



**ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION  
(A Statutory Body of the Government of A.P)**

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**OPERATING GUIDELINES FOR ADMISSION OF CANDIDATES  
INTO APECET -2025 UNDER SPOT QUOTA**

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 APECET – 2025 under Spot Quota.

1. The Candidates have been asked to report at the respective institutions on or before 26.07.2025 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.
2. The Convener APECET-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.
3. On receipt of the vacant seats after completion of the final phase of admissions under Convener Quota, the College shall conduct internal sliding, 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.
4. The college concerned shall issue a notification in the state wide leading news daily inviting applications for filling up of seats in APECET-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.
5. 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 with the same category candidate on merit of respective CET-2025 rank. Deduct the number of vacancies filled after conducting internal sliding from one branch to another branch and arrive the resultant vacancies in each branch.

(iii) 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				

(iv) 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 + Number of Category-B Vacancies of 1st Year B.Tech – 2024.

6. The College shall issue applications to all the candidates who approached to the College and also receive filled in applications by following transparent procedures.
7. 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 APSCH.



- (a) SSC Certificate
- (b) Diploma/B.Sc.Marks Memorandums of 3Years, CMM and PC
- (c) Residence Certificate
- (d) APECET- 2025 Rank Card (if qualified)
- (e) APECET-2025 Hall Ticket (if qualified)
- (f) Caste Certificate
- (g) Transfer Certificate
- (h) EWS Certificate (if applicable)

Note: The candidates those submitted other State Diploma Certificates shall submit equivalence certificate from the State Board of Technical Education of Andhra Pradesh.

8. The candidates shall fulfill the following eligibility criteria for admission into spot quota in ECET-2025.

(a) The candidates who have not taken admission so far are only eligible. Candidates shall not be allowed for spot admission without verifying original certificates.

(b) The vacancies are to be filled firstly with qualified candidates in the qualifying examination and secured rank in APECET-2025 and secondly the candidates who have passed Diploma/B.Sc. Examination with 45% and above (OC), 40% and above (BC/SC/ST) are to be considered.

(c) Candidates who satisfy the definition of Local/Non-Local shall alone be granted admission.

(d) Candidates whose diploma 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.

(e) Candidates possessing Diploma Certificates other than those issued by the State Board of Technical Education, A.P. shall be asked to get the equivalency certificate from A.P.SBTET before granting admission.

(f) Eligibility criteria enclosed in the ANNEXURE-I & ANNEXURE-II (Emerging Areas) shall be followed for candidates qualified in APECET-2025.

(g) For candidates not qualified in APECET and belonging to Diploma in Electronics and Instrumentation or Diploma in Applied Electronics and Instrumentation shall not be offered ECE branch at degree level as such facility is not extended to qualified candidates as per the Government Orders. For other diploma holders such restriction does not exist.



**Note:-** Candidates who have passed the Three year B.Sc. Degree Examination with Mathematics as one of the subject in the group combination from a recognized University in the State or its equivalent examination are only eligible for entry into the relevant courses of Engineering as per G.O. in vogue. All Diploma Holders are to be considered first for available vacancies and thereafter B.Sc. passed candidates for left over vacancies in the Institutional Spot admissions.

9. 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.
10. 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.
11. 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) Diploma/B.Sc.Marks Memorandums of 3 Years, CMM and PC
  - c) Study Certificates
  - d) Residence certificate of either of parents in case of non-local candidates
  - e) APECET-2025 Rank Card (if qualified)
  - f) APECET –2025 Hall Ticket (if qualified)
  - g) Caste Certificate
  - h) Transfer Certificate
  - i) 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.

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

12. The Competent Authority will verify the list of admitted candidates and validate the same with reference to the GOs and as per the prescribed procedures.
13. The Competent Authority shall approve and ratify the validated list and communicate the proceedings to the college concerned.



14. If any deficiencies are found during validation of admitted lists, the college concerned shall rectify the deficiencies within the stipulated time and obtain ratification of such admitted candidates.
15. The admitted candidates who do not fulfilled the required eligibility conditions will be summarily rejected by the Competent Authority.
16. The College shall adhere to the schedule for conducting spot admissions in APECET-2025.

Sl. No.	Description	From	To
1.	Communication of unfilled vacancies	29.09.2025	
2.	Internal sliding by the college	01.10.2025	
3.	Notification issued by the college	02.10.2025	
4.	Admission process	03.10.2025	05.10.2025
5.	Preparation of list of selected candidates	06.10.2025	07.10.2025
6.	Uploading of admissions into the portal	08.10.2025	11.10.2025
7.	Payment of Ratification fee	08.10.2025	11.10.2025
8.	Ratification of admissions process	12.10.2025	14.10.2025
9.	Issue of Proceedings by the Competent Authority	15.10.2025	
10.	Rectification of discrepancies in the uploaded certificates	16.10.2025	17.10.2025
11.	Final Phase of issuing proceedings	18.10.2025	
12.	Closing date of Portal	19.10.2025	

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

Status of Candidate	Registration Fee per candidate (for All Categories)
Qualified in ECET – 2025	1000/-
Not qualified /Not appeared in ECET-2025	1400/-

18. The College shall
  - (i) comply with 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
19. The College shall not

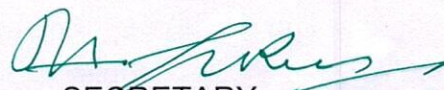


- (i) admit students beyond the sanctioned intake and beyond the prescribed schedule.
  - (ii) allow the students to attend class without the approval of the admission from the competent authority.
  - (iii) conduct spot admissions without APSCHE approval.
  - (iv) admit students without verifying original 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.
20. Please Note that the Students admitted through Spot Admissions (i.e.) leftover seats of the Convenor quota and vacant seats of Category-B of 1st Year B.Tech 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.
21. 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 Engineering colleges and self-financed programs of Universities

COMPETENT AUTHORITY &  
CHAIRMAN – APSCHE

/ BY ORDER /

  
SECRETARY 29.9.25  
APSCHE