G O V E R N M E N T O F A N D H R A P R A D E S H
D E P A R T M E N T O F T E C H N I C A L E D U C A T I O N
H Y D E R A B A D

Circular Memo No.1/Convenor/A.P-POLYCET-2016 **Date: 15-07-2016**

Sub : TECHNICAL EDUCATION-A.P-POLYCET-2016 Admissions- conduct of institutional spot admission for left over seats- Instructions issued.

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The Principals of Government/Aided/Private Polytechnics 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 2016-17 were already placed on the website. The candidates were instructed to report at the respective polytechnics latest by **12/07/2016**. **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.**

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 and collect all the original certificates and retain them till the candidate completes the course.
2. List of allotted candidates and vacancy position after conclusion of the web counseling are placed in the web.
3. Candidates have been asked to report at the respective Polytechnics on or before **12/07/2016** without fail Vacancy position (**unfilled seats at the end of latest 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 logging in through college in the department site . https://appolycetd.nic.in.

4. After conclusion of 2nd Phase of Admissions certain representations are received from the candidates and also the managements of the Private Engineering colleges /Private Polytechnics in the states

regarding Re-allotment/re-adjustment of the candidates on the pretext that Managements are unable to run certain courses due to lack of sufficient strength etc.

Accordingly, the Managements are requested to comply scrupulously with the following guidelines. Managements shall note that the Special Instructions now issued are applicable only in respect of candidates who are already allotted either in the 1st Phase or in the final Phase by the Convenor but not for the candidates seeking fresh admissions or not allotted any seat during both phases. Such candidates shall invariably attend only for Spot Admissions.

Case-1: ALLOTMENT OF CANDIDATES TO ANOTHER BRANCH WITHIN THE SAME COLLEGE WHEN MANAGEMENT INTENDS TO CLOSE ONE BRANCH DUE TO INSUFFICIENT STRENGTH

The Managements who are unable to run a particular course/courses in a college are informed to submit a letter of closure and re-allot (slide) them into some other course in the same college if the vacancies still exist. For this purpose, they should enclose a written consent of the candidate and list of such re-allotments shall be submitted in the following format to the Convenor along with the spot admissions lists in person or by post.

This provision is not applicable to internal sliding of candidates from one branch to another branch when candidates exist in both branches and either of the branch is not closed.

H.T.No	Rank	Category	Allotted College Code	Allotted Course Code	Re-Allotted Course Code	Fee Exempted/ Fee Paid

Case-2: WHEN THE MANAGEMENT INTENDS TO TRANSFER ALL THE CANDIDATES TO ANOTHER COLLEGE/COLLEGES AND WISH TO CLOSE THE ADMISSIONS FOR 2016-17 IN ALL COURSES IN THE COLLEGE.

Certain representations are also received from the Managements that they are unable to run the college due to poor strength after 2nd Phase of allotment and requested for Allotment of these candidates to some other college. In this connection, the college managements who intend to transfer these candidates have to contact the college/colleges to which the candidate are to be transferred and affect the transfer accordingly with the consent of Candidates and also producing No Objection Certificate

(NOC) from both the colleges and submit the final list as per the following format for Verification along with spot admission lists .

H.T.No	Rank	Cat	Allotted College Code	Allotted Course Code	Re-allotted College Code	Re-Allotted Course Code	Fee Exempted/Fee Paid

PRINCIPALS/MANAGEMENTS OF COLLEGES SHALL NOT CONTINUE ANY CANDIDATES WHO ARE NOT PRESENT IN THE CURRENT LIST OF ALLOTMENTS. THEY SHALL BE DIRECTED TO REPORT TO THE NEW INSTITUTION IMMEDIATELY.

Allotments/adjustments made as per cases 1 to 2 are eligible for fee reimbursement based on the candidate's eligibility for fee reimbursement already granted by the Convener as per the existing rules. College managements shall verify the joining details entry before allowing such changes and candidates figuring in the cancellation list shall not be entertained.

5. **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://appolycetd.nic.in.
B. Deduct the number of vacancies after making adjustments as directed in Special Guidelines [Case 1 to Case 2].
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 for spot admission shall be arrived by considering A to F above.

