



**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.**

PRESENT: PROF. K. MADHU MURTHY
CHAIRMAN

Procgds No. APICET-2025/MGMT-ADMNS/CAT-B/1

Date: 16-10-2025

Sub: **APSCHE – APICET-2025 CAT B Management Admissions** – Operating Guidelines for Filling Up Category-B Seats Under Management Quota & Supernumerary Quota For PIO/FN/CWG in Private Unaided Engineering and Standalone Colleges Offering MBA, MCA Courses for the Academic Year 2025-26– issued – regarding.

- Ref: 1. G.O.Ms.No.59 Higher Education (EC.1) Department dated: 26.05.2006
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.

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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, the Competent Authority and the Chairman, Andhra Pradesh State Council of Higher Education hereby issued the following operating guidelines for admission of candidates into APICET – 2025 under Management Quota in Private Unaided Minority and Non-Minority Professional institutions to ensure admission to the eligible meritorious candidates in a fair, transparent and non-exploitative manner.

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 college shall publish a notification in widely circulated English and Telugu, newspapers indicating the availability of Category-B seats, program-wise intake, eligibility, schedule for application, and fee details.

4. A web portal has been designed for category-B admissions. The institutions may login to the portal <https://cets.apsche.ap.gov.in> and access SPOT & CAT-B ADMISSIONS 2025 (College registration login).
5. The login credentials for accessing and utilizing the web portal for making Category-B admissions will be provided to every institution. The user manual for Category-B admissions will be provided in the web portal.
6. In terms of relevant GOs and amendments issued from time to time, the schedule to fill up Category-B Management quota and supernumerary quota seats is detailed hereunder for the academic year 2025-26.
 - (i) Managements shall issue notification to fill 30% seats under Category-B (15% Non-NRI quota +15% NRI quota) admissions.
 - (ii) Managements who are accorded approval by AICTE to fill the specific category of seats under FN/PIO/CWG under supernumerary quota for the course concerned shall also notify.
 - (iii) Managements shall complete total admission process (i.e issue of notification, receipt of applications, finalization of list, reporting of students, etc.), under Category-B and supernumerary quota seats as per the schedule given.
 - (iv) The Managements shall close all admissions in compliance of the Judgment of Hon'ble Supreme Court of India.
7. The institutions that are approved by All India Council for Technical Education (AICTE) and permitted to fill NRI seats of the sanctioned intake in each course for the academic year 2025-26, shall admit NRI candidates (sons and daughters of NRIs) who have passed the qualifying examination with not less than 50% aggregate marks in the qualifying examination or Cumulative Grade Point Average (CGPA) equivalent to 5 on a scale of 10.
8. The Institutions shall also accept applications online or in person and issue acknowledgement to the candidates.
9. The APICET Category-B admission procedure involves the following steps to be performed by the college Managements.
 - Step 1 : Derive Vacancy
 - Step 2 : Registration of Candidate
 - Step 3 : Payment of processing fee
10. The seats remaining unfilled from (2) and (3) above shall be filled with eligible candidates, who have qualified in the APICET-2025 examination on merit basis following eligibility criteria laid in the GOs concerned.

11. Thereafter, if any seats still remain unfilled, such seats may be filled on merit basis with candidates securing not less than 50% (45% in case of candidates belonging to reserved categories) of marks in the prescribed group subjects taken together/aggregate marks in the qualifying examination (10+2+3 or its equivalent), as per G.O.Ms.No.20 Higher Education Department Dt:12.05.2025.

Qualification	Eligible Course Types
BCA, BSC or Degree with Computers or IT	MBA, MCA
Degree with Maths (at Inter or Degree level) / The Mathematics as one of the subject in (10+2) for MCA course	MBA, MCA
Degree (at Inter or Degree level) / The Mathematics as one of the subject in SSC for MBA Course	MBA

12. The institution shall upload the data of the applications received in person into the web portal as per schedule by paying the candidate registration fee through online mode as detailed below:

Status of Candidate	Registration Fee Per Candidate in Rs.
Qualified In APICET-2025	1200/-
Not Qualified / Not Appeared in APICET-2025	1600/-
Supernumerary Quota (PIO/FN/CWG) (To be paid in the form of DD drawn in favour of The Secretary-APSCHE)	5000/-

