

IMPORTANT INFORMATION FOR KUPGCET-2017

Before filling the online application form, please go through below mentioned information.

1. Candidates are strictly advised to write their permanent / working mobile number as well as correct residential address in the Online Application form. Hall tickets and Rank card along with first phase counseling schedule and subsequent phases of counselings will be available in www.kudoa.in / www.kakatiya.ac.in . SMS alert will be sent to the mobile number.
2. Applicants need not submit Separate application for each course. Applicants may choose for more than one Course in a single application as per the eligibility.
3. The Candidate has to opt the Test Centre by assigning tick (✓) against **Warangal/Karimnagar/Khammam**. If the number of candidates registered for the test in for a particular subject is less than 100, the University reserves right to change the centre and conduct the test at Warangal only. However, the test centre for “5 Years Integrated M.Sc.” shall be in Warangal.
4. No separate application is required for applying for courses under Kakatiya University and Satavahana Universities.
5. **Registration Fee:**
The registration fee for a single subject is **Rs. 450/- for OC/BC candidates and Rs. 350/- for SC/ST/PH candidates**. The registration fee may be paid at any TS/AP Online centers or through payment gateway (credit/Debit cards) / Net Banking.
6. Time, Date of the Test, Name of the Examination Centre will be mentioned on the Hall Ticket downloaded by the Student.
7. There are **no qualifying marks in the Entrance Test for SC/ST candidates** seeking admission to the course concerned. However, qualifying marks are 30 for OC, BC and PH candidates.
8. **Hostel Facility will not be provided to the students of Self-Finance Courses.**
9. **Required fee , T.C. and other certificates must be submitted on the Spot on the day of admission counseling.**
10. The University reserves the right not to conduct Entrance Test in those courses where the numbers of applications received are inadequate.
11. Number of Colleges and seats may vary due to wind up or addition of new colleges / new courses.
12. The entrance tests in all the subjects, except that of M.P.Ed., will consist of 100 multiple choice objective questions for 100 marks. For M.P.Ed. Course, the entrance test will be of 80 multiple choice objective questions 80 marks. The remaining 20 marks will be awarded by the Department of Physical Education, Kakatiya University for the sports achievements of the candidates. A table showing the incentive marks for sports achievement at different levels and sports certificate attestation form to be filled and signed by the Concerned National sports Federation / State sports federation / University sports is given in annexure-VI.
13. Candidates have to mark the answer on OMR Answer sheet by darkening the relevant circle with **blue/black Pen**. A model sheet is available www.kudoa.in / www.kakatiya.ac.in.
14. **M.Com.** Entrance Test shall be common for all specializations i.e., M.Com. General, M.Com. (FA), M.Com. (B & I), M.Com. (CA). **M.Sc.** (Mathematics) Entrance Test shall be common for M.Sc. (Mathematics), M.Sc.(Statistics), and M.Sc. (Applied Mathematics).
15. There will be no Entrance Test for the courses of M.A (Sanskrit, Hindi, Urdu), M.Sc. (Food Science & Technology) and M.Sc., (MIT) but the candidates seeking admission into these courses have to submit the application in response to this notification. The admissions shall be made based on merit in the qualifying examination.
16. Candidates who have passed or appeared for final year Intermediate Examination (MPC/BPC) of 2017 are eligible to apply for 5 Year Integrated M.Sc. Courses.
 - a. M.P.C Students are eligible to opt M. Sc Chemistry and
 - b. Bi. P. C students are eligible to opt M. Sc Bio-Technology in 5 Year Integrated programme
17. Schedule of First Phase Admission Counseling will be place in the website www.kudoa.in / www.kakatiya.ac.in.

