

**GOVERNMENT OF TELANGANA
DEPARTMENT OF TECHNICAL EDUCATION HYDERABAD**

Circular Memo No.1/Convenor/TSPOLYCET-2016

Date: 12-07-2016

Sub : TECHNICAL EDUCATION-TSPOLYCET-2016 Admissions- Conduct of institutional spot admission for left over seats- Instructions issued.

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The Principals of Government/Aided/Private Polytechnics/ II Shift Polytechnics in Pvt. Engg Colleges in the State are well aware that the Final Phase of web allotments for Admission into First Year Diploma Courses in Engineering/Technology for the Academic Year 2016-17 were already placed in the website. The candidates were instructed to report at the respective Polytechnics latest by **11-07-2016**. **The following guidelines are issued to the Principals to enable them to fill the vacancies during Institutional Spot Admissions. Principals are requested to adhere to the time schedule and guidelines prescribed hereunder.**

1. The Convenor did not collect the original certificates of the candidate at the time of granting the provisional admission. Hence, the Principals are requested to thoroughly verify and collect all the original certificates and retain them till the candidate completes the course.
2. List of allotted candidates and vacancy position after conclusion of the web counselling are placed in the website.
3. Candidates have been asked to report at the respective Polytechnics on or before **11-07-2016** without fail. Seats left unfilled at the end of final Phase are indicated in the vacancy position placed in website for TSPOLYCET <https://tspolycetd.nic.in> <https://tspolycet.nic.in>. Vacancy position of **(unfilled seats at the end of latest phase of counselling)** all colleges is placed in students website while the vacancy of concerned college can be downloaded by logging in through college login in the Department site).
4. Principals/Managements of the colleges shall verify the list of candidates allotted to the respective institutions in final phase of counselling and shall not continue any candidate who are not present in the current list of allotments. They shall be directed to report at the newly allotted Institution immediately.
5. All the Principals are hereby informed to update the joining details of the candidates on or before **13-07-2016** before arriving at the final vacancies to be considered for internal sliding and Spot Admissions.
6. Principals shall inform the candidates that fee reimbursement is not applicable to the candidates sliding to other branches and shall collect the Tuition fee from such candidates, if they are under fee exempted category.

7. Internal sliding of the candidates are permitted within the same shift.
8. Final vacancy position for Spot Admissions shall be arrived after considering the internal sliding of the candidates and same shall be displayed on the notice board for spot admissions.
9. In Private Minority Institutions and Singareni Collaries Polytechnic College, Mancherial, Adilabad Dist 50% of seats (Diploma seats) will be filled by the Convenor and 50% of seats are to be filled by the Management for which there is no fee reimbursement.
10. In Private Minority Institutions and Singareni Collaries Polytechnic College, Mancherial, Adilabad Dist where 50% of the seats are being filled by the Management shall follow the same guidelines and schedule given for the Spot Admissions. Special Observer will be deputed to supervise the admission activity.
11. Fill the resultant vacancies after internal sliding with the candidates in the following order in the Institutional Spot Admissions.
 - (a) **First with Qualified candidates of TSPOLYCET- 2016** in order of merit, who have not taken admission so far and secured 35% aggregate marks with Mathematics as one of the subject in the qualifying examination X or its equivalent examination.
 - (b) **Secondly with the candidates not qualified in TSPOLYCET-2016** and passed SSC or its equivalent examination **in one attempt** with 35% aggregate marks with mathematics as one of the Subject in the qualifying examination in order of merit basing on the aggregate Marks out of 600/GRADE total.
 - (c) **Finally with the candidates passed in SSC or its Equivalent Examination compartmentally** with 35% aggregate marks with Mathematics as one of the subject in the qualifying examination and in order of merit basing on the aggregate marks out of 600/GRADE total.

