

**GOVERNMENT OF ANDHRA PRADESH**  
**ABSTRACT**

School Education Department – Rules relating to admission of students into Elementary Teacher Training Institutes / District Institutes of Education and Training (DIET) through Common Entrance Test, Rules, 2013 – Orders – Issued.

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EDUCATION (PE-PROGS.II) DEPARTMENT

**G.O.Ms.No. 63**

Dated:28.10.2013

Read the following:-

1. G.O.Rt.No.559 Education (SE-TRG) Department, Dated:22.08.2007.
2. G.O.Rt.No.1077 Education (SE-TRG) Department, Dated: 12-12-2007.
3. G.O.Rt.No.612 Education (SE-TRG) Department, Dated: 27.08.2008.
4. G.O.Rt.No.404 Education (SE-TRG) Department, Dated: 03.07.2009.

**ORDER:-**

The following notification shall be published in the extra-ordinary issue of the Andhra Pradesh Gazette.

**NOTIFICATION**

In exercise of the powers conferred by Sections 3 and 15 of the Andhra Pradesh Educational Institutions (Regulation of Admissions and Prohibition of Capitation Fee) Act, 1983 (Andhra Pradesh Act 5 of 1983) and in supersession of all the rules in force on the subject, the Governor of Andhra Pradesh hereby makes the following rules for admission of students into Elementary Teacher Training Institutes / District Institutes of Education and Training (DIET) through Common Entrance Test.

**1. Short Title, Applicability and Commencement:**

- (i) These rules may be called the Andhra Pradesh Elementary Teacher Training Institutes / District Institutes of Education and Training (Regulation of Admissions into Diploma in Elementary Education Course through Common Entrance Test ) Rules, 2013
- (ii) They shall apply to all Elementary Teacher Training Institutes / District Institutes of Education and Training (DIETs) imparting Diploma in Elementary Education (D.El.Ed.) Course in the State.
- (iii) They shall come into force from the academic year 2013-14.

**2. Definitions:**

- (i) In these rules, unless the Context otherwise requires:-

- (a) “Act” means the Andhra Pradesh Educational Institutions (Regulation of Admissions and Prohibition of Capitation Fee) Act, 1983 (Andhra Pradesh Act No.5 of 1983)
- (b) “Chairman” means Chairman of the DEECET (Diploma in Elementary Education Common Entrance Test) and the Common Entrance Test Committee.

- (c) “Common Entrance Test” (CET) means DEECET examination conducted for assigning rank or merit in order, to the candidates who appear for the said test which will be the basis for admission of the candidates into the D.El.Ed course in the Government DIETs and Category A seats of Un-aided Private Elementary Teacher Training Institutions in the State.
- (d) “Common Entrance Test Committee” means the Committee empowered to conduct the (CET) and to prepare the list of candidates in the order of marks (merit) obtained in the CET based on which admissions will be made.
- (e) “Competent Authority” means the Commissioner & Director of School Education, Andhra Pradesh, Hyderabad.
- (f) “Convener of DEECET Admissions” means an officer of the rank of Additional Director of School Education to be nominated by the O/o the Commissioner and Director of School Education & Chairperson DEECET who shall conduct DEECET and allot candidates for admission into Diploma in Elementary Education (D.El.Ed.) course in all the District Institutes of Education and Training and for the Category ‘A’ seats of all Private Non-Minority Elementary Teacher Training Institutions and the Minority Elementary Teacher Training Institutions that did not opt for admissions through Single Window 2.
- (g) “Convener of DEECET-AC Admissions” means a person nominated by the Association(s) of Unaided Minority Elementary Teacher Training Institutions for selection and allotment of qualified candidates for admission into Category ‘A’ seats of Minority Elementary Teacher Training Institutions that opted for Single Window 2.
- (h) “Eligible Candidate” means the candidate who is eligible for admission as per the eligibility criteria prescribed in these rules.
- (i) “Government” means the state Government of Andhra Pradesh.
- (j) “Inspecting Authority” means the Authority / Officer appointed by the Competent Authority for verifying the admissions made in the Private Un-aided Elementary Teacher Training Institutions offering D.El.Ed. course
- (k) “Verification Officer” means the Principal of DIET of the district concerned who shall be authorised by the Competent Authority to verify all the relevant documents of the candidates who are issued Provisional Allotment Order by the Convener DEECET or DEECET-AC as the case may be and to issue the Final Admission Letter on behalf of the Convener DEECET/ DEECETAC based on the fulfilment of the eligibility conditions prescribed in these rules.
- (l) “Verification Center” means the DIET of the concerned district in which the college to which any particular candidate is allotted and located and where the session for verification of certificates of the candidates who are issued Provisional Admission Letter shall be conducted
- (m) “Institution” means unless otherwise specifically mentioned, all the District Institutes of Education and Training and all Private Elementary Teacher Training Institutions in the state imparting D.El.Ed course
- (n) “Concerned Minority Institution” means the Linguistic or Religious Minority Institution to which such a status is accorded by the Government as per G.O.Ms.No.1 Minorities Welfare Department Dated 16-01-2004 and as amended from time to time.

