



# Admission Policy

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**PARVATHANENI BRAHMAYYA  
SIDDHARTHA COLLEGE OF ARTS & SCIENCE**  
**Autonomous**  
Siddhartha Nagar, Vijayawada-520010  
**Re-accredited at 'A+' by the NAAC**

INTERNAL QUALITY ASSURANCE CELL

<b>Policy Name:</b>	Admission Policy
<b>Originating/Responsible Department:</b>	Admission Committee
<b>Approval Authority:</b>	Governing Body
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## Admission Policy

### REGULATIONS FOR ADMISSION & ENROLMENT OF STUDENTS

(FOR REGULAR PROGRAMMES)

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# Admission Policy

## REGULATIONS FOR ADMISSION & ENROLMENT OF STUDENTS

(FOR REGULAR PROGRAMMES)

### 1. SHORT TITLE AND COMMENCEMENT

- a) These regulations shall be called “Regulations for Admission & Enrolment of Students.
- b) They shall come into force with effect from the date of their notification.

### 2. DEFINITIONS

In these regulations, unless the context otherwise requires -

- a) **“ADMISSION”** shall mean selection of a student for a programme of the college for the first time.
- b) **“EQUIVALENT EXAMINATIONS”** means an examination conducted by any recognized Board of Intermediate Education for admission in to UG programmes, or any Indian or Foreign University incorporated by law in force for the time being and recognized by the Krishna University as equivalent to the examination, prescribed in the eligibility conditions.
- c) **“FOREIGN STUDENT”** means a student who is not an Indian National.
- d) **“NRI”** means a student who is a Non Resident Indian.
- e) **“PIO”** means a student who is a Person of Indian Origin.
- f) **“QUALIFYING EXAMINATION”** shall mean an examination the passing of which makes a student eligible for admission to a particular programme of study leading to award of a degree, diploma or certificate of the College.
- g) **“FRESH REGISTRATION”** shall mean formal registration of a candidate for a programme of the College for the first time.



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- h) **“RE-REGISTRATION”** shall mean registration of a student on rolls of the college for continuance of his studies for the next semester / session.
- i) **“RE-ADMISSION”** shall mean re-admission of a student after discontinuance of his studies / withdrawal from the Programme and / or cancellation of admission by the college, as per regulations, upto the specified period.
- j) **Definitions specified in Section 2 of the Act, shall also apply unless the context requires otherwise.**

### 3. CONSTITUTION, COMPOSITION, POWERS AND FUNCTIONS OF ADMISSION COMMITTEE

- a) The Admission Committee shall be constituted by the college for the purpose of admissions.
- b) The composition of the Admission Committee of the college shall be as under:

Principal	Chairman of the Admission Committee
Vice-principal	In-charge of the Admission committee
Nominated	Programme in-charge for admissions
Nominated	3 to 4 members for each programme
Nominated	Superintendent of the principal office

- c) Powers and Functions of Admission Committee will be as follows.
  - (i) It will lay down principles and norms governing the policy for admission to various programmes of studies in the college, subject to the approval of the Academic Council.
  - (ii) It will ensure that no student admitted to any programme in contravention of the provisions of norms laid down by the Admission Committee shall be permitted to take up any examinations conducted by the college and the Committee shall have the power to cancel any **academic programmes / courses for which admission will be made and their duration**, admission made in such contravention.



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- (iii) It will look into the representations and problems, if any, relating to Admission of students.
- (iv) It will ensure that there is continuous improvement in the quality of intake and that there is transparency in the procedure followed by the Admission Department.
- (v) It will ensure providing equal opportunity to all without discrimination on the basis of cast, creed, religion, race, class or place of domicile.
- (vi) It will lay down Procedures and Guidelines for Lateral Entry Admissions without contraction to the admission guidelines of the parent College, APSCHE and CCE.
- (vii) It will lay down Procedures and Guidelines for Admission of students under Exchange Programmes and Joint Collaboration Programmes.
- (viii) It will ensure that reservation of seats for admission in any programme of study shall be regulated as provided in the Laws of Government of A.P.
- (ix) It will lay down procedures and guidelines for Fresh Registration, Re-registration, Re-admission and Withdrawal.
- (x) It will lay down procedures and guidelines for enrolment of all categories of students.
- (xi) It will lay down policy for determination of merit for admissions.
- (xii) It will ensure observance of Regulations, Guidelines and Procedures for Admissions, laid down in this regard.
- (xiii) Any other functions as specified in the guidelines for Admission of students, or approved by the Academic Council.



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### **4. ACADEMIC PROGRAMMES / COURSES FOR WHICH ADMISSION WILL BE MADE AND THEIR DURATION**

- a) Academic Programmes / Courses and Institution / Department which will be conducting them for award of degree, diploma and certificate shall be as approved by the Academic Council and the Governing Body.
- b) Course Structure, minimum eligibility conditions and entry level qualifications for admission to the various PG and UG level Programmes/ Courses and Certificate Level programmes / Courses shall be as approved by the Academic Council and Governing Body from time to time.
- c) The minimum and maximum duration and the number of seats for the academic programmes / courses offered shall be as approved by the parent University.

### **5. PROCEDURE FOR ADMISSIONS**

- a) The College will notify Academic Calendar of Programmes / Courses for compliance by the College Teaching Departments.
- b) Based on the Calendar, Admission Committee will finalize the entire schedule of admissions, finalization and printing of application form, preparation and printing of the prospectus, notification of advertisement by the college, last dates for sale of prospectus and receipt of duly filled in application forms as well as display of information bulletin on internet and facilities of "On line admissions".
- c) Procedure and Guidelines for admissions to various Programmes shall be as given in Appendix -A.
- d) All admission letters will be issued by the Admission Committee.



### 6. FEE PAYMENT, ONLINE PROFILE ENTRY, FRESH REGISTRATION, RE-REGISTRATION, LATE FEES, RE-ADMISSION AND WITHDRAWAL OF STUDENTS:

#### I. FEE PAYMENT AND ONLINE PROFILE ENTRY

The student upon receiving his admission letter will give his on-line profile and pay fees, as prescribed in the admission letter. Upon full payment of academic fees, students will be given username and password to logon to *PBSZONE* to enter their profile on their admission Microsite.

After payment of full academic fees and profile entry, an *Internal Provisional Enrolment Number*, will be generated, **(which will not be informed to the student and would not be shown on the website).**

This is to facilitate preparation of *Smart Cards* in time.

#### II. FRESH REGISTRATION

The student on the date of commencement of the academic session, as specified in the admission letter will report to the concerned department.

##### (a) DOCUMENTS REQUIRED IN ORIGINAL AT THE TIME OF REGISTRATION:

- (i) Proof of the date of birth (Secondary School Certificate issued by the affiliating Board).
- (ii) Certificate and marks sheet of qualifying examination issued by the Board / University. In case where the University has prescribed a condition of passing a subject or subjects at some level, the Certificate / Marks sheet of the concerned examination in proof thereof should also be produced.
- (iii) Conduct and Character Certificate from the Head of Institution from where the qualifying examination was passed.
- (iv) SC/ST/Physically Handicapped/ Defence Category/ Kashmiri Migrants/ Minority Status Certificates, bona fide resident of Andhra Pradesh, if applicable.
- (v) Migration Certificate.
- (vi) Undertaking in the prescribed proforma, (applicable in case of those students whose results have not been declared at the time of Registration).
- (vii) Any other document notified through prospectus.



**(b) VERIFICATION OF ELIGIBILITY CONDITIONS / ISSUE OF ENROLLMENT NUMBERS:**

- (i) On the day of commencement of the programme / Course, the original certificates and mark sheets (original & two sets of attested photocopies) will be verified by the respective committee with respect to the eligibility conditions prescribed for the course / programme.
- (ii) All verification of eligibility conditions will be done by the admission committee and onus of verification would be with the admission department.
- (iii) No student shall be eligible for registration to a first degree programmes unless he/she has successfully passed the examination of 10+2. The certificates of the students may be checked at the time of registration and in case it is found that the student does not fulfill the eligibility criteria **on the basis of 10+2 examination for admission to 1<sup>st</sup> degree, he/she will not be registered at all.**
- (iv) No student shall be eligible for admission to a Master's Degree programmes unless he/she has successfully completed three years/four years of an undergraduate degree or earned prescribed number of credits for an undergraduate degree, through the examinations conducted by a University/Autonomous Institution.
- (v) The certificate of eligibility (i.e. Graduation) for admission to Master's Degree programmes will be verified at the time of registration by the Institution. In the case of students, who have already appeared in the qualifying examinations, but their results have not been declared by the University/Autonomous Institution, they will be provisionally registered, subject to the production of proof and a letter from the concerned University/Autonomous Institution certifying that the student has appeared in all the papers of last semester/year and the back papers of previous semesters (if any) and his/her result has not yet been declared.
- (vi) An undertaking in the format given at Annexure-I from him/her & his/her parents/guardian that he/she will submit the documents in support of the eligibility by the last working day of August of the year failing which the admission will be cancelled and the name struck off from the rolls of the college and fee deposited will be forfeited.





