GOVERNMENT OF ANDHRA PRADESH
DEPARTMENT OF TECHNICAL EDUCATION
VIJAYAWADA
APPOLYCET-2018 SPOT ADMISSIONS GUIDELINES

Circular Memo No.1/Convener/A.P-POLYCET-2018

Sub : TECHNICAL EDUCATION-A.P-POLYCET-2018 Admissions- conduct of institutional spot admission for left over seats- Instructions issued.

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The Principals of Government/Aided/Private Polytechnics/Second Shift polytechnics running in Engineering 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 2018-19 were already placed on the website. The candidates were instructed to report at the respective polytechnics latest by **13/07/2018**. **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.**

Regarding tuition fee and other fees

G.O.RT.NO:138 Higher Education(TE)Department dated:09-07-2018 has been issued with regard to tuition fee and other fee to be collected from the admitted candidates by the Govt/Aided/Private Polytechnics. Hence, All the principals are directed to download latest allotment order for all the candidates admitted. i.e admitted in Phase-1 , final phase and extended final phase and collect the fee accordingly as per new G.O

NOTE: **New facility is provided to colleges to check the admission and joining details of a candidate. If a candidate is qualified in APPOLYCET-2018 and having Rank, then before giving admission check whether candidate got admission in any college and reported at allotted college by using Hall Ticket status in college login. If the candidate got the admission and reported at allotted college then the candidate is not eligible for spot admission. Hence, all the principals are requested to check the status of the candidate, before granting admission ,in order to avoid problems at the time of uploading details of candidates admitted at institutional spot admissions.**

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 all the original certificates and return them to the candidate except transfer certificate (T.C) and collect only Xerox copies.
2. List of allotted candidates and vacancy position after conclusion of the web counseling are placed in the web portal.
3. Candidates have been asked to report at the respective Polytechnics on or before **13/07/2018** without fail . Vacancy position (**unfilled seats at the end of final phase of counseling**) of all colleges is placed in students web site https://appolycet.nic.in while the vacancy of concerned college can be downloaded by login in through college in the department site . https://appolycetd.nic.in.
4. **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://appolycetd.nic.in.
B. Deduct the number of vacancies filled due to re-allotment from one branch to another branch (internal sliding) and add the resultant vacancies.
C. Add dropouts (joined and discontinued).
D. Add not reported cases.
E. Add cancellations.

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

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

(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, THE RAJIV GANDHI RECS POLYTECHNIC, KASIMKOTA AND S.V. POLYTECHNIC FOR PHYSICALLY CHALLENGED ,TIRUPATHI 50% of Polytechnic seats (Diploma seats) are filled by the Convenor and 50% of seats are filled by the Management for which there is no fee reimbursement.

SCHEDULE FOR FILLING UP OF LEFT OVER VACANCIES

SNO	ACTIVITY	DATE
1	UPDATION OF JOINING DETAILS	16-07-2018
2	DERIVING SPOT VACANCIES	17-07-2018
3	CONDUCT OF INTERNAL SLIDING following rules of reservation from and among the candidates already allotted to your polytechnic by the Convener. However, sliding is not permitted from shift1 to shift2 or shift2 to shift1 within the same institute.	18-07-2018
4	Display the resultant vacancy position (after completion of internal sliding) category wise and branch wise on the notice board of the institution	20-07-2018
5	CONDUCT OF SPOT ADMISSIONS	23-07-2018
6	UPLOADING OF SPOT ADMISSIONS IN WEB PORTAL	26-07-2018
7	LAST DATE FOR SUBMISSION OF SPOT ADMISSION LISTS ALONG WITH PROCESSING FEE DD AND ENCLOSURES IN PERSON AT **CONVENER,APPOLYCET-2018 ADMISSIONS, FLAT.NO:104, ANR TOWERS, JAMMICHETTU STREET,PRASADAMPADU,VIJAYAWADA-521108**	ON OR BEFORE 31-07-2018

5. 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 A.P-POLYCET – 2018** in order of merit, who have not taken admission so far and passed qualifying examination or its equivalent examination with mathematics as one of the subject in the qualifying examination or its equivalent examination.

(b) **Secondly with the passed SSC or its equivalent examination in one attempt** passed qualifying examination or its equivalent examination 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** passed qualifying examination or its equivalent examination with maths 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 / APOSS / CBSE / ICSE / OTHER Examinations recognized as equivalent to SSC of AP Government should have passed all Subjects including mathematics, Physics and Chemistry with minimum of 35% Marks in each subject for eligibility to seek admission in the above mentioned order 6(a) (b) and (c) for spot admission.

Other states candidates are not eligible for admissions into polytechnics including spot admissions as per presidential order. Hence, all the principals are directed not to include such candidates in the spot admissions list.

