



No. 886 /B3/KU/2015

Date: 07-11-2015

The Principals of
University Private (aided & unaided) Affiliated Colleges offering MBA/MCA Course
Kakatiya University

Sub: MBA/MCA ADMISSIONS-2015-2016 - Guidelines to submit the list of admissions made in to I Year MBA /MCA course under Management/Minority quota/Convener Quota for 2015-2016 along with original certificates, for verification and approval - Regarding.

Sir/Madam,

You are aware that the process of making admissions into MBA/MCA I Year Course for the academic year 2015-2016 was over. As per the procedure, the Colleges have to get the approval for the admissions made under Management and Minority Quota from the TSCHE, Hyderabad and Minority Welfare Department, Govt. of Telangana. Immediately after receiving the approval of the TSCHE, the colleges are supposed to submit the lists along with original certificates of the candidates admitted under Management and Minority quota/Convener Quota for the University scrutiny and record at the Academic Section of the University.

As such, I am desired by the Vice-Chancellor to furnish two separate lists of total admitted candidates into the I year of MBA/MCA courses for the academic year 2015-2016 duly signed by the Principal with seal in Original and also a soft copy (CD not in floppy) in the following format for University record, while submitting the Original certificates of Management Quota/Minority Quota and spot admissions in the following prescribed format:

Sl. No.	Name	Father Name	Qualifying Degree	University	Marks obtained	% of Marks	Month & Year of passing	Mgmt/Min/Conv. Quota

The college has to pay the scrutiny fee @ **Rs.2,000/- per each course** to the University in "C" Challan of the University payable at the State Bank of Hyderabad, KU Branch, Warangal. The lists of admissions should reach the Academic Branch of the University on or before **30/11/2015** and with a late fee @ **Rs.5,000/- up to 10/12/2015**. It may please be noted that any list of admissions made in deviation of norms or submitted after the due date will not be entertained.

Yours faithfully,


REGISTRAR

Copy to:-

- (1) The Controller of Examinations, KU with a request to accept the NRs only after clearance given from the Academic Section, KU
- (2) The Addl. Controller of Examinations (PG), KU with a similar request
- (3) The Incharge, KU Website, KU
- (4) The Secretary to Vice-Chancellor, KU
- (5) The SF