



Telangana Council of Higher Education

(A Statutory Body of the Government of Telangana)

Opp: Mahavir Hospital, Mahavir Marg, Masabtank, Hyderabad- 500028.

Website: www.tgche.ac.in, E-mail: secretary@tgche.ac.in, secretarytgche@gmail.com



No. TGCHE/Acad-Engg/Cat-B Management Quota/Instructions/2024

Dt.27.08.2024

INSTRUCTIONS

FOR SUBMISSION OF LISTS OF STUDENTS ADMITTED UNDER CATEGORY "B" MANAGEMENT QUOTA / 15% SUPERNUMERARY QUOTA IN UNDER GRADUATE ENGINEERING FOR RATIFICATION BY THE COMPETENT AUTHORITY FOR THE ACADEMIC YEAR 2024-25

Telangana Council of Higher Education issued detailed guidelines on the web portal <https://www.tgche.ac.in/> for conducting the process of admissions under management quota in B.E./B.Tech. programs for the academic year 2024-25 and prescribed the last date for submission of admission lists to the Competent Authority in prescribed format as **10.09.2024**.

In continuation of the above, the detailed instructions for uploading information, in an online college management system in the web portal <https://www.tgche.ac.in>, pertaining to admitted candidates by the managements of concerned institutions along with schedule of uploading the details, payment of processing fee and other formats required in which information is to be furnished are given hereunder:

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. 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 of 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 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 date(s) for submission of admission lists for approval of the Competent Authority shall be the same for the admissions under 15% supernumerary quota.

| | |
|---|-------------------|
| Last date for uploading details of Management / Supernumerary quota of seats in the web portal <u>without late fee</u> | 05.09.2024 |
| Last date for freezing of uploaded details <u>without late fee</u> | 05.09.2024 |
| Last date for uploading and payment of processing fee <u>with late fee</u> (Rs.1000/- per candidate) | 10.09.2024 |
| Last date for submission of hard copies of documents of the candidates admitted | 10.09.2024 |

Processing fee to be paid per candidate Rs.800/-

5. The Managements shall:
- (i) UPLOAD the details of students admitted under Category "B" Management quota through online by logging onto <https://www.tgche.ac.in/>. The detailed user manual for uploading the details of admitted students online is APPENDED with the guidelines.
 - (ii) Submit the Hard copy of the uploaded list of students admitted under Category "B" Management quota and 15% Supernumerary quota with signature and seal of the Principal of the College.(Annexure-I).
 - (iii) Shall pay the processing fee of Rs.**800**/- for each candidate in favour of Secretary, TGCHE through only 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 to be submitted along with the hard copy (online Payments like Google Pay, PhonePe etc., are not accepted).***
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 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 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.
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 TGCHE in accordance with the cut off dates prescribed and obtain acknowledgement.

14. The Managements of the colleges are required to submit the following Original Certificates of the admitted candidates at the time of verification of each admitted student are as follows:

- TG EAPCET-2024 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)
- Equivalency Certificate from BIE /AIU (in case of students who passed the qualifying examination from other states and other countries.)

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

- i) Paper Advertisement in Original (Telugu, English, Urdu).
- ii) Maintenance of register for Day Wise sale of applications
- iii) Application form provided through online & offline mode
- iv) AICTE approval to admit NRI Candidates, if any
- v) Merit list of eligible applications as per rule 6 (ii)2(v) G.O.Ms.No.74
- vi) Separate Merit List of Candidates applied (Branch wise)
 - a) NRI
 - b) Management
- vii) Selection list of candidates in each Branch (1st, 2nd, 3rd..... etc.,)
 - a) NRI
 - b) Management
- viii) List of NRI Students applied and admitted
- ix) List of Other State students applied and admitted
- x) No. of Left over seats remaining, and filled with eligible candidates
- xi) Dates of Interviews conducted to the Applicants
- xii) List of rejected candidates after Interviews with reasons
- xiii) Undertaking by the Principal/Secretary of the College(**Annexure-III**)
- xiv) Original Payment Receipt

16. The Managements of the Colleges are not required to submit the Xerox copies of student certificates however the copies of certificates to be submitted to the office whenever required.

**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 qualifying certificates/ documents and identity of the entire batch of the candidates admitted into _____ Program(s) for the academic year 2024-25.
2. I have obtained an undertaking from the student and parent that he / she shall not claim any equities in case of his / her admission is not ratified by the Telangana Council of Higher Education (TGCHE), Hyderabad and or approved by the concerned affiliating University for appearing for the University examination on the grounds that any of the certificates submitted by the student are fake / not satisfying minimum qualifying criteria.

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

Date: