From
Chairman & Competent Authority,
A.P.State Council of Higher Education

To
The Principals of all
Engineering/Pharmacy
Colleges in AP

Letter No. APEAMCET–2020/SPOT ADMNS/CAT-A/1, Dated: 28.02-2021

Sir,


* * *

The Principals of all Engineering / Pharmacy colleges in AP state are informed that EAMCET Admissions are completed by 11.02.2021 and the students were instructed to report at colleges.

You are requested to fill up the left over and dropout vacancies by conducting Spot Admissions on or before 08.03.2021.

Principals are requested to comply with the following sequence of operations:

1. Collect original certificates from candidates for causing verification and the tuition fee admissible.

2. Update the joining details by logging into https://apeamcetd.nic.in with the user ID already being used for updating joining details.

3. Derive spot vacancy. The unfilled and not joined / dropout vacant seats will now become vacancies for spot admissions.

4. Conduct internal sliding to eligible candidates/branches. For this uncheck the check box against the candidate whom you are going to internally slide him/her to newer branch. Click on internal sliding, enter the hall ticket number and perform internal sliding

5. Candidate’s who are not in current list of allotments shall not be continued and they shall be directed to report at the new institution/ course into which they were re-allotted during second phase of allotments based on their option.
6. If any candidate now wishes to cancel his allotment, they shall be permitted to do so and his name shall be unchecked from the list of candidates joined before deriving spot admissions.

7. In your college login under the college tab, details of vacancies after convenor admissions are provided. The vacancies with nomenclature sikh-gen-au, sikh-girls-au, sikh-gen-svu, sikh-girls-svu belong to EWS category. Principals are requested to fill these vacancies with EWS candidates (local to AU or SVU) having valid EWS certificate and these vacancies (being supernumerary) shall not be diverted to other categories if they are not filled.

Please comply the following scrupulously:

1. Issue a Notification in a Daily News paper indicating the date of Spot Admissions.

2. Candidates who have not taken admission so far are only eligible. Candidates shall not be allowed for spot admission without original certificates.

3. The vacancies are to be filled first with those qualified in APEAMCET-2020 and possessing 45% and above (for OC) and 40% and above for (BC/SC/ST) in the prescribed group subjects of relevant qualifying examination (Inter). In case of Inter vocational candidates, the candidates shall have passed bridge course in Maths and Physical Sciences.

4. If the vacancies are still left, Candidates who have passed the qualifying Examination with 45% and above (OC), 40% and above (BC/SC/ST) in the prescribed group subjects are to be considered.

5. Candidates who satisfy the definition of Local/Non-Local shall alone be granted admission. Candidates whose qualifying examination is from other state [For this purpose, Telangana is not other state] but either of the parents resided for a period of 10 years in A.P/Telangana state are eligible for Spot Admissions.

6. Candidates possessing the qualifying examination certificate recognized as equivalent to Intermediate by Board of Intermediate Education of Andhra Pradesh shall alone be considered for admission.

7. Certificates to be Verified:
   - Qualifying examination marks memo and provisional pass certificate
   - Intermediate vocational candidates shall have passed Bridge course in Mathematics (Biological Sciences in case of BiPC) and Physical Sciences conducted by BIEAP
   - Study Certificate.
   - Residence Certificate.
   - Caste Certificate
- Aadhar number
- EWS certificate if applicable

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

8. **Principals are requested to collect from each candidate admitted through Spot admissions the following processing fee.**

<table>
<thead>
<tr>
<th>Status of candidate</th>
<th>OC/BC</th>
<th>SC/ST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualified in EAMCET</td>
<td>1200/-</td>
<td>600/-</td>
</tr>
<tr>
<td>Not qualified /Not appeared in EAMCET</td>
<td>1800/-</td>
<td>900/-</td>
</tr>
</tbody>
</table>

The amount collected from the candidates of Spot admissions has to be remitted online through payment gateway in [https://apeamcetd.nic.in](https://apeamcetd.nic.in)

9. All the Vacancies may be treated as Open Category and Candidates of OC/BC/SC/ST are to be considered in the Merit order for these seats. If no girl candidates are available, they can be filled with Boy Candidates. First preference shall be given to CET qualified candidates and the remaining seats for those with requisite percentage of marks in group subjects in the qualifying examination.

10. **Uploading spot admissions in the web portal i.e [https://apeamcetd.nic.in](https://apeamcetd.nic.in) from 02.03.2021 to 08.03.2021**

11. 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 uploaded along with the scanned copies of certificates of the following in the order for ratification.