18. a) Courses offered under Kakatiya University:

M.A. (Telugu, English, Hindi, Sanskrit, Economics, Political Science, Public Administration, History, Sociology Gender Studies.); **M.Sc.** (Botany, Zoology, Chemistry, Biochemistry, Microbiology, Biotechnology, Physics, Mathematics, Applied Mathematics, Statistics, Geology, Computer Science, Psychology); Master of Human Resource Management (MHRM); Master of Tourism Management (MTM); Master of Social Work (MSW); Master of Mass Communication & Journalism (MCJ); **M.Com.** (M.Com; M.Com. (Financial Accounting); M.Com.(Banking & Insurance); and M.Com. (Computer Applications)); P.G. Diploma in Sericulture, Clinical Bio-Chemistry; Master of Library and Information Science (MLISc); Master of Education (M.Ed.); and 5-Year Integrated PG Programme in M.Sc. (Biotechnology, Chemistry, Pharmaceutical Chemistry), MSc(MIT).

b) Courses offered under Satavahana University, Karimnagar:

M.A (Economics, Sociology, English, Telugu, Urdu); Master of Social Work (MSW); **M.Com.** (M.Com., M.Com. (Financial Accounting)); **M.Sc.** (Chemistry, Computer Science, Mathematics, Botany, Zoology, Microbiology, Physics, Engineering Physics & Instrumentation, Food Science & Technology).

KUPGCET-2017 FOR ADMISSIONS INTO P.G./P.G. DIPLOMA COURSES
For the Academic Year 2017-18
PART - I RULES, REGULATIONS AND INSTRUCTIONS

I. ELIGIBILITY CONDITIONS:

The University may, for administrative reasons, conduct the Entrance Test before publication of the results of qualifying Degree Examinations concerned. But qualifying in the Entrance Test alone does not confer a right of admission on a candidate. In addition to being qualified at the Entrance Test, a candidate will be eligible for admission only if he/she passes the qualifying Degree Examination before the first phase of counseling and secures the prescribed minimum marks in the subject (s) courses concerned, as mentioned in Part-II of the information Booklet. The Candidates who took Instant/ Supplementary Examination will not be allowed unless they get qualified, on the day of counseling. The memorandum of marks and pass certificates of the qualifying examination are not called for along with the application form for Entrance Test and the eligibility of the candidate is not verified/decided at the time of allowing the candidates to appear for the Entrance Test. Hence, even if candidates are qualified in the Entrance Test, they shall not have any right for admission unless they fulfill the eligibility criteria as laid down in the rules. Such cases will be summarily rejected at the time of admission.

Candidates are advised to ensure that they fulfill the eligibility criteria for admission to the course he/she has applied, before appearing at the Entrance Test.

II RESERVATIONS:

1. **Local and Non-Local Candidates:** 85% of the available seats in every course, shall be reserved in favour of the Local Candidates in relation to the Local area and the remaining 15% of seats will be filled up by both the **Local and Non-Local Candidates** as per the following rules.

RULES OF ADMISSION IN ACCORDANCE WITH THE ANDHRA PRADESH EDUCATIONAL INSTITUTIONS (REGULATION OF ADMISSIONS) ORDER, 1974, WITH AMENDEMENTS FROM 1975-76

Admission to 85% of the available seats in every course of study provided by the Kakatiya University shall be reserved in favour of LOCAL CANDIDATES in relation to the LOCAL AREA in respect of the Kakatiya University.

“A” LOCAL AREA:

The Part of the State comprising districts of Khammam, Adilabad, Hyderabad (including twin cities), Karimnagar, Mahaboobnagar, Medak, Nalgonda, Nizamabad, Ranga Reddy and Warangal shall be regarded as the local area for the purpose of admission to the Kakatiya University and to any other educational institution (other than, a State-wide Educational Institution which is subject to the control of the State Government and is situated in the part).

“B” LOCAL CANDIDATE:

1. A candidate for admission to any course of study shall be regarded as a Local Candidate in relation to local area.
 - i) If he/she has studied in an educational Institution or educational Institutions **in such a local area for a period of not less than four consecutive academic years ending with the academic year in which he/she appeared** or, as the case may be, first appeared in the relevant qualifying examination, or
 - ii) Where during the whole or any part of the four consecutive academic year ending with the academic year in which he appeared for, the relevant qualifying examination, he/she has not studied in any educational institution if he/she has resided in that local area for a period not less than four years immediately preceding the date of commencement of the relevant qualifying examination in which he/she appeared or as the case may be, first appeared.
2. A candidate for admission to any course of study who is not regarded as a local candidate under sub-paragraph (1) in relation to any local area shall:
 - a) If he/she has studied in the education institutions in the State for a period not less than seven consecutive academic year, ending with the academic year in which he/she appeared or as the case may be, first appeared for the relevant qualifying examination, be regarded as a local candidate in relation to:
 - i) Such local area where he/she has studied for maximum period out of the said period of seven years (OR)
 - ii) Where the periods of his/her study in two or more local areas are equal. Such local areas where he/she has studied in such equal period. (OR)
 - b) If during the whole or any part of the seven consecutive academic years ending with the academic year in which he/she appeared or as the case may be first appeared for the relevant qualifying examination, he/she has not studied in the educational institutions in any local area, but has resided in the State during the whole of the said period of seven year, be regarded as a local candidate in relation to:
 - i) Such local area where he/she resided for the maximum period out of the said period seven years.