- (o) “Minority Elementary Teacher Training institution” means the institution imparting D.El.Ed course established and administered by the concerned minority organisation and recognised by the Government as such as per G.O.Ms.No.1 Minorities Welfare Department Dated 16-01-2004 as amended from time to time.
- (p) “Minority Candidate” means a candidate who can be determined as belonging to any particular minority community on the basis of the Secondary School Certificate or any other equivalent record or Transfer Certificate as mentioned in II (1) of G.O.Ms.No.1 Minorities Welfare (M&R) Department Dt.16.01.2004 or is certified by the Head Master of the School from where studied SSC or appeared for the SSC examination (in case of Private Candidates) in the Proforma given in G.O.Ms.No.12 Minorities Welfare Department Dt.07.06.2004 as belonging to any particular religion.
- (q) “Qualifying Candidate” means the candidate who appeared for the Common Entrance Test for admission into the Diploma in Elementary Education Course and has been assigned rank in the Common Merit List as per Rule 8 of these Rules for admission into all the Government DIETs and Category ‘A’ seats of Private Elementary Teacher Training Institutions. For category ‘B’ seats Qualifying candidate means a candidate who has passed Intermediate examination or it’s equivalent examination as decided by the CET Committee with an aggregate of 50% of marks.
- (r) “Qualifying Examination” means the examination of the minimum qualification which entitles a candidate to seek admission into Diploma in Elementary Education Course as prescribed in Rule 4 of these Rules
- (s) “Single Window System” means a system by which available seats in all the Institutions (Govt DIETS and Category A seats of Private Elementary Teacher Training Institutions) are offered through a Common Centralised Counselling through web based programme to the qualified candidates in the order of merit obtained in the Common Entrance Test (DEECET)
- (t) “Single Window-1” means the group of Institutions opting for the Single Window System operated by the Convener DEECET for admissions from DEECET rank holders. All the seats in all Government DIETs, Category ‘A’ seats in Private Unaided Non Minority Institutions and Category ‘A’ seats of Minority Institutions that do not opt for Single Window-2 come under this group.
- (u) “Single Window-2” means the Minority group of Institutions opting for the Single Window System operated by the Convener DEECET AC for admissions into Category ‘A’ seats of their respective institutions from DEECET rank holders.
- (v) “Category A seats” means 80% of the sanctioned intake of the seats in Private Elementary Teacher Training Institutions to be filled by the Convener DEECET or DEECET AC as the case may be from the DEECET rank holders in the order of merit as per the eligibility conditions mentioned in Rule 4 of these rules.
- (w) “Category B seats” means 20% of the sanctioned intake of the seats in Private Elementary Teacher Training Institutions to be filled by the managements of the respective colleges as per the eligibility conditions

mentioned in Rule 4 of these rules and subject to approval by the Competent Authority.

- (x) “Academic Calendar” means the Time Table of the activities of the course with fixed time period and duration for each activity depending on the weightage assigned to the various course components to be developed by the Director, SCERT.

- (ii) Words and expression used but not defined in these Rules shall have the same meaning assigned to them in the Andhra Pradesh Educational Institutions (Regulation of admissions and Prohibition of Capitation Fee) Act, 1983

### **3. Allotment of Seats: Government DIETs / Private Elementary Teacher Training Institutions**

- (i) All the sanctioned intake of seats for D.El.Ed course in Government DIETs shall be filled by the Convener, DEECET admissions. Such seats shall be allotted to the eligible candidates on the basis of rank obtained in DEECET by following the provisions of Rule 6 and Rules of Reservation as laid down in Rule 7 hereunder.
- (ii) Un-aided Non-Minority and Minority Elementary Teacher Training Institutions:
- (a) The seats allotted in each un-aided Non-Minority and Minority Elementary Teacher Training Institutions under these rules of admission of candidates shall be classified as:
1. Category A seats
  2. Category B seats
- (b) The Category A seats shall be 80% of the sanctioned intake of seats in D.El.Ed Course in the un-aided Non-Minority and Minority Elementary Teacher Training Institutions, which shall be filled with eligible candidates on the basis of rank obtained in DEECET following the provision of Rule 6. Rules of Reservation laid down in Rule 7 shall be applicable in total to all the Non-Minority institutions and Minority institutions that do not opt for SW-2 while the Minority institutions that opt for SW-2 shall maintain the region wise reservation of seats as shown at Rule 7 (i)
- (c) The Category B seats shall be 20% of the total sanctioned intake of seats in D.El.Ed course in respect of un-aided Non-Minority and Minority Elementary Teacher Training Institutions, which shall be open to all the eligible candidates who satisfied the eligibility criteria for admission i.e. the candidates should have passed Intermediate Examination (Qualifying Examination) or it's equivalent and they should secure minimum of 50% of marks in aggregate.