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- (vii) In case of students, who have not submitted the proof in regard to fulfillment of the eligibility conditions and have been registered provisionally on an undertaking, the status of Enrollment Number given will remain provisional till the submission of proof.
- (viii) As long as a student's Enrolment Number is provisional, he will not be allowed to take the examination. Only students with confirmed Enrolment Numbers will be allowed to take the examination.
- (x) Names of such students will be struck off after the lapse of such dates / maximum 10 days from the commencement date. Letters will be sent by Admission Department to such students informing them of **Cancellation of Admission and Processing of Withdrawal**, with information to college.

### III. RE-REGISTRATION

In case of subsequent semesters, the registration will take place on the date(s) decided and notified, as per the Academic Calendar.

On re-registration, H.O.I will ensure that:-

- (a) eligibility criteria and other documents have already been verified
- (b) the student is eligible for promotion to the semester in which he is to be re-registered
- (c) the student has paid all the fees

If (a) or (b) or (c) is not fulfilled, he will not be re-registered and his case will be referred to Admission committee.

The fees can be paid with late fee charges as per the provisions of this policy. Registration will continue to be provisional till the student pays the fees.

In case of odd semesters registration in hostel shall not be permitted without payment of full hostel fees & fulfillment of other conditions as laid down in the Regulations on Hostel Rules

Online entry of fees will be completed by Accounts Departments for all the Semesters / Years.



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### **IV. FEE PAYMENT**

- (a) The fee payment schedule for a year will be issued, based on dates of commencement of semesters / years of various programmes.
- (b) Copy of the schedule, along with the rules relating to Late Fees will be made available to all students.

### **V. LATE FEES**

- (a) For 10 days or the date given in the calendar (whichever is later) from the last date of fee payment, students will be required to pay late fees at the rate of Rs. 50/- per day.
- (b) After 10<sup>th</sup> day and till the 30<sup>th</sup> day from the last date of fee payment (i.e. additional 20 days) student will have to pay a late fee of Rs. 7,500/-
- (c) After 30 days from the last date of payment, the names of the defaulters will be struck off the rolls. List of such students will be sent by the Accounts Department to the notice board.
- (d) If any such student still wants to pay fees and continue in the programme, it will be permissible under the provisions of re-admission as given in the next Section.

### **VI. RE-ADMISSION**

- (a) Any student wanting to pay the fees after 30 days from the last date of fees payment and continue the programme will be required to submit an application giving reasons for delay in depositing the fees, duly countersigned by the Parents/Guardian and duly recommended by the Head of the Institution. If the re-admission is approved by the Admission Committee, the decision will be communicated to the student, the Head of the Institution and Accounts Department by the Admissions Department. On readmission, a student will be required to pay readmission fee of Rs 10,000/- or 50% on tuition fee of their respective Programme whichever is higher, in addition to all other dues.
- (b) Such readmissions will however, be permissible up to maximum two weeks from the registration date of the semester. After the lapse of two months, any such request will not be entertained. However, under very special circumstances, the cases may be referred to the principal for approval. If such request is not accepted, then the student may join the next semester or year of the programme.



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- (c) The maximum permissible period for completing a programme upto two years duration shall be (n+1) academic years and for a programme of more than two years duration, the maximum registration period will be (n+2) academic years, where “n” represents minimum period of registration prescribed.
- (d) After expiry of the maximum registration period, the student may seek re-admission for one academic year so that he/she may complete the backlog of previous years for award of a degree/diploma/certificate. The student will have to apply to the Head of the Institution who in turn will forward the proposal with his recommendations to Admission Committee for the approval. On the approval by, the candidate will be accorded necessary permission subject to the payment of re-admission charges of Rs 10,000/- or 50% on tuition fee of their respective Programme, whichever is higher for that particular year.

### **VII. WITHDRAWAL**

- (a) In case of students applying for withdrawal, an application in Withdrawal Form (Annexure-III), signed by the student and countersigned by his parents will be sent to the Admission Department. The Admission Department will process the application and also interview the student to understand the reason for withdrawal and forward his comments and recommendations on the proforma attached in Annexure-IV with “No Dues” Form duly completed to Admission committee.
- (b) The fee deposited by candidate shall be refunded after deducting Rs 1000/- provided the candidate has submitted the withdrawal request prior to commencement of course.
- (c) In case the request form is submitted between the period of commencement of course and date of closure of admission, a proportionate refund of fee will be made after deducting processing fee of Rs 1000/- in addition to other deductions, if any.
- (d) If withdrawal is applied after the date of closure of admission then no refund will be given (only security deposit will be refunded).
- (e) In all cases, security deposit/ caution deposit shall be refunded after taking clearance from the concerned departments, provided candidate applies for refund of the same within a period of one year from the date of leaving the Institution.



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- (f) The date of Closure of Admission is defined as the last official interview date +7 days irrespective of the fact whether a student registers/joins or not.
- (g) In the case of withdrawal of student from programmes under self-finance programmes the students shall be required to pay the 50% fees for the remaining period of the programme.
- (h) Withdrawal in such cases and other cases under provisions of this policy will be processed by Admissions Department and intimated to student.
- (i) In case of late admission, if a candidate has paid fee and not joined, will not be refunded any fee and this should be a part of admission letter.

### **VIII CANCELLATION OF ADMISSION**

Cancellation of Admission by the college will be on:

- (a) Student getting admission by fraudulent means or by concealment of facts. In such cases the admission shall be cancelled at whatever stage the facts is discovered and the fee deposited will be forfeited. If he has, however, in the meantime passed any examination or part of an examination, the same shall be cancelled.
- (b) Non-payment of fees within the prescribed period.
- (c) Not qualifying within the prescribed period.
- (d) Not fulfilling the eligibility conditions within prescribed period.

### **IX. ACADEMIC BREAK AND RE-ENTRY**

In case of an academic break with permission as per the Parent University Regulations in force, no readmission fee will be charged from the student. Such student will, however, pay the fees as applicable to the new batch he/ she joins on re-entry.

### **X EQUIVALENCE COMMITTEE FOR FRESH ADMISSIONS**

- (a) Separate Equivalence Committee for fresh admissions in Regular programmes, has been constituted in order to determine the equivalence of Degree/Diploma/Certificate or other academic distinctions of other Universities/Institutions for the students who are taking fresh admissions.
- (b) Composition of the Equivalence Committee (fresh admissions)

Principal	Chairperson
Dean	Dy. Chairperson
Vice-principal, Student Affairs	Member
Controller or Examinations	Member
HoD	Member



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Two Senior faculty members of the  
Respective programme

Members

### **7. ADMISSION OF FOREIGN STUDENTS / NRIS'**

As per guidelines for *Admission of Foreign Students/ NRIs'*, prescribed by the Government of India (Appendix -B)

### **8. CHANGE OF DISCIPLINES IN VARIOUS PROGRAMMES**

As per guidelines for *Change of Disciplines in Various Programmes*, prescribed by the college (Appendix-C)

### **9. VALIDITY OF OFFER OF ADMISSION**

The candidates offered admission will have to join on the due dates specified by the college.

### **10. HOSTEL ADMISSION**

Admission to the Hostel will be governed by college Regulations of Hostel Accommodation.

### **11. RESIDUAL CLAUSE**

On the recommendations of Admission Committee, the college may grant admission to a candidate(s) in an academic programme on merits of each individual case for the reasons recorded.



## Appendix – A

### GUIDELINES & PROCEDURE FOR ADMISSION

#### 1. GENERAL

Admission to various programmes offered by the college shall be made in accordance with the provisions laid down in the “Regulations for Admission & Enrolment of Students”

Admission to various full time programmes of college will be done only once in an academic year.