- ii) Where the periods of his/her residence in two or more local areas are equal, such local area, where he/she has resided last in such equal periods. The remaining 15% of the available seats will be filled up by both the local and non-local candidates.
- c) all candidates who have studied in a recognized educational institution or institutions in the state for a period of not less than four consecutive academic years ending with the academic year in which they appeared or as the case may be, first appeared in the relevant qualifying examination, or where during the whole or any part of such four consecutive academic years, if they have not studied in any education institutions, if they have resided in the State for a period not less than four years immediately preceding the date of commencement of the relevant qualifying examination.
- d) Candidates who have resided in the State for a total period of ten years excluding the periods of study outside the State, or either of whose parents have resided in the State for a total period of ten years excluding the periods of employment outside the State.
- e) Candidates who are children of parents who are in the employment of this State or Central Government, Public Sector corporation, Local Bodies, Universities and other similar quasi-public institutions within the State.
- f) Candidates who are spouses of those in the employment of this state or Central Government Public Sector Corporations, Local Bodies, University and Educational Institutions recognized by the Government, a University or other competent authority and similar other quasi-Govt. Institutions within the State.
- g) Candidates who are employees in the State, Central Government undertakings, Public Sector Corporations, Local Bodies, Universities and other similar quasi-public institutions, within the State.

III. FEMALE CANDIDATE: A minimum of 33.33% of the available seats in each course including those offered under self-finance scheme in the University Constituent and Affiliated Colleges will be allotted to the eligible female candidates from each category. Such reservation is subject wise only.

- a) Wherever applicable, a minimum of 33.33% of the available seats in each postgraduate course will be allotted to women candidates from each category i.e. open competition, S.C., S.T., B.C. Groups A,B,C,D taking each college for a subject as a unit. This rule is not applicable (i) if women candidates selected on merit in each category are 33.0% or more of the seats therein; and (ii) for seats under various supernumerary categories.
- b) In the absence of suitable women candidates in the respective categories, these seats shall be filled in with men candidates of the same category.

IV. SCHEDULED CASTE CANDIDATES: Of the total number of seats available in each subject/course, following is the schedule of reservation of seats:

Scheduled Caste	15 Percent
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- a) S.C. Candidates who get seats by merit in general category will not be counted against the seats reserved for them and such candidates will go into the list of general seats. In case the candidate(s) shifted to the reserved category on sliding the seat(s) at general category will be filled up by the S.C. candidate only or in case the candidate(s) seat(s) is cancelled at general category the seat(s) automatically will be filled up by general category candidate(s) on the basis of merit.
- b) If sufficient number of candidates are not available to fill up the seats reserved for S.C.s they shall be filled up by suitable candidates from S.T.s and vice-versa. If the required number of candidates are not available for filling the quota of seats reserved for S.C.s and S.T.s they may be filled up by the candidates from the general pool on the basis of merit.

V. SCHEDULED TRIBE CANDIDATES: Of the total number of seats available in each subject/course, following is the schedule of reservation of seats:

Scheduled Tribe	7.5 percent
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- a) S.T. Candidates who get seats by merit in general category will not be counted against the seats reserved for them and such candidates will go into the list of general seats. In case the candidate(s) shifted to the reserved category on sliding the seat(s) at general category will be filled up by the S.T. candidate only or in case the candidate(s) seat(s) is cancelled at general category the seat(s) automatically will be filled up by general category candidate(s) on the basis of merit.
- b) If sufficient number of candidates are not available to fill up the seats reserved for S.T.s they shall be filled up by selection by suitable candidates from S.C.s and vice-versa. If the required number of candidates are not available for filling the quota of seats reserved for S.C.s and S.T.s they may be filled up by the candidates from the general pool on the basis of merit.