### **4. Eligibility Criteria for Admission:**

The eligibility criteria for admission into D.El.Ed. course shall be as mentioned below:

- (i) The candidates should be of Indian Nationality and should satisfy the Local / Non Local status requirements as laid down in the Andhra Pradesh Educational Institutions (Regulation of admission)

- Order, 1974 as subsequently amended for admission into all seats in Government DIETS and category A seats in un-aided Non-Minority and Minority Elementary Teacher Training Institutions.
- (ii) Candidates should have secured a rank in DEECET conducted for the Academic Year concerned for admission into Government DIETs and category 'A' seats of Private Elementary Teacher Training Institutions and should satisfy the educational criteria prescribed for the course as shown at (iii) below . For obtaining a rank candidate belonging to "OC" and "BC" communities shall secure 35% marks in DEECET. For Scheduled Caste and Scheduled Tribe there shall be no minimum qualifying mark for allotment of seats reserved under the respective categories. That is to say candidates belonging to SC and ST communities should secure 35% of marks for consideration against seats under OC/ NCC / CAP / Sports category.
  - (iii) Educational Qualifications:  
For seats in all Government DIETs and Category A seats of Private Elementary Teacher Training Institutions
    - (a) The candidate should have passed or appeared for the Intermediate Examination (Qualifying Exam) or its equivalent as decided by the DEECET Committee for appearing at the DEECET. However, she / he should have passed the qualifying examination by the time of admission
    - (b) The candidates should have secured 45% of marks in aggregate in the Qualifying Examination for appearing at the DEECET. The minimum percentage of marks in the case of Scheduled Caste and Scheduled Tribe and Physically Challenged candidates shall however be 40%. The candidates who passed Intermediate with Vocational Courses are not eligible for appearing.  
For Category 'B' seats
      - (c) The candidates should have passed Intermediate Examination or it's equivalent as decided by the CET Committee with an aggregate of minimum of 50% marks. The candidates who passed Intermediate with Vocational Courses are not eligible.
  - (iv) Candidates should have completed 17 years of age as on 1<sup>st</sup> September of the year of admission. There shall be no upper age limit for admission into D.El.Ed course.
  - (v) The minority status of the students shall be decided as mentioned at Rule 2 (p) of these Rules.

## 5. Method of admission:

The General guidelines for admission of the candidates into Elementary Training Institutions offering D.El.Ed Course shall be as follows:

- (1) The admissions into all Government DIETs and Category 'A' seats of the Private Unaided Elementary Teacher Training Institutions shall be made through a Single Window System in the order of merit on the basis of rank assigned in DEECET and to the extent of sanctioned seats through Web

Based Admission service provided by the Convener DEECET or Convener DEECET AC as the case may be.

(2) All the seats in Un-Aided Minority /Non-Minority Institutions offering D.El.Ed course shall be filled as follows:

- (a) All the Category A seats shall be filled by admitting the candidates as allotted by the Convener DEECET in case of Non Minority institutions and in case of Minority Institutions by the Convener of DEECET/ DEECET-AC depending upon the option exercised by the Institutions and as per the Rules applicable as laid down in Rule 6 and Rule 7 below
- (b) All the category B seats shall be filled by the respective Institutions with the candidates who have passed Intermediate examination or it's equivalent as decided by the CET Committee with an aggregate of minimum of 50% marks duly following the procedure laid down in Rule 6 (V) of these Rules.
- (c) The Admission of the candidate made in Un-Aided Non-Minority / Minority Elementary Teacher Training Institutions under Category 'B' shall be subject to scrutiny by the Convener DEECET.

**6. Procedure of Admissions for all the seats in Government DIETs and for Category 'A' seats in respect of Private unaided Elementary Teacher Training Institutions.**

- I. For the purpose of admissions all the Institutions shall be divided into 2 groups viz.,
  - (i) Single Window1(SW-1): Institutions opting for Single Window System to be operated by the Convener, DEECET Admissions from DEECET rank Holders
  - (ii) Single Window 2(SW-2): Un-aided Minority Institutions opting for Single Window System operated by the Convener-DEECET-AC Admissions from the DEECET Rank holders.
- II. Each Un aided Minority Institution shall indicate in writing to the Commissioner & Director of School Education within the cut-off date specified for that particular year through a Notification as to whether the college would admit students through the Single Window system to be operated by the Convener, DEECET admissions (SW-1) or the Convener DEECET-AC admissions (SW-2).
- III. The Commissioner & Director of School Education shall issue a Notification in at least three leading News Papers covering Telugu, English and Urdu languages inviting the managements of Minority Institutions to exercise their option for admission by the DEECET admissions (SW-1) or the Convener DEECET-AC admissions (SW-2) at least Two weeks before the issue of Notification of DEECET for any particular year.
- IV. The procedure for admission of the candidates through Single Window System operated by the Convener, DEECET (SW-1) and DEECET-AC (SW-2) shall be as follows:
  - A. Procedure to fill up seats through SW-1:**
    - Following category of seats shall be filled up through SW-1**
      - (a) 100% Seats in case of Govt. DIETs
      - (b) Category 'A' seats in Unaided Non-Minority Institutions

- (c) Category 'A' Seats in Unaided Minority Institutions which did not opt for SW-2
- (i) Common Entrance Test Committee for DEECET admissions shall be constituted by the Competent Authority with the following members to advise the Convenor of DEECET admissions in the matters relating to admissions and such other matters necessary for the smooth conduct of admissions.