   - APEAMCET-2019 Rank Card, if qualified
   - APEAMCET-2019 Hall Ticket, if qualified
   - SSC OR 10TH CLASS EQUIVALENT CERTIFICATES
   - Qualifying examination (+2 OR ITS EQUIVALENT) consolidated marks memo and provisional pass certificate
   - study certificates
   - Caste certificate in respect of SC/ST/BC
   - Transfer Certificate
   - Aadhar Card number

   - Residence certificate of either of parents for a period of 10 years in case of non local candidates

12. The List of Candidates admitted during the spot admissions and scanned copies should be uploaded in [www.apsche.org](http://www.apsche.org) on or before 12.03.2021.
13. Please Note that the Students admitted through Spot Admissions (i.e.) leftover seats of the Convenor quota in the Institutional Spot Admissions are not eligible for Tuition Fee Reimbursement Vide G.O.Ms.No. 66, SW-Edn., Department Dated: 08.09.2010.

14. The Competent Authority shall have the authority to impose fine or initiate action or both for violation of schedule and instructions as per the GOs in vogue.

15. Further, the Principal is requested to follow the above guidelines scrupulously and in case of any doubt they are requested to contact 9100998069.

16. Late fee of Rs.2,000/- (Rupees two thousand only) per day after cutoff date for payment of processing fee and uploading of lists and enclosures separately.

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENTRY OF JOINING DETAILS OF</td>
<td>Before 28.02.2021</td>
</tr>
<tr>
<td>CANDIDATES ALLOTTED BY CONVENER(if not done</td>
<td></td>
</tr>
<tr>
<td>previously)</td>
<td></td>
</tr>
<tr>
<td>DERIVING SPOT VACANCIES</td>
<td>28.02.2021</td>
</tr>
<tr>
<td>CONDUCT OF SPOT ADMISSIONS</td>
<td>01.03.2021</td>
</tr>
<tr>
<td>UPLOADING OF SPOT ADMISSIONS IN WEB PORTAL</td>
<td>From 02.03.2021 to 08.03.2021</td>
</tr>
<tr>
<td>PAYMENT OF PROCESSING FEE THROUGH PAYMENT</td>
<td>From 02.03.2021 to 08.03.2021</td>
</tr>
<tr>
<td>GATEWAY</td>
<td></td>
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<tr>
<td>UPLOADING OF SPOT ADMISSIONS LISTS ALONG</td>
<td>From 09.03.2021 to 12.03.2021</td>
</tr>
<tr>
<td>ENCLOSURES IN <a href="http://www.apsche.org">www.apsche.org</a></td>
<td></td>
</tr>
</tbody>
</table>
1. Login to the APEAMCET portal through URL https://apeamcetd.nic.in

2. Select type of user COLLEGE, Enter your USER_ID, Enter Password, Enter college counseling 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 as shown below.

   A. Derive spot vacancy
   B. Internal sliding candidates entry
   C. Spot admissions candidates entry
   D. Delete candidates entered
   E. Details of spot admissions entered
ENSURE THAT THE JOINING DETAILS ENTRY IN COLLEGE DROP DOWN IS MADE PERFECTLY.

The following categories will be treated as not joined:
1. Candidates who have not self reported
2. Candidates who have self reported but not reported at college
3. Candidates who have actually reported in the college but due to clerical mistake no tick mark is made in the check box of Joining details report

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.

A. Before click on Derive Spot Vacancy once again verify the joining details because Derive Spot Vacancy is a one-time activity and cannot be retrieved. Select Derive Spot Vacancy from the drop down menu under SPOT ADMISSIONS. Generate vacancies by Click on Derive Spot Vacancy.

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.

B. INTERNAL SLIDING CANDIDATES ENTRY

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

Candidates shifted from one branch to another by internal sliding will not be eligible for fee reimbursement.

Uncheck the check box against the candidate who is going to be slid to other eligible branch.

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

Enter college counseling code and click proceed.
Enter carefully the EAMCET 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, drop outs, internal slidings and vacancies by clicking details of spot admissions entered.

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

Enter college counseling 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 the EAMCET 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 the candidate is not qualified in CET, select not qualified button and enter his qualifying examination (in this case Intermediate or its equivalent HT.NO). 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], aggregate percentage of marks secured in qualifying Examination[45% and above percentage for OC while for reserved categories (BC/SC/ST) the eligible percentage is 40% and above]. 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.
D. DETAILS OF SPOT ADMISSIONS ENTERED

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.
ENTER THE COLLEGE INFORMATION IN COLLEGE LOGIN USING THE LINK:

CET COLLEGE INFORMATION

The log in procedure is illustrated below:

- 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 (counseling code) same as CET-2020 admissions. i.e user id and passwords used for CET-2020 admissions.
- Click on login.
Click on college information and click on entry. The following screen will be displayed.
Enter the details as per the Performa 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

******END******