

**Detailed Guidelines for DOST**

**1. Eligibility Criteria for Admission:**

The eligibility criteria for the Undergraduate Courses such as B.A/ B.Sc./ B.Com. / B.Com. (Voc) / B.Com.(Hons) /BