

GOVERNMENT OF TELANGANA
DEPARTMENT OF TECHNICAL EDUCATION

Office of the
 Commissioner of Technical Education
 Telangana : Hyderabad

Sub: Academic – TE – Admissions - IVC Admissions 2019- Request to furnish Vacancy position (unfilled/ dropout) details - Guidelines – Issued- Regarding.

The Principals of Govt/ Aided/ Un-aided Private Polytechnics including 2nd shift Polytechnics running in existing Engineering Colleges are informed that the admission notification with instructions to candidates was issued for IVC pass-outs lateral entry into II year Diploma (Engineering & Non-Engineering) courses of 3-year duration offered in the Govt/ Aided/Un-aided Private Polytechnics including 2nd shift Polytechnics running in existing Engineering Colleges to the extent of (20%) of the sanctioned intake in each course for the Academic Year 2018-19. Further, in terms of Government Memo. No. 12920/TE-II/2006-3, dated:17-04-2004, the unfilled seats in a course at 1st year level during the Academic Year 2018-19, if any, are to be filled with IVC candidates through lateral Entry in the II year.

In this connection, the Principals of all the Polytechnics under the control of this Department are directed to furnish the vacancy position on or before **28-05-2019** in the format annexed to this memo in both soft & hard copy immediately to the Admission Officer so as to facilitate smooth conduct of the said admissions.

Sl. No	Polytechnic	Vacancy Position to be sent to	E-mail ID
1	Principals of Govt. / Aided /Pvt. Un-aided Polytechnics	(a) RJDTE, Hyderabad (b) Principal, JNGP, Hyderabad 9912342002	ivc2019.ou@gmail.com

Further, the Regional Joint Director of Technical Education, Hyderabad is herewith requested to ensure compliance of directions issued herein by the Institutions and monitor the submission of information by the Institutions to the Admission Officer without fail, on or before **28-05-2019** so as to conduct the admissions as per the schedule.

In view of the above, it is to inform that certain guidelines are enclosed herewith for taking necessary action by the admission officer i.e. Principal / Admission Officer, J.N. Government Polytechnic, Ramanthapur, Hyderabad. The Admission Officer of IVC Admissions - 2019 is instructed to adhere to the same without fail.

GUIDELINES FOR CONDUCTING ADMISSIONS FOR LATERAL ENTRY OF IVC PASS-OUTS INTO IInd YEAR DIPLOMA (ENGG. & NON-ENGG) COURSES FOR THE ACADEMIC YEAR 2019-20.

The following guidelines are issued for the conduct of admission for lateral entry of IVC pass-outs into 2nd year of 3-year Diploma Courses (Engineering / Non-Engineering), for the Academic year 2019-20.

Admission Officer: Principal, J.N. Government Polytechnic, Ramanthapur, Hyderabad-500 013 – For candidates who are local to Osmania University Area i.e, Districts of Mahaboobnagar, Nalgonda, Khammam, Adilabad, Nizamabad, Hyderabad / Secunderabad, Ranga Reddy, Warangal, Karimnagar and Medak, & all the candidates applying for Diploma in Printing Technology course.

1. The Admission Officers has to prepare the break-up of seats duly following the rules of reservation/ roster points to the extent of (20%) of the sanctioned intake in each course of the Polytechnics for the AY 2018-19, as laid down in G.O. Rt.No.44, Higher Education (TE.II) Dept., Dt.28-05-2011 & G.O.Rt.No. 45, Higher Education (TE.II) Dept., Dt.28-05-2011, for the IVC admissions during the AY 2019-20.
2. Further, in terms of Govt.Memo.No.12930/TE.II/2006-3, dt.17-4-2007, the unfilled seats in a course at Ist year level during the Academic year 2018-19, if any, are to be filled-in with IVC candidates through Lateral Entry in the 2nd year. In case of Private Minority Polytechnics, admissions to the extent of 50% of the seats may be made.
3. Rule of reservations for admissions shall apply i.e., reservation of seats (85% Local: 15% Unreserved), reservation for SC/ST/BC Communities, reservation of seats for Women and reservation for Special Categories such as PH/CAP/NCC/SPORTS shall apply for IVC Admission to be made now. **The Admission Officer is advised to make use of the information furnished in Chapters-II and III of POLYCET-2019 booklet in this regard.** However, since the numbers of seats in each course in each institution are only (20%) of the intake, the rule of reservation may not be possible to be implemented in each course / Institution. Hence, the rule of reservation shall be satisfied on the overall seats available in the state extent possible in all the courses uniformly.
4. The Admission Officer has to prepare the breakup of seats relating to Govt. Polytechnics (Minorities) and communicate to others. In terms of the Act No.26 of 2007, 4% of the seats are to be earmarked for Muslims under B.C.-E Category. The break-up of seats, which are prepared, will have to be vetted /approved by the Regional Joint Director.