#### 2. NOTIFICATION & PUBLICITY

(a) The Admission Committee will:

- i) Notify the admission schedule / calendar for information and compliance by the college.
- ii) Draft common prospectus and application form for admission to all academic programmes of the college and get adequate number of copies printed.
- iii) Give publicity to all the academic programmes through advertisements in leading newspapers and other media of publicity.
- iv) Supply adequate numbers of publicity material and Prospectus & Application form to sale outlets as decided by the Admission Committee and provide access to the prospectus and application form on website of the college, to enable the candidates to download.
- v) Maintain proper record of printing and sale of Prospectus and Application Form in the prescribed proforma.
- vi) Maintain proper record and proper account of sale proceeds of Prospectus and application forms.
- vii) Circulate information about academic programmes of the college to other Institutions / Organizations for awareness and publicity.
- viii) Arrange “On-Phone” inquiry handling and general counseling.
- ix) Issue Press-releases and write-ups in educational columns of local dailies in regional languages.



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- (b) The college may with the approval of management employ other avenues for giving wider publicity to their programmes separately.

### 3. ELIGIBILITY

- (a) No student shall be eligible for registration to a first degree programmes unless he/she has successfully passed the examination of 10+2. The certificates of the students may be checked at the time of registration and in case it is found that the student does not fulfill the eligibility criteria **on the basis of 10+2 examination for admission to 1<sup>st</sup> Degree, he will not be registered at all.**
- (b) No student shall be eligible for admission to a Master's Degree programmes unless he/she has successfully completed three years/four years of an undergraduate degree or earned prescribed number of credits for an undergraduate degree, through the examinations conducted by a University/Autonomous Institution.
- (c) The certificate of eligibility (i.e. Graduation) for admission to Master's Degree programmes may be verified at the time of registration. In the case of students, who have already appeared in the qualifying examinations, but their results have not been declared by the University/Autonomous Institution, they will be provisionally registered, subject to the production of proof and a letter from the concerned University/Autonomous Institution certifying that the student has appeared in all the papers of last semester/year and the back papers of previous semesters (if any) and his/her result has not yet been declared.
- (d) An undertaking in the format given at Annexure-I from him/her & his/her parents/guardian that he/she will submit the documents in support of the eligibility by the last working day of August of the year failing which the admission may be cancelled and the name be struck off from the rolls of the college and full fee deposited will be forfeited.
- (e) In case of students, who have not submitted the proof in regard to fulfillment of the eligibility conditions and have been registered provisionally on an undertaking, the status of Enrollment Number given will remain provisional till the submission of proof.

In respect of students, provisionally registered / issued *Provisional Enrolment Numbers*, Institutions will ensure the submission of Certificates / Mark sheets by the students in regard to fulfillment of the eligibility conditions by the last working day of August of the year.

- (f) A candidate who is a history sheeter according to the police records or has been convicted for an offence involving moral turpitude or who is involved in a criminal case shall not be admitted, and if, already admitted his admission shall be cancelled at any time without prior information and the fee already paid shall be forfeited.



### 4. MODES OF ADMISSION

- (a) Admissions to various academic programmes / courses offered by the college through will be made strictly on the basis of merit determined either through:
  - i) Marks in qualifying examination followed by group discussion and / or interview with respect to UG programmes
  - ii) ICET rank with respect to admission into MBA and MCA programmes.
  - iii) Marks in qualifying examinations followed by written test / or Group Discussion / or interview with respect to other PG programmes.

### 5. RECEIPT & SCRUTINY OF APPLICATIONS

- (a) The applicants will be advised through instructions in the Prospectus to send their duly filled in applications along with required documents to the Admission Department or such other places notified by the college.
- (b) All the applications will be scrutinized by the Admission Department in accordance with the prescribed eligibility criteria.
- (c) Incomplete applications will be summarily rejected. However, if the Admission Committee has recommended for making up the deficiency within given date, the Admission Department will, return the deficient application form to the candidate directing him to resubmit it within the specified date.
- (d) Data entry of the application forms of all candidates will be done at the Admission Departments only in data entry format (software) prescribed by the college. Checking, editing and finalization of data of application forms will be done by the Admission Department. It will be ensured that the number of records in the computer matches with the actual number of forms received.
- (e) The Admission Department will draw date-wise / programme -wise merit list and finalize the admissions. Status of selection / rejection of candidates will be displayed on website.





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**PARVATHANENI BRAHMAYYA (P.B)**  
**SIDDHARTHA COLLEGE OF ARTS AND SCIENCE**  
VIJAYAWADA

### LETTER OF UNDERTAKING-I

Vijayawada,

Dt. \_\_\_\_\_

To  
The Principal,  
P.B. Siddhartha College of Arts & Science,  
Siddhartha Nagar, Vijayawada-10.

Sir,  
Having admitted my son/daughter in  
B.A./B.Com.,/B.Com.(Hons.)/B.Sc.,/B.Sc.(Hons.)/ B.B.A/B.C.A., B.Sc (Hons)  
programmes, I take the responsibility of overseeing my ward's studies at home  
and attendance at the institution. I concur with the disciplinary action taken  
against my ward for being continuously absent without valid reasons.

Further, I shall interact with the tutor-in-charge and endorse my  
signature in the reports record, whenever the college authorities request me in  
this regard. I abide by the rules and regulations of the institution; I have no  
objection to the college in withholding the permission to my ward from taking  
semester-end examinations due to shortage of attendance, i.e. less than 75%.

Signature of the  
Guardian/Father/Mother

Name :

Contact No.:



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**PARVATHANENI BRAHMAYYA (P.B)**  
**SIDDHARTHA COLLEGE OF ARTS AND SCIENCE**  
VIJAYAWADA

### LETTER OF UNDERTAKING-II

Vijayawada,

Dt. \_\_\_\_\_

To  
The Principal,  
P.B. Siddhartha College of Arts & Science,  
Siddhartha Nagar, Vijayawada-10.

Sir,

I, hereby, promise to attend classes regularly and maintain minimum i.e.,75% attendance required for taking the semester-end-examinations. In case I fail to maintain the required attendance, I shall abide by the disciplinary action taken against me in this regard.

Signature of the student

Students Name:

Class:

Application No:

Mobile No. :



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**PARVATHANENI BRAHMAYYA (P.B)**  
**SIDDHARTHA COLLEGE OF ARTS AND SCIENCE**  
VIJAYAWADA

### LETTER OF UNDERTAKING-III

Vijayawada,

Dt. \_\_\_\_\_

To  
The Principal,  
P.B. Siddhartha College of Arts & Science,  
Vijayawada-10.

Sir,

I \_\_\_\_\_, of \_\_\_\_\_ (class) in the event of leaving the institution will not claim for the refund of the developmental charges and (or) the tuition fee paid at the time of admission. Further, I declare that I will be paying 50% of the total tuition fee of the remaining semesters as per the rules and regulations of the institution.

Thanking you,

Yours obediently,

SIGNATURE OF PARENT/GUARDIAN

SIGNATURE OF STUDENT



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**PARVATHANENI BRAHMAYYA (P.B)**  
**SIDDHARTHA COLLEGE OF ARTS AND SCIENCE**  
VIJAYAWADA

### LETTER OF UNDERTAKING-IV

Vijayawada,

Dt. \_\_\_\_\_

We read and understood the "Andhra Pradesh Prohibition of Ragging Act 1997" and bind ourselves to abide by the rules under the "Andhra Pradesh Prohibition of Ragging Act 1997" and my ward shall not include in ragging and that we shall be indulge responsible for any offence under the "Andhra Pradesh Prohibition of Ragging Act 1997".

SIGNATURE OF PARENT

SIGNATURE OF STUDENT



## Admission Policy

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**PARVATHANENI BRAHMAYYA (P.B)**  
**SIDDHARTHA COLLEGE OF ARTS AND SCIENCE**  
VIJAYAWADA

### LETTER OF UNDERTAKING-V

Vijayawada,

Dt. \_\_\_\_\_

To  
The Principal,  
P.B. Siddhartha College of Arts & Science,  
Vijayawada-10.

Sir,

I will produce the documents (10<sup>th</sup> Certificate, Inter original marks list, TC & CC) as early as possible in due course of time. Failing which I will forfeit my admission and fee paid by me.