VI. BACKWARD CLASS CANDIDATES

Group 'A'	7 percent
Group 'B'	10 percent
Group 'C'	1 percent
Group 'D'	7 percent
Group 'E'	4 percent

- a) B.C. Candidates who get seats by merit in general category will not be counted against the seats reserved for them and such candidates will go into the list of general seats. In case the candidate(s) shifted to the reserved category on sliding the seat(s) at general category will be filled up by the B.C. candidate (of same group) only or in case the candidate(s) seat(s) is cancelled at general category the seat(s) automatically will be filled up by general category candidate(s) on the basis of merit.
- b) If sufficient number of candidates of any particular group of Backward Classes categories are not available to fill seats reserved for that group they may be filled up by eligible candidates from other groups in the alphabetical order. For Example; if an eligible candidate of Backward Class-A is not available, that seat may be filled by a candidate of Backward Class-B and so forth.

VII. PHYSICALLY CHALLENGED (HANDICAPPED):

There shall be 3% reservation for Physically Handicapped candidates in the sequence of visually handicapped, hearing impaired, orthopaedically handicapped (each 1%) (one percent)

Candidates seeking admission under this category shall submit Medical Certificate from appropriate Medical Authority as prescribed in the Government Order. (G.O.)

The priorities and the categories are as follows. Categories of the Handicapped (i) Blind (ii) Deaf (iii) Orthopedically Handicapped/Physically Handicapped.

Priorities 1: first priority to those with visual defects.

Classification:

Visual defect: Blind: A person who cannot see for all practical purposes being blind in both the eyes. Person with falling eye-sight due to old age or those who use spectacles and cannot see without them will not however be treated as blind.

1. A person can be said to be visually handicapped if he suffers from any of the following conditions.
 - (a) Total absence of sight
 - (b) If the vision is from 6/18 up to 6/60 and anything less than 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.
 - (c) Visual acuity not exceeding 6/60 or 20/2000 (shelled) in the better eye with correcting lenses.
 - (d) Limitation of the sealed off vision subtending an angle of 20 degrees or more.
2. Second priority to those who have defects of the upper limbs.

Classification:

Orthopedically Handicapped: The orthopedically handicapped are those who have a physical defect or deformity which causes and interferes with the normal functioning of the bone and joint Defects of Upper Limbs.

- (a) Quadriplegic (Loss of use of 4 limbs) shall be considered the top most priority in this category.
- (b) Loss of both limbs-preferences shall be given to loss of upper limbs from above downwards.
3. Third priority to those with defects in the lower limbs.

Classification:

The criteria applicable to upper limbs shall be applied to lower limbs with preference to be given for the loss of limbs from above downwards. Lame: A person who is disabled or deformed in either of legs. Those who use crutches are to be considered as lame.

4. Fourth Priority:

Classification:

The loss of one eye or one upper limb or one lower limb shall be given a very low priority.

5. Fifth priority

Classification:

Deaf: The Deaf are those in whom the sense of hearing is non-functional for ordinary purpose of life. They do not hear 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.

6. Sixth priority.

Dumb: A person who cannot talk

Crippled: A person who is deformed in any part of the body other than legs and is disabled thereby.

N.B. 1. A committee consisting of the Director, Directorate of Admissions (Chairman) Joint Directors (Conveners), the Director SC & ST Cell and the Medical Officer of the Kakatiya University shall select the candidates eligible for this category.

VIII. SUPERNUMERARY SEATS

The following supernumerary seats are provided in The University/Constituent Colleges and Affiliated Colleges

1. Sports/ NCC /NSS, 2. Children of Armed personnel (CAP), 3. Teacher candidates,

The candidates claiming the seats under these categories must apply with xerox copies of certificates before the counseling. Separate notification will be issued for counseling for admissions into these categories and original certificates should be submitted on the day of admission counseling.

Note: The Candidates must have participated/represented and obtained the Sports / NCC / NSS Certificate within three academic years, preceding the academic year in which the admission is sought against the SPORTS / NCC / NSS quota.

1. Seats under Games & Sports / N.C.C /N.S.S Category :

One seat for a block of 20 seats or more, taking the subject-course of study per college as one unit, shall be reserved for Sports / NCC / NSS categories put together in each of the courses.