|   |  |                    |
|---|--|--------------------|
| 1 | Commissioner & Director of School Education          | Chairperson        |
| 2 | Director, SCERT                                      | Member             |
| 3 | Director for Government Examinations                 | Member             |
| 4 | One Principal of DIET (Nominated by the Chairperson) | Member             |
| 5 | Two Subject Experts (Nominated by the Chairperson)   | Members            |
| 6 | Additional Director, Co-ordination                   | Member             |
| 7 | Convener DEECET                                      | Member<br>Convener |

- (ii) The Convener of DEECET admissions shall prepare Rank list of qualified candidates as per rule 8 below.
- (iii) The Convener of DEECET shall prepare the schedule and issue notification for web-based admissions in at least 3 leading news papers one each in Telugu, English and Hindi along with hosting of the schedule and all other necessary details on the official website of DEECET at least 7 days before commencement of taking web-based options (Order of Preference of Colleges for allotment of Seat) from the candidates. The decision of the Common Entrance Test Committee shall be final for issuing notification, the schedule and procedure of admissions.
- (iv) The Convener of DEECET admissions shall adopt computerized single window system of counselling by way of web based selection of colleges. The Convener DEECET shall prepare the seat matrix of all seats in Govt. DIETs, Category 'A' seats in Unaided Non-Minority Colleges and Category 'A' seats in Un aided Minority Colleges which did not opt for SW2 in conformity with Rule 7.
- (v) The Convener DEECET shall make all the necessary arrangements i.e., Identifying the agency through which web based admission procedure may be carried including Fee collection, venues for verification of certificates, drawing of verification officers etc. in consultation with the Entrance Test Committee.
- (vi) No Management of Unaided college shall issue notification and call for application for admission separately or individually for Category 'A' seats.
- (vii) The Convener DEECET shall provide online service for Web based selection and submission of order of preference of colleges by the candidates. Provisional allotment of seats shall be made based in the order of merit assigned in the DEECET by following the rules of Reservation as shown in Rule 7 hereunder and such allotment is only provisional:

Provided that in respect of Minority Colleges seats shall be allotted only to the eligible candidates belonging to the concerned Minority Community only. The verification officer shall confirm the minority status of the candidate as defined at Rule 2 (p) above.

- (viii) All the Candidates who are allotted seats as per merit through web based selection of colleges shall attend for the session for verification of certificates at the Government DIET of the district (Verification Centre) in which the college is located on the dates specified in the Provisional Admission Letter. Candidates shall produce all the Original Certificates as mentioned on the Provisional Admission Letter along with three sets of attested copies. The Verification Officer (Principal, DIET) after verification shall issue Final Admission Letter on behalf of the Convener DEECET provided that all the eligibility criteria are found to be fulfilled as per Rules as per the documents produced by the candidate.
- (ix) The allotment of seat shall be done on the basis of merit as per rank obtained in DEECET subject to the condition that the candidate should have passed the qualifying examination with the prescribed percentage of marks.  
However, mere appearance at the entrance test and securing a rank does not entitle any candidate to be considered for admission automatically into any institution unless she/he satisfies the rules and regulations of admission prescribed in these Rules.
- (x) Candidates admitted to any particular college during any particular phase cannot claim admission to any other institution during that particular phase. However, she/he may opt for transfer of seat to any of the other college through sliding procedure during the next phase of admission and such transfer of seat shall be final i.e., a candidate cannot claim for the seat allotted prior to sliding in the earlier phase after being transferred to the new college opted in sliding. She / he should invariably join in the college to which she / he is transferred. Transfer of seats from a college that is included SW-1 to another college included in SW-2 is not allowed
- (xi) The Convener DEECET shall conduct web based selection and allotment of seats in 'Two' phases to fill up Category A seats (80% of the sanctioned intake).
- (xii) In case of Non minority institutions after the first two phases of admission, for left over seats or seats falling vacant due to non reporting of the candidates to the institution allotted within the specified time on the Final Admission Letter, the Convener DEECET shall fix a schedule and conduct "Spot Admission" process inviting the candidates qualified in DEECET to submit their options from any of the DIETs through online service provided to the Principal of DIET. Admission letters to such candidates shall be issued as per the order of merit provided that all other eligibility criteria are fulfilled and subject to availability of seats.
- (xiii) The left over candidates who have submitted options for allotment of seats through Spot Admissions but are not allotted seats shall be considered in case further request is received from the colleges for filling of non reported seats. However, the Convener DEECET shall fix a



last date giving fifteen days time for the colleges to approach for allotment of candidates in place of non reporting candidates keeping in view the NCTE norm on number of working days to be fulfilled. Seats falling vacant after such date shall fall vacant for that year.

- (xiv) In any case, the management of any institution is not permitted to take candidates on its own to fill the non reporting or left over seats within or after the time fixed for admissions by the Convener DEECET.
- (xv) For filling up the left over seats or non reported seats of Minority Institutions (opted for SW-1) after first two phases of admission minority candidates qualified in DEECET shall be invited to submit web based preferences on a date and time fixed in advance by giving adequate publicity in the press. Provisional allotment shall be made in the order of merit assigned to them at DEECET by region wise reservation of seats as specified in A.P. Educational Institutions (Regulations and Admissions) Order, 1974 as subsequently amended (Rule 7 i).
- (xvi) Vacant seats, if any, at the end of the above counselling process shall be considered for filling with candidates other than the concerned minority along with the Spot Admissions of Non minority institutions as explained at (xii) above.

