



# TELANGANA STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Telangana)

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No. TSCHE/Acad-B.Pharm./Phm.D/Cat-A&B Quota/Instructions/2023

Dt. 04.10.2023

## INSTRUCTIONS

### FOR SUBMISSION OF LISTS OF STUDENTS ADMITTED UNDER CATEGORY "B" MANAGEMENT QUOTA IN UNDER GRADUATE B.PHARMACY / PHARM.D COURSES FOR RATIFICATION BY THE COMPETENT AUTHORITY FOR THE ACADEMIC YEAR 2023-24

The Chairman, Telangana State Council of Higher Education is the Competent Authority for ratification of the candidates admitted by the institutions under spot (leftover seats in convener quota), Management quota in SW-I admissions under Lateral Entry Scheme and 15% Supernumerary quota seats approved by AICTE.

With a view to enforce academic and administrative discipline and to streamline the approval process of the admissions to be in a transparent manner, an **online college management system in the web portal** [//](#) has been introduced by the competent authority for uploading candidates admitted by the managements.

The following instructions are to be followed with regard to the admissions.

1. The Managements shall scrupulously follow the Government Orders / instructions issued by the Competent Authority for admission of students under different categories mentioned above. The Managements are held responsible for admissions made in deviation of the rules prescribed by the Government and the decision of the competent authority is final on such issues.
2. The Managements shall obtain approval of the admissions made under Category- B seats and 15% supernumerary quota from the Competent Authority only.
3. The Managements shall pay verification and processing fee as fixed by the Competent Authority and upload and submit proposals of Management quota admissions as per the schedule prescribed by the Competent Authority.
4. The managements shall adhere to the following schedule of admissions, uploading and payment of processing fee / late fee /service fee as fixed by the Competent Authority and upload and submit proposals separately for various categories of admissions mentioned above. The cutoff dates for submission of admission lists for approval of the Competent Authority shall be the same for the admissions under 15% supernumerary quota.

Last date for payment and uploading details of Management quota without late fee	<b>20.10.2023</b>
Last date for freezing of uploaded details <b>without late fee</b>	<b>20.10.2023</b>
Last date for payment of processing fee of <b>Rs.1600/-</b> per candidate ( <b>Processing fee Rs.600 + Late fee Rs.1000</b> )	<b>30.10.2023</b>
Last date for submission of hard copies of documents of the candidates admitted	<b>30.10.2023</b>

***Processing fee to be paid per candidate Rs.600/-***

5. The Managements shall:
- (i) UPLOAD the details of students admitted under Category "B" Management quota through online by logging onto [https://www.tsche.ac.in/CAT-B\\_ADMISSIONS](https://www.tsche.ac.in/CAT-B_ADMISSIONS). The detailed user manual for uploading the details of admitted students online is APPENDED with the guidelines.
  - (ii) Submit the Hard copy of the uploaded list of students admitted under Category "B" Management quota and 15% Supernumerary quota with signature and seal of the Principal of the College.(Annexure-I).
  - (iii) Shall pay the processing fee of Rs.**600**/- for each candidate in favour of Secretary, TSCHE through only NEFT to the Account No. 62442217975 IFSC Code: SBIN0020070 and submit the original voucher for proof of payment of relevant fee (scrutiny fee, late fee, service fee). ***The original voucher shall contain the name and address of the college to be submitted along with the hard copy (online Payments like Google Pay, PhonePe etc.. are not accepted).***
6. The Managements shall indicate their email ID, contact Phone Numbers and complete postal address on the letter head of the College. The Managements shall note that if their letter head does not specify the aforementioned details, the address of the College will not be considered as valid.
7. The Managements shall submit the hard copy of the uploaded details, proof of payment of processing fee and relevant documents in the form of spiral binding duly enclosing index with page numbers as per the serial order of uploaded details so as to avoid the complaints on the submission of documents by the Managements.
8. Submission of documents without visibility of letters, PDF, Image formats etc. will not entertained and such submissions will be treated as deliberate and irresponsible on the part of the Management and such actions attract fine on the Managements.
9. The Managements shall not be permitted to alter / replace / add the name of the candidates once the details are uploaded by the Management and submitted in the form of hard copy.
10. The Managements will not be allowed to upload or submit admission lists in a phased manner. If the Managements resort to such submissions, it will be construed that the College has made admissions beyond the closure / cut-off date and such admissions will not be ratified. They shall upload the details and submit the proposal only once to the Competent Authority.
11. The managements shall submit all the relevant documents required for processing and verification. In case, there are any deficiencies due to incomplete submission of documents, the Managements can get them rectified by submitting the required documents only once.
12. If any Management fills the seats under 15% supernumerary quota without following the procedure as mentioned in G.O Ms. No.49 Higher Education (EC/A2) Department dated 25.06.2013 or without approval of seats from AICTE, such Managements shall abide by the decision taken by the Competent Authority on such admissions.
13. The Managements are required to submit the proposals in person in the inward section of the TSCHE in accordance with the cut off dates prescribed and obtain acknowledgement.

14. The Managements are not required to submit the Xerox copies of student certificates however the copies of certificates to be submitted to the office whenever required.
15. The Managements are required to submit the following along with the proposals for approval of TSCHE:
- Original Paper Notifications in each language i.e., English, Telugu & Urdu.
  - Copy of Application form displayed on the College Website and Notice Board
  - Copy of List of applied candidates in the prescribed format (**Annexure-I**)
  - Copy of Merit list of the candidates applied (NRI & Management Quota) (**Annexure-II**)
  - Copy of Selection lists (1<sup>st</sup> & 2<sup>nd</sup>.....,)
  - Undertaking in the prescribed format on Rs 100 Stamp paper (**Annexure-III**)
  - Original Processing fee Receipt
16. The following **ORIGINAL DOCUMENTS** of each candidate to be submitted by the college to the State Council at the time of verification:
- TSEAMCET-2023 Rank Card Card with Hall Ticket
  - SSC/10<sup>th</sup> Class Marks Memo
  - Intermediate /Diploma Marks Memo
  - Intermediate/Diploma Transfer Certificate
  - Community certificate (In case of SC/ST/BC)
  - Minority status certificate - 10<sup>th</sup> class TC(in case of Minority students)
  - Recognition of Board and Equivalency certificate from BIE (in case of students who passed the qualifying examination from the states outside TS.)
  - Equivalency from Board of Intermediate Education/Association of Indian Universities in respect of degrees acquired from countries outside India.

//BY ORDER//

**Sd/-  
SECRETARY**

To  
The Colleges concerned

Copy to:       The Registrars of the Universities concerned  
                  The Conveners (Admissions) concerned  
                  The TAFRC, Hyderabad