Thanking you,

Yours obediently,

SIGNATURE OF STUDENT

SIGNATURE OF PARENT/GUARDIAN

Cell No.:



## Appendix B

### GUIDELINES FOR ADMISSION OF FOREIGN STUDENTS/NRIs'

#### 1. ELIGIBILITY FOR ADMISSION TO GRADUATE COURSES:

For admission to a graduate programme of studies in any discipline, applicant must have completed 12 years of formal schooling. Students meeting the eligibility criteria as prescribed in the Admission Prospectus would be considered for admission. **They should have cleared TOEFL with 213 in CBT or can have a band of 6.5 in IELTS.** Evidence of required academic performance must be in the form of certified English transcripts listing all the courses with the grades or marks earned. Transcripts in languages other than English are not acceptable.

#### 2. ELIGIBILITY FOR ADMISSION TO POST GRADUATE COURSES

For admission to specific programme, the requirement of subjects studied will be same for both national / Foreign Students / NRI as prescribed in the Admission Prospectus.

For admission to a post-graduate programme of studies in any discipline, applicant must have completed 12 years of formal education at the School level followed by a Bachelor's Degree of at least 3 years duration. Students meeting the eligibility criteria as prescribed in the Admission Prospectus would be considered for admission. However, the admission to post-graduate courses is rather restricted and the applicant should have an excellent academic record to stand a fair chance for admission.

**A GMAT score of minimum 500 is required for the Post Graduate Management Course Admission.**

**A GRE score of minimum 1200 is required for the Post Graduate Engineering Course Admission.**

**A SAT score of minimum 1200 is required for the Graduate Course Admission.**

(subject to review by the Admission Committee)

For admission to specific programmes, the requirement of subjects studied will be same for both national / Foreign Students / NRI as prescribed in the Admission Prospectus.

#### 3. PROCEDURE FOR ADMISSION:

The college has online admission portal [www.pbsiddhartha.ac.in/admissions](http://www.pbsiddhartha.ac.in/admissions) where you can track your admission status by logging in using your application form number and password.

Duly filled in Application Forms together with the certified copies of Testimonials/Certificates should be sent to the college.



**Date, Time and Venue for Written test and/or Group Discussion and/or Interview will appear on the [www.pbsiddhartha.ac.in/admissions](http://www.pbsiddhartha.ac.in/admissions), if all the Eligibility Conditions are fulfilled. You have to appear in the Admission Selection Process accordingly. If it is not possible for you to get the visa and appear in the Admission Selection Process then college Admission office will facilitate by conducting Interview- Telephonic/Video Conferencing.**

**Provisional Admission after the Interview process will be given to selected candidates subject to confirmation based on the following:**

#### **4. MANDATORY REQUIREMENT AFTER OFFER OF ADMISSION:**

4.1 Every Foreign / NRI student shall have to undergo a medical test (including test for AIDS) within a week from the date of admission. They should also be covered under medical insurance before registration for the academic program.

4.2 VISA - All the international students will require a student visa endorsed to the college for joining full time courses. No other endorsement is acceptable. Students wishing to join a research programme will require a research visa endorsed to the college. The visa should be valid for the prescribed duration of the course.

A visa is not required for NRI students. Students who are doing full time courses, in some other institutions, do not require a separate visa for joining part time courses provided that their current visa is valid for the entire duration of the course.

4.3 All foreign students (including those of Indian origin), are required to register themselves with the concerned District Foreigners Registration Officer/ Foreigners Regional Registration Officer, "within 14 days of their first arrival in India, if they hold a visa for a period which is more than 180 days."

#### **List of documents required at the time of registration with the Foreigners Registration Officer.**

- (i) Photocopy of the passport and initial visa.
- (ii) Four photographs of the applicant.
- (iii) Details of residence in India.
- (iv) HIV test report from one of the WHO recognized institutions from people in the age group of 15 to 60 years, if the foreigner is visiting India on a visa for more than one year.
- (v) Copy of the marriage certificate in case of those seeking extension of stay on grounds of being married to an Indian national.
- (vi) Bona-fide certificate from the University/ College/ Institution in case of student visa.



- 4.4 All Foreign / NRI students will have to submit an Equivalence Certificate from the Association of Indian Universities (AIU). Information can be had by visiting the following website.

### **PROCEDURE FOR SEEKING EQUIVALENCE CERTIFICATE**

**Application form is to be submitted to college in the prescribed Format.** The students are advised to send the following documents to the Association of Indian Universities for obtaining Equivalence Certificate:

1. Degree/Certificate together with the year-wise Academic Transcript duly authenticated by the Indian Embassy in the Country or its concerned Foreign Mission in India.
2. Accreditation status of the University/Institute which the student has last attended.
3. Copies of the academic Certificates from Higher Secondary onwards (where necessary)

The **SERVICE CHARGE** for issue of Equivalence Certificate is US \$ 100 **or as applicable** payable through Demand Draft in favor of "**Association of Indian Universities, New Delhi**".

*The onus of Certification for Equivalence from AIU is on the candidate and his application will be considered only after the Certificate is submitted*

- 4.5. Transfers & Change of Course:

An international student who has been granted admission to a particular course shall not be allowed to change the course.





## Admission Policy

### ADMISSION INTO UG AND PG PROGRAMMES AY 2020-21 onwards

#### **Notification**

In exercise of the powers conferred under clause (a) and sub-clause (xxv) of clause of sub-section(1) of Section 99 of the Andhra Pradesh Education Act, 1982 (Act No. 1 of 1982) read with clauses (i) and (j) of sub-section (2) of Section 25 of the Andhra Pradesh Universities Act, 1991 (Act No. 4 of 1991), and sub-clause (vi) of clause (II) of sub-section (2) of Section 11 of the Andhra Pradesh State Council of Higher Education Act, 1988 (Act No. 16 of 1988), the Government of Andhra Pradesh hereby makes the following Rules for online admission of the students into Undergraduate Courses in Arts, Science, Social Sciences, Commerce, Management, Computer Applications and Social work etc. including Honours, in the faculties in the Government Degree Colleges, Government Autonomous Degree Colleges, Private Aided Degree Colleges, Private Unaided Degree Colleges and Private-Autonomous Degree Colleges (Aided and Unaided) in the State.

#### **1. Short title applicability and commencement:**

- (i) These rules may be called the Andhra Pradesh Degree Colleges online Admission (for admission of the students into Undergraduate Courses in Arts, Science, Social Sciences, Commerce, Management, Computer Applications, Social work etc., including Honours) Rules, 2020.
- (ii) They shall apply to all Government Degree Colleges, Government Autonomous Degree Colleges, Private Aided Degree Colleges, Private Unaided Degree Colleges, Private-Autonomous Degree Colleges (Aided and Unaided).
- (iii) They shall come into force from the academic year 2020-21.

#### **2. Definitions:**

- (i) In these rules unless the context otherwise requires:
  - (a) "Government" means State Government of Andhra Pradesh.
  - (b) "State Council" means the Andhra Pradesh State Council of Higher Education, constituted under the Andhra Pradesh Council of Higher Education Act, 1988 (Andhra Pradesh Act No. 16 of 1988).
  - (c) "University" means a University established or to be established and incorporated as a University in the Schedule of the University Act;
  - (d) "UGC" means University Grants Commission constituted under Parliament Act 1957;
  - (e) "APHER&MC" means AP Higher Education Regulatory and Monitoring Commission constituted under the Act No. 20 of 2019.



## Admission Policy

- (f) "*Academic year*" means a period of twelve months commencing on the first day of July of the year or such other period of twelve months beginning on such date as the Executive Council may specify in respect of all the of the University or any particular college thereof;
  - (g) "*Affiliated College*" means a college within the University area affiliated to the University in accordance with the conditions prescribed;
  - (h) "*Aided College*" means a college other than a Government College which receives grant-in-aid from the State Government;
  - (i) "*Unaided College*" means a College other than a Government College which does not receive any grant-in-aid from the State Government and functions with the prior approval of the Competent Authority and affiliation of the university concerned.
  - (j) "*Autonomous College*" means an affiliated college on which the status of autonomy has been conferred by the University as per the guidelines of the UGC;
  - (k) "*College*" means a college established and maintained by or affiliated to the University;
  - (l) "*Commissioner of Higher/Collegiate Education*" includes Commissioner/ Director of Higher / Collegiate Education;
  - (m) "*Institute*" means an academic institution not being a College, maintained and/or recognized by the University;
  - (n) "*Student*" means a person who is admitted to a college, and is borne on the attendance register there on
- (ii) Words and expressions used but not defined in these rules shall have the same meaning assigned to them in the respective Act of the Institution/University.