#### **B. Procedure To Fill Up Seats Through SW 2:**

##### **Category A Seats (80%) in Un-Aided Minority Colleges which have opted for DEECET AC admission through DEECET window**

- (i) A Committee for DEECET-AC Admission shall be constituted by the Association of Minority Colleges that have opted for SW-2 to nominate and advise the Convener, DEECET-AC in the matter relating to admission and on such other matters necessary for the smooth conduct of admissions. Such Committee shall have one nominee as nominated by the Competent Authority. The formation of such Committee shall be informed to the Competent Authority by the Convener of DEECET-AC. It shall be the responsibility of the Convener of DEECET-AC to ensure the attendance of the nominee in its meetings.
- (ii) The Convener of DEECET-AC admissions shall Collect Rank list of qualified candidates of DEECET prepared by the Convener of the DEECET as per rule (8) below.
- (iii) The Convener of DEECET-AC shall prepare the schedule and issue notification for web-based admissions in at least 3 leading news papers one each in Telugu, English and Hindi at least 7 days before commencement of taking web-based options from the candidates along with hosting of the schedule and all other necessary details on the website. The decision of the Committee for DEECET-AC admission shall be final for issuing notification, the schedule and procedure of admissions.
- (iv) The Convener of DEECET-AC admissions shall adopt computerized single window system of counselling by way of web based selection of colleges and admissions. He shall make all the necessary arrangements i.e., agency through which web based admission procedure may be carried including Fee collection, venues for verification of certificates, drawing of scrutiny officers, etc.

- (v) No Management of Unaided Minority College shall issue notification and call for application for admission separately or individually for Category 'A' seats
- (vi) Web Based preference of colleges shall be taken from the candidates qualified in DEECET and belonging to the concerned minority community only through online service provided for the purpose. Provisional allotment of seat shall be made in the order of merit assigned to them at DEECET maintaining the region wise reservation of seats as specified in A.P. Educational Institutions (Regulations and Admissions) Order, 1974 as subsequently amended Rule 7 (i) and such allotment is only provisional: Provided that in respect of Minority Colleges seats shall be allotted only to the eligible candidates belonging to the concerned Minority Community only. The verification officer shall confirm the minority status of the candidate as defined at Rule 2 (p) above.
- (vii) All the Candidates who are allotted seats as per merit through web based counselling shall attend for the session for verification of certificates at the Government DIET of the district (Verification Centre) in which the college is located on the dates specified in the Provisional Admission Letter. Candidates shall produce all the Original Certificates as mentioned on the Provisional Admission Letter along with three sets of attested copies. The Verification Officer (Principal, DIET) shall verify the documents produced by the candidate and send the list of candidates who are found to be eligible as per rules to the Convener DEECET-AC. The Convener DEECET-AC shall then issue Final Admission Letter
- (viii) The Selection of candidates and allotment of Institution shall be done on the basis of merit as per rank obtained in DEECET subject to the condition that the candidate should have passed the qualifying examination with the prescribed percentage of marks.  
However, mere appearance at the entrance test and securing a rank does not entitle any candidate to be considered for admission automatically into any institution unless she/he satisfies the rules and regulations of admission prescribed in these Rules.
- (ix) Candidates admitted to any particular college during any particular phase cannot claim admission to any other institution during that particular phase. However, she/he may opt for transfer of seat to any of the other college through sliding procedure during the next phase of admission and such transfer of seat shall be final i.e., a candidate cannot claim for the seat allotted prior to sliding in the earlier phase after being transferred to the new college opted in sliding. She / he should invariably join in the college to which she / he is transferred. Transfer of seats from a college that is included SW-2 to another college included in SW-1 is not allowed.
- (x) The Convener DEECET-AC shall conduct counselling in Two Phases for filling up the Category 'A' seats (80% of the sanctioned intake).
- (xi) Vacant seats, if any, at the end of the two phases of admission process shall be filled up by the Convener DEECET-AC through Spot Admission process which shall be open to all the candidates qualified in DEECET i.e. candidates belonging to other than the concerned minority community also.