NOTE: (Candidates belonging to NIOS / TSOSS/APOSS / CBSE / ICSE / OTHER Examinations recognized as equivalent to SSC of Telangana Government should have passed all Subjects including Mathematics, Physics and Chemistry with minimum of 35% Marks in each subject for eligibility and to seek admission. In the above mentioned order 11 (a) (b) and (c) for spot admission.)

Principals shall make sure of the eligibility criteria prescribed for admission before granting admission to the candidates into Polytechnics.

12. No candidate shall be admitted in spot admissions without original Certificates.

Principal shall obtain a declaration from the candidate as here under:

I declare that, I fulfil the eligibility criteria laid down for Admission into polytechnics and also certify that I am not suffering from any of the following diseases:

- (a) Mentally retarded
- (b) Blindness
- (c) Deaf and Dumb
- (d) Chronic Heart, Lung, Kidney and Liver diseases
- (e) Muscular dystrophy.
- (f) I shall also cannot claim any compensation or concession in case of any accident / damage caused to me during my course of study at the institution or at the place of training from the Principal of the Institution / Department of Technical Education, Government of Telangana.

Follow the rules of reservation and convert the seats from one reservation category to the other reservation category at each stage as mentioned in the Annexure. For fee details refer the notification of TSPOLYCET-2016 which is also available on the website <http://tspolycet.nic.in> and for the certificates to be collected refer the TSPOLYCET – 2016 Booklet.

FEE TO BE COLLECTED FROM CANDIDATES ADMITTED IN SPOT ADMISSION

Fee Details	Govt./Aided Polytechnics	Private Polytechnics / 2nd Shift Polytechnics In Engg.Colleges
Tuition Fee	2000	14900
Course Work Fee	200	*
Games Fee	100	100
Association Fee	100	*
Laboratory & Workshop Fee	600	*
Library Non-Refundable Fee	300	*
Admission Fee	100	100
Syllabus Book	50	50
Board Recognition Fee[Payable Every Year]	250	250
Alumni Fee(Only At The Time Of Admission)	100	100
Total	Rs.3,800/-	Rs.15,500/-

All the candidates admitted under spot Admissions have to pay the following fee drawn in favour of Convenor, TSPOLYCET-2016 Admissions (Processing Fee) payable at Hyderabad. Single D.D can be drawn for all the candidates admitted in the Institution. The D.D drawn shall be enclosed to the application to be submitted along with the list of candidates and relevant documents at the time of verification.

A) TSPOLYCET-2016 Qualified candidates

Processing Fee	: Rs. 500 /-
Board Recognition Fee and Syllabus book	: Rs. 300/-
Total Fee	: Rs. 800 /-

B) Non-TSPOLYCET-2016 (Not Qualified) candidates

TSPOLYCET-2016 Exam Application Fee	: Rs. 330/-
Processing Fee	: Rs. 500 /-
Board Recognition Fee and Syllabus book	: Rs. 300/-
Total Fee	: Rs. 1130/-

Students slided from one course to another course and also admitted through spot admissions i.e., left over seats of the Convenor quota filled by Managements subsequently are not eligible for the Post Matric Scholarship Scheme (PMS) in terms of Go.Ms.66 SW(Edn2) Department dated:08-09-2011 and subsequent adaptations and amendments issued by the Government of Telangana from time to time.

SCHEDULE

INTERNAL SLIDING AND FILLING UP OF LEFT OVER VACANCIES UNDER SPOT ADMISSIONS INCLUDING 50% OF SEATS TO BE FILLED BY THE MANAGEMENTS OF PRIVATE MINORITY INSTITUTIONS AND SINGARENI COLLARIES POLYTECHNIC, MANCHERIAL, ADILABAD DIST:

S. No	Spot Admission Activity	Date
1	Commencement of Receiving applications	14-07-2016
2	Display of vacancies on notice board	15-07-2016
3	Internal sliding	16-07-2016
4	Display of the resultant vacancy position After sliding for spot admissions	16-07-2016
5	Last date for receiving of applications	18-07-2016
6	Spot admission at Institutions	20-07-2016
7	Uploading of spot admission candidate details through online	22-07-2016
8	Submission of Hard Copies of relevant certificates along with DD's in person or through Registered Post to the Convenor TSPOLYCET-2016 Admissions, Sankethika Vidya Bhavan, Masab Tank , Hyderabad - 500028	25-07-2016

UPLOADING INTERNAL SLIDING AND SPOT ADMISSIONS DETAILS OF CANDIDATES.