### 3. Eligibility Criteria for Admission:

3.1 TheeligibilitycriteriafortheUndergraduateCoursesuchasB.A/B.Sc./B.Com./ B.Com. (Voc) / B.Com.(Hons) /BSW /BBA /BBM/BCA etc., shall be as mentioned below:

- (i) The Candidate should be of Indian Nationality.
- (ii) The candidate should satisfy 'local'/'non-local' status requirements as laid down in the Andhra Pradesh Educational Institutions (Regulation of Admissions) Order,1974, as subsequently amended (enclosed as Annexure- I).



## Admission Policy

- (iii) Candidates seeking admission into 1<sup>st</sup> year B.A./B.Com./B.Com. (Voc.)/B.Com.(Hons)/BSW/BBA/ BBM/ BCA etc Degree Courses must have passed Two Year Intermediate Examination conducted by the Board of Intermediate Education, APOR an Examination of any other University/Board recognized as equivalent thereto, (other than Pre-Degree Course in Oriental Languages of OU), as specified in the Annexure II.
- (iv) Candidates seeking admission into the B.Sc. 1<sup>st</sup> Year Course should have passed and secured an aggregate of 40% marks (a Pass only in the case of Scheduled Caste and Scheduled Tribes candidates) in the concerned Science Subjects (i.e. Physical Sciences and Mathematics OR Physical Sciences and Biological Sciences as the case may be) in the qualifying examination. Candidates who have passed the qualifying examination with Arts/Commerce subjects are NOT ELIGIBLE for admissions into the B.Sc. Course.
- In respect to the candidates, who have passed Intermediate (Vocational) Courses from the Board of Intermediate Education, AP OR +2 Examination conducted by any Board other than listed in the Annexure-II, the candidates shall submit an equivalence certificate issued by the Board of Intermediate Education, Andhra Pradesh.
- (v) The Candidates who have passed a Diploma in Engineering/Technology/Non-Engineering Courses recognized by State Board of Technical Education & Training (SBTET), AP, are eligible for admission in the 2<sup>nd</sup> Year in all the Degree Programmes as per G.O.Ms.No.112, Higher Education Department, Dt.27.10.2001, in the supernumerary seats subject to a maximum of 5% of sanctioned intake.
- (vi) The Candidates who have passed Intermediate (Vocational) Medical Lab Technology Course from the Board of Intermediate Education, Andhra Pradesh OR from any other State equivalent to it are eligible for admission into B.A. /B.Com Courses only. However, those who have a Bridge Course Certificate along with Intermediate (Vocational) Medical Lab Technology are eligible for B.Sc. Courses.
- (vii) Candidates who have passed Intermediate Examination with Mathematics, Economics and Commerce combination are eligible for admission into B.Sc. with Mathematics, Statistics and Computer Science combination.
- (viii) Candidates seeking admission to BSW Course should have secured not less than 40% marks in aggregate in the qualifying examination (a pass only in the case of Scheduled Caste and Scheduled Tribes candidates).



## Admission Policy

### **4. Merit Criteria for admission into Undergraduate Courses (B.A. / B.Sc. / B.Com. /B.Com.(Voc)/B.Com.(Hons) /BSW /BBA /BBM/ BCA) etc:**

The order of merit of the candidates shall be on the basis of the aggregate marks secured by the candidates in the qualifying examination.

- 4.1 However, the aggregate marks awarded by other Boards will be normalized with that of Board of Intermediate Education, AP.
- 4.2 In case of a tie in the aggregate marks, the following preferences shall be followed in the order: (a) the marks secured by the candidates in the group subjects, (b) the marks secured in English Language and (c) the date of birth/ age of the candidate (senior in age getting priority).
  - (i) Admissions to the 1<sup>st</sup> Year of the three year Degree Courses will be made in order of merit as per the options exercised by the candidates through OAMDC.
  - (ii) Fraction of 0.5% and above secured by the candidates in the qualifying examination shall be treated as 1% wherever necessary in the calculation of percentage of marks (eg.39.5% and above shall be treated as 40%).

### **5. Allotment of Seats:**

5.1 Provisional allotment of seats into Courses / Colleges shall be made in the order of merit of by following the Rules of Reservation issued by the Government from time to time.

- (i) Allotment of Seats for B.Com: 60% of the total number of available seats in B.Com in any College under the jurisdiction of the Universities of Andhra Pradesh State shall be reserved for the candidates who studied and passed the qualifying examination with Commerce as one of the subject.
- (ii) Allotment of Seats for B.A: 50% of the total number of available seats in B.A. in any College under the jurisdiction of the Universities of Andhra Pradesh State shall be reserved for the candidates who studied and passed the qualifying examination with at least one subject of Social Sciences or Humanities at the qualifying examination level.

### **6. Medium:**

- i. Medium of instruction is English

### **7. Special Admissions:**

7.1 As per the G.O.Ms.No.112, Higher Education Department, Dt.27.10.2001, the students who have completed three year Diploma



## Admission Policy

Courses in Commercial and Computer Practice conducted by the State Board of Technical Education and Training (SBTET) of Andhra Pradesh State which is equivalent to B.Com 1<sup>st</sup> Year are eligible to get admission into 2<sup>nd</sup> Year B.Com.

### 8. Rules of Reservation for Admissions:

#### 8.1 Reservation for local Candidates:

8.1.1 Admission to 85% of the seats in each Course shall be reserved for the local candidates and the remaining 15% of the seats shall be unreserved as specified in the Andhra Pradesh Educational Institutions (Regulation of Admissions) Order, 1974 as subsequently amended (Details enclosed in Annexure-I).

8.1.2 In respect of State Universities, the State quotas apply as prescribed in the Andhra Pradesh Educational Institutions (Regulation of Admissions) Order, 1974.

#### 8.2 Reservation for SC/ST/BC Communities/EWS

There shall be reservation of seats for SCs, STs and BCs as specified here under:

- (a) Scheduled Castes A total of 15% of seats in each Course shall be reserved for Candidates belonging to the Scheduled Castes Category.
- (b) Scheduled Tribes A total of 6% of seats in each Course shall be reserved for candidates belonging to the Scheduled Tribes Category.
- (c) Backward Classes A total of 29% seats in each Course shall be reserved for the candidates in respect of Backward classes candidates as shown below:

Group-A	:	7%
Group-B	:	10%
Group-C	:	1%
Group-D	:	7%
Group-E	:	4%

- (i) A total of 10% supernumerary seats in each course shall be reserved for the candidates in respect of economically weaker sections as per G.O.No.60, Backward Classes Welfare (F) Department, Dt: 27.07.2019.



## Admission Policy

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- (ii) Candidates belonging to the above categories should submit Community, Nativity and Date of Birth Certificate as per G.O.Ms.No.58 of Social Welfare Department, dt.12.05.1997.
- (iii) SC, ST and BC candidates who get seats on merit will not be considered against the seat reserved for them and such candidates will be considered under the general category of seats.
- (iv) If sufficient number of candidates are not available to fill up the seats reserved for SCs they shall be filled up by suitable candidates from STs and vice-versa. If the required number of candidates is not available for filling up the quota of seats reserved for SCs and STs they may be filled up by candidates from the general pool on the basis of the merit.
- (v) While filling up the seats reserved for Backward Class -A, the qualified Backward Class-A candidates should be considered in the order of merit. If qualified Backward Class-A candidates are not available, the turn will go to Backward Class-B, Backward Class-C, Backward Class-D or Backward Class-E in the order of merit in each group. If no suitable candidates are available in any of the five groups, the seats shall be filled up from general pool on the basis of merit.

### **8.3 Reservation of Seats for NCC and Games & Sports/ Extra Curricular Activities/ Children of Ex-Servicemen and Armed Personnel:**

A Maximum of 4.5% of the seats of Degree Courses shall be reserved for the candidates who have distinguished themselves in Sports, Extra-Curricular activities, N.C.C and children of Ex-Servicemen and Armed Personnel as follows:-

- (i) Reservation for N.C.C : 1% of the seats are reserved for the students possessing the prescribed certificates in N.C.C. If suitable candidate is not available for any seat in the above categories, the same shall be filled up from general pool on the basis of merit.
- (ii) Reservation of seats for Games and Sports: 0.5% of the seats are reserved for students who have participated in the following games and sports (list given below). The selection of the candidates under this category shall be made according to the G.O.Ms.No.20, Youth Advancement, Tourism& Culture (Sports) Department, dated: 24.08.2009.