- (xii) The Convener DEECET-AC shall fix a schedule and conduct “Spot Admission” process online inviting the candidates qualified in DEECET and belonging to other than the concerned minority also to submit their options from any of the DIETs through online service provided to the Principal of DIET. Admission letters to such candidates shall be issued as per the order of merit provided that all other eligibility criteria are fulfilled and subject to availability of seats.
  - (xiii) The left over candidates who have submitted options for allotment of seats through Spot Admissions but are not allotted seats shall be considered in case further request is received from the colleges for filling of non reported seats. However, the Convener DEECET-AC shall fix a last date giving fifteen days time for the colleges to approach for allotment of candidates in place of non reporting candidates keeping in view the NCTE norms on number of working days to be fulfilled. Seats falling vacant after such date shall fall vacant for that year.
  - (xiv) In any case, the management of any institution is not permitted to take candidates on its own to fill the non reporting or left over seats within or after the time fixed for admissions by the Convener DEECET.
- V) Procedure to fill up seats under category B (20)% seats in Un-aided Non-Minority and Minority Institutions:
- (a) The institution shall notify all the details of seats available under this category and conduct the admissions in a fair and transparent manner.
  - (b) All the institutions included in SW-1 and SW-2 shall obtain approval of all the admissions conducted under Category B seats from the Convener of DEECET by submitting the details of admissions made.
  - (c) After scrutiny, the Convener DEECET shall send the approved list of candidates admitted under Category B seats by the institutions to the Director, SCERT; Director, Government Examinations and to the respective institutions.
- VI) The Convener DEECET shall obtain the list of admitted candidates under Category A of SW-2 institutions from the Convener DEECET-AC and shall transfer the database of all the admissions made for the academic year i.e. Candidates admitted to Government DIETs, Category A seats and Category B seats of all Non Minority and Minority Institutions to the Director Government Examinations. The Director, Government Examinations shall use the same data base for obtaining the nominal roll data of candidates for appearing for the final examinations for the year.
- C. The procedure for filling up of category – B seats in unaided non – minority and minority colleges shall be as prescribed by the Government.

**7. Rules of Reservation for admission in respect of all Seats in Government DIETs and category A seats in respect of Private Elementary Teacher Training Institutions:**

Reservation of seats in D.Ed. course are as follows.

- (i) **Region-wise reservation of seats:** Admission to 85% of the seats shall be reserved for the local candidates and the remaining 15% of the seats shall be un reserved seats as specified in the Andhra Pradesh

Educational Institutions (Regulations and Admissions) Order, 1974 read with amendments made subsequently.

**Explanation: For purpose of these rules:**

**(A) Local Areas Means:**

(1) The part of the State comprising the districts of Adilabad, Hyderabad (including Twin cities) Ranga Reddy, Karimnagar, Khammam, Medak, Mahabubnagar, Nalgonda, Nizamabad and Warangal shall be regarded as the Local Area for the purpose of admission to Osmania University, Kakatiya University, Telangana University and Nalgonda University and to any other educational institutions (other than a state-wide university or state-wide educational institution) which is subject to the control of the State Government and is situated in that part.

(2) The part of the State comprising the districts of Srikakulam, Vizianagaram, Visakhapatnam, East Godavari, West Godavari, Krishna, Guntur and Prakasam shall be regarded as the Local Area for the purpose of admission to Andhra University, Acharya Nagarjuna University and Adikavi Nannaya University and to any other educational institutions (other than a state-wide university or state-wide educational institution) which is subject to the control of the State Government and is situated in that part.

(3) The part of the State comprising the districts of Anantapur, Kurnool, Chittoor, Cuddapah and Nellore shall be regarded as the Local Area for the purpose of admission to Sri Venkateswara University, Sri Krishnadevaraya University and Yogi Vemana University and to any other educational institutions (other than a state-wide university or state-wide educational institution) which is subject to the control of the State Government and is situated in that part.

**(B) Local Candidate means:**

(1) A Candidate for admission shall be regarded as a local candidate in relation to a local area.

(a) If he/she has studied in educational Institution or educational Institutions in such local area for a period of not less than four consecutive academic years ending with the academic year in which he / she appeared or as the case may be, first appeared in the relevant qualifying exam.

(or)

(b) Where, during the whole or any part of the four consecutive academic years ending with the academic year in which he/she appeared or, as the case may be, first appeared for the relevant qualifying examination, he/she has not studied in any educational Institutions, if he/she has resided in that local area for a period of not less than four years immediately preceding the date of commencement of the relevant qualifying examination in which he/she appeared or, as the case may be, first appeared.

- (2) A Candidate for admission to the Course who is not regarded as local candidate under clause (1) in relation to any local area shall,
- (a) If he studied in educational institutions in the State for a period of not less than seven consecutive academic years ending with the academic year in which he/she appeared or, as the case may be, first appeared for the relevant qualifying examination be regarded as a local candidate in relation to,
    - (i) Such local area where he/she studied for the maximum period out of said period of seven years, (or)
    - (ii) Where the period of his/her study in two or more local areas are equal, such local area, where he/she has studied last in such equal period, (or)
  - (b) If, during the whole or any part of seven consecutive academic years ending with the academic year in which he/she appeared or, as the case may be, first appeared for the relevant qualifying examination, he/she has not studied in the educational institutions in any local area, but has resided in the State during the whole of the said period of seven years, be regarded as a local candidate in relation to
    - (i) Such local area where he/she resided for the maximum period out of said period of seven years, (or)
    - (ii) Where the period of his/her study in two or more local areas are equal, such local area, where he/she has resided last in such equal period, (or)
- (C) The following categories of candidates are eligible to apply for admission to the remaining 15% of un-reserved seats:
- (1) All the candidates eligible to be declared as local candidates.
  - (2) Candidates who have 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 ten years excluding period of employment outside the State.
  - (3) 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.
  - (4) Candidates who are spouses of those in the employment of the State or Central Government, Public Sector Corporations, Local Bodies, Universities and Education Institutions recognized by the Government or University OR other competent authority and similar quasi Government Institutions within the State.
- (D) If a local candidate in respect of local area is not available to fill any seat reserved or allocated in favour of a local candidate in respect of that local area, such seat shall be filled up as un-reserved.