The selection of the candidates for the Sports, NCC and NSS categories will be made following four categories. Selection within each category will be based on merit at the entrance test.

CATEGORY – I

SPORTS:

(Men & Women) Representing the Nation in World Competitions; World University Competitions, Common Wealth Competitions, Asian Games, International Youth Competitions (Junior and Youth Competitions).

N.C.C.:

NCC Cadets participants at international level selected for the Youth Exchange Programme. (Priority within selected students will be given to C, B, A Certificate Holders in that order).

N.S.S.:

Represented the nation in the international event in NSS activities or recipient of Indira Gandhi NSS National Award.

CATEGORY – II

SPORTS: (Men & Women) Representing State & A.I.U. in Senior National Championships.

N.C.C.: NCC Cadets participants at National level in the following order of priority.

- i) Republic Day Camp at New Delhi.
- ii) All India Thal Sainik Camp/Nau Sainik Camp/Vayu Sainik Camp for Republic Day Banner Competition.
- iii) National Integration camp at A & N Islands.
- iv) Participants of Para Jumps/Skydiving/Mountaineering at National level/ Medal Winners at National Level Shooting Competition with National Rifle Association/Award Winner in NCC Games at National Level.
- v) Rock climbing/Advanced leadership camp/Army attachment camp/Two National Integration camps. (Priority within selected students in each category will be given in order of Seniority of certificate i.e. C,B,A Certificate in that order).

N.S.S.: Participated in two National integration camps of 10 days each and participated in two years of General NSS or recipient of Sri Satya Sai Baba Gold Medal.

CATEGORY – III

SPORTS: (Men & Women) Representing the University at Inter University Level.

N.S.S.: Participated in one National Integration camp and one special camp of 10 days each and participated in two years of General NSS.

N.C.C.: The priorities in descending order shall be

- i) Participants at Republic Day Parade at State Level
- ii) Participants of Independence Day Parade at State Level
- iii) Participants of One National Integration Camp
- iv) 'C' certificate holder with grade 'A'

CATEGORY – IV

SPORTS: (Men & Women) Representing State in Junior & Sub-Junior /Mini National Championships.

N.C.C.: The priority in descending order will be as follows:

- i) 'C' Certificate holder with ' B' and 'C' grades
- ii) 'B' Certificate holder with A, B, C grades
- iii) 'A'Certificate holder with A, B, C grades.

N.S.S.: Participated in two years of general NSS and attended two special camps of ten (10) days each.

Note:

- a. In case of a tie academic merit will be the deciding factor of position in the Merit list.
- b. Only NCC Certificates issued by NCC authorities shall be valid.
- c. The Certificate of Participation shall be used only once to secure admission under this quota. When once admission is secured, the particular certificate shall not be used to secure admission in any other course of study.
- d. The Principal of the College in which the candidate secures admission under this quota shall make an endorsement on the certificate concerned about its utilization to secure admission under his signature and official seal, so as to prevent its use for second time.

- e. Candidates securing admission under this quota shall continue to participate for the University after getting admission. In case of sports they shall not pay for any other Association / Club except with the written permission of the Director of Physical Education. Every candidate securing admission under the reserved sports quota shall give an undertaking to this effect in the prescribed form.
- f. Candidates who secure admission under this quota and who contravene the above rules shall be liable to be removed from the rolls of the college.

2. Seats for the children of Ex-Servicemen and Children of Armed Force personnel (CAP):

One seat for a block of 20 seats or more by taking the subject course of study per college as one unit for the children of Ex-Servicemen/Servicemen put together.

ORDER OF PREFERENCE:

Priority 1 : Children of Armed Forces Personnel killed in action.

Priority 2 : Children of Armed Forces Personnel disabled in action and invalidated out from service on Medical grounds.

Priority 3: 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 | ii) Ashoka Chakra |
| iii) Sarvotham Yudh Seva Medal | iv) Mahavir Chakra |
| v) Kirti Chakra | vi) Uttam Yudh Seva Medal |
| vii) Vir Chakra | viii) Shourya Chakra |
| ix) Yuddha Seva Medal | x) Sena/Nau Sena/Vayu Sena Medal |

Priority 4: Children of other Ex-Servicemen, Servicemen

Note: 1. The Candidates who do not come under any of the priorities 1 to 4 under this category shall not be eligible for consideration under this quota.

