Category. The above conversions are, however, subject to the region-wise Local reservations. Further, the seats vacated by BC/SC/ST Candidates in OC Category shall be filled by the respective category Candidates. The vacancies of GMR Polytechnics are not open to conversions and should be remained as such.

A physical seat matrix may be prepared indicating name of institution, category of reservation etc., for each branch and kept with the Counseling Officer. Verification of original certificates has to be carried out at the time of counseling. The candidate will be asked to exercise his/her choice of seat available as per their merit order and will be issued Provisional Allotment order accordingly, subject to production of all original certificates and payment of fee. In case, they are not willing to choose the seat available as per their merit order, a declaration will be taken to that effect. (Pre-printed declaration may be kept ready with Counseling Officer). The original certificates of the admitted candidates will be collected together with the fee prescribed. Further, the admitted Candidates will be issued Provisional Admission order with the instructions to report to the Principals concerned.

**ADMISSION COUNSELLING SCHEDULE**

|  |  |  |  |
| --- | --- | --- | --- |
| **REGION** | **Admission Officers** | **Course** | Scheduled Dates in 2016 |
| AU | Principal, Government Polytechnic, Visakhapatnam.Mobile:9912342009 | DEEE, DCE, DECE, DTT (MPEC), DTT, DME, DAE, D CH. E , DCME, DBME, DAA, DCHE (PP), DCHE (PC), DST, DCHE (OT) | 11.07.2016 |
| SVU | Principal,S.V. Government Polytechnic, Tirupathi.Mobile:9912342018  | **\_\_\_** |

**PREPARATION OF LISTS OF FINALLY ADMITTED CANDIDATES:**

 The Admission Officers shall prepare the final list of admitted candidates (course-wise and category-wise), along with the Last Rank Statement of each category and submit the same to the following Officers:

1. Commissioner of Technical Education, A.P, Hyderabad
2. Secretary, SBTET,A.P, Hyderabad
3. Regional Joint Director concerned.
4. Principals concerned.

 Further, a list of admitted candidates belonging to the Minority communities *viz.,* Muslims, Christians, Sikhs, Jains and Parsis, etc., as well as **the vacancy list (course-wise/category-wise)** should be sent to the Commissioner of Technical Education, A.P. soon after the conclusion of the admission counseling on or before 20.07.2016 . All the material relating to the IVC Admissions-2016 shall be kept as permanent official record.

**Fee Particulars:**

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| --- | --- | --- | --- |
| **S.No.** | **Fee** | **Government/ Aided** | **Private** |
| 1 | Tuition Fee | Rs.2,000/- | Rs.14,900/- |
| 2 | Course Work Fee | Rs.200/- | -- |
| 3 | Games Fee | Rs.100/- | Rs.100/- |
| 4 | Association Fee |  Rs.100/- | -- |
| 5 | Laboratory and Workshop  | Rs.600/- | -- |
| 6 | Library - Non-refundable fee | Rs.300/- | -- |
| 7 | Admission Fee | Rs.100/- | Rs.100/- |
| 8 | Syllabus book | Rs.50/- | Rs.50/- |
| 9 | Board Recognition Fee | Rs.250/- | Rs.250/- |
| 10 | Alumni Fee (only at the time of admission) | Rs.100/- | Rs.100/- |
|  | Total | **Rs.3,800/-** | **Rs.15,500/-** |

Candidates belonging to SC/ST/BC/EBC/Minority categories are eligible for fee reimbursement subjected to fulfillment of conditions stipulated in Memo.no.10537/SW.Edn.2./2014 Dt: 03-11-2014 of Social Welfare (Edn.2) Department, in case, the income of their parents is within the prescribed limit of Rs. 2,00,000/- per annum for SC/ST, and Rs. 1,00,000/- for BC/EBC/Minority categories and a certificate issued by the concerned Tahsildar / M.R.O. (issued on or after (**01.01.2016**) only is to be produced to that effect. **The candidates so admitted with fee exemption shall apply to Government for fee reimbursement.** **Fee reimbursement is subject to the orders issued by the Government from time to time.** However, such candidates have to necessarily pay admission fee, syllabus book, Board recognition fee, and alumni fee.(i.e., Rs 500/-).

The following fee collected from all the candidates admitted shall be remitted to the Secretary, State Board of Technical Education and Training, A.P., Hyderabad”, at the end of the admission camp within a week:

* 1. Board Recognition fee: Rs.250/-
	2. Cost of Syllabus Book: Rs. 50/-

**FINANCES:**

1. **Counseling Fee**: Each student shall pay an amount Rs. 300/- (Rs.150/- in case of SC/ST candidates) towards counseling.
2. **Registration Fee**: Each student shall pay an amount of Rs. 330/- drawn in favour of the Secretary, SBTET, A.P., Hyd, and remitted along with the application form.
3. The fee collected along with each application @ Rs.330/- along with the Counseling fee collected, shall be remitted to the Secretary, SBTET, A.P., Hyd.
4. The staff involved in the Admissions work such as sale, registration and scrutiny of applications, preparation of merit schedules, dispatch of admission memos and conduct of admissions *etc.,* will be paid remuneration on par with POLYCET admission work out of the Registration/Counseling Fee collected from the Candidates.

Sd/- B. Udayalaxmi

COMMISSIONER

///F.B.O///

 

Superintendent