13. Any vacant seats, after filling up of all seats as per G.O.Ms.No.20 Higher Education Department Dt:12.05.2025, shall be filled as per the instructions issued by the Competent Authority from time to time.
14. The Institutions shall follow the procedure mentioned below to conduct the admissions:
- The Institution shall fill up Category-B 15% Non-NRI and 15% NRI quota seats.
 - The management of the Colleges shall notify the details of courses offered with intake, schedule of admissions (date wise), and registration fee for the application, minority or non-minority status in leading news dailies, either in English or Telugu.
 - The College shall issue applications to all the candidates who approached to the College and also receive filled in applications by following transparent procedures.
 - The management of the college has the option to call the selected candidates to appear in person for interview to substantiate their credibility

and financial capacity to its satisfaction. In the event of the management finding that any of the selected candidates is not suitable for admission, the management shall be at liberty to reject the candidature of such candidates and the reasons should be communicated to the Competent Authority.

- v. All admissions to the Category 'B' seats shall be completed in compliance of the judgement of Hon'ble Supreme Court of India.
- vi. The candidate can also give his order of preference for admission to a college by giving the order of preference from among the courses offered by the college.
- vii. No new application shall be accepted after the closing date of admissions to the college.
- viii. The Management of the college shall administer the selection process as per the admission procedure specified. Each college shall download the data of the applications received, after the closing date as notified by the Competent Authority.
- ix. The Institution shall generate the merit list which will be in order of NRI quota (if available), rankers of all India common entrance test for respective program, APICET- 2025 rankers and qualifying examination in order of merit as prescribed in these instructions.
- x. The selection of candidates shall be done by the college managements themselves, as per the merit of the candidates.
- xi. The selection list, after selection process is completed by the management of respective colleges as per the prescribed norms, shall be uploaded by the managements on the website of the institution.
- xii. In case of unfilled seats if any, the concerned colleges shall admit candidates in order of merit from the merit list (second selection list).
- xiii. After completion of the admission process, the college managements shall upload in the web portal provided by the Competent Authority and forward the list of admitted candidates and also for ratification by the Competent Authority as per the prescribed schedule.
- xiv. The Institution shall furnish information in accordance with the instructions issued for submission of admission lists by the Competent Authority.
- xv. The Competent Authority will verify the list of the selected candidates and validate the same with reference to the GOs and the procedure prescribed by the Competent Authority.
- xvi. The Competent Authority shall approve the validated list, if found tallying by cross validation process or reject the lists, if found to be at variance to the rules and procedures prescribed and communicate the same to the concerned colleges for compliance.

- xvii. Applications of candidates not fulfilling the required conditions during the validation of the list by the Competent Authority will summarily be rejected.
 - xviii. The Management shall collect the Tuition fee as prescribed by the Government for Category-'B' seats and any excess fee collected will amount to capitation fee and Managements are liable for action under A.P. Educational Institutions (Regulation of Admissions and Prohibition of Capitation fee) Act, 1983.
 - xix. Any complaint/appeal against the selection shall be made to the Competent Authority.
 - xx. The managements shall comply with the above instructions and failure in implementing the same shall entail action as per the relevant Acts and Rules in force.
15. The Institution shall undertake the responsibility on the irregularities noticed by the Competent Authority.
 16. The Competent Authority shall have the authority to impose fine or to initiate action or both on the institution for violation of Instructions as per the GOs in vogue.
 17. 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.

Important Dates for Management / Supernumerary Quota of Admissions

Sl. No	Description	From	To
1	Notification issued by the college	19.10.2025	
2	Admission process	21.10.2025	24.10.2025
3	Preparation of list of selected candidates	25.10.2025	26.10.2025
4	Uploading of admissions into the portal	27.10.2025	31.10.2025
5	Payment of Ratification fee	27.10.2025	31.10.2025
6	Ratification of admissions process	28.10.2025	01.11.2025
7	Issue of Proceedings by the Competent Authority	03.11.2025	
8	Rectification of discrepancies in the uploaded certificates	04.11.2025	05.11.2025
9	Final Phase of issuing proceedings	06.11.2025	
10	Closing date of Portal	07.11.2025	

Proceedings for the ratification/rejection of admissions made:

18. After verification of eligibility criteria, the Council will inform the date from which approval proceedings can be downloaded through the website.

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**.
Note: These Guidelines are not applicable for University colleges and self-financed programs of Universities

Sd/-
Competent Authority &
Chairman, APSCHE
APICET-2025 ADMISSIONS

/ BY ORDER /


SECRETARY-APSCHE 16/10/25

To
The Managements of the Private Colleges offering MBA, MCA Programs in the state of AP.

Copy to: CETs Section, APSCHE