



TELANGANA COUNCIL OF HIGHER EDUCATION HYDERABAD DEPARTMENT OF TECHNICAL EDUCATION

TGEAPCET-2025 (M.P.C STREAM)

DETAILED NOTIFICATION

PAYMENT OF PROCESSING FEE, SLOT BOOKING, CERTIFICATE VERIFICATION AND OPTION EXERCISE FOR WEB BASED COUNSELLING

The eligible and qualified candidates of TGEAPCET-2025 desirous of seeking admission into B.E /B.Tech / Pharmacy Courses are informed that the payment of Processing Fee, Slot Booking for Certificate Verification, Certificate Verification and Option exercise will commence as per the schedule given below. For details of procedure to be followed and other relevant information please read instructions to the candidate placed in the website <https://tgeapcet.nic.in>

WHO CAN APPLY:

- Candidates who had qualified in TGEAPCET-2025 and secured 45% (for OC) and 40% (for Others) in group subjects of Intermediate or its equivalent examination.

COUNSELLING SCHEDULE:

TGEAPCET-2025 SCHEDULE

S. NO	DETAILS	DATES
FIRST PHASE		
1	Online filing of Basic Information, Payment of Processing Fee & Slot Booking for selection of Help Line Centre, Date & Time to attend for Certificate Verification	28-06-2025 To 07-07-2025
2	Certificate Verification for already Slot Booked candidates	01-07-2025 To 08-07-2025
3	Exercising Options after Certificate Verification	06-07-2025 To 10-07-2025
4	Freezing of options	10-07-2025
5	Display of Mock Seat Allocation on or before	13-07-2025
6	Modification of Options, if required, otherwise Options exercised for Mock Allotment shall be considered for First Phase of Allotment	14-07-2025 To 15-07-2025
7	Freezing of Options for First Phase Seat Allotment	15-07-2025

S. NO	DETAILS	DATES
8	Provisional Allotment of Seats for First Phase on or before	18-07-2025
9	Payment of Tuition Fee & Self Reporting through website	18-07-2025 To 22-07-2025
SECOND PHASE		
10	Online filing of Basic Information, Payment of Processing Fee & Slot Booking for selection of Help Line Centre, Date & Time to attend for Certificate Verification for not attended candidates in First Phase	25-07-2025
11	Certificate Verification for already Slot Booked candidates in the Second Phase	26-07-2025
12	Exercising Options after Certificate Verification (It is mandatory to exercise options afresh for Second phase. First phase options will not be considered)	26-07-2025 To 27-07-2025
13	Freezing of options	27-07-2025
14	Provisional Allotment of Seats on or before	30-07-2025
15	Payment of Tuition Fee & Self Reporting through website	30-07-2025 To 01-08-2025
16	Physically reporting at the allotted college	31-07-2025 To 02-08-2025
17	Updating Candidates Joining Details by college	03-08-2025
Note:-		
1. Physical reporting of the candidate at the allotted college after Second Phase allotment is mandatory.		
2. Handover a set of Xerox copies of the Certificates and Original Transfer Certificate (T.C) at the allotted college and obtain acknowledgement from the college.		
3. Candidates got allotment in Second Phase and not reported at the allotted college are not permitted to exercise options in Final Phase of Counselling.		
FINAL PHASE		
18	Online filing of Basic Information, Payment of Processing Fee & Slot Booking for selection of Help Line Centre, Date & Time to attend for Certificate Verification for not attended candidates in First Phase and Second Phase	05-08-2025
19	Certificate Verification for already Slot Booked candidates in the Final Phase	06-08-2025
20	Exercising Options after Certificate Verification (It is mandatory to exercise options afresh for Final phase. Earlier phase options will not be considered)	06-08-2025 To 07-08-2025
21	Freezing of options	07-08-2025
22	Provisional Allotment of Seats on or before	10-08-2025

S. NO	DETAILS	DATES
23	Payment of Tuition Fee & Self Reporting through website	10-08-2025 To 12-08-2025
24	Reporting at the College, in case of change of Branch/College	11-08-2025 To 13-08-2025
25	Updating Joining Details by College	14-08-2025
Note:-		
1. Dropouts/Cancellations are not permitted after Final Phase.		
CENTRALIZED INTERNAL SLIDING BY CONVENOR		
26	Exercising options for internal sliding (sliding to other branches with in the college). The Fee Reimbursement is applicable to eligible internal slided candidates	18-08-2025 To 19-08-2025
27	Freezing of options	19-08-2025
28	Provisional Allotment of Seats on or before	22-08-2025
29	Downloading of new allotment order, if any (Internal Sliding), self-report through website and reporting in the new branch within the same College.	22-08-2025 To 23-08-2025
Note:-		
1. Dropouts/Cancellations, if any, after Internal Sliding shall not be permitted to be filled under Spot Admissions. However, such vacancies shall be permitted to be filled through Lateral Entry into 2nd year through ECET(Lateral Entry)		
SPOT ADMISSIONS		
(University and constituent Colleges & Private Unaided Engineering Colleges)		
30	The Spot Admission guidelines for University and constituent Colleges & Private Unaided Engineering Colleges will be placed in the website https://tgeapcet.nic.in	23-08-2025

Candidates / Parents are advised to exercise as many number of options as possible to avoid disappointment of not getting a seat. Therefore while exercising the options every care need to be taken in selecting the College and Branch as per the choice of the candidates.