## Admission Policy

1	Archery	11	HandBall	21	SoftBall
2	Athletics	12	Hockey	22	Swimming
3	BasketBall	13	Judo	23	TableTennis
4	Boxing	14	Khabadi	24	Taekwondo
5	Chess	15	Kho-Kho	25	Tennis
6	Cricket	16	RollerSkating	26	Volley Ball
7	Cycling	17	Rowing	27	Weight-lifting
8	Fencing	18	Sailing/Yatching	28	Wrestling
9	FootBall	19	Shooting	29	BallBadminton
10	Gymnastics	20	Shuttle Badminton		

If suitable candidate is not available for any seat in the above categories, the same shall be filled up from general pool on the basis of merit.

#### 8.4 Reservation of seats for Extra-Curricular activities:

1% of the total seats shall be reserved for students who participated in Extra Curricular activities such as Elocution, Debates, Essay and Fine Arts like Dance, Drama, Music, Painting, Photography and President Scouts and Guides Certificate holders. The selection of candidates shall be made in the following order of preference:-

- (A) Candidates who have represented India at the International level in Extra Curricular activities and President Scouts and Guides.
- (B) Candidates who have represented the State at the All India level in the Extra Curricular activities or obtained prize at the competition of All India level.
- (C) Candidates who have represented the College at the Inter Collegiate level and those who have participated at Inter School level.

Whenever there are more number of candidates with a similar merit than the actual number of seats available under the categories specified in item (A), (B), and (C) above, admission shall be regulated by the marks obtained in the qualifying examination.

If suitable candidate is not available for any seat in the above categories, the same shall be filled up from general pool on the basis of merit.



### 8.5 Reservation of seats for Children of Ex-Servicemen and Children of Armed Personnel (CAP):

2% of the seats are reserved for children of Ex-Servicemen and Children of Armed personnel as per existing Government orders and shall be in the following order of preference:-

- (a) Children of Armed Forces Personnel killed in action.
- (b) Children of Armed Personnel disabled in action and invalidated from service on Medical grounds.
- (c) Children of Armed Forces Personnel who are in receipt of Gallantry Awards, the order of merit for consideration of the Gallantry Awards being as given below:

i.	Param Vir Chakra	vi.	Uttam Youdh Seva Medal
ii.	Asoka Chakra	vii.	Vir Chakra
iii.	Sarvotham Yodh Seva Medal	viii.	Shourya Chakra
iv.	Mahavir Chakra	x.	Yudha Seva Medal
v.	Kirti Chakra	x.	Seva/NauSena/VayuSena Medal
		xi	Mention of Dispatches

- (d) Children of other Ex-Servicemen.
- (e) If suitable candidate is not available for any seat in the above categories, the same shall be filled up from general pool on the basis of merit.

### 8.6 Reservation of Seats for Physically Challenged:

- (a) According to the G.O.Ms.No.339, Education (EC.2) Department, dated:15.12.1999, (Visually Challenged/Impaired, Hearing Impaired, Orthopedically Challenged) 3% of the total number of seats in the 1<sup>st</sup> year of Degree Courses shall be reserved for the Physically Challenged persons in the following order:-





## Admission Policy

There shall be horizontal reservation in each category (OC, BC, SC and ST) in each Course of an institution, for the following categories, to the extent indicated against them:-

(i)Visually Challenged/Impaired	-	1%
(ii) Hearing Impaired	-	1%
(iii)Orthopedically Challenged	-	1%

- (b) The classifications with regard to the above priorities shall be as follows:-
- (i) Visually Challenged/Impaired: A person can be said to be Visually Challenged if the vision is from 6/18 up to 6/60 and anything less than 6/60 shall be considered as an extreme handicap. The above criteria shall also be made applicable to persons with vision in both the eyes, but coming within the range of defects indicated above.
  - (ii) **Orthopedically challenged:**
    - (a) Quadriplegic (loss of use of 4limbs shall be considered as the top- most priority in this category).
    - (b) Loss of both the limbs – preference shall be given to loss of upper limbs from the above downwards.
  - (iii) **Defect of lower limbs:** The criteria applicable to upper limbs shall also be applied to lower limbs with preference to be given for the loss of limbs from the above downwards.
  - (iv) **Hearing Impaired:** The Deaf are those in whom the sense of hearing is non-functional for ordinary purpose of life. They do not hear and understand at all even with amplified speech. The cases included in this category will be those having less / more than 90 decibels in the better ear (profound impairment) or total loss of hearing in both cases. A person is deaf if he cannot hear for all practical purposes being deaf in both the ears. Persons using hearing aids are to be considered as deaf.
- (c) The loss of one eye or one upper limb or one lower limb shall be given a very low priority.
- (d) In case suitable candidates are not available for any seat, such seat shall be filled from general pool on the basis of merit.



### 8.7 Reservation of Seats for Women Candidates:

- (a) Wherever applicable, a minimum of  $33\frac{1}{3}$  % of the available seats in each Course will be allotted to women candidates from each category, i.e., OC/SC/ST/BC/PH/CAP/Sports/Extra Curricular Activities.
- (b) This rule is not applicable if women candidates selected on merit in each category exceed 33.33% or more of the seats therein.
- (c) In the absence of suitable women candidates in the respective categories these shall be filled with men candidates of the same category as per G.O.Ms.No.74, Higher Education (EC.2) Department dated:28.07.2011.As per G.O.Ms.No. 46 HE (CE) Dt: 22.12.2020 the admission in Parvathaneni Brahmayya Siddhartha College of Arts and Science, Vijayawada is through online portal of OAMDC of APSCHE. This includes 70% convenor quota and 30% management quota.

The eligible candidates who passed out from Board of Intermediate, AP or other recognized Boards are eligible to participate in web counselling for the seats available in Undergraduate Programmes in Arts, Science, Social Sciences, Commerce, Management, Computer applications and Social Work, etc., leading to the award of B.A., B.Sc., B.Com., BBA., B.Voc, B.F.A, etc, are informed that the online admission process includes registration, payment of processing fee by the candidates.

### 9.0 Registration Process and Verification of Certificates:

- After filling the application form with all relevant details and on successful payment of processing fee, application number will be sent to the registered mobile number and email id, furnished at the time of filling the Registration page.
- Candidates whose certificate data is already verified through web services can proceed for exercising web-options as per schedule. For candidates whose certificate data is incomplete /irrelevant, an SMS will be sent to upload the certificates for verification.
- By entering the Application Number, date of birth and One Time Password the candidate can exercise the options from Home, subject to availability of internet facility/Internet Café/Helpline Center.
- In respect of candidates whose data is found irrelevant/incorrect during verification, an SMS will be sent to the registered Mobile Number to re-upload the certificates. The candidate can also visit the nearest HLC for verification of certificates.



## Admission Policy

- Such Candidates are informed that the verification of certificates viz SSC memo, Intermediate marks memo, VI class to Intermediate study certificates, Caste Certificate, Income Certificate/Ration Card, Economically Weaker section(EWS) certificate, Physically Challenged Certificate, Residence Certificate will be verified by verification officers.
- Candidates belonging to special category like CAP, NCC/ EXTRA CURRICULAR ACTIVITIES / SPORTS AND PHYSICALLY CHALLENGED shall report to the specified help line centre for verification on the specified dates indicated in the schedule, which will be held only once for online. Unless the candidate fills in the application details online and exercises web options, he will not be considered for allotment of a seat.
- Allotments now made are subject to the grant of affiliation from the University.
- Detailed instructions for options entry i.e., Instruction Manual for candidates can be accessed through <https://cets.apsche.ap.gov.in/APSCHEHome.aspx>
- The local candidate status under AU and SVU areas will be determined as per the territorial jurisdiction of the Universities before re-organization of districts in A.P.

### **VERIFICATION OF CERTIFICATES FOR SPECIAL CATEGORY CANDIDATES:**

- a) PH (Physically Handicapped) i.e., Visually Challenged, Hearing Impaired and Orthopedically Handicapped candidates whose certificates are not automatically validated by the Departmental data through online web service need to attend certificate verification.
- b) Candidates claiming reservation under Sports & Games, CAP and NCC (National Cadet Cops) have to compulsorily attend certificate verification
- c) Such candidates have to attend certificate verification at any of the three HLCs before exercising options only at SRR & CVR Government Degree College Vijayawada, or Dr. V. S. Krishna Government Degree College, Visakhapatnam or S V University, Tirupati.