2. If there is more than one candidate in a particular group in the order of priority indicated above, the selection shall be based on the rank of the entrance examination.
3. Candidate seeking admission under this category should submit documentary evidence in support of their claim from Zilla Sainik Welfare Officer / Commanding Officer.

NOTE: The Children of Armed Personnel are directed to bring the following original certificates at the time of admission/counseling.

1. Original Discharge Certificate of his/her parent.
2. Original identity card of his/her parent issued by Zilla Sainik Welfare Officer of concerned district.
3. Original Pension Book of his/her parent if pensioner.
4. Residential Certificate of the parent of the candidate issued by Mandal Revenue Officer.
5. Certificate of Gallantry Award, Gazette Notification Copies of Part-I order and relevant documents of claims under priority-I, priority-II and priority-III.
6. Children of Armed Forces Personnel Certificate issued by Zilla Sainik Welfare Officer.
The Children of Serving Soldiers are directed to bring the following Original Certificates at the time of spot admissions/counseling.
7. Original Identity Card of his/her parent issued by competent authority.
8. Original Pay Book/pay Slips of his/her parent.
9. Certificate of Gallantry Award, Gazette Notification copies of Part-II orders and other relevant documents if claims under Priority-II and Priority-III.
10. Children of Armed Forces Personnel Certificate issued by Commanding Officer. Failing to produce the above documents in Original his/her application under Children of Armed Forces Personnel (CAP) category will not be considered for admission into respective courses.

3. Teachers Quota: Teachers working in Govt./Z.P/MP Schools be given supernumerary seat as per service rules, after qualifying in the (KUPGCET 2017) PG Entrance Examination (for SC/ST no minimum marks) concerned. **Their Application must be submitted through proper channel; otherwise their claim will not be accepted.** Their selection will be on the basis of merit only and when a tie is there, the procedure of the regular students be followed. At the time of admission, the candidates must submit all relevant original certificates and documents issued by the Head of the Institution / Controlling Officer / Competent authority.

NOTE :

- a) In case of M.Ed. and M.P.Ed., the supernumerary seats shall be within the permitted intake.
- b) In case of traditional courses like M.Com. / M.A. / P.G. Diploma / MHRM / MCJ / MSW / MTM, etc., the supernumerary seats shall be over and above the permitted intake.
- c) With regard to **M.P.Ed.** programme, all the seats are filled up by the students having qualified B.P.Ed. only who are coming from exclusively sports background, as such, a separate seat is **not reserved under Sports & Games quota as well as PHC quota.**
- d) For M.Ed., & M.P.Ed. Courses, the revised NCTE norms as on the date of counseling shall be followed.

IX. NATIONALITY: All the candidates shall be Indian nationals and shall fall under the category of Local/Non-Local (as defined earlier) except where otherwise stated.

X. SPECIAL INSTRUCTIONS

At the time of admission counseling, candidates are required to bring the following **ORIGINAL** Certificates/Documents along with two sets of Photostat copies and necessary fee.

1. Marks Card of KUPGCET – 2017
2. Hall Ticket of KUPGCET – 2017
3. Transfer Certificate from the Institution where the candidate last studied. If the candidate is pursuing any course, regular or correspondence, he/she must submit a **proof of admission** (Certificate issued by the Head of the Institution).

No candidate will be admitted without the submission of original Transfer Certificate or proof of admission if he/she is pursuing a course at the time of certificate verification.

The candidates admitted on the basis of the **proof of admission** will have to submit the T.C. from the present course **within five (5) days** failing which the admission will be deemed to be cancelled. An undertaking has to be given by the candidate to that effect.

