



**ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION**  
**(A Statutory Body of the Government of A.P)**  
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**PROCEEDINGS OF THE CHAIRMAN, AP STATE COUNCIL OF HIGHER EDUCATION, GUNTUR.**

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**PRESENT: PROF. K. MADHU MURTHY**  
**CHAIRMAN**

**Procgds No. OAMDC-2025/SPOT-ADMNS/CAT-A**

**Date: 14.11.2025**

**Sub: OAMDC 2025 - Spot Admissions - Operating Guidelines for Admission of Candidates into Under-Graduate Programmes under Spot Quota (CAT-A) - Issued - Reg.**

- Ref :**
1. G.O.Ms.No. 34, Higher Education (CE) Dept., dated 15-10-2020.
  2. G.O.Ms.No. 45, Higher Education (CE) Dept., dated 16.07.2025.
  2. Orders of the Hon'ble High Court in W.P. No. 16290 of 2007 and W.P. No. 2105 of 2023.
  3. Directions of the Competent Authority, APSICHE, from time to time.

**ORDER :**

The Hon'ble High Court in WP No. 16290 of 2007 and WP No. 2105 of 2023 underscored the pivotal role of the Competent Authority in regulating admissions to unaided institutions and for issuing operating guidelines. Accordingly, and in continuation of the policy laid down in G.O.Ms.No. 34 (HE-CE Dept., 15-10-2020), the Chairman, A.P. State Council of Higher Education, hereby issues the following Operating Guidelines for admission of candidates into Under-Graduate Programmes under Spot Quota through OAMDC-2025.

**1. Competent Authority**

The **Chairman, A.P. State Council of Higher Education (APSICHE)** shall be the Competent Authority for the approval and ratification of spot admissions.

**2. Scope and Applicability**

These guidelines shall apply to all Private Unaided and Autonomous (Aided/Unaided) Degree Colleges, offering Under-Graduate Programmes in Arts, Science, Commerce, Social Sciences, Management, Computer Applications and Social Work, including

Honours courses, participating in OAMDC 2025; Unaided Programmes offered by Aided and Autonomous (Aided), participating in OAMDC 2025 and University Constituent Colleges conducting self-financed programmes, participating in OAMDC 2025.

### **3. Vacancy Position**

After completion of the final phase of OAMDC admissions, the vacant seat position (unfilled seats after final phase) will be displayed in each college login on

<https://oamdc.ucanapply.com>

The vacancies for spot admissions shall be calculated as follows:

**Vacancies for Spot Admissions = (Unfilled after Final Phase) + (Not Reported Candidates) + (Reported but Cancelled)**

### **5. Notification by College**

Each college shall issue a notification in a state-wide leading newspaper and upload the same on its website providing details of:

- Programme-wise vacancies,
- Eligibility criteria,
- Schedule of admissions, and
- Registration fee for application.

### **6. Eligibility Criteria**

(a) The candidate shall be of Indian nationality and satisfy the Local / Non-Local status as per G.O. Ms. No. 20 Higher Education (EC) Department Dt. 12.05.2025.

(b) The candidate shall have passed the Two-Year Intermediate Examination (A.P. BIE) or any other equivalent examination recognized by the Government of A.P.

(c) Minimum marks for eligibility shall be 35% aggregate as per G.O.Ms.No 56 Higher Education (CE) Department, Dt. 20.10.2021.

(d) Candidates who have already taken admission through OAMDC 2025 shall not be eligible for Spot Admission unless their earlier admission is cancelled beforehand.

### **7. Verification of Original Certificates**

Before preparing the merit list, colleges shall verify and retain attested copies of the following certificates :

- (a) SSC Certificate ( Proof of Date of Birth )

- (b) Intermediate Marks Memos / Pass Certificate
- (c) Transfer Certificate (TC)
- (d) Study / Residence Certificate ( Local Status )
- (e) Caste Certificate (if applicable)
- (f) EWS Certificate (if applicable for the current year 2025-26 only)
- (g) Aadhaar ID (not mandatory)

Admission shall be **provisional until data are uploaded and ratified by the Competent Authority.**

### 8. Reservation and Conversion Matrix

Admissions shall be made strictly in accordance with the Rule of Reservation laid down in G.O.Ms.No. 34 (para 8) and G.O. Ms.No. 45 (para 3).