ELIGIBILITY:

All the applications received and registered have to be entrusted for scrutiny with reference to the eligibility criteria for admission. Incomplete applications, i.e., without relevant enclosures, registration fee etc., are liable to be rejected. For lateral entry into 2nd year of Diploma courses, the minimum qualification shall be a pass in Intermediate (Vocational Engineering courses) examination and also passed in

bridge courses with (Maths, Physics and chemistry subjects) as applicable, conducted by Board of Intermediate Education. There is no age limit specified for admission. However, eligibility for fee reimbursement is subject to fulfilment of conditions stipulated in Memo.no.10537/SW. Edn.2./2010 Dt: 20-10-2012 of Social Welfare (Edn.2) Department and any further orders issued by the Government from time to time.

Note 1: The candidates who studied IVC during the year 2000-02 and subsequent batches have to pass the Bridge Courses conducted by the Board of Intermediate Education. However, the IVC candidates who have studied vocational courses before revamped syllabus (*i.e.* 1999-2000 batch and before year batches) do not have to pass the Bridge courses.

Note 2: The IVC candidates admitted into 2nd year of Diploma courses have to pass examinations in the deficient subjects as identified and conducted by the Secretary, State Board of Technical Education and Training, Telangana, Hyderabad, before entering the final year of Diploma courses. The admission officers are requested to take undertaking from all the candidates admitted to the above effect.

1. For students who joined IVC up to 1999 (*i.e.*, 1999-2001 and previous batches):

Sl. No.	Intermediate Vocational Course in	Eligible for admission into II year Diploma in
1.	Surveyor and Estimates	D.C.E.
2.	Roads and Buildings Technician	
3.	Water Supply & Sanitary Engineering	
4.	Electrical, Domestic Appliance and Rewinding	D.E.E.E.
5.	Electrical Wiring and Contracting	
6.	Radio and Television Technician	D.E.C.E.
7.	Rural Engineering Technician	D.M.E. & D.A.E
8.	Automobile Engineering Technician	
9.	Computer Science & Engineering (revamped syllabus)	D.CM.E.
10.	Office Assistantship	D.C.CP.

2. For students who joined IVC from 2000 with Bridge Courses (*i.e.*, 2000-02 and later batches):

Sl. No.	Intermediate Vocational Course in	Eligible for admission into II year Diploma in
1.	Electrical Wiring and Servicing of Electrical Appliances	D.E.E.E.
2.	Water Supply & Sanitary Engineering Technician	D.C.E
3.	Construction Technology	D.C.E
4.	Radio and Television Engineering	D.E.C.E.
5.	Rural Engineering Technician	D.M.E. & D.A.E
6.	Automobile Engineering Technician	D.M.E. & D.A.E
7.	Commercial Garment Design & Making	Diploma in Garment Technology (DGT)
8.	Fashion & Garment Making	
9.	Office Assistantship	D.C.CP.
10.	[DTP & Printing Technology] (for 2005-07 and later batches)	DPT

The Admission Officer is informed that the admission of candidates into Q.Q. Govt. Polytechnic, Old City, Hyderabad should be made strictly in accordance with orders issued in G.O.Ms.No.382, Technical Education (TE-1) Department, Dated 04-10-1985: to admit only those candidates whose parents are permanent residents of the old city of Hyderabad, ascertaining their the names figure in both the voters list and Ration card of QQA-UDA, Hyderabad (Ward No: 9, 12 to 23, subject to revision) and also within the provisions of G.O.Ms.No.4, Higher Education (TE/A1) Department, Dt: 24-04-2019.