**NOTE: For details, see the Andhra Pradesh Educational Institutions (Regulations of Admission) Order, 1974 as subsequently amended.**

**(ii) Community wise Reservation of Seats**

A. Reservation of seats for SC / ST/BC communities:

All seats in Government DIETs / Private Elementary Teacher Educational Institutions offering D.Ed. course shall be reserved in favour of SC/ST/BC as follows:

(a) 15% of seats in each course in each institution shall be reserved for the candidates belonging to Scheduled Castes.

(b) 6% of seats in each course in each Institution shall be reserved for the candidates belonging to the Scheduled Tribes.

The seats reserved for scheduled tribes shall be made available to scheduled castes and Vice-versa, if qualified candidates are not available in the category.

If qualified candidate belonging to Scheduled Castes and Scheduled Tribes communities are not available the left over seats reserved, for them shall be treated as unreserved seats and shall be filled by the candidates of General pool.

(c) 29% of seats in each course in each institution shall be reserved for the candidates belonging to the Backward classes and shall be allocated among the five groups of Backward Classes as shown below:

GROUP 'A' - 7%

GROUP 'B' - 10%

GROUP 'C' - 1%

GROUP 'D' - 7%

GROUP 'E' - 4%

If qualified candidates belonging to Backward class of a particular group are not available, the leftover seats can be adjusted for the candidates of next group. Even after doing this exercise, if qualified candidates belonging to Backward Classes are not available to fill up the 29% seats reserved for them, the left over seats shall be treated as unreserved and shall be filled up with candidates of general pool.

(d) No candidate seeking reservation for admission under the above categories be allowed to participate in the counselling for admission unless he produces the Integrated Community Certificate prescribed by the Govt., and issued by the Revenue Authorities in the Government (vide G.O.Ms.No.58, Social Welfare (1), Dept., Dated: 12-5-1997).

(iii) Seats shall also be reserved in each course of an institution, for the following categories, to the extent indicated against them.

(1) Reservation of seats for Physically Handicapped persons:

Physically Handicapped (PH) - There shall be 3% (three percent) horizontal reservation in each category (OC, BC, SC, ST) for Visually handicapped / hearing impaired / Orthopedically Handicapped (each 1%) (one percent.)

- (2) Reservation of seats for the defence personnel etc. or their children and spouses:

2% (Two percent) of the available seats in each institution shall be reserved (horizontal) for the ex-service, defence personnel, Border security force and Central Reserved Police force residing in Andhra Pradesh for minimum period of five years and / or their children / spouses.

- (3) Horizontal Reservation of seats for NCC / Scouts and Guides / Sports Candidates

- (a) National Cadet Corps (NCC) - there shall be ½% (half percent) reservation for National Cadet Corps candidates.
- (b) In Case of Scouts and Guides ½ % (Half percent) of seats are reserved for president scouts and Guides only.
- (c) Sports and Games (SP) - There shall be ½ % (half percent) reservation for sports and Games candidates:

Provided if qualified candidates belonging to Defence personnel etc /NCC/SP/Scouts and Guides categories are not available, the left over seats shall be filled up with candidates of general pool of the same local area.

**Note:** The candidates claiming reservation benefits under the above categories shall produce original documents in support of their claim to the Convener of Admissions and the Convener of Admissions shall be entitled to refer the original documents of the candidates claiming reservation for scrutiny and confirmation, to the following authorities.

- |                              |   |  |
|------------------------------|---|--|
| (i) NCC                      | - | The Director of NCC, Andhra Pradesh  |
| (ii) Sports & Games          | - | The Vice-Chairman and Managing Director, Sports Authority of Andhra Pradesh (SAAP) |
| (iii) Physically Handicapped | - | The Director, Medical & Health Services, AP  |
| (iv) Defence Personnel etc.  | - | The Director, Sainik Welfare Board, A.P.   |

The priorities in respect of the special categories mentioned above shall be in accordance with Government Orders issued from time to time.

- (4) Reservation for Women:

There shall be a reservation (Horizontal reservation) of 33 1/3% of seats in favour of Women candidates in each category (OC/SC/ST/BC/PH/ NCC /CAP)/Sports)

The above reservation shall not be applicable if women candidates selected on merit in each category exceeds 33 1/3%. If sufficient number of women

candidates are not available in the respective categories those seats shall be filled up with the men candidates of the same category,

- (5) Reservation of seats for the candidates sponsored by Other State Government/ Union Territories.

