



**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. APICET-2025/SPOT-ADMNS/CAT-A/1

Date: 16-10-2025

**Sub: APICET-2025 - Spot Admissions – Operating Guidelines for
Admission of Candidates into APICET-2025 Under Spot Quota
(CAT-A) – 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 Spot Quota.

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 22.09.2025 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 counseling) 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 APICET-2025 (Admissions) had not collected the original certificates of the candidate at the time of granting the provisional admission through counseling. 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 internal sliding (where applicable), if any. **The candidates obtained seat in the internal sliding done by the college falls under spot quota and hence they 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 APICET-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) The vacant seats shall be filled through internal sliding (where applicable) with the same category candidate on merit of respective CET-2025 rank.
 - (iii) Deduct the number of vacancies filled after conducting internal sliding (where applicable) from one branch to another branch and arrive the resultant vacancies in each branch.
 - (vi) 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	Converted into	Converted into	Converted into	Converted into	Converted into
OC General						Un reserved/ Open Category
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.
- SSC Certificate
 - Intermediate Marks Memos
 - Qualifying Examination Consolidated Marks Memo and Provisional Pass Certificate
 - Residence Certificate (if applicable)
 - APICET- 2025 Rank Card (if qualified)
 - APICET-2025 Hall Ticket (if qualified)
 - Caste Certificate
 - Transfer Certificate
 - EWS Certificate (if applicable)
10. The candidates shall fulfill the following eligibility criteria for admission into spot quota in ICET-2025.
- The candidates who have not taken admission so far are only eligible.** Candidates shall not be allowed for spot admission without verifying original certificates.
 - The vacancies are to be filled firstly with qualifying examination and secured rank in APICET-2025 and, secondly the candidates should

have passed the qualifying examination 10+2+3 i.e, Bachelor Degree of minimum three year duration conducted by the University (as defined in the University Grants Commission Act, 1956), the candidates must have secured at least 50% marks for OC and 45% above for (BC/SC/ST) in aggregate marks in Bachelor Degree. Eligibility for admission into MBA and MCA Programmes is as follows:

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

- (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 APSCH 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) SSC or equivalent certificate
 - b) Intermediate Marks memo and Provisional Pass Certificate
 - c) Qualifying Examination Consolidated Marks Memo and Provisional Pass Certificate
 - d) Study Certificates

- e) Residence certificate of either of parents in case of non-local candidates
- f) APICET-2025 Rank Card (if qualified)
- g) APICET –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 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 APICET-2025.

Sl. No	Description	From	To
1	Communication of unfilled vacancies	18.10.2025	
2	Notification issued by the college	19.10.2025	
3	Admission process	21.10.2025	24.10.2025
4	Preparation of list of selected candidates	25.10.2025	26.10.2025
5	Internal sliding by the college	27.10.2025	
6	Uploading of admissions into the portal	27.10.2025	31.10.2025
7	Payment of Ratification fee	27.10.2025	31.10.2025
8	Ratification of admissions process	28.10.2025	01.11.2025
9	Issue of Proceedings by the Competent Authority	03.11.2025	
10	Rectification of discrepancies in the uploaded certificates	04.11.2025	05.11.2025
11	Final Phase of issuing proceedings	06.11.2025	
12	Closing date of Portal	07.11.2025	

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

Status of Candidate	Registration Fee per candidate (for All Categories)
Qualified in ICET-2025	1200/-
Not qualified /Not appeared in ICET-2025	1600/-

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 without APSCHE approval.

- (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**.

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

Sd/-
COMPETENT AUTHORITY &
CHAIRMAN – APSCHE

/ BY ORDER /


SECRETARY- APSCHE

To
The Managements of the Private Colleges offering MBA, MCA Programs in the state of AP.
Copy to: CETs Section, APSCHE