



**ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION**  
**(A Statutory Body of the Government of A.P)**  
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**PROCEEDINGS OF THE CHAIRMAN, AP STATE COUNCIL OF HIGHER EDUCATION, GUNTUR.**

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**PRESENT: PROF. K. MADHU MURTHY**  
**CHAIRMAN**

Procgds No. APPGCET-2025/SPOT-ADMNS/CAT-A/1

Date: 5-12-2025

**Sub: APPGCET-2025 - Spot Admissions – **Operating Guidelines for Admission of Candidates into APPGCET-2025** by the University Colleges, Government Colleges, Private Aided, Unaided and Minority Colleges offering Post Graduate Degree in M.A, M.Com, M.Ed and M.Sc etc. – **Under Spot Quota (CAT-A)** – Issued – Regarding.**

**Ref:** 1. G.O.Ms.No.44 Higher Education (EC) Department dated 23-08-2021.  
2. G.O.Ms.No. 20 Higher Education Department dated 12-5-2025.  
3. Orders of the Hon'ble High Court in WP No. 16290 of 2007 and  
4. Orders of the Hon'ble High Court WP No.2105 of 2023.  
5. G.O.RT.No.230 Higher Education (EC) Department Dated 4-12-2025.

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**ORDER:-**

The Hon'ble High Court in WP No. 16290 of 2007 and WP No. 2105 of 2023 underscored the pivotal role of the Competent Authority in regulating admissions to unaided institutions and for issuing operating guidelines. In compliance with the orders of the Hon'ble High Court and Government Orders under reference 5<sup>th</sup> cited, the Competent Authority and the Chairman, Andhra Pradesh State Council of Higher Education hereby issued the following operating guidelines for admission of candidates into APPGCET – 2025 under Spot Quota in the University Colleges, Government Colleges, Private Aided, Unaided and Minority Colleges offering Post Graduate Degree in M.A, M.Com, M.Ed and M.Sc etc.

1. The Competent Authority will issue admission schedule along with the guidelines for filling up of seats under spot quota and Management quota seats for each CET-2025 and they are binding to all Managements of the Colleges and Students.
2. The Universities concerned will not allow such candidates whose admissions are not approved/ratified by the Competent Authority to appear for examinations conducted by the Universities.
3. The Candidates have been asked to report at the respective institutions on or before reporting dates without fail. Seats left unfilled at the end of Final Phase are

indicated in the vacancy position placed in website <https://cets.apsche.ap.gov.in>. Vacancy position (unfilled seats at the end of latest phase of counselling) of all colleges is placed in website while the vacancy of concerned college can be downloaded by logging in through college user in the department site.

4. The Convener APPGCET-2025 (Admissions) had not collected the original certificates of the candidate at the time of granting the provisional admission through counselling. Hence, the Principals of the Colleges concerned shall thoroughly verify the original certificates and collect all the photo copies of certificates and retain them.
5. On receipt of the vacant seats after completion of the final phase of admissions under Convener Quota, the College shall conduct Spot Admission, if any. **Such admissions are not eligible for fee reimbursement.**
6. The college concerned shall issue a notification in the state wide leading news daily inviting applications for filling up of seats in APPGCET-2025 under spot quota. The College shall provide detailed and complete information with regard to vacancies, eligibility of the criteria candidate, schedule of admissions, registration fee for the application, etc and upload in the College website.
7. The College shall arrive the vacancy position by following the procedure as given hereunder:
  - (i) Unfilled vacancies at the end of Final Phase are placed in respective college login portals of <https://cets.apsche.ap.gov.in>.
  - (ii) If same category candidate is not available, seat shall be filled with the candidate as per seat conversion matrix given below:

If seat is vacant in	Converted into					
OC General						
OC Women	OC General					
BC-A General	BC-B General	BC-C General	BC-D General	BC-E General		
BC-B General	BC-C General	BC-D General	BC-E General	BC-A General		
BC-C General	BC-D General	BC-E General	BC-A General	BC-B General		
BC-D General	BC-E General	BC-A General	BC-B General	BC-C General		
BC-E General	BC-A General	BC-B General	BC-C General	BC-D General		
BC-A Women	BC-A General	BC-B General	BC-C General	BC-D General	BC-E General	
BC-B Women	BC-B General	BC-C General	BC-D General	BC-E General	BC-A General	
BC-C Women	BC-C General	BC-D General	BC-E General	BC-A General	BC-B General	
BC-D Women	BC-D General	BC-E General	BC-A General	BC-B General	BC-C General	
BC-E Women	BC-E General	BC-A General	BC-B General	BC-C General	BC-D General	
ST General	SC General					
ST Women	ST General	SC General				
SC General	ST General					

SC Women	SC General	ST General	
EWS Women	EWS General	No Conversion	

(v) The College shall arrive the 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.

8. The College shall issue applications to all the candidates who approached to the College and also receive filled in applications by following transparent procedures.

9. The College shall verify original certificates, as given hereunder, before preparation of merit list of the candidates before confirming admission. Only eligible candidates should be admitted. Admission shall be provisional until data is uploaded and approved by APSCHE.

- (a) Eligibility for admission into a Course shall be as prescribed Educational qualifications given in APPGCET-2025 Notification
- (b) SSC Certificate
- (c) Intermediate Marks Memos
- (d) Qualifying Examination Consolidated Marks Memo and Provisional Pass Certificate
- (e) Residence Certificate (if applicable)
- (f) APPGCET- 2025 Rank Card (if qualified)
- (g) APPGCET-2025 Hall Ticket (if qualified)
- (h) Caste Certificate
- (i) Transfer Certificate
- (j) EWS Certificate (if applicable)

10. The candidates shall fulfil the following eligibility criteria for admission into spot quota in APPGCET-2025.

- (a) **The candidates who have not taken admission so far are only eligible.** Candidates shall not be allowed for spot admission without verifying original certificates.
- (b) The vacancies are to be filled firstly with qualifying examination and secured rank in APPGCET-2025 and, secondly the candidates should have passed the qualifying examination i.e, Bachelor Degree of minimum three year duration conducted by the University (as defined in the University Grants Commission Act, 1956). Eligibility for admission into a Course shall be as per the prescribed educational qualifications given in APPGCET-2025 Test & Admission Notification.