Six seats over and above intake capacity shall be reserved for the candidates sponsored by other State Government / Union Territories for admission into two years D.Ed., course where there are Telugu Medium schools and do not have facilities of DIETs in Telugu medium in the following Government DIETs in the State without any reference to the Common Entrance Test on reciprocal basis.

|   |   |   |
|---|---|---|
| D.I.E.T. Vomaravalli, Srikakulam district | : | 2 |
| D.I.E.T. Bheemunipatnam, Visakhapatnam    | : | 2 |
| D.I.E.T. Mahabubnagar                     | : | 1 |
| D.I.E.T. Karvetinagar, Chittoor district  | : | 1 |

## 8. Generation of Rank List:

Ranks shall be assigned to all the candidates as per the marks obtained in descending order i.e assigning of Rank 1 to the candidate who scored highest marks followed by subsequent ranks to those who follow next in the marks secured. In case of tie in the marks the following criteria should be followed for assigning ranks.

For the purpose of deciding the inter-se merit / rank of candidates with equal marks, the following procedure shall be followed in that order:

- (a) **Date of Birth:** The elder candidate will be given higher rank over a younger candidate;
- (b) If the Date of Birth is also same, but the candidates belong to different genders, a **female candidate** will be given a higher rank over a male candidate;
- (c) If two or more candidates have same date of birth, and no female candidate is one among them, or more than one female candidates are available, then candidates belonging to the following communities (in that order) shall be given a higher rank:

- (a) ST
- (b) SC
- (c) BC (A)
- (d) BC (B)
- (e) BC (C)
- (f) BC (D)
- (g) BC (E) and
- (h) OC

- d. In case of further equality or tie, the date of passing of qualifying examination (Intermediate or its equivalent) followed by the



percentage of marks secured in the qualifying examination shall be taken into consideration.

## 9. Schedule of DEECET

- (1) The Chairperson, DEECET should by convening a meeting of the Common Entrance Test Committee draw a schedule as shown below for the conduct of DEECET and admissions through DEECET such that the entire admission process is completed by the Last week of July of that particular year and the first instruction day should be the first working day in the first week of August of that particular academic year.

| SL.No. | Activity   | Proposed Dates                             |
|--------|--|--|
| 1      | Meeting of the DEECET Admissions Committee   | First week of March                        |
| 2      | Notification for Minority institutions to exercise their option for inclusion in SW-1 or SW-2  | Second week of March                       |
| 3      | Notification for conduct of DEECET   | Last week of March                         |
| 4      | Conduct of DEECET  | First week of May                          |
| 5      | Declaration of Result  | Third week of May                          |
| 6      | Handing over of list of colleges granted affiliation for that particular year  | Last week of May                           |
| 7      | Preparation of Academic Calendar by SCERT  | Last Week of May                           |
| 8      | First phase of Counselling (Preparation of Seat Matrix, Submission of web based options by candidates, allotment of seats to candidates, issue of Provisional letters of admission, Verification of certificates at DIETs and issue of Final Admission letter) | First week of June to second week of June  |
| 9      | Second phase of Counselling  | Third week of June and Fourth week of June |
| 10     | Notification for filling up of vacant seats in minority institutions with minority candidates  | First week of July                         |
| 11     | Spot Admissions  | Second to Fourth week of July              |
| 13     | First day of instruction   | First working day in the month of August   |

- (2) No new college shall be granted affiliation after issuing a notification for admission counselling by the Chairperson. All the applications filed and received by the Chairperson for Affiliation Committee for granting affiliation for that year shall be disposed before the above said date. This is to ensure timely completion of counselling process to enable commencement of academic work in the institution on time and also to avoid litigation.

## 10. Fee for D.El.Ed Course

The Convener DEECET/ DEECET-AC shall collect fee as prescribed by the Government from time to time in a manner as decided by the Common Entrance Test Committee and transfer the amounts to the colleges within two weeks after closure of admissions.

**11. Penalty for irregular admission / Deviation or Violation of Rules of Admission:**

In case, irregular admissions are made without following the admission rules, the following action shall be initiated by the Competent Authority against the Principal / Correspondent of the College:

- (i) Penal action as per section 9 and 10 of the Andhra Pradesh Educational Institutions (Regulation of admissions and prohibition of capitation fee) Act 1983 (Andhra Pradesh Act No.5 of 1983).
- (ii) Recommend to the National Council for Teacher Education and Affiliation Authority to take appropriate action under relevant rules for Withdrawal of Recognition / Affiliation respectively.
- (iii) Send Complaint to the Minority Welfare Department for taking appropriate action in case of Minority Institutions as per G.O.Ms.No.1 Minorities Welfare Department Dated 16-1-2004.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

POONAM MALAKONDAIAH  
PRINCIPAL SECRETARY TO GOVERNMENT (PE)

To

The Commissioner, Printing, Stationery and Stores Purchase,  
Chanchalguda, Hyderabad (with a request to supply 350 copies immediately)  
The Director of School Education, A.P., Hyderabad.

**Copy to:-**

The Director of Government Examinations, A.P., Hyderabad.  
The Principal Secretary, Minority Welfare Department.  
The Law Department. Secretariat, Hyderabad.  
Copy to Government Pleader for School Education, High Court of Andhra Pradesh  
P.S. to Additional Secretary to Hon'ble C.M.  
O.S.D. to Hon'ble Minister for School Education.  
P.S. to Principal Secretary, School Education.  
SF/SCs.

//FORWARDED :: BY ORDER //

SECTION OFFICER