



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

Neeladri Towers-3,4&5floors, Atmakur(v),Mangalagiri(M),Guntur-522503

INSTRUCTIONS FOR FILLING UP CATEGORY-B SEATS UNDER MANAGEMENT QUOTA IN PRIVATE UNAIDED LAW COLLEGES OFFERING LLB (3-YEARS), LLB (5-YEARS) AND LLM COURSES FOR THE ACADEMIC YEAR 2021-22

The **Chairman**, AP State Council of Higher Education (APSCHE) is the Competent Authority for ratification of the admissions made by the Institutions under management quota seats as approved for counselling.

1. The **institutions management** 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 **institutions management** shall obtain approval on the admissions made under category- B seats from the Competent Authority only.
3. The **institutions management** shall adhere to the following schedule for 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.
4. The managements are informed to collect and remit the following processing fee from the candidates seeking admission under spot as well as category B admissions and remit the same through payment gateway.

1.5 Essential Eligibility conditions for Spot Admission 3 Yr/ 5 Yr LL.B courses

- a). Candidate must be Indian National.
- b). Educational Qualifications (for 3 Yr/ 5 Yr LL.B courses)
- c) LL.B 3 years –Any recognized degree obtained from UGC recognized university in India with basic qualifications being 10+2+3 education format only
- d) LL.B 5years – Intermediate or Polytechnic Diploma or /PUC/Equivalent (10+2).
- e).Candidates with the following percentage of marks at the relevant qualifying examination is eligible

LLB3YR	45% or above for OC	42% or above for BC	40% or above for SC/ST
LLB5YR	45% or above for OC	42% or above for BC	40% or above for SC/ST

- 1.6 Vacant seats may be filled with eligible candidates possessing the requisite percentage of marks as per the table given above in the qualifying examination duly ensuring merit and transparency.
- 1.7 Candidates who have obtained 10+2 or degree by a single sitting or through Open University without any formal education are not eligible for admission.
- 1.8 **Essential Eligibility conditions for LLM Courses:**
 - a. Should have passed LL.B/ BL (3/5 yrs) from a recognized University.
 - b. The candidate should secure the following percentage of marks in the qualifying examinations.

OC-50%	BC-45%	SC/ST-45%
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- 1.9 The managements shall upload the details of students admitted under Category "B" Management quota seats logging into <https://lawcet-sche.aptonline.in/LAWCET/Views/index.html> The detailed user manual for uploading the details of admitted students online as given below.
2. In terms of relevant G.Os and amendments issued from time to time, the schedule to fill up Category-B Management quota is as detailed hereunder for the academic year 2021-22
 3. Managements shall notify the 20% under Category-B after the notification issued under management quota as laid down in G.Os concerned.
 4. Managements shall complete total admission process (i.e. issue of notification, receipt of applications, finalisation of candidates list, reporting of candidates), under Category-B quota seats as per the schedule given.
 5. The Institutions shall follow the procedure mentioned below to conduct the admissions
 1. The management of the Colleges shall notify the details of courses offered with intake, schedule of admissions (date wise), and registration fee for the application, minority or non minority status in leading news papers, either in English or Telugu.
 2. The students have to submit their applications, in person, at the college as per their choice.
 3. The management of the college has to call the selected candidates to appear in person for interview to substantiate their credibility and financial capacity to its satisfaction. In the event of the management finding that any of the selected candidates is not suitable for admission, the management shall be liberty to reject the candidature of such candidates and the reasons should be communicated to the Competent Authority.
 4. No new application shall be accepted after the closing date of admissions to the college.
 5. The Management of the college shall administer the selection process as per the admission procedure specified. Each college shall download the data of the applications received and pertaining to it, after the closing date as notified by the Competent Authority.
 6. The Institution shall generate the merit list which will be in order of NRI quota (if available), & qualifying examination in order of merit as prescribed in these instructions.
 7. The selection of candidates shall be done by the college managements themselves, as per the merit of the candidates.
 8. The selection list, after selection process is completed by the management of respective colleges as per the prescribed norms.
 9. In case of unfilled seats if any, the concerned colleges shall admit candidates from out of the left over vacancies in order of merit from the merit list.
 10. After completion of the admission process, the college managements shall upload in the web portal provided by the Competent Authority and forward the list of admitted candidates and also for ratification by the Competent Authority as per the prescribed schedule.
 11. The Institution shall furnish information in accordance with the instructions issued for submission of admission lists by the Competent Authority.
 12. The Competent Authority will verify the list of the selected candidates and validate the same with reference to the G.Os and the procedure prescribed by the Competent Authority.
 13. The Competent Authority shall approve the validated list, if found tallying by cross validation process or reject the lists, if found to be at variance to the rules and

procedures prescribed and communicate the same to the concerned colleges for compliance.

14. Applications of candidates not fulfilling the required conditions during the validation of the list by the Competent Authority will summarily be rejected.
15. The Competent Authority shall open a helpline to assist the candidates and college managements to sort out their grievances and provide technical support if needed.
16. The management shall collect the Tuition fee as prescribed by the Government for category 'B' seats and any excess fee collected will amount to capitation fee and Managements are liable for action under A.P. Educational Institutions (Regulation of Admissions and Prohibition of Capitation fee) Act, 1983.
17. Any complaint/appeal against the selection shall be made to the Competent authority.
18. The managements shall comply with the above instructions and failure in implementing the same shall entail action as per the relevant Acts and Rules in force.
19. The Institution shall undertake the responsibility on the irregularities noticed by the Competent Authority.

The Competent Authority shall have the authority to impose fine or to initiate action or both for violation of Instructions.

**CHAIRMAN,
COMPETENT AUTHORITY**

Proceedings for the 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 through the link proceedings.

LAWCET-CATB ADMISSIONS SCHEDULE

ACTIVITY	DATE
LAST DATE FOR UPLOADING OF SPOT ADMISSIONS IN WEB PORTAL WITHOUT LATE FEE	04-03-2022 to 08-03-2022
LAST DATE FOR PAYMENT OF PROCESSING FEE THROUGH PAYMENT GATEWAY WITHOUT LATE FEE	04-03-2022 to 08-03-2022
LAST DATE FOR UPLOADING OF SPOT ADMISSION CANDIDATES IN WEB PORTAL WITH LATE FEE OF Rs.2000/- PER DAY	09-03-2022 to 16-03-2022
LAST DATE FOR PAYMENT OF PROCESSING FEE THROUGH PAYMENT GATEWAY WITH LATE FEE OF 2000 PER DAY	09-03-2022 to 16-03-2022

Processing fee

Status of the candidate	Fee
Qualified in Lawcet-2021	1000/-
Not qualified/not appeared in Lawcet -2021	1600/-