

**TELANGANA COUNCIL OF HIGHER EDUCATION: HYDERABAD  
DEPARTMENT OF TECHNICAL EDUCATION**

**TGICET-2024 ADMISSIONS**

From  
The Convenor,  
TGICET-2024 (Admissions),  
Sanketika Vidya Bhavan,  
Masab Tank, Hyderabad-500 028.

To  
The Principals of all Universities /  
University Constituent / Private Unaided  
Colleges offering MBA and MCA Courses.

Sir/Madam,

**Sub: TGICET-2024 Admissions into MBA and MCA courses –  
Communication of Guidelines to fill the left over vacancies  
during Institutional Spot Admissions - Regarding.**

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The Principals of the University / University Constituent and Private Unaided Colleges offering MBA and MCA Courses in the State are well aware that the Special Phase allotments for admission into MBA and MCA colleges are placed in the website on **04-10-2024**, the candidates were instructed to report at the respective allotted college latest by **07-10-2024**. The following guidelines are issued to the Principals to enable them to fill the vacancies during the institutional spot admissions. Principals are requested to adhere to the time schedule and guidelines prescribed hereunder.

1. The Principals are requested to thoroughly verify the original certificates of the candidates and collect one set of Xerox Copies.
2. Candidates have been asked to report at the respective Colleges on or before **07-10-2024** without fail. The left over vacancies course wise at the end of Special Phase allotments are placed in website <https://tgicet.nic.in>. You are permitted to fill these vacancies along with non-reported / cancellations done at college.
3. The Candidate who secures provisional allotment in special Phase in same college with different course has to download the fresh provisional allotment order (special phase) and once again report in the same college in different course on or before **07-10-2024**, otherwise the provisional allotment shall automatically stands cancelled.
4. The candidates who secures provisional allotment in special phase in different college has to take back the original Transfer Certificate (T.C) from the college where he/she has reported after final phase and shall report at the special phase allotted college on or before **07-10-2024**, otherwise the provisional allotment shall automatically stands cancelled.

5. Principals / Managements of the colleges shall verify the list of candidates allotted to the respective institutions in Special Phase of counselling and **shall not continue any candidates who are not present in the current list of allotments.** They shall be directed to report at the newly allotted Institution immediately.
6. All the Principals are hereby informed to update the joining details of the candidates on or before **07-10-2024**, the website remains closed thereafter.
7. EWS Quota vacant (unfilled / not reported / cancelled) seats are not permitted to be filled under institutional spot admissions.
8. Dropout / Cancellations are not permitted.
9. The Final left over vacancies course wise / category wise after reporting of the candidates at the allotted college will be placed in website <https://tgicet.nic.in> on **09-10-2024**.
10. The Principals are permitted to fill the above Final vacancies by Spot Admissions to be held at institutional level duly following the merit and reservation category with eligible candidates as per the schedule mentioned below by notifying in any one of the newspaper in the State.

#### **Spot Admission Schedule**

<b>S. No</b>	<b>Spot Admission Activity</b>	<b>Date</b>
1	Uploading of reported candidates	07-10-2024
2	Issue of notification by the colleges	09-10-2024
3	Publication of notification in the newspaper to fill left over vacancies under spot admissions	10-10-2024
4	Displaying the details of vacancies on college notice board (which is already displayed in the website <a href="https://tgicet.nic.in">https://tgicet.nic.in</a> )	09-10-2024
5	Spot admissions at institutions	15-10-2024 To 16-10-2024
6	Last date for uploading of Spot Admission candidate details through online and payment of processing fee through online by the institutions	17-10-2024
7	Last date for submission of Hard Copies of relevant certificates in person to the Convenor TGICET- 2024 Admissions, Sankethika Vidya Bhavan, Masab Tank, Hyderabad -500028	18-10-2024

11. No candidate shall be admitted in spot admissions without verification of original certificates.
12. **The Principals shall inform the candidates that Fee Reimbursement is not applicable to the candidates admitted Under Institutional Spot Admissions.**
13. Scrupulously follow the guidelines mentioned below while admitting the candidates.