- The website <https://tspolycetd.nic.in> will be available on 20-07-2016 for uploading the details of internal sliding and spot admission candidates.
- Ascertain the vacancies available and enter the details of internal slided candidates and spot admitted candidates.
- Take the print out of the details entered. Verify thoroughly for candidates name, father name, category, SSC hall ticket, POLYCET rank if any, branch of admission and other details. Make necessary modification if required and save the details. No further modifications are allowed after this.
- Take final printout of list of candidates and shall enclose the following hard copies as per the S. No in the list.

SEQUENCE OF DOCUMENTS TO BE ENCLOSED

- Demand Draft for an amount as mentioned in the spot admissions guidelines. Write college name with full address and counselling code on back side of the Demand Draft.
- Covering letter addressed to the Convenor, TSPOLYCET-2016 Admissions, Sankethika Vidya Bhavan, Masab Tank, Hyderabad-500028. The covering letter shall contain the following details.
 - D.D. Number, Date, Amount & Name of the Bank :
 - College counselling code :
 - Contact person name (Looking after admissions) with mobile no :
 - Number of internal slidings made :
 - Details of spot admissions :

 - ✓ Number of candidates **qualified** in TSPOLYCET :
 - ✓ Number of candidates **not qualified** in TSPOLYCET :
- Certification by the Principal that the admissions made are as per the guidelines laid down in respect of local and non-local definition mentioned in presidential order.
- The following certificates (Xerox copies) of the candidates admitted under spot admissions.
 - TSPOLYCET-2016 rank card (for qualified candidates).
 - S.S.C or its equivalent marks memo
 - Study certificate (IV to X)
 - Caste certificate (If applicable).

All the above certificates shall be attested by the Principal concerned with seal.

- Ratification of the candidates whose certificates are submitted alone will be considered and subsequent submission of certificates after due date will not be entertained.

Last date for submission of hard copies (by Registered post or in person) : 25-07-2016.

The Regional Joint Director (RJD) Technical Education, Telangana State is requested to depute special observer to the Minority Polytechnics and Singareni Collaries Polytechnic College, Mancherial, Adilabad Dist and to depute one Senior staff member to other Private Polytechnics to supervise the Institutional Spot Admissions being conducted as before.

**Sd/- Dr. M.V. Reddy, I.A.S.,
CONVENOR, TSPOLYCET - 2016
DIRECTOR OF TECHNICAL EDUCATION**

Encl:

1. Annexure: Guidelines to fill vacant seats under Spot Admissions.
2. List of minority colleges.

To the Principals of all Polytechnics

Copy to RJD (TE), Hyderabad for favour of information and to depute the staff for Spot Admissions.

Copy to the Secretary, SBTET, Telangana State, Hyderabad for favour of information.

ANNEXURE
TSPOLYCET - 2016(ADMISSIONS)

GUIDELINES TO FILL THE VACANT SEATS DURING INSTITUTIONAL SPOT ADMISSIONS

In any category (OC/BC/SC/ST/NCC/SP/CAP) seats, which are earmarked for women candidates, are to be offered first to women candidates only. If women candidates are not available in that category then the seats are to be offered to male candidates. The women candidates are also eligible to opt for male seats (General seats) in the combined rank order in any category (OC/BC/SC/ST/NCC/SP/CAP) when their own 1/3 quota of seats are completely filled.

If candidates (male/women) are not available in one reservation category, the seats are to be offered to the next reservation category as mentioned below.