ELIGIBILITY FOR ADMISSION:

- Candidate shall be an Indian National.
- The candidates should satisfy the local / unreserved status requirements as specified in G.O.Ms.No. 15 Higher Education (TE) Department dated 27-02-2025

- Admission to 85% of the seats shall be reserved in each course in the Educational Institutions in the State for the local candidates of O.U. Area as specified in the Andhra Pradesh Educational Institutions (Regulations and Admissions) Order, 1974 as subsequently amended and the remaining 15% of the seats shall be unreserved seats, as follows:
 - (i) All the candidates eligible to be declared as local candidates of O.U. Area.
 - (ii) Candidates who have resided in the State for a total period of ten years excluding periods of study outside the State or either of whose parents have resided in the State for a total period of ten years excluding periods of employment outside the State;
 - (iii) 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 Institution within the State; and
 - (iv) Candidates who are spouses of those in the employment of the State or Central Government Public Sector Corporations, Local Bodies Universities and educational Institutions recognized by the Government or a University or Other competent authority and similar other quasi-Government institutions within the State.
- In respect of Under Graduate Professional Courses in Engineering (including Technology) and Pharmacy, the candidate should have completed 16 years of age as on 31-12-2025.
- In respect of Pharm D (Doctor of Pharmacy) Course the candidate should have completed 17 years of age as on 31-12-2025.
- However maximum eligible age for obtaining a scholarship is 25 years for OC candidates and 29 years for other candidates as on 01-07-2025 as per the guidelines prescribed in Memo No. 10537/SW(Edn.2)/2011,dated: 20-10-2012 and further guidelines issued from time to time by Social Welfare (Edn.) Department shall apply.
- Mere appearing for TGEAPCET-2025 and obtaining a rank does not entitle a candidate to be considered for admission automatically unless the candidate fulfills the requirements laid down for admissions.

ATTENTION TO NOT QUALIFIED NOT APPEARED TGEAPCET-2025 MINORITY CANDIDATES:

- Minority candidates (Muslim / Christian) who have not qualified or not appeared in TGEAPCET -2025 (M.P.C Stream) and secured 45% (for OC) and 40% (for Others) in group subjects of intermediate or its equivalent examination to

consider them for the leftover seats in respective minority colleges, if any, after exhausting all the qualified Minority candidates of TGEAPCET-2025 (M.P.C Stream). **However, these candidates are not eligible for Fee Reimbursement Scheme.** For procedure to apply to this category please visit the website <https://tgeapcet.nic.in>.

PAYMENT OF PROCESSING FEE:

- Visit website <https://tgeapcet.nic.in> and click on the link "**PAYMENT OF PROCESSING FEE**"
- Register by entering
 - Registration Number given on TGEAPCET-2025 Hall Ticket.
 - Date of Birth as mentioned in the SSC Marks Memo.
 - Hall Ticket Number of Intermediate or its equivalent.
- The Basic Information Form is displayed. Enter the details of Aadhar, Mobile Number and Email ID and also fill the details of Caste Certificate and Income Certificate and EWS application Number issued by MeeSeva, if applicable. **Change of mobile number is not permitted.**
- Update the information and pay the Processing Fee of Rs. 600/- (for SC/ST) and Rs. 1200/- (for Others) through online payment (Credit Card / Debit Card / Net Banking) / T-Wallet.

SLOT BOOKING FOR CERTIFICATE VERIFICATION:

- All categories (OC/EWS/BC/SC/ST/MINORITY) candidates, Book your Slot (Selection of Help Line Center, Date & Time) to attend Certificate Verification at your nearest or convenient Help Line Center (HLC) mentioned in **Annexure-I** within the scheduled dates and attend for the Certificate Verification accordingly. Without payment of Processing Fee and Slot Booking, the candidate is not permitted to attend for Certificate Verification. The candidate shall be permitted to attend for Certificate Verification only at the Help Line Center (HLC) on the date and time of slot booked by the candidate.
- Special category candidates i.e., National Cadet Corps (NCC)/ Physically Challenged(PHC)/Children of Armed Forces Personnel (CAP)/ Sports (SG) / Anglo-Indian (ANG) need to book Slot duly selecting the Help Line Center of **GOVERNMENT POLYTECHNIC, MASABTANK, HYDERABAD** to attend for Certificate Verification for given date and time slots as mentioned in **Annexure-I**, other certificates of these candidate will also be verified on the dates mentioned along with Special Reservation category Certificates.