## **I. Eligibility Criteria:**

- i. Candidates shall not be allowed for spot admission without original certificates.
- ii. The vacancies are to be filled first with those qualified in TGICET-2024 and possessing 50% (49.5% and above can be taken as 50%) marks in aggregate in respect of other than BC/SC/STs and 45% (44.5% and above can be taken as 45%) marks in aggregate in respect of BC/SC/STs are eligible for spot admission.
- iii. If the vacancies are still left, Candidates without TGICET Rank and passed Degree or its equivalent examination with the percentage 49.5 % and above (OC), 44.5% and above (BC/SC/ST) are to be considered on aggregate percentage of marks in Degree Examination.
- iv. Candidates who satisfy the definition of Local/Non-Local shall alone be granted admission.
- v. Candidates whose Degree is from other state but either of the parents resided for a period of 10 years in Telangana /A.P State are eligible for Spot Admissions under Non-Local (NL). In such case the Parent Residence certificate issued by competent authority for a period of 10 years shall be produced.
- vi. Candidates possessing Degree or its equivalent Certificates other than those issued by the University Concerned in Telangana shall be asked to get the Equivalency Certificate from the concerned University in the State of Telangana before granting admission.
- vii. Similarly, the dropout vacancies (Reported but discontinued) shall be given only for that category.
- viii. Likewise, the not reported cases and cancelled cases should be given only for that category.
- ix. If a particular candidates is not available, they should be converted to another categories as per the Annexure enclosed i.e., Specially after exhausting all category candidates the vacancies should be diverted to open category.
- x. Candidate belonging to other state and completely studied there (Other State) and whose parents belong to other state and residing there only is not eligible for admission. He / She cannot be considered even as Non-Local (NL) candidate to Telangana State for admission and ratification will not be given for such cases if they admit the candidate by violating the guidelines issued.
- xi. Further the candidates admitted during institutional spot admissions are to be informed that their spot admissions are subject to ratification by the Convenor, TGICET-2024 Admissions. In case if spot admission given to a particular candidate is not ratified. He / She have to quit the college immediately. This has to be made clear to every candidate on the day of conducting the spot admissions in the college.

## **II. Certificates to be verified:**

- a) SSC Marks Memo Original.
- b) Intermediate or its equivalent marks Memo Original.
- c) Degree or its equivalent marks Memo Original.
- d) In respect of Degrees from other states, Equivalency Certificate from the Osmania University, Hyderabad is required
- e) Study Certificate.
- f) Residence Certificate, if applicable.
- g) TGICET- 2024 Rank Card, if qualified
- h) TGICET -2024 Hall Ticket, if qualified
- i) Caste Certificate, if applicable.

**III.** The following are the details of fee to be paid by the candidates through online admitted under Institutional Spot Admissions.

- (A) TGICET-2024 Qualified Candidates : Rs. 1300/-
- (B) TGICET-2024 Not Qualified Candidates : Rs. 2100/-

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

### **UPLOADING SPOT ADMISSIONS DETAILS OF CANDIDATES.**

- The website <https://tgicetd.nic.in> will be available on **16-10-2024** for uploading the details of Spot Admission candidates.
- Ascertain the vacancies available and enter the details of spot admitted candidates.
- Take the print out of the details entered. Verify thoroughly for candidates name, father name, category, SSC Hall Ticket, TGICET-2024 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 Special 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**

- Receipt containing the details of online payment made through website for an amount as mentioned in spot admissions guidelines. Write College Name with full address and counselling code on back side of the Receipt containing the details of online payment mode.
- Covering letter addressed to the Convenor, TGICET-2024 Admissions, Sankethika Vidya Bhavan, Masab Tank, Hyderabad-500028. The covering letter shall contain the following details.
  - Receipt containing the details of online payment made through website:
  - College counselling code :

- Contact person name (Looking after admissions) with mobile no:
- Details of spot admissions :
- ✓ Number of candidates **qualified** in TGICET :
- ✓ Number of candidates **not qualified** in TGICET :
- Newspaper original copy of notification for conducting spot admissions.
- 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.
  - TGICET-2024 Rank Card (for qualified candidates).
  - S.S.C or its equivalent marks memo.
  - Intermediate or its equivalent marks memos.
  - Degree or its equivalent marks Memo Original.
  - In respect of Degrees from other states, Equivalency Certificate from the Osmania University, Hyderabad is required
  - Study Certificate (from IX to Degree).
  - Caste Certificate (If applicable).
  - Residence Certificate, if applicable.

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

- Ratification of the candidates whose certificates are submitted along with the above list will be considered and subsequent submission of certificates after due date will not be entertained.
- Last date for uploading of Spot Admissions candidate details through online: **17-10-2024.**
- **Last date for submission of hard copies (in person): 18-10-2024.**

**NOTE: These guidelines are also applicable to University, University Constituent and Self-financed programs offered in University colleges.**

Commissioner, Technical Education &  
Convenor, TGICET-2024 Admissions