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

a) The following shall be submitted at the end of spot admissions to the Convener , A.P-POLYCET-2018 Admissions in person, for ratification purpose on or before 31-07-2018

b) Address for submission of Spot admissions to

THE CONVENER , APPOLYCET-2018 ADMISSIONS,FLAT.NO:104 ,ANR TOWERS, JAMMICHETTU STREET,PRASADAMPADU, VIJAYAWADA-521108

After entering details of candidates admitted under spot admissions in the web portal, take print out of the same. The same list shall be signed by the Principal and shall be accompanied by the Xerox copies of certificates of the following in the order.

SUBMISSION OF DOCUMENTS FOR SCRUTINY:

The following documents in support of the admissions made shall be submitted as a spiral binding book.

1. college covering letter signed by principal
2. Single D.D can be drawn for all the candidates admitted in the Institutional spot admissions
3. printout of Details of candidates uploaded in the web portal signed by principal
4. Submit the Xerox copies of the documents of the candidates in the same order as per the list at S.NO:2 **and also write serial number on the first page of each candidate documents** and arrange the Xerox copies as per the list at S.No 7

Further, the Principal is requested to follow the above guidelines scrupulously.

c) If any error is occurred while entering the data kindly mail the error with screen shot to convenerpolycet2018@gmail.com

7.List of Xerox copies of certificates to be submitted as per the print out taken after uploading.

After entering details of candidates admitted under spot admissions in the web portal, take print out of the same. The same list shall be signed by the Principal and shall be accompanied by the Xerox copies of certificates in the following order.

1. **AP-POLYCET-2018 HALL TICKET, if applicable**
2. **AP-POLYCET-2018 RANK CARD ,if applicable**
3. **MARKS MEMO of SSC or its equivalent**
4. **Caste certificate in respect of SC/ST/BC**
5. **4th class to 10th class study cetificates**
6. **Residence certificate of either of parents in case of non local candidates**
7. **Local status certificate from MRO in case of those who migrated from Telangana state to Andhra Pradesh follow G.O.MS:132**

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

8. 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 Andhra Pradesh.

Follow the rules of reservation and convert the seats from one reservation category to the other reservation category at each stage (6) a, b and c mentioned above.

9. TUITION FEE TO BE COLLECTED FROM CANDIDATES ADMITTED IN SPOT ADMISSION

DESCRIPTION	GOVT./AIDED POLYTECHNICS	PRIVATE POLYTECHNICS/ENGG.COLLEGES
TUITION FEE	2000	24000
COURSE WORK FEE	300	*
GAMES FEE	100	100
ASSOCIATION FEE	100	*
LABORATORY & WORKSHOP FEE	900	*
LIBRARY NON-REFUNDABLE FEE	400	*
ADMISSION FEE	100	100
SYLLABUS BOOK	100	100
BOARD RECOGNITION FEE[PAYABLE EVERY YEAR]	250	250
ALUMNI FEE(ONLY AT THE TIME OF ADMISSION)	100	100
MANAGEMENT INFORMATION SYSTEM SERVICES FEE PER YEAR	300	300
TECH Fest fee per year	50	50
TOTAL	**Rs.4,700/-**	**Rs.25,000/-**

All the candidates admitted under spot Admissions have to pay the following fee drawn in favour of **CONVENER,APPOLYCET-2018 payable at Vijayawada**. Single D.D can be drawn for all the candidates admitted in the Institutional spot admisssions. The D.D drawn shall be enclosed to the applications to be submitted along with the list of candidates and relevant documents at the time of verification.

FEE TYPE	OC/BC CANDIDATE			SC/ST CANDIDATE		
	QUALIFIED IN APPOLYCET-2018	APPREARED ,BUT NOT QUALIFIED IN APPOLYCET-2018	NOT APPREARED IN APPOLYCET-2018	QUALIFIED IN APPOLYCET-2018	APPREARED ,BUT NOT QUALIFIED IN APPOLYCET-2018	NOT APPREARED IN APPOLYCET-2018
PROCESSING FEE	600	600	600	300	300	300
APPOLYCET-2018 Exam Application Fee	NA	NA	350	NA	NA	350
TOTAL	**600**	**600**	**950**	**300**	**300**	**650**

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.

10. <u>Address for submission of Spot Admissions</u>

THE CONVENER , APPOLYCET-2018 ADMISSIONS , FLAT.NO:104 , ANR TOWERS , JAMMICHETTU STREET , PRASADAMPADU , VIJAYAWADA-521108.

ADMISSIONS OF CANDIDATES ALLOTTED / RATIFIED BY CONVENER WILL ALONE BE PERMITTED TO APPEAR FOR THE EXAMINATION.

The Regional Joint Directors (RJD's) Technical Education of the A.P. State are requested to Depute One Senior staff member to supervise the institutional spot admissions being conducted as before.

Encl: detailed guidelines for filling the seats

CONVENOR

A.P-POLYCET – 2018

To the Principals of all Polytechnics
Copy to RJD (TE), Tirupathi/Kakinada for favour of information.
Copy to the Secretary, A.PSBTET, A.P,VIJAYAWADA for favour of information.

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 → Orthopaedic

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 Andhra Pradesh/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.

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APPOLYCET -2018 ADMISSIONS