ECONOMICALLY WEAKER SECTIONS (EWS) RESERVATION:

- As per the guidelines issued in G.O.Ms.No. 244 General Administration (SER.D) Department, dated: 24-08-2021, 10% reservation to the Economically Weaker Sections (EWS) in respect of Admissions into Educational Institutions shall apply. The benefit of reservation under EWS can be availed upon production of Income and Asset Certificate for Economically Weaker Sections (EWS) issued by a Tahsildar valid for the year 2025-26.

ST RESERVATIONS:

- As per the guidelines issued in G.O.Ms.No 33 Tribal Welfare Department dated 30-09-2022, 10% reservations for Scheduled Tribes in Educational Institutions shall apply.

PH RESERVATIONS:

- As per the guidelines issued in G.O.Ms.No 2 Higher Education (TE) Department dated 28-01-2025, 5% reservations for PH Candidates.

SC GROUPING RESERVATIONS:

- As per the guidelines issued in G.O.Ms.No 10 Scheduled Castes Development (POA.A2) Department dated 14-04-2025, the Telangana Scheduled Castes (Rationalization and Reservations) Rules, 2025 in Educational Institutions shall apply.

CERTIFICATE VERIFICATION:

- **Candidate presence is mandatory for Certificate Verification strictly as per the scheduled Slot Booking date and time at Help Line Centre.**

Certificates to be produced by the candidates at the time of Certificate Verification:

All original certificates and 2 sets of Xerox copies of the following.

- TGEAPCET-2025 Rank Card.
- TGEAPCET-2025 Hall Ticket.
- Aadhar Card.
- S.S.C or its equivalent Marks memo.
- Intermediate or its equivalent Memo-Cum-Pass Certificate.
- VI to Intermediate or its equivalent Study Certificates.
- Transfer Certificate (T.C).
- Income Certificate issued on or after 01-01-2025 by competent authority, if applicable.
- EWS Income and Asset Certificate issued by the Tahsildar valid for the year 2025-26, if applicable.

- Caste Certificate issued by competent authority, if applicable.
- Residence Certificate of candidate for a period of 7 years preceding to qualifying examination in case where the candidate has no institutionalized education.
- In respect of Non-Local candidates in order to consider them for allotment under unreserved seats the following certificates needs to be submitted.
 - **Residence Certificate issued through Mee Seva:** Candidates who has resided in the State for a total period of 10 years excluding periods of study outside the State; or either of whose parents have resided in the State for a total period of 10 years excluding periods of employment outside the State.

(OR)

- **Employer Certificate :** Candidates who are children of parents who are in the employment of this State or Central Government, Public Sector Corporations, Local bodies , Universities and other similar Quasi Public Institutions within the State at the time of applying for TGEAPCET -2025 Examination and.

(OR)

- **Employer Certificate:** Candidates who are spouses of those in the employment of the State or Central Government Public Sector Corporations, Local Bodies Universities and educational Institutions recognized by the Government or a University or Other competent authority and similar other quasi-Government institutions within the State.
- **Minorities:** SSC TC containing Minority Status or Certificate from the Head Master or the Certificate issued from competent authority as per G.O.Rt.No. 323, Revenue (services. II) Department Dated: 16-09-2023.

Certificates to be produced by PHC/CAP/NCC/Sports (SG) / Anglo-Indian (ANG) Candidates:

All original certificates and 3 sets of Xerox copies of the following.

- **PHC (Physically Challenged):** Certificate issued by District Medical Board for the disabilities as mentioned in G.O.Ms.No. 2 Higher Education (TE) Department dated 28-01-2025. Candidates with 40% and above disability are only eligible.
- **CAP (Children of Armed Forces Personnel):**
 - a) Children of Armed Forces (CAP)-2% (two percent) for the children of armed persons i.e., Ex-Servicemen, Defence Personnel including the Children of Border Security Force and Central Reserve Police Force who are Domiciled in

Telangana State based on the permanent address / Home town declared by them while joining the service and as recorded in their Service Register.