- The Candidates of Telangana State intended to seek admissions under 15% unreserved quota offered in Andhra Pradesh State shall appear for IVC admissions 2019 conducted by Andhra Pradesh.

The candidates seeking admission into Govt. Model Residential Polytechnics, whose parent / guardian annual income exceeds the prescribed limit and also those candidates whose residence is within 8 Km distance from the Polytechnic should be asked to furnish an undertaking (signed by the candidate and their parent/guardian) stating that they:

- a. Do not claim during the course of their study, any scholarship or facilities available to any scholarship holder;
- b. Do not seek transfer to other Polytechnic during any part of their course study;
- c. Have to stay in the Hostel and pay regularly mess/hostel charges within the prescribed dates.

PREPARATION OF MERIT SCHEDULES:

- (i) The marks secured by the candidates who passed IVC before 2002 without bridge courses have to be raised to the maximum marks of the IVC and bridge courses put together for deciding the merit.
- (ii) The candidates who have passed the IVC in one sitting shall get priority in the merit order over the candidates who have passed compartmentally.
- (iii) While arriving at the merit order total marks secured in the qualifying examination shall be taken into consideration. In case of a tie, the marks secured in the final year shall be considered. In case of a further tie, the upper age shall decide the merit.

General merit schedules have to be prepared course-wise. Further, separate merit schedules are to be prepared for special reservation categories such as PH, NCC, Sports and Games, and CAP. Then, the approval of the Regional Joint Director of Technical Education has to be obtained for the above Merit Schedules well before the commencement of admission counselling i.e., the admission officer has to send the seat matrix and merit schedule for the approval of the Regional Joint Director concerned before **27-05-2019**, which shall be approved by the RJD, Hyderabad, before **01-06-2019**.

PROCEDURE FOR SELECTION OF CANDIDATES:

a) REGISTRATION: 30 Minutes before the commencement of the Admission Counselling for the day, all the candidates shall be registered, duly obtaining the signature of candidates and their parents. The candidates may be called in the order of merit.

The candidates, who report late for counselling, shall be allotted to the course/institution available as per their merit order at the time of his/her reporting.

The candidates along with their parents may be asked to sit in a hall and the list of sorted merit order may be displayed on the Notice Board. Arrangement will be made to display from time to time, the position of seats available for admission in any Diploma course, category, and Polytechnic including State-wide institutions and keep them at a prominent place for drawing the attention of the candidate. If feasible, display may also be made. The display contains:

- a. Intake in each branch.
- b. Seats reserved for each category.
- c. Seats available in each category for each of the Polytechnics.

On the day of admission counselling, a team consisting of one Head of Section, two faculty members and one clerk may be assigned the duty of attending to the counselling work of ONE BRANCH.

ADMISSION PROCEDURE: Admission Counselling shall be done in the following order: OC, BC, SC, ST, Special Categories (PH/SP/NCC/CAP). In the event of any vacancies in B.C.-A Category, for example, the same will be offered to the next group in B.C. Category i.e. B.C-B Group and so on. In case of vacancies in S.C. Category, the same will be offered to S.T. Category and vice versa. Vacancies in a Special Category such as SP/NCC/CAP will have to be converted into OC Category. Further, the seats vacated by BC/SC/ST Candidates in OC Category shall be filled by the respective category Candidates. The vacancies of GMR Polytechnics are not open to conversions and should be remained as such.

A physical seat matrix may be prepared indicating name of institution, category of reservation etc., for each branch and kept with the Counselling Officer. Verification of original certificates has to be carried out at the time of counselling. The candidate will be asked to exercise his/her choice of seat available as per their merit order and will be issued Provisional Allotment order accordingly, subject to production of all original certificates and payment of fee. In case, they are not willing to choose the seat available as per their merit order, a declaration will be taken to that effect. (Pre-printed declaration may be kept ready with Counselling Officer). The original certificates of the admitted candidates will be collected together with the fee prescribed. Further, the admitted Candidates will be issued Provisional Admission order with the instructions to report to the Principals concerned on or before **10-06-2019**.

Admission Counselling Schedule:

Date	Courses	Admission Officer – Venue
03-06-2019	DEEE, DCE, DECE, DGT.	Principal, J.N.Govt.Polytechnic, Ramanthapur, Hyderabad. Mobile: 9912342002
04-06-2019	DME, DAE, DCCP, DCME, DPT	

PREPARATION OF LISTS OF FINALLY ADMITTED CANDIDATES:

The Admission Officer shall prepare the final list of admitted candidates (course-wise and category-wise), along with the Last Rank Statement of each category and submit the same to the following Officers:

1. Commissioner of Technical Education, Telangana, Hyderabad
2. Secretary, SBTET, Telangana, Hyderabad
3. Regional Joint Director, Hyderabad
4. Principals concerned.

Further, a list of admitted candidates belonging to the Minority communities viz., Muslims, Christians, Sikhs, Jains and Parsis, etc., as well as **the vacancy list (course-wise/ category-wise)** should be sent to the Commissioner of Technical Education soon after the conclusion of the admission counselling on or before **10-06-2019**. All the material relating to the IVC Admissions-2019 shall be kept as permanent official record.

Fee Particulars

S.No.	Fee	Government/ Aided	Private
1	Tuition Fee	Rs.2,000/-	Rs.14,900/-
2	Course Work Fee	Rs.200/-	--
3	Games Fee	Rs.100/-	Rs.100/-
4	Association Fee	Rs.100/-	--
5	Laboratory and Workshop	Rs.600/-	--
6	Library - Non-refundable fee	Rs.300/-	--
7	Admission Fee	Rs.100/-	Rs.100/-
8	Syllabus book	Rs.50/-	Rs.50/-
9	Board Recognition Fee	Rs.250/-	Rs.250/-
10	Alumni Fee (only at the time of admission)	Rs.100/-	Rs.100/-
	Total	Rs.3,800/-	Rs.15,500/-

Candidates belonging to SC/ST/BC/EBC/Minority categories are eligible for fee reimbursement subjected to fulfilment of conditions stipulated in Memo.no. 10537 / SW. Edn.2./ 2010 Dt: 20-10-2012 of Social Welfare (Edn.2) Department, in case, the income of their parents is within the prescribed limit of Rs. 2,00,000/- per annum for SC/ST, and Rs. 1,00,000/- for BC/EBC/Minority categories and a certificate issued by the Tahsildar concerned (issued on or after **01-01-2019**) only is to be produced to

that effect. **The candidates who admitted with fee exemption shall apply to Government for fee reimbursement and the fee reimbursement is subject to the orders by the Government from time to time.** However, such candidates have to necessarily pay admission fee, syllabus book, Board recognition fee, and alumni fee.(i.e., Rs 500/-).

The following fee collected from all the candidates admitted shall be remitted to the Secretary, State Board of Technical Education and Training, Telangana, Hyderabad", at the end of the admission camp within a week:

- a. Board Recognition fee: Rs.250/-
- b. Cost of Syllabus Book: Rs. 50/-
- The tuition Fee along with the admission fee shall be remitted to Government.
- Alumni fee should be forwarded to the Principals concerned.

FINANCES:

1. **Registration/Counselling Fee:** Each student shall pay Rs. 300/- (Rs.150/- in case of SC/ST candidates).
2. The fee collected along with each application @ Rs.330/- along with the Registration/Counselling fee collected, shall be remitted to the Secretary, SBTET, Telangana State, Hyderabad.
3. The staff involved in the Admissions work such as sale, registration and scrutiny of applications, preparation of merit schedules, despatch of admission memos and conduct of admissions etc., will be paid remuneration on par with POLYCET- 2019 admission work out of the Registration / Counselling Fee collected from the Candidates.

Signature valid

Digitally signed by MAVIN
MITTAL IAS
Date: 2019.05.23 15:16:07 IST
Reason: Approved

Commissioner

To

1. The Principals of Government/Aided/Un-aided/Private Polytechnics including 2nd shift polytechnics running in existing Engineering Colleges
2. The Principal/ Admission Officer, J.N. Government Polytechnic, Ramanthapur, Hyderabad

Copy to the Secretary, SBTET, Telangana, Hyderabad