(c) Candidates who satisfy the definition of Local/Non-Local, as per G.O.Ms.No.20 Higher Education Department Dt:12.05.2025, shall alone be granted admission.

(d) Candidates whose degree is from other state but either of the parents resided for a period of 10 years in A.P state are eligible for Spot Admissions.

11. The College shall prepare and publish program wise merit list based on CET rank or qualifying marks by following transparent procedures as per the guidelines and following eligibility criteria of the candidates.

12. The Colleges shall upload the list of candidates admitted based on the merit list into APSCHE portal as per the schedules notified along with payment of registration and process fee as prescribed by the Competent Authority. Delay or failure in uploading may result in cancellation of admissions or withdrawal of affiliation.

13. Entering details of candidates admitted under spot admissions in the web portal along with attested or original certificates signed by the Principal are uploaded in the portal.

(a) Eligibility for admission into a Course shall be as prescribed Educational qualifications given in APPGCET-2025 Notification

(b) SSC Certificate

(c) Intermediate Marks Memos

(d) Qualifying Examination Consolidated Marks Memo and Provisional Pass Certificate

(e) Residence Certificate (if applicable)

(f) APPGCET- 2025 Rank Card (if qualified)

(g) APPGCET-2025 Hall Ticket (if qualified)

(h) Caste Certificate

(i) Transfer Certificate

(j) EWS Certificate valid for the year 2025-26 for OC candidates who want to claim reservation under EWS category. The EWS certificates obtained for the previous years shall not be considered.

(k) Aadhar number (not mandatory)

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

14. The Competent Authority will verify the list of admitted candidates and validated the same with reference to the GOs and as per the prescribed procedures.

15. The Competent Authority shall approve and ratify the validated list and communicate the proceedings to the college concerned.

16. If any deficiencies found during validation of admitted lists, the college concerned shall rectify the deficiencies within the stipulated time and obtain ratification of such admitted candidates.

17. The admitted candidates who are not fulfilled the required eligibility conditions will be summarily rejected by the Competent Authority.

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

19. The Competent Authority shall have the authority to impose fine or to initiate action or both for violation of these guidelines and the Instructions as per the GOs in vogue.

20. 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.

21. The College shall adhere the schedule for conducting spot admissions in APPGCET-2025.

Sl. No	Description	From	To
1	Communication of unfilled vacancies	06-12-2025	
2	Notification issued by the college	06-12-2025	
3	<ul style="list-style-type: none"> <li>• Admission process</li> <li>• Preparation of list of selected candidates</li> <li>• Uploading of admissions into the portal (Opening of the web portal)</li> <li>• Payment of Ratification fee</li> </ul>	08-12-2025	12-12-2025
4	Ratification of admissions process	09-12-2025	15-12-2025
5	Issue of Proceedings by the Competent Authority	16-12-2025	
6	Rectification of discrepancies in the uploaded certificates	17-12-2025	
7	Final Phase of issuing proceedings	18-12-2025	
8	Closing date of Portal	19-12-2025	

22. The Colleges shall collect the following processing fee from each candidate admitted through APPGCET Spot admissions.

<b>Status of Candidate</b>	<b>Registration Fee per candidate (for All Categories)</b>
Qualified in APPGCET-2025	Rs.500/-
Not qualified/ Not appeared in APPGCET-2025	Rs.800/-

**23. The College shall**

- (i) Comply the spot admission schedule issued by the Competent Authority.
- (ii) Upload admitted students' data promptly in the APSCHE portal as per schedule.
- (iii) Take ratification of admissions prior to commencement of class work.

**24. The College shall not**

- (i) Admit students beyond the sanctioned intake and beyond the prescribed schedule.
- (ii) Allow the students to attend class without the approval of the admission from the competent authority.
- (iii) conduct spot admissions of total seats under convener quota without participating in the counselling.
- (iv) Admit students without verifying original certificates and other supporting documents.
- (v) Collect excess fees or amounts not prescribed by APSCHE or APHERMC.
- (vi) Violate rules issued by the Government / Competent Authority.
- (vii) The 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.

25. Please Note that the Students admitted through Spot Admissions (i.e.) leftover seats of the Convener quota subsequently in the Institutional Spot Admissions are not eligible for Tuition Fee Reimbursement Vide G.O.Ms.No.66 Social Welfare (SW.EDN.2) Department Dated 08.09.2010.

26. Further, the College shall follow the above guidelines scrupulously and in case of any doubt they are requested to contact **9100998069** or **coordinatorcets@apsche.org**.
27. These Guidelines are applicable for University Colleges, Government Colleges, Private Aided, Unaided and Minority Colleges offering Post Graduate Degree in M.A, M.Com, M.Ed and M.Sc etc. for the Academic Year 2025-26.

Sd/-  
COMPETENT AUTHORITY &  
CHAIRMAN – APSCHE

/ BY ORDER /

  
SECRETARY-APSCHE  
8.12.24

To

The University Colleges, Government Colleges, Private Aided, Unaided and Minority Colleges offering M.A, M.Com, M.Ed and M.Sc., Programs in the State of AP.

Copy to: CETs Section, APSCHE