- b) The Ex-Servicemen have to produce the Children of Armed Forces Personnel (CAP) certificate issued by respective Regional Sainik Welfare Officer as per Appendix-"A" Attached with supporting documents to establish the Permanent address / Home town declared by Ex-Servicemen while joining the service and as recorded in their Service Register in accordance with G.O, such as Certificate from Records Office, Education Certificates of Ex-Servicemen, etc.
 - c) Serving Defence Personnel including CRPF and BSF Personnel should submit a Children of Armed Forces Personnel (CAP) certificate issued by Unit Commanding officer (not less than the rank of a Colonel/ equivalent in Navy and Air Force Commandant in CRPF/BSF) as per Appendix-"B" Attached along with original and attested copy of Service Register where the Permanent address / Home town declared by them while joining the service is mentioned along with the education certificates of the serving Defence personnel.
 - d) The retired CRPF and BSF Personnel have to produce the Children of Armed Forces Personnel (CAP) certificate issued by their respective competent authority as per Appendix-A along with supporting documents to establish the Permanent address / Home Town declared by them while joining the service and as recorded in their Service Register in accordance with G.O, such as Certificate from Records Office, Education Certificates of CRPF/ BSF personnel, etc.
- **NCC** (National Cadet Corps)- Certificates issued by competent authorities.
 - **Sports (SG)** – Sports Achievements / Testimonials along with the Form- I, II, III& IV duly certified / attested by the concerned State Sports Associations recognized by the Sports Authority of Telangana (SATG) which are categorized according to level of the Championships as laid down in G.O.Ms.No. 02, Youth Advancement, Tourism & Culture (Sports) Department, dated: 22-09-2020, which are essential during scrutiny.
 - **Anglo-Indian (ANG):** The Anglo-Indian certificate issued by Tahsildar of their place of Residence.

The information related to all special categories [PHC/CAP/NCC/Sports (SG)] are available under hyperlink Special Category Priorities in website <https://tgeapcet.nic.in>

SCHEDULE FOR SPECIAL CATEGORIES PHC/CAP/NCC/SPORTS (SG)/ANGLO-INDIAN (ANG):

The special category candidates PHC/ CAP / NCC/ Sports (SG) / Anglo-Indian (ANG) need to book slot only selecting the Help Line Center of **GOVERNMENT POLYTECHNIC, MASAB TANK, HYDERABAD** to attend for certificate verification as per below schedule. The other certificates of these candidates will also be verified along with Special Reservation category certificates.

Date	SPECIAL CATEGORY TYPE	SLOT TIMINGS	
01-07-2025 to 03-07-2025	SG (SPORTS)	10:00 to 10:30 A.M	11:00 to 11:30 A.M
		12:00 to 12:30 P.M	02:00 to 02:30 P.M
		03:00 to 03:30 P.M	04:00 to 04:30 P.M
		05:00 to 05:30 P.M	
	CAP (CHILDREN OF ARMED FORCES PERSONNEL)	10:30 to 11:00 A.M	11:30 to 12:00 Noon
		12:30 to 01:00 P.M	02:30 to 03:00 P.M
		03:30 to 04:00 P.M	04:30 to 05:00 P.M
		05:30 to 06:00 P.M	
04-07-2025 to 07-07-2025	NCC (NATIONAL CADET CORPS)	10:00 to 10:30 A.M	11:00 to 11:30 A.M
		12:00 to 12:30 P.M	02:00 to 02:30 P.M
		03:00 to 03:30 P.M	04:00 to 04:30 P.M
		05:00 to 05:30 P.M	
08-07-2025	PHC (PHYSICALLY CHALLENGED)	09:30 to 10:00 A.M	10:00 to 10:30 A.M
		10:30 to 11:00 A.M	11:00 to 11:30 A.M
		11:30 to 12:00 Noon	12:00 to 12:30 P.M
	(ANG) ANGLO-INDIAN	05:30 to 06:00 P.M	

NOTE:

- Special categories i.e., PHC/CAP/NCC/Sports (SG)/ Anglo-Indian (ANG) certificates shall be verified during First Phase of counselling only on scheduled date and time. No further Certificate Verification for Special Categories after schedule date. **No Certificate Verification for Special Categories in Second Phase and Final Phase.** Allotments for NCC/Sports categories will be made in subsequent phases only after due verification from the concerned authorities.
- After verification of original certificates, Receipt of Certificates (ROC) will be issued to the candidate duly signed by Chief Verification Officer. Candidate /

Parents should check the details printed on ROC, if correction required, immediately contact Chief Verification Officer for rectification.

- Immediately after Certificate Verification, the login ID will be sent to the candidate registered mobile number, if not received collect login ID at Help Line Center before leaving Certificate Verification Hall. **Note down the login Id received and do not disclose to anyone.**

FEE STRUCTURE:

In accordance with G.O.Ms.No. 26 Higher Education (T.E) Department dated 30-06-2025, the fee structure for B.E/B.Tech/B.Pharm. & Pharm.D courses in Private Unaided Professional Institutions in the Telangana State fixed for the block period 2022-25 to continue for Academic Year 2025-26.