### **Sliding:**

The following procedure is to be followed for conducting internal sliding within the institution:

1. Unfilled seats and after cancellation of admissions, if any, will be made available to the students in college login in the OAMDC portal



## Admission Policy

2. The vacant seats shall be filled through internal sliding with the same category candidate as per eligibility

### **Spot Admission**

The left over seats after can be filled as per merit through Spot Admissions. The spot admissions are to be made in accordance with the guidelines issued by the A.P State Council of Higher Education through the OAMDC portal, [apsche.ap.gov.in](http://apsche.ap.gov.in).

### **ADMISSION INTO MBA/MCA PROGRAMMES**

1. In terms of relevant G.Os and amendments issued from time to time, the schedule to fill up Category-B Management quota and supernumerary quota seats is detailed hereunder.
  - (i) Managements shall issue notification to fill 30% seats under Category-B (15% Non-NRI quota +15% NRI quota) admissions.
  - (ii) Managements shall complete total admission process (i.e., issue of notification, receipt of applications, finalization of list, reporting of students, etc.), under Category-B and supernumerary quota seats as per the schedule given.
  - (iii) The Managements shall close all admissions in compliance of the Judgment of Hon'ble Supreme Court of India.
2. The institutions that are approved by All India Council for Technical Education (AICTE) and permitted to fill NRI seats of the sanctioned intake, shall admit NRI candidates (sons and daughters of NRIs) who have passed the qualifying examination with not less than 50% aggregate marks in the qualifying examination or Cumulative Grade Point Average (CGPA) equivalent to 5 on a scale of 10.
3. The remaining seats shall be filled on merit basis with the candidates under A.P. Presidential Order 1974 who have secured rank in any all India Common Entrance Test for the respective program and secured not less than 50% of marks in the qualifying examination.
4. The seats remaining unfilled from (2) and (3) above shall be filled with eligible candidates, who have qualified in the APICET examination on merit basis following eligibility criteria laid in the GOs concerned.
5. Thereafter, if any seats still remain unfilled, such seats may be filled on merit basis with candidates securing not less than 50% (45% in case of candidates belonging to reserved categories) of marks in the prescribed group subjects taken together/aggregate marks in the qualifying examination (10+2+3 or its equivalent), as prescribed, under A.P Presidential Order 1974.



## Admission Policy

6. Any vacant seats, after filling up of all seats under AP Educational Institutions (Regulations and Admissions) Order 1974, as subsequently amended, shall be filled as per the instructions issued by the Competent Authority from time to time.
7. The college follows the procedure mentioned below to conduct the admissions:
  - (a) The Institution shall facilitate a web portal for filling up Category-B (Non- NRI) and 15% NRI quota seats.
  - (b) The management of the Colleges shall notify the details of courses offered with intake, schedule of admissions (date wise), and registration fee for the application, minority or non-minority status in leading news dailies, either in English or Telugu.
  - (c) The web portal shall provide the students, the facility for making online applications for Category-B(Non-NRI) and 15% NRI quota seats. A printable/recordable electronic acknowledgement shall be provided to the student on successful uploading of online application. This will dispense with the need for the student to physically visit each and every college besides ushering in transparency.
  - (d) The students shall also be provided an option to submit their applications, in person, at the college of their choice.
  - (e) The management of the college has the option to call the selected candidates to appear in person for interview to substantiate their credibility and financial capacity to its satisfaction. In the event of the management finding that any of the selected candidates is not suitable for admission, the management shall be at liberty to reject the candidature of such candidates and the reasons should be communicated to the Competent Authority.
  - (f) All admissions to the category A& B seats shall be completed in compliance of the judgment of Hon'ble Supreme Court of India
  - (g) The web portal shall be opened for all students desirous of seeking admission to Category A & B quota seats in Private Un-Aided Professional colleges in the State. Candidates can apply to colleges of their choice by visiting the portal only during the dates notified by the Competent Authority.
  - (h) The candidate can also give his order of preference for admission to a college by giving the order of preference from among the courses offered by the college in the online application form. Only one form needs to be filled for a college regardless of the number of options.
  - (i) No new application shall be accepted after the closing date of admissions to the college.
  - (j) The Management of the college shall administer the selection process as per the admission procedure specified. Each college shall download the data of the applications received, after the closing date as notified by the Competent Authority.



## Admission Policy

- (k) The college shall generate the merit list which will be in order of NRI quota (if available),rankers of all India common entrance test for respective program, APICET- rankers and qualifying examination in order of merit as prescribed in these instructions.
  - (l) The selection of candidates shall be done by the college managements themselves, as per the merit of the candidates.
  - (m) The selection list, after selection process is completed by the management of the college as per the prescribed norms, shall be uploaded by the management on the website of the institution.
  - (n) In case of unfilled seats if any, the concerned colleges shall admit candidates in order of merit from the merit list (second selection list).
  - (o) After completion of the admission process, the college management shall upload in the web portal provided by the Competent Authority and forward the list of admitted candidates and also for ratification by the Competent Authority as per the prescribed schedule.
  - (p) The Institution shall furnish information in accordance with the instructions issued for submission of admission lists by the Competent Authority.
  - (q) The Competent Authority will verify the list of the selected candidates and validate the same with reference to the G.Os and the procedure prescribed by the Competent Authority.
  - (r) The Competent Authority shall approve the validated list, if found tallying by cross validation process or reject the lists, if found to be at variance to the rules and procedures prescribed and communicate the same to the concerned colleges for compliance.
  - (s) Applications of candidates not fulfilling the required conditions during the validation of the list by the Competent Authority will summarily be rejected.
  - (t) The Management shall collect the Tuition fee as prescribed by the Government for Category-B seats and any excess fee collected will amount to capitation fee and Managements are liable for action under A.P. Educational Institutions (Regulation of Admissions and Prohibition of Capitation fee) Act,1983.
  - (u) Complaint/appeal against the selection shall be made to the Competent Authority.
  - (v) The managements shall comply with the above instructions and failure in implementing the same shall entail action as per the relevant Acts and Rules in force.
- 8 The Institution shall undertake the responsibility on the irregularities noticed by the Competent Authority.
  - 9 The Competent Authority shall have the authority to impose fine or to initiate action or both for violation of Instructions as per the G.O's in vogue.



## Admission Policy

- 10 Proceedings for the ratification/rejection of admissions made after verification of eligibility criteria, the Council will inform the date from which approval proceedings can be downloaded through the website. The Qualified and eligible candidates of AP ICET desirous of seeking admission into MBA/MCA Programmes shall be as per the guidelines/Instructions to proceed with the web counselling process.

### **ADMISSION INTO PG PROGRAMMES**

#### **Certificate verification and exercising of options for WEB based counseling**

The qualified and eligible candidates of APPGCET are informed to register and participate in the APPGCET web counseling for Admission into first year of various P.G. Courses like M.Sc., begin offered by the college. Candidates can participate in the counseling using the weblink: <https://cets.apsche.ap.gov.in>. Details and procedures to participate in web based counseling are available under the APPGCET.

- ❖ Candidates are informed that they should satisfy the admission rules prescribed in the related G.O. besides satisfying the eligibility criteria of the respective Universities and should be prepared to pay the tuition fee as applicable
- ❖ This notification itself is a call for counselling. No separate call letters will be sent to the individual candidates.
- ❖ Mere attending Web counselling does not guarantee seat.

#### **A. Payment of Registration/Processing Fee:**

- i. All the APPGCET rank holders have to pay a processing fee to participate in the counseling. The payment will be done through online mode only using the credit card/ debit card/net banking/other payment modes supported by the payment gateway through the “Pay Processing Fee link” of APPGCET under the Admissions tab in the website: <https://cets.apsche.ap.gov.in>. Candidates those have already paid fee for phase-1 need not pay again. They can use same credentials for exercising their options in the final phase also.
- ii. The candidates have to enter the APPGCET Hall Ticket number and Date of Birth to initiate payment of processing fee. After entering the HT number and DOB, click on the submit button. Then the candidates will be directed to the payment gateway, where candidates can pay fee using the supported payment modes of payment gateway i.e. credit card/debit card/internet banking/others.
- iii. Select any one of the supported modes of payment i.e., credit card/ debit card/net banking/others and enter the credentials to make payment.



- iv. Once the payment is successful, click on print button and take a printout of the payment receipt.

**B. Schedule and Uploading of Certificates**

Once the processing fee payment is completed, all the registered candidates have to upload their certificates strictly following the instructions given in the uploading web page of APPGCET tab under Admissions of <https://cets.apsche.ap.gov.in>. Candidates have to upload all the relevant certificates required as per the online application.

**Online Certificate Verification**

Verification of Certificates of all candidates except candidates will be done online only. Candidates are directed to verify their phone messages and email frequently during the certificate verification period as they get updated information related to certificate verification.