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

(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 50% of Polytechnic seats (Diploma seats) will be filled by the Convenor and 50% of seats are to be filled by the Management for which there is no fee reimbursement.

6. Conduct internal sliding on or before **21-07-2016** following rules of reservation from and among the candidates already allotted to your polytechnic by the Convenor . However, sliding is not permitted from shift1 to shift2 or shift2 to shift1 within the same institute.

7. Display the resultant vacancy position (after completion of internal sliding) category wise and branch wise on the notice board of the institution on **22-07-2016.**

8. Fill the resultant vacancies after internal sliding with the candidates in the **following order** in the Institutional spot admissions and Spot admissions has to be completed on or before **25-07-2016** .

(a) **First with qualified candidates of A.P-POLYCET – 2016** in order of merit, who have not taken admission so far. and secured 35% aggregate marks with mathematics as one of the subject in the qualifying examination X or its equivalent examination.

(b) **Secondly with the candidates not qualified in A.P-POLYCET-2016** and passed SSC or its equivalent examination **in one attempt** with 35% aggregate marks 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** with 35% aggregate marks 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 and to seek admission. In the above mentioned order 8(a) (b) and (c) for spot admission.)

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 Convenor , A.P-POLYCET-2016 Admissions. For ratification purpose before 30 - 07-2016**

b) **Address for submission of Spot admissions to**

The Convener,
POLYCET-2016 admissions,
2nd Floor, IEI Buildings,
Visveswarayya Bhavan, Khairatabad,
Hyderabad-500 004

c) **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 accompanied by the Xerox copies of certificates of the following in the order.**
    1. **AP-POLYCET-2016 RANK CARD (if applicable)**
    2. **MARKS MEMO of SSC or its equivalent**
    3. **Caste certificate in respect of SC/ST/BC**
    4. **4th class to 10th class study cetificates**
    5. **Residence certificate of either of parents in case of non local candidates**

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

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 (8) a, b and c mentioned above.

FEE TO BE COLLECTED FROM CANDIDATES ADMITTED IN SPOT ADMISSION

	GOVT./AIDED POLYTECHNICS	PRIVATE POLYTECHNICS/ENGG.COLLEGES
TUITION FEE	2000	14900
COURSE WORK FEE	200	*
GAMES FEE	100	100
ASSOCIATION FEE	100	*
LABORATORY & WORKSHOP FEE	600	*
LIBRARY NON-REFUNDABLE FEE	300	*
ADMISSION FEE	100	100
SYLLABUS BOOK	50	50
BOARD RECOGNITION FEE[PAYABLE EVERY YEAR]	250	250
ALUMNI FEE(ONLY AT THE TIME OF ADMISSION)	100	100
TOTAL	Rs.3,800/-	Rs.15,500/-

1.THIS IS IN RESPECT OF CANDIDATES POSSESSING POLYCET-2016 RANK

All the candidates admitted under spot Admissions have to pay the fees mentioned above directly in the college immediately after the admission. In addition the principals are requested to collect Rs.300/- towards processing fee from all the candidates

2.THIS IS IN RESPECT OF CANDIDATES NOT POSSESSING POLYCET-2016 RANK

All the candidates admitted under spot Admissions have to pay the fees mentioned above directly in the college immediately after the admission. In addition the principals are requested to collect Rs.650/- towards processing fee and POLYCET fee from all the candidates.

A consolidated DD for the amounts collected in respect of 1 & 2 shall be drawn in favour of **Secretary , APSBTET-POLYCET (Admissions) payable at Vijayawada** and same has to be handed over along with the ratification list at Hyderabad address mentioned above.

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.

9. Submit the details of the cancellations, internal slidings and fresh admissions made during institutional spot admissions to Convenor AP-POLYCET-2016 admissions at the following address for ratification before **30-07-2016.**

10. **Address for submission of Spot Admissions**

The Convener,
AP-POLYCET-2016 admissions,
2nd Floor, I E I Buildings,
Visveswarayya Bhavan,Khairatabad,
Hyderabad-500 004

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

SCHEDULE FOR FILLING UP OF LEFT OVER VACANCIES:

1. **Display of vacancies on notice board 20-07-2016.**
2. **Internal sliding 21-07-2016.**
3. **Display of the resultant vacancy position for spot admissions 22-07-2016.**
4. **Spot admission for Institutions on or before 25-05-2016.**
5. **Uploading spot admissions in the web portal i.e https://appolycetd.nic.in on or before 28-07-2016.**
6. **Submission of Spot admission lists for ratification by Govt ./ Aided / Private Polytechnics / Engineering Colleges running 2nd shift polytechnic to the Convenor, A.P-POLYCET-2016 Admissions, before 30-07-2016.**

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 – 2016

To the Principals of all Polytechnics
Copy to RJD (TE), Tirupathi/Kakinada for favour of information.
Copy to the Secretary, A.PSBTET, A.P., Hyderabad 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 (Boyl) → 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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USER MANUAL FOR UPLOADING THE DETAILS OF SPOT ADMISSIONS

1. Login to the APPOLYCET portal through URL https://appolycetd.nic.in

2. Select type of user COLLEGE, Enter your USER_ID, Enter Password, Enter college counselling 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.

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

4. **Derive Spot Vacancy** is a one-time activity and can not be retrieved. Select **Derive Spot Vacancy** from the drop down menu under SPOT ADMISSIONS. Generate vacancies by Click on Derive Spot Vacancy.

Sl.NO	Institute Code	Branch Code	Intake A	Unfilled B	Allotted C=A-B	Self Joined D=E+F	Reported E	Not Reported F	Vacant A-E
1	BTHP	CIV	60	32	28	28	28	0	32
2	BTHP	CME	60	46	14	14	14	0	46
3	BTHP	ECE	60	47	13	13	13	0	47
4	BTHP	EEE	60	40	20	20	19	1	41
			240	165	75	75	74	1	166

Click on Derive Spot Vacancy button appearing in the screen. 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.

5. **DROPOUTS/CANCELLATIONS/NOT-REPORTED CANDIDATES ENTRY**
Select DROPOUTS/CANCELLATIONS/NOT-REPORTED CANDIDATES ENTRY from the drop down menu. The following screen will be displayed.

Enter college counselling code and click proceed.

Enter carefully the POLYCET Hallticket number, Rank and click get data.

Verify the data displayed and click save [Utmost care shall be taken as the data cannot be rolled back]. The candidate data is deleted and a vacancy raises in the vacancies of the concerned branch.
Check the **Details of spot admissions entered** for the details of entries made.

6. INTERNAL SLIDING CANDIDATES ENTRY

Sliding of candidates from one shift to another shift will not come under internal sliding.

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

Enter college counselling code and click proceed.

Enter carefully the POLYCET 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.

7. **Fresh ADMISSIONS CANDIDATES ENTRY**

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

Enter college counselling 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 his POLYCET 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 you notice that a mistake is committed, select **Delete candidates entered** and enter the hall-ticket number of the wrong entry candidate and save. The candidate data is deleted. You can make fresh entry of the candidate through spot admissions module.

If the candidate is not qualified in CET, select Not qualified button and enter his qualifying examination (in this case 10th class hall ticket) and click on **Get Data.** The data will be populated from the data base. If not, 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], GPA (convert marks of older candidates into GPA by dividing with total marks and multiply by 10 i.e

$$\text{GPA} = \frac{\text{total marks obtained} \times 10}{\text{maximum marks}}$$

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 you notice that a mistake is committed, select **Delete candidates entered** and enter the hall-ticket number of the wrong entry candidate and save. The candidate data is deleted. You can make fresh entry of the candidate through spot admissions module.

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

A.P. State Council of Higher Education Convenor AP-POLYCET 2015 (Admissions)

CONVENOR
APPOLYCET - ADMISSIONS 2015

The uploading should be completed before 28/07/2016.

CONVENER
APPOLYCET -2016 ADMISSIONS

ADDITIONAL INFORMATION REQUIRED FOR THE DATA BASE

ENTER THE COLLEGE INFORMATION IN COLLEGE LOGIN USING THE LINK :

CET COLLEGE INFORMATION

<u>The log in procedure is illustrated below:</u>

- 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 (counselling code) same as CET-2015 admissions. i.e use userid and passwords used for CET-2015 admissions.
- Click on login.

The following screen will be displayed.

Click on CET 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.)

ADD CLEAR

Enter the details as per the proforma 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