Example: 1. BC-A (Girl) → BC-A (Boy) → BC-B (Girl) → BCB (Boy) →
BC-C (Girl) → BC-C (Boy) → BC-D (Girl) → BC-D(Boy) →
OC (Girl) → OC (Boy)

Example: 2. BC-A (Boy) → BC-A (Girl) → BC-B (Boy) → BC-B (Girl) →
BC-C (Boy) → BC-C (Girl) → BC-D (Boy) → BC-D (Girl) →
BC-E (Boy) → BC-E(Girl) → OC (Boy) → OC (Girl)

(The cycle is to be completed for each category before diverting the seats to “Open Competition” (OC) in each region (Local area). Diversion of “BC” category seats from one region to other regions due to non-availability of candidates in that region is not permitted.)

Example: 3. SC (Girl) → SC (Boy)

The cycle is to be completed before allotting the “SC” category seats to the “SC” candidates of the other two local areas in combined rank order if candidates are not available in that local area.

Example: 4. ST (Girl) → ST (Boy)

- a. If “ST” candidates are not available in one local area, the seats are to be allotted to “ST” candidates of the other two local areas in the combined rank.

- b. If “ST” candidates are not available in any local area then the “ST” seats of each local area are to be allotted to “SC” candidates of the same local area in the combined rank order.
- c. If “SC” candidates are not available in one local area the seats are to be offered to “SC” candidates of the other two areas in the combined rank.
- d. If “SC” candidates are not available in any local area then the seats are to be offered to “ST” candidates of the same local area in the order of merit.
- e. If “ST” and “SC” candidates are not available in any local area then the seats are to be diverted to “OC” (Open Competition) of the concerned Local area and filled.

In case of special (PH, NCC, SG, CAP) reservation seats, first the seats are to be offered to the candidates (male/female) as per the category of seats earmarked. If candidates are not available in one particular “PH” category the seats are to be allotted to the other “PH” category in the following order.

Visual —————> Hearing Impaired —————> Orthopedic

The cycle is to be completed before diverting them to the general reservation category candidates (Male/Female).

- Example: 1. OC (Boy) PHV —————> PHHI —————> PHO —————> PHV —————> PHHI OC (Boy)
- Example: 2. OC (Girl) PHV —————> PHHI —————> PHO —————> PHV —————> PHHI OC (Girl)
- Example: 3. BC-B (Boy) PHV —————> PHHI —————> PHO —————> PHV —————> PHHI BC-B (Boy)
- Example: 4. BC-B (Girl) PHV —————> PHHI —————> PHO —————> PHV —————> PHHI BC-B (Girl)

The above procedure is to be followed for “PH” seats in all reservation categories (OC; BC-A/B/C/D; SC; ST). Diversion of the special category seats from one category to other category and one local area to other local areas due to non-availability of candidates is not allowed. Candidates with more than 40% disability are only eligible for allotment of seat under “PH” category. The “PH” certificate is to be issued by the District Medical Board Constituted by the Government of Telangana state as the case may be.

In case of non availability of candidates in the concerned category, the seat is to be diverted its main category,

Example: Unfilled BC-B-Girl-CAP is to be diverted to BC-B-Girl.

When general reservation (BC/SC/ST) and special reservation category (NCC/SP/CAP) seats are diverted to open competition (OC) due to non availability of candidates in a particular local area and there are no takers for these seats (OC seats) in that local area then only these “OC” seats (General reservation/special reservation seats diverted to “OC”) are to be filled by the candidates of the other two local areas in the combined merit order treating them as UNR (UNRESERVED) “OC” Seats.

NOTE:

In Govt. Model Residential Polytechnics (G.M.R. Polytechnics) the vacant seats of “ST” category shall be offered to ST candidates and “SC” seats to SC candidates only. Vice-versa is also not permitted and they should never be diverted even to “OPEN” category due to non-availability of ST and SC candidates. However the diversions can be made in respect of vacant “BC” seats (i.e) BC_A-> BC_B->BC_C->BC_D->BC_E.