- C. No separate Physical Verification of Certificates is there for Special Category Candidates during the final phase of counselling.

**D. Certificate required for online submission**

All the candidates are directed to keep the scan copies of the following certificates ready to upload same for online verification of the certificates for APPGCET admissions.

1. APPGCET Hall Ticket
2. APPGCET Rank Card
3. Transfer Certificate (T.C)
4. Consolidated Marks Memo
5. Degree Provisional Certificate
6. Intermediate Marks Memo/Diploma Marks Memo
7. S.S.C or its equivalent Certificate
8. Study Certificates from Class IX to Degree
9. Residence Certificate (in case where candidate has no institutionalized education) in respect of private candidates of AP State.
10. Residence certificate of either of the parent in AP for 10 years excluding the period of employment outside Andhra Pradesh from the competent authority in respect of Non- Local Candidates.
11. Latest valid Income Certificate or Ration Card issued by the competent authority containing the name of the candidate.
12. Caste Certificate issued by competent authority in respect of SC/ST/BC





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13. Latest Economically Weaker Section (EWS) certificate from competent authority containing the name of the candidate. (if applicable).
14. Local status certificate if applicable i.e., a candidate who migrates to any part of the state of Andhra Pradesh from the state of Telangana within a period of Seven years from the 2<sup>nd</sup> day of June, 2015 shall be regarded as the local candidate in the state of Andhra Pradesh.

### Note:

1. All APPGCET qualified Candidates can exercise their options from their Residence or any Internet cafe, after completing the Certificates Verification as per the schedule. The detailed Procedure of Exercising Options will be available on the Website: <https://cets.apsche.ap.gov.in> under Admissions-2023 during the scheduled period.
2. For all other details please refer the Website: <https://cets.apsche.ap.gov.in> under Admissions.
3. Fee particulars and college wise seats availability will be available on the web site: <https://cets.apsche.ap.gov.in> under Admissions-2023, before the commencement of Options Entry.
4. The Government(G.O.Ms.No.77of **Social Welfare (EDN) Department** dated **2 5-12-2020**) ordered that in case of Post-Graduation courses the
  - (i) "Jagananna Vidya Deevena (RTF)" and
  - (ii) "Jagananna Vasathi Deevena (MTF)" schemes shall be applicable only to the students admitted under convener quota in the Post Graduate programs/Courses offered by the State funded Universities and Government Degree/PG Colleges in the State of Andhra Pradesh from 2020-21.The above are not applicable to the students admitted under convener quota, in case of Post Graduate programs/courses either regular or self-finance mode, in the Private Aided and Private Unaided Degree/PG Colleges from the academic year 2020-21.
5. Original Certificates need not be deposited in the college at the time of admission.



### **Admissions into Ph.D. Programmes:**

The departments in Parvatnaneni Brahmayya Siddhartha College of Arts and Science recognized as research centres by Krishna University can be allotted research students. The admission into Ph.D. Programmes (Both Full-time and Part-time) offered by various Universities, Research Centres and Affiliated Colleges in the state of Andhra Pradesh will be conducted through Andhra Pradesh Research Common Entrance Test-APRCET. The detailed information regarding eligibility, syllabus, vacancies and related instructions for Online Admissions is available on the website <https://cets.apsche.ap.gov.in/rcet>.

### **Appendix -C**

#### **GUIDELINES FOR TRANSFER OF STUDENTS AND/OR CHANGE OF DISCIPLINES IN VARIOUS PROGRAMMES.**

Change of programme and / or branch is a privilege and not a right. It will be permitted normally to meritorious students only. No request for change of program/ discipline will be accepted after the offer of admission has been made. In case a student wants to change his program / discipline after admission, he will have to go through the admission formalities by applying fresh, if the admission to that particular program is open by them. In all such cases fees paid will not be transferred.

Any request for transfer in the following mentioned categories should be made only after completing first semester / year through the Heads of Institution to Director Admission.

#### **1. TRANSFER FROM ONE INSTITUTION TO ANOTHER**

- (a) Transfer of students from one Institution to another and one programme to another will not ordinarily be permitted. However, on merits of each individual case, the principal may permit transfer of student from one Institution to another Institution if:
  - (i) the programme curriculum, syllabi and scheme of teaching is the same or identical;
  - (ii) the student fulfills the minimum eligibility conditions for admission;
  - (iii) the student shall be required to clear the backlog or left out courses at the Institution to which transfer is sought.



## Admission Policy

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- (iv) The student clears all his dues of the Institute from where the transfer is sought.
- (v) The student agrees to pay the prescribed fee of the course to which he is transferred.
- (b) The student will submit the application in prescribed form to the principal enclosing therewith the Statement of Grades, no due certificate and recommendations of the Head of Institution with due justification for transfer.
- (c) The principal will seek approval of the admission committee subject to availability of seats at the Institution where the transfer is sought.

The Student will pay transfer fee as prescribed by the college from time to time.



Annexure -I

**FORMAT FOR UNDERTAKING**

**(TO BE SUBMITTED BY STUDENTS WHOSE RESULTS HAVE NOT BEEN DECLARED AT THE TIME OF FRESH REGISTRATION)**

I, (Name of the candidate) \_\_\_\_\_  
Son/Daughter/Wife of \_\_\_\_\_ (Father's/  
Husband's name) Resident of \_\_\_\_\_  
(Permanent address) seeking admission to  
\_\_\_\_\_ (Name of the Course) of the college,  
hereby solemnly affirm and declare that

(a) I have appeared in the \_\_\_\_\_  
Examination, 200\_\_ of  
\_\_\_\_\_(University/Autonomous Institution), the  
result of which has not yet been declared and expected to be declared  
latest by 31<sup>st</sup> October 200\_\_

(ii) I have carefully gone through the rules regarding provisional  
registration and fully understand that in the event of my failure to submit  
to the University, appropriate proof of my securing at least  
\_\_\_\_\_ marks in qualifying Examination for  
admission to \_\_\_\_\_ (Name of the Course) of the college by  
31<sup>st</sup> October 200\_\_, my provisional registration to the said course will  
automatically stand cancelled and fee deposited by me will be forfeited.

Signature of Student



## Admission Policy

### Annexure - II

#### INFORMATION TO BE SENT BY THE INSTITUTIONS/DEPARTMENTS

Sl No	Name of Student	Has the student been attending classes?	If not attending, is the student in contact with the Institution?	Reason(s) non-payment of fees	Has the student asked for more time to pay the fees if yes, till when?	Remarks

Any other details which the Head of the Institution may like to give

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Signature of HOI / HOD

Date \_\_\_\_\_



**Annexure – III**

**APPLICATION FOR WITHDRAWAL**

To  
Director / Head,  
P.B. Siddhartha College of Arts & Science  
Siddhartha Nagar  
Vijayawada

**Name of the Student**.....

**Name of the Institute/School where enrolled** .....

.....

**Name of the programme** .....

**College Enrollment No.**.....

**Date of admission**.....

**Permanent Address**.....

.....

**Local Address**.....

.....

**Local Contact Tel. No. (with STD code)** .....

**Mobile No.**.....

**Parents contact Tel. No. (with STD code)**.....

**Mobile No.**.....

**Reasons for withdrawal**.....

.....

**Signature of Parents / Guardian**

**Signature of the Student**

**Date**

**Date**



**Annexure – IV**

**WITHDRAWAL FROM THE PROGRAMME**

**Name of the Student**.....

**Academic Background**.....

**Programme , Semester, Year**.....

**A brief report on Academic performance and regularity of the student**  
.....  
.....

**Reasons for withdrawal**.....  
.....

**Has the Director discussed the matter with the parent(s)?**.....

**Name(s) of the parents with address & contact numbers**  
:.....  
.....

**Brief of meeting / discussion with the parent(s)**  
:.....  
.....  
.....

**Comments (also name and signatures) of the programme Director / Coordinator** :...  
.....  
.....



## Admission Policy

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**Comments (also name & signatures) of the faculty mentor:.....**

.....  
.....

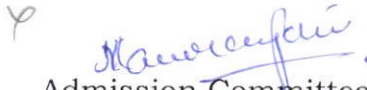
**Recommendations of the Director:.....**

.....  
.....

**(Signature of the Principal)**

**Date** \_\_\_\_\_

*Note: Please enclose the application from the student and any correspondence with the parent(s).*

  
Admission Committee  
Coordinator

  
Principal