TELANGANA COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Telangana)

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(Rc.No.TGCHE/TGICET-2024/MBA&MCA/CAT-B/Admissions/2024, Dt:10.09.2024)

CATEGORY 'B' Admissions
(Into MBA & MCA courses for the year 2024-25)

It is hereby informed the Managements of Private Unaided Minority & Non Minority MBA & MCA colleges that the seats shall be filled in the management quota i.e under Category-B for the academic year 2024-25 following the rules of admissions prescribed in G.O.Ms.No.59,16 and G.O.Ms.No.61 & 21 and guidelines issued hereunder.

ELIGIBILITY CRITERIA:

1) The Candidate should be an Indian National and
2) Rank secured in TGICET – 2024.
3) Education Qualification / Eligibility criteria:

   (i) **MBA:**

     The Candidates should have passed/appeared a Bachelor Degree of minimum 3-years duration from recognized university in India on the date of his/her admission into MBA Programme.

   (ii) **MCA:**

     The candidate should have passed the qualifying examination i.e., BCA/B.Sc/B.Com/B.A Degree from recognized university in India in 10+2+3 on the date of his/her admission along with Mathematics at 10+2 level or at Graduation level for admission into MCA Programme.

   (iii) Candidate should have secured the following percentage of marks in the Qualifying Examination.

50% (49.5% and above taken as 50%)	*- For General candidates (for OC).*
45% (44.5% and above can be taken as 45%)	*- The candidates belonging to reserved categories (SC, ST, BC).*

4) If vacant seats, any, such seats may be filled on merit basis with eligible candidates as defined in G.O.Ms.59.

5) The institutions that are approved by All India Council for Technical Education and permitted to fill NRI seats not exceeding 15% of the sanctioned intake for the academic year shall admit NRI candidates who have passed the qualifying examination with not less than 50% of aggregate marks or Cumulative Grade Point Average (CGPA) equivalent to "5" on a scale of 10.

6) **PROCEDURE OF ADMISSION:**

(i) The Managements of the Colleges shall notify the details of courses offered with intakes, schedule of admissions, cost of Application form and Minority/ Non Minority, status in popular news dailies one in each language i.e., English, Telugu & Urdu which is to be displayed on the College website and also on the college notice board.

(ii) The blank application forms for admission into 'B' category seats shall be made available to the candidates from the college counter on payment of the prescribed fee. The facility for downloading the form of application from the college website should also be provided.

(iii) The college authorities shall enter the day wise sale of applications with the name of the candidates and address in a Register opened for the purpose and it shall be made available for inspection for any Officer authorized by the Competent Authority.

(iv) The college shall issue an acknowledgment/receipt for the applications received.

(v) The Management shall prepare the merit list of eligible applicants for each course and announce the same by displaying both on the website and notice board of the college.

FOR SUBMISSION OF LISTS OF STUDENTS ADMITTED UNDER CATEGORY "B" MANAGEMENT QUOTA /15% SUPERNUMERARY QUOTA/SPOT / IN MBA & MCA FOR RATIFICATION OF THE COMPETENT AUTHORITY FOR THE ACADEMIC YEAR 2024-25

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 and Convener & Management quota in SW-II 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.tgche.ac.in** 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 "Spot" (unfilled seats under Convener quota), 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 separately (i) on the admissions made by the Convener, CET-AC Admissions (ii) spot admissions made by the College (iii) 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 & SW-II** and for admissions made under 15% supernumerary quota.

Last date for uploading details and freezing of Management / Convener / Supernumerary quota of seats in the web portal - Without late fee is	**05.10.2024**
Last date for uploading details and payment of processing fee (Rs.800/-) along with late fee of Rs.1000/- per candidate (Rs.1800/- each) and also submission of hard copies of documents is	**10.10.2024**

Processing fee to be paid per candidate Rs.800/- .
(Processing fee will be the same for SW-I & II Candidates)

5. The Managements of SW-II colleges shall approach AFRC through the Convener of the Window concerned for forwarding the data of candidates admitted under Convener quota in the prescribed 34 column format to the Department of Social Welfare/BC Welfare/ Minority Welfare and get them certified for uploading to e-pass. The Council only verifies the eligibility criteria for admission before granting its approval to eligible candidates for admission.

6. The Managements shall:

    (i) UPLOAD the details of students admitted under Category "B" Management quota under SW-I, SW-II and left over seats (Spot) under Category "A" admitted through SW-II online by logging onto to **http://www.tgche.ac.in**. 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, SW-II and left over seats (Spot) under Category "A" Convener quota admitted through SW-II 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.800/-** for each candidate in favour of Secretary, TGCHE 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. The mode of payment through Gpay & PhonePe is not accepted.*

7. 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.

8. The Managements shall submit the hard copy of the uploaded details, proof of payment of processing fee and relevant documents 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.

9. Submission of documents without visibility of letters, PDF, Image formats etc. will not be 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.

10. 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.

11. 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.

12. The managements shall submit all the relevant documents required for processing and verification. In case there are deficiencies due to incomplete submission of documents, the Managements can get them rectified by submitting the required documents only once.

13. 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.

14. The Managements are required to submit the proposals in person in the inward section of the TGCHE in accordance with the cut off dates prescribed and obtain acknowledgement.

15. The Managements are not required to submit Xerox copies of student's certificates. However, the copies of certificates should be submitted to the office whenever it is required.

16. The Managements are required to submit the following along with the proposals for approval of TGCHE:

   - 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

17. The original documents have to be submitted at the time of verification is as follows:

- TGICET-2024 Rank Card Rank Card with Hall Ticket
- SSC/10th Class Marks Memo
- Intermediate /Diploma Marks Memo
- Degree Provisional, Consolidated Marks Memorandum & Transfer Certificate.
- Study certificates from 6-10th to Intermediate
- Community certificate (In case of SC/ST/BC)
- Minority status certificate - 10th class TC(in case of Minority students)
- Integrated community certificate issued by the competent authority (if applicable).

Sd/-
SECRETARY

To
The Colleges concerned

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