TUITION FEE TO BE PAID:

- The Tuition Fee particulars and seats available under Convenor quota College wise will be made available on the website **<https://tgeapcet.nic.in>** well before the commencement of option entry.
- The Fee reimbursement for eligible candidates is subject to the guidelines issued by the Government from time to time.

PROCEDURE FOR EXERCISING OPTIONS:

- Immediately after Certificate Verification, the Login Id will be sent to the candidates registered Mobile Number. All the messages / OTPs / Allotment details etc., will be sent to the Registered Mobile Number, hence advised to **keep the mobile with you till the end of admission process.**
- Download the list of colleges / branches / districts from the website **<https://tgeapcet.nic.in>**
- Take the printout of Manual Option Entry Form from the website.
- Consult Parents / Friends and prepare Manual Option Entry Form as per your preference duly writing institution code, branch code and district code. This is for your convenience and to avoid mistakes and save time while entering web options.
- The candidates can exercise options from Home / Internet Centre.
- If the candidate is exercising options from Internet Centre, make sure that proper logout is done after saving the options to avoid manipulation of the password by the Internet Centre person.
- Generate the Password by clicking on **Candidates Registration** link in the website.

- Do not share the password with others.
- After successful password generation, Login with the details under the link **Candidates Login** and enter OTP as received in registered Mobile Number.
- Refer the Manual Option Entry Form prepared by you and enter the options in the website.
- Candidates are advised to exercise options carefully in the order of priority. The order of priority of options is the important criteria in securing the seat.
- **Candidate has to exercise as many options as possible to avoid disappointment of not getting a seat.**
- Candidate can exercise and modify the options any number of times within the scheduled dates.
- **Take a printout of final options saved for reference.**

MOCK SEAT ALLOCATION:

- The purpose of mock seat allocation is to enable the candidate to estimate the probable allotment of seat based on their rank, gender, category, etc., and options exercised.
- Mock Seat allocation will be made on or before 13-07-2025.
- Mock Seat allocation helps the candidates to have an opportunity to review and modification of options by the candidate.
- **Modification of Options can be done during 14-07-2025 to 15-07-2025, if required, otherwise Options exercised for Mock Allotment shall be considered for First Phase of Allotment**

ALLOTMENT OF SEATS:

- The Provisional First Phase allotment of seats will be made on or before **18-07-2025** and will be placed in the website **<https://tgeapcet.nic.in>**
- For downloading the candidate's **Provisional Allotment Order, enter the ROC Form Number, TGEAPCET Hall Ticket Number, Password and Date of Birth in Candidate login in <https://tgeapcet.nic.in>**
- Pay the Tuition Fee mentioned in the Provisional allotment order through online (Credit Card / Debit Card/ Net Banking) within the prescribed time and self- report through online system in candidates login and take admission number to confirm the provisionally allotted seat. Take the printout.
- The candidates with zero Tuition Fee mentioned on provisional allotment order, shall perform the self-reporting within the prescribed date through online system in candidates login and take admission number to confirm

the provisionally allotted seat. Take the printout.

- All the candidates have to pay a minimum of Rs. 5000/- (SC/ST) and Rs. 10000/- (Others) along with Tuition Fee where the Tuition Fee to be paid by the candidate is less than Rs. 5000/-(SC/ST) and Rs. 10000/-(Others).The same will be returned back to the candidates who report at the allotted college after final phase. If the candidate did not report at the allotted college the same will be forfeited.
- Candidates / Parents are advised to make Tuition Fee payment from their own Bank Accounts. In case of refunds, if any, the amount will be remitted back through online in to the same Bank Account from which the payment was made.
- The candidate has to physically report at the allotted college after **Second Phase** allotment **is mandatory** and handover a set of Xerox copies of the certificates and Original Transfer Certificate (T.C) and obtain acknowledgement from the college.
- If the candidate does not pay the prescribed Tuition Fee within the schedule mentioned, the provisional allotted seat automatically stands cancelled and he / she shall not have any claim on the provisionally allotted seat.
- Follow the further instructions printed on the provisional allotment order.
- The candidate at the time of self-reporting shall give an undertaking through online that he / she will relinquish the admission through Degree Online Services Telangana (DOST), if any.
- After first phase, if the candidate cancels admission through Online after payment of Tuition Fee and exercise options in subsequent phases if any, Tuition Fee paid earlier shall be considered for subsequent allotment of seat.

SECOND PHASE:

The eligible candidates can attend for Certificate Verification and exercise options in Second Phase, if they have not attended earlier and can exercise options.

The candidates who have participated in First Phase Counselling can exercise options using their old password, Login ID, for the leftover seats now available and consequential vacancies that may arise in the process of allotment as per the schedule mentioned above, and it is advised to exercise options for interested colleges only assuming that vacancies are available in the course of their choice.

WHO CAN EXERCISE OPTIONS IN SECOND PHASE?

- Candidates who have secured seat but not interested to join.
- Who have not secured seat so far but got their certificates verified.
- Who have not exercised the options so far but got their certificates verified.
- Who have secured a seat, self-reported and aspiring for a better option.
- NCC and Sports category candidates whose certificates were submitted and got verified during First Phase of counselling have to exercise options in Second Phase and Final Phase to consider their candidature for NCC and Sports category seats.
- And any other eligible candidates.

NOTE:

1. Options given in the First Phase will not be considered for allotment and candidates have to exercise option a fresh in Second Phase.
2. Candidates who are satisfied with their previous allotment and paid the Tuition Fee through online and self-reported through website need not exercise options once again, however, they have to report in person at the allotted college after Final Phase otherwise your allotted seat stands cancelled.
3. Candidates shall note that if they exercise options now and a seat is allotted as per the options, the vacated seat will be allotted to next meritorious candidate and hence they will have no claim on previous allotment.

PROCEDURE FOR EXERCISING OPTIONS AS MENTIONED ABOVE

- **Candidate has to exercise as many options as possible to avoid disappointment of not getting a seat.**

SECOND PHASE ALLOTMENT OF SEATS:

The Provisional Second Phase allotment of seats will be placed in the website <https://tgeapcet.nic.in> on or before **30-07-2025**.

- For downloading the candidate's **Provisional allotment order, enter the ROC Form Number, TGEAPCET Hall Ticket Number, Password and Date of Birth in candidate login in <https://tgeapcet.nic.in>**
- Pay the Tuition Fee mentioned in the Provisional allotment order through online (Net Banking / Credit Card / Debit Card) within the prescribed time. Self-Report through website.
- Candidates/ Parents are advised to make Tuition Fee payment from their own Bank Accounts. In case of refunds, if any, the amount will be remitted back through online into the same Bank Account from which the payment was made.
- In candidate's login, the candidate after Self Report through online system, the Admission Number will be generated. Take the printout.

- Candidates who are satisfied with their previous allotment and paid the Tuition Fee through online and self-reported through website need not exercise options once again, however, they have to report in person at the allotted college after Second Phase **31-07-2025 to 02-08-2025** otherwise your allotted seat stands cancelled.
- If the candidate does not pay the prescribed Tuition Fee within the schedule mentioned, the provisional allotted seat automatically stands cancelled and he / she shall not have any claim on the provisionally allotted seat.
- Follow the further instructions printed on the provisional allotment order.
- **See the website <https://tgeapcet.nic.in> periodically for updated information.**
- **Physical reporting of the candidate at the allotted college after Second Phase allotment is mandatory.**
- **Handover a set of xerox copies of the Certificates and Original Transfer Certificate (T.C) at the allotted college and obtain acknowledgment from the college.**
- **Candidates got allotment in Second Phase and not reported at the allotted college are not permitted to exercise options in Final Phase of Counselling.**

FINAL PHASE:

The candidates who had physically reported at the allotted college after Second Phase of allotments are only eligible for exercising of options in **Final Phase**. They can use their old password, Login ID, for the leftover seats now available and consequential vacancies that may arise in the process of allotment as per the schedule mentioned above, and it is advised to exercise options for interested colleges only assuming that vacancies are available in the course of their choice.

WHO CAN EXERCISE OPTIONS IN FINAL PHASE

- Who have not secured seat so far but got their certificates verified.
- Who have not exercised the options so far but got their certificates verified.
- All eligible candidates who have not cancelled their seats through online

NOTE:

- 1.** The Candidates who had cancelled seats either in First Phase / Second Phase are not eligible to give options in Final phase.

2. The Candidate once allotted seat shall note that if they exercise options now and a seat is allotted as per the options, the vacated seat will be allotted to next meritorious candidate and hence they will have no claim on previous allotment
3. Options given in the First Phase and Second Phase will not be considered for allotment and candidates have to exercise option afresh in Final Phase.
4. Candidates who are satisfied with their present allotment and paid the Tuition Fee through online and self-reported through website need not exercise options once again. However they have to report at the allotted college in person after Final Phase of allotment, otherwise the allotted seat stands cancelled.

PROCEDURE FOR EXERCISING OPTIONS AS MENTIONED ABOVE

- Candidate has to exercise as many options as possible to avoid disappointment of not getting a seat.

FINAL PHASE ALLOTMENT OF SEATS:

The Provisional Final Phase allotment of seats will be placed in the website **<https://tgeapcet.nic.in>** on or before **10-08-2025**.