4. Original Certificate (or Provisional certificate if the Original is not yet issued as per rules) of qualifying degree examination.
5. Consolidated Memorandum of Marks (Part-I and Part-II) of the qualifying degree examination.
6. Secondary School Certificate (S.S.C.)
7. **Proof of Local/Non-Local status of the candidate according to rules in force.** Those who have studied Intermediate and Degree courses as regular students need to submit study-Certificates only from the respective colleges. In case the candidates have studied in more than one local area in these four years, he/she has to submit **study certificates of 9th and 10th classes also.** In case of private study or a break in the studies during four/seven years preceding the qualifying examination, a residence certificate from TAHSILDAR must be submitted. In case of non-local candidates a residence certificate from TAHSILDAR or employment certificate of parents or other certificate from TAHSILDAR or employment certificate of parents or other certificates as a proof of their non-local status must be submitted.
8. Community, Nativity and Date of Birth Certificate for S.C., S.T., B.C. candidates as per the G.O.Ms. No.,58, Social Welfare (J) Dept. 12-5-1997.
9. Latest Income Certificate issued on or after 1-04-2017 for the SC/ST and one applicable category candidates whose parent's income is less than Rs.2,00,000/-; for BC candidate whose parents income is less than Rs. 1,00,000/- for rural and 2,00,000/0- for urban students and OC Candidates whose parents income is less than Rs.1,00,000/- as per the rules in vogue of the Government of Telangana.

Note:

1. If less than 50% seats of Self finance courses are not filled, the filled seats will be merged in other colleges.
2. Candidates are required to pay the prescribed fee through payment gateway provided during the admission process.
3. **The candidates who fail to submit the certificates in original/proof of admission in this academic year in other institutions or fail to pay the fee, will not be considered for admission. Fee once paid, will not be refunded.**
4. **If any candidate fails to attend the certificate verification and Counseling for admission as per the given schedule when he/she is called for admissions, his/her admission into the course will be considered in the subsequent counseling provided there are seats in that particular category.**
5. **More number of candidates are called for Counseling for admission to fill up all the seats. Therefore, mere attending at the Counseling for admission does not guarantee a seat.**
6. The genuineness or otherwise of the social status claim of the candidates seeking admission under SC/ST/BC categories shall be verified by the Director of Social Welfare/Director Tribal Welfare/Director of Backward Classes of Government of A.P. respectively, whose decision in this regard will be final. The admissions to the seats reserved for SC/ST/BC shall be deemed provisional till the genuineness of the social status of the candidates is verified by the respective authorities cited above.
7. No TA and DA will be paid for attending the Counseling for admissions and **the candidates should come prepared to stay for a day or two beyond the actual date of admission, if necessary.**
8. All the communication will placed in the website only.
9. The admission of a candidate will be cancelled at any time during the course of study and the candidate is liable for criminal prosecution, if it is found that admission is secured on false grounds or by suppression of facts.
10. Limited hostel facility is available to the candidates admitted into University Colleges. Hence, the hostel accommodation is not guaranteed. **No Hostel accommodation will be provided for the candidates (except SC/ST categories) admitted under self financing courses/seats in the University Campus and Constituent Colleges.**

- XI. ATTENDANCE:** Candidates admitted are required to put in not less than 75% of attendance in lectures (and practicals wherever applicable). The Vice-Chancellor, on the specific recommendation of the Principals/Heads of the Department may condone the deficiency in attendance to the extent of 10% on medical ground, subject to production of Medical Certificate and on payment of the prescribed condonation fee.
- XII. PROHIBITION OF SIMULTANEOUS STUDY** Candidates are not permitted to pursue more than one course, at a time.
- XIII. DOUBLE P.G. COURSES:** In case of a candidate who is seeking admission as double P.G. Course, Hostel accommodation will not be provided. Further no fee concession / Scholarship facility will be extended to such double P.G. course admission including SC/ST candidates.
- XIV. HOSTEL ACCOMMODATION:** Limited accommodation is available in the campus hostels for students who are admitted to the University Colleges in Regular Courses only. Admission into colleges does not confer the right for accommodation in the Hostel. The available accommodation in the hostel will be filled in as per rules and regulations in force from time to time.
- XV. CANCELLATION OF ADMISSION:** Students who desire to **cancel their admission have to surrender the admission slip and get the fee refunded (excluding the Registration fee and processing charges, if any) before the closure of admissions in the relevant Subject/Course.** Those students who desire to cancel their admission **after the closure of admissions will not get any kind of fee refund.**
- XVI. CHANGE OF ONE COLLEGE TO ANOTHER COLLEGE WITHIN THE SAME COURSE THROUGH SLIDING**
Student who is given the benefit of sliding has to pay an amount of Rs.200/- towards "Sliding Fee" after the subsequent phases of counseling if any.