



TELANGANA STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of T.S.)

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No. TSCHE/Acad-Engg/Cat-A&B Quota/Instructions/2020

Dt.23.11.2020

INSTRUCTIONS

FOR SUBMISSION OF LISTS OF STUDENTS ADMITTED UNDER CATEGORY "B" MANAGEMENT QUOTA /15% SUPERNUMERARY QUOTA/SPOT / IN UNDER GRADUATE ENGINEERING FOR RATIFICATION BY THE COMPETENT AUTHORITY FOR THE ACADEMIC YEAR 2020-21

The Chairman, Telangana State Council of Higher Education is the Competent Authority for ratification of the admissions made by the institutions under spot (leftover seats in convener quota) and Management quota in SW-I admissions under Lateral Entry Scheme and 15% Supernumerary quota seats approved by AICTE

With a view to enforce academic and administrative discipline and to streamline the ratification process of the admissions to be in a transparent manner, an **online college management system in the web portal <http://www.tsche.ac.in/college-uploads>** has been introduced by the competent authority for uploading and obtaining the approvals for the admissions made by the managements.

The following instructions are to be followed with regard to the admissions.

1. The Managements shall scrupulously follow the Government Orders / instructions issued by the Competent Authority for admission of students under different categories mentioned above. The Managements are held responsible for admissions made in deviation of the rules prescribed by the Government and the decision of the competent authority is final on such issues.
2. The Managements shall obtain approval on the admissions made under Category- B seats and 15% supernumerary quota from the Competent Authority only.
3. The Managements shall pay verification and processing fee as fixed by the Competent Authority and upload and submit proposals of Management quota admissions made by the College as per the schedule prescribed by the Competent Authority.
4. The managements shall adhere to the following schedule of admissions, uploading and payment of processing fee / late fee /service fee as fixed by the Competent Authority and upload and submit proposals separately for various categories of admissions mentioned above. The cutoff dates for submission of admission lists for ratification by the Competent Authority shall be the same for SW-I for admissions made under 15% supernumerary quota.

Last date for uploading details of Management / Convener / Supernumerary quota of seats in the web portal - Without late fee	28.11.2020
Last date for freezing of uploaded details without late fee	28.11.2020
Last date for payment of processing fee with late fee (Rs.1000/- per candidate)	05.12.2020
Last date for submission of hard copies of documents of the candidates admitted	08.12.2020

Processing fee to be paid per candidate Rs.600/-

5. The Managements shall:
- (i) UPLOAD the details of students admitted under Category "B" Management quota under SW-I, admitted through online by logging onto to <http://www.tsche.ac.in/college-uploads>. The detailed user manual for uploading the details of admitted students online is APPENDED with the guidelines.
 - (ii) Submit the PRINTOUT of the uploaded list of students admitted under Category "B" Management quota through SW-I and 15% Supernumerary quota with signature and seal of the Principal of the College.(Annexure-I) The photocopies of certified/attested documents of the admitted students whose details are uploaded by the Management shall be submitted to the Competent Authority for ratification in the same serial order in which their details are uploaded.
 - (iii) Shall pay the processing fee of Rs.600/- for each candidate in favour of Secretary, TSCHE through NEFT to the Account No. 62442217975 IFSC Code: SBIN0020070 and submit the original voucher for proof of payment of relevant fee (scrutiny fee, late fee, service fee). ***The original voucher shall contain the name and address of the college along with the hard copy.***
6. The Managements shall indicate their email ID, contact Phone Numbers and complete postal address on the letter head of the College. The Managements shall note that if their letter head does not specify the aforementioned details, the address of the College will not be considered as valid.
7. The Managements shall submit the hard copy of the uploaded details, proof of payment of processing fee and relevant documents in the form of spiral binding duly enclosing index with candidate wise page numbers as per the serial order of uploaded details so as to avoid the complaints on the submission of documents by the Managements.
8. Submission of documents without visibility of letters, PDF, Image formats etc. will not entertained and such submissions will be treated as deliberate and irresponsible on the part of the Management and such actions attract fine on the Managements.
9. The Managements shall not be permitted to alter / replace / add the name of the candidates once the details are uploaded by the Management and submitted in the form of hard copy.
10. The Managements will not be allowed to upload or submit admission lists in a phased manner. If the Managements resort to such submissions, it will be construed that the College has made admissions beyond the closure / cut-off date and such admissions will not be ratified. They shall upload the details and submit the proposal only once to the Competent Authority.
11. The managements shall submit all the relevant documents required for processing and verification. In case there are any deficiencies due to incomplete submission of documents, the Managements can get them rectified by submitting the required documents only once.
12. If any Management fills the seats under 15% supernumerary quota without following the procedure as mentioned in G.O Ms. No.49 Higher Education (EC/A2) Department dated 25.06.2013 or without approval of seats from AICTE, such Managements shall abide by the decision taken by the Competent Authority on such admissions.
13. The Managements are required to submit the proposals in person in the inward section of the TSCHE in accordance with the cut off dates prescribed and obtain acknowledgement.

14. The Managements are not required to submit the Xerox copies of student certificates however the copies of certificates to be submitted to the office whenever required.
15. The Managements are required to submit the following along with the proposals for approval of TSCHE:
- Original Paper Notifications in each language i.e., English, Telugu & Urdu.
 - Copy of Day wise list of applied candidates in the prescribed format (**Annexure-II**)
 - Copy of Merit list of the candidates applied (NRI & Management Quota)
 - Dates on Interviews conducted to the candidates
 - List of rejected candidates with reasons for rejection
 - Copy of Selection lists (1st & 2nd.....)
 - Undertaking in the prescribed format on Rs 100 Stamp paper (**Annexure-III**)
 - Original Payment Receipt
16. The enclosures/photocopies of documents to be submitted in order of each admitted student are as follows:
- TSEAMCET-2020 Rank Card / JEE Rank Card with Hall Ticket
 - SSC/10th Class Marks Memo
 - Intermediate /Diploma Marks Memo
 - Study certificates from 6-10th to Intermediate
 - Intermediate/Diploma Transfer Certificate
 - Community certificate (In case of SC/ST/BC)
 - Minority status certificate - 10th class TC(in case of Minority students)
 - Recognition of Board and Equivalency certificate from BIE (in case of students who passed the qualifying examination from the states outside TS.)
 - Equivalency from Board of Intermediate Education/Association of Indian Universities in respect of degrees acquired from countries outside India.

//BY ORDER//

Sd/-
SECRETARY

To
The Colleges concerned

Copy to: The Registrars of the Universities concerned
 The Conveners (Admissions) concerned
 The TAFRC, Hyderabad

ANNEXURE-III

UNDERTAKING

I, _____ S/o _____,
Aged _____ Years, presently Principal / Secretary / Correspondent _____
_____ do hereby submit that:

1. I/We have verified the genuineness of the pass certificates and identity of the entire batch of the candidates admitted into _____ course for the academic year 2020-21.
2. I have obtained an undertaking from the student that he / she will not claim any equities in case his / her admission is not ratified by the Telangana State Council of Higher Education (TSCHE), Hyderabad / not permitted by the concerned affiliating University for appearing the University examination on the grounds that any of the certificates submitted by the student are fake or false.

Date:

**Principal/Secretary/Correspondent
Name
College Seal**