If same category candidate is not available, seat shall be filled with the candidate as per seat conversion matrix given below:

If seat is vacant in	Converted into	Converted into	Converted into	Converted into	Converted into	Converted into
OC General						Un reserved/ Open Category
OC Women	OC General					
BC-A General	BC-B General	BC-C General	BC-D General	BC-E General		
BC-B General	BC-C General	BC-D General	BC-E General	BC-A General		
BC-C General	BC-D General	BC-E General	BC-A General	BC-B General		
BC-D General	BC-E General	BC-A General	BC-B General	BC-C General		
BC-E General	BC-A General	BC-B General	BC-C General	BC-D General		
BC-A Women	BC-A General	BC-B General	BC-C General	BC-D General	BC-E General	
BC-B Women	BC-B General	BC-C General	BC-D General	BC-E General	BC-A General	
BC-C Women	BC-C General	BC-D General	BC-E General	BC-A General	BC-B General	
BC-D Women	BC-D General	BC-E General	BC-A General	BC-B General	BC-C General	
BC-E Women	BC-E General	BC-A General	BC-B General	BC-C General	BC-D General	
ST General	SC General					
ST Women	ST General	SC General				
SC General	ST General					
SC Women	SC General	ST General				
EWS Women	EWS General	No Conversion				

### 9. Preparation of Merit List

- (a) Merit shall be based on aggregate marks in the qualifying examination.
- (b) In case of a tie, the following order be followed –
  - (i) Marks in group subjects
  - (ii) Marks in English
  - (iii) Date of Birth (senior first).

- (c) The programme-wise merit list shall be displayed on the college notice board and website.

## 10. Procedure for Admission

- (a) Colleges shall receive applications and prepare programme-wise merit lists following transparent criteria.
- (b) Only eligible candidates shall be admitted on the basis of merit and reservation.
- (c) Admissions are **provisional** till ratification by the Competent Authority.
- (d) Candidates admitted through spot admissions are **not eligible for Tuition Fee Reimbursement** (vide G.O.Ms.No. 66, SW Dept., 08-09-2010).

## 11. Uploading and Ratification Procedure

1. Colleges shall upload details of admitted candidates along with scanned copies of certificates on the OAMDC portal within the stipulated schedule.
2. The Competent Authority will validate the entries with reference to the G.O. and guidelines.
3. If deficiencies are found, colleges shall rectify them within the given time.
4. Issuance of Proceedings for ratification/rejection of admissions made after verification of eligibility criteria, the Council will inform the date from which approval proceedings can be downloaded through the website.
5. Only validated and ratified admissions shall be treated as final.

## 12. Schedule for OAMDC 2025 Spot Admissions

Sl. No.	Activity	From	To
1	Communication of Vacancies to Colleges	15-11-2025	
2	Notification by Colleges	16-11-2025	
3	Receipt of Applications & Verification	17-11-2025	20-11-2025
4	Preparation of Merit List / Selection	21-11-2025	21-11-2025
5	Payment of ratification fee and uploading of admissions into portal	22-11-2025	24-11-2025
6	Ratification by Competent Authority	24-11-2025	26-11-2025
7	Issue of Ratification Proceedings	27-11-2025	
8	Rectification of Deficiencies (if any) & Issuance of modified proceedings	24-11-2025	27-11-2025
9	Closure of Portal for Spot Admissions	28-11-2025	

## 13. Registration Fee / Processing

The Registration/Processing fee per candidate is Rs. 500/- The fee shall be remitted online through the OAMDC portal while uploading data for ratification.

14. Colleges **Shall STRICTLY** comply with the Spot Admission schedule issued by APSICHE. **No requests of ratification shall be entertained after the given schedule.**

### 15. Prohibitions

#### 1. Colleges **Shall Not**

- (a) Admit students beyond sanctioned intake or after the prescribed schedule.
- (b) Allow students without approval of Competent Authority.
- (c) Collect original certificates in contravention of UGC directions.
- (d) Collect excess fees beyond APHERMC prescriptions.
- (e) Admit ineligible candidates or violate reservation rules.
- (f) Retain students whose names do not figure in the final ratified list.

2. The Universities concerned will not allow such candidates whose admissions are not approved/ratified by the Competent Authority to appear for examinations conducted by the Universities.

3. The Institution shall undertake the responsibility on the irregularities noticed by the Competent Authority.

4. Any violation will invite penal action and cancellation of affiliation under Rule 12 of G.O.Ms.No. 34.

### 16. Clarifications

For any doubt or technical difficulty, colleges may contact the Help Desk – OAMDC, APSICHE at <https://oamdc.ucanapply.com>

Sd/-

COMPETENT AUTHORITY &  
CHAIRMAN - APSICHE

/ BY ORDER /

  
SECRETARY- APSICHE 14.4.25

To,  
All Government, Aided and Private Unaided Degree Colleges in the State of Andhra Pradesh.