- For downloading the candidate's **Provisional allotment order, enter the ROC Form Number, TGEAPCET Hall Ticket Number, Password and Date of Birth in candidate login in <https://tgeapcet.nic.in>**
- Pay the Tuition Fee mentioned in the Provisional allotment order through online (Net Banking / Credit Card / Debit Card) within the prescribed time. Self-Report through website, report at the allotted college.
- Candidates/ Parents are advised to make Tuition Fee payment from their own Bank Accounts. In case of refunds, if any, the amount will be remitted back through online into the same Bank Account from which the payment was made.
- In candidate's login, the candidate after Self Report through online system, the Admission Number will be generated. Take the printout.
- If the candidate does not pay the prescribed Tuition Fee for the allotted seat in Final Phase within the schedule mentioned, the provisional allotted seat automatically stands cancelled and he / she shall not have any claim on the provisionally allotted seat.
- If the candidate is allotted seat in other college in Final Phase, collect your already submitted original T.C. from the second phase allotted college and have to submit the same at the allotted college in Final Phase.

- **If the candidate is allotted seat in other branch in the same college in Final Phase, the candidate has to download new allotment order, pay Tuition Fee, if any and self-report through online for the changed branch and have to submit the same at the allotted college in Final Phase.**
- **Follow the further instructions printed on the provisional allotment order.**
- **See the website <https://tgeapcet.nic.in> periodically for updated information.**
- **Physical reporting of the candidate at the allotted college *ONCE AGAIN* after Final Phase allotment is mandatory.**
- **Handover a set of xerox copies of the Certificates and Original Transfer Certificate (T.C) at the allotted college.**
- **Dropouts/Cancellations are not permitted after Final Phase Allotments.**

INTERNAL SLIDING:

- a) All the Candidates have to report at allotted college after final phase
- b) Not reporting at the allotted college on or before notified date, the provisional allotment order (Final Phase) automatically stands cancelled and the candidate has no claim on the provisional allotment.
- c) Candidate has to handover a set of Xerox copies of certificates and original Transfer Certificate (T.C) at the allotted college.
Thereafter, Centralized Internal Sliding in University and Private Unaided Engineering Colleges shall be conducted by the Convenor. All the Reported candidates available after Final Phase are eligible for exercising Options in Internal Sliding. The Candidates, if desired can exercise options through online during the above mentioned schedule in internal sliding to other branches within the college for left over vacancies now available and consequential vacancies that may arise during the process of allotment . **Such candidates allotted in Internal Sliding are eligible for Tuition Fee Reimbursement.**
- d) Dropouts/Cancellations are not permitted after Internal Sliding.**
- e) After above activity, Dropouts/Cancellations, if any, shall not be permitted to be filled under Spot admissions. However, such vacancies shall be permitted to be filled through Lateral Entry into 2nd Year through TGE CET (Lateral Entry)**
- f) Further leftover vacancies, if any, shall be handed over to the colleges to be filled under Spot Admissions for which TGEAPCET qualified/not qualified candidates who did not secure admission elsewhere shall only be permitted. First preference will be given to TGEAPCET qualified candidates and leftover

vacancies, if any, shall be filled by TGEAPCET not qualified candidates, as per the guidelines laid down in admission G.Os & guidelines issued by the Convenor from time to time.

SPOT ADMISSIONS:

The Spot Admission guidelines to B.E /B.Tech / Pharmacy Courses in University and constituent Colleges & Private Unaided Engineering and B.Pharmacy Colleges will be placed in the website <https://tgeapcet.nic.in> on or before **23-08-2025**.

A.Sridevasena, IAS
Commissioner of Technical Education &
Convenor, TGEAPCET-2025 Admissions



Telangana Council of Higher Education

(A Statutory Body of the Government of Telangana)

Opp: Mahavir Hospital, Mahavir Marg. Masabtank, Hyderabad – 500 028.

Ph : 040-35175435

Website: www.tgche.ac.in, E-mail: secretary@tgche.ac.in, secretarytgche@gmail.com



No. TGCHE/Acad-Engg/Cat-B Management Quota/Instructions/2025

Dt.12.08.2025

INSTRUCTIONS

FOR SUBMISSION OF LISTS OF STUDENTS ADMITTED UNDER CATEGORY “B” MANAGEMENT QUOTA / 15% SUPERNUMERARY QUOTA IN UNDER GRADUATE ENGINEERING FOR RATIFICATION BY THE COMPETENT AUTHORITY FOR THE ACADEMIC YEAR 2025-26

Telangana Council of Higher Education issued detailed guidelines on the web portal <https://www.tgche.ac.in/> for conducting the process of admissions under management quota in B.E./B.Tech. programs for the academic year 2025-26 and prescribed the last date for submission of admission lists to the Competent Authority in prescribed format as **30.08.2025**.

In continuation of the above, the detailed instructions for uploading information, in an online college management system in the web portal <https://www.tgche.ac.in>, pertaining to admitted candidates by the managements of concerned institutions along with schedule of uploading the details, payment of processing fee and other formats required in which information is to be furnished are given hereunder:

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. 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 date(s) 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 uploading details of Management /(FN/PIO/CIWG) under Supernumerary quota of seats in the web portal <u>without late fee (Rs.1000/- per Candidate)</u>	30.08.2025
Last date for freezing of uploaded details <u>without late fee</u> & Last date for submission of hard copies of documents of the candidates admitted	30.08.2025
Last date for uploading and payment of processing fee <u>with late fee (Rs.1,000/- + Rs.1,500/- per candidate)</u>	07.09.2025
Last date for freezing of uploaded details <u>with late fee</u> & Last date for submission of hard copies of documents of the candidates admitted	08.09.2025

5. The Managements shall:
- (i) UPLOAD the details of students admitted under Category-B Management Quota through online by logging onto <https://www.tgche.ac.in/>. 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.1,000/- / Rs.2,500/-** for each candidate in favour of Secretary, TGCHE 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 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 be 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 TGCHE in accordance with the cut off dates prescribed and obtain acknowledgement.

14. The Managements of the colleges are required to submit the following Original Certificates of the admitted candidates at the time of verification of each admitted student are as follows:

- TG EAPCET-2025 Rank Card / JEE Rank Card with Hall Ticket
- SSC/10th Class Marks Memo
- Intermediate /Diploma Marks Memo
- Study certificates from 6th to Intermediate
- Intermediate/Diploma Transfer Certificate
- Community certificate (In case of SC/ST/BC)
- Equivalency Certificate from BIE /AIU (in case of students who passed the qualifying examination from other states and other countries.)

15. The Managements are required to submit the following along with the applications for approval of TGCHE:

- i) Paper Advertisement in Original (Telugu, English, Urdu).
- ii) Maintenance of register for Day Wise sale of applications
- iii) Application form provided through online & offline mode
- iv) AICTE approval to admit NRI Candidates, if any
- v) Merit list of eligible applications as per rule 6 (ii)2(v) G.O.Ms.No.74
- vi) Separate Merit List of Candidates applied (Branch wise)
 - a) NRI
 - b) Management
- vii) Selection list of candidates in each Branch (1st, 2nd, 3rd..... etc.,)
 - a) NRI
 - b) Management
- viii) List of NRI Students applied and admitted
- ix) List of Other State students applied and admitted
- x) No. of Left over seats remaining, and filled with eligible candidates
- xi) Dates of Interviews conducted to the Applicants
- xii) List of rejected candidates after Interviews with reasons
- xiii) Undertaking by the Principal/Secretary of the College (**Annexure-III**)
- xiv) Original Payment Receipt

16. The Managements of the Colleges are not required to submit the Xerox copies of student certificates however the copies of certificates to be submitted to the office whenever required.

**Sd/-
SECRETARY**

To
The Colleges concerned

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

Annexure-I

List of Admissions made under Management Quota (30%) for the year 2025-2026

Name of the College with complete address

Total Sanctioned intake in the course

Total Admitted : NRI : Mgt. :

Sl. No	Name of the Candidate	Father's Name	Gender (M/F)	Date of Birth (as per SSC Certificate)	Whether belongs to NRI Quota (Yes / No)	JEE Main's Hall Ticket No	JEE Main's Rank	EAPCET Hall Ticket No	EAPCET Rank	Intermediate Hall Ticket No	Intermediate Qualifying Board	Intermediate Month & Year of Passing	% of Marks obtained in Intermediate (Aggregate)	% of Marks obtained in Intermediate (Group subjects)	Community	State to Which Candidate belongs	Minority /Non Minority

SECRETARY

Annexure – II

List of Candidates Applied for Admission in to B.E/B.Tech for the Academic Year 2025-26

S.No.	Name of the Candidate	Father's Name	% of Marks	TGEAPCET-2025 Rank	JEE Rank	Application Fee (in Rupees)	Ref. No. / D.D. No.	Date	Name of the Bank
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

SECRETARY

ANNEXURE-III

UNDERTAKING

I, _____ S/o _____,
Aged _____ Years, presently Principal / Secretary / Correspondent _____
_____ do hereby submit that:

1. I/We have verified the genuineness of the qualifying certificates/ documents and identity of the entire batch of the candidates admitted into _____ Program(s) for the academic year 2025-26.
2. I have obtained an undertaking from the student and parent that he / she shall not claim any equities in case of his / her admission is not ratified by the Telangana Council of Higher Education (TGCHE), Hyderabad and or approved by the concerned affiliating University for appearing for the University examination on the grounds that any of the certificates submitted by the student are fake / not satisfying minimum qualifying criteria.

**Principal/Secretary/Correspondent
Name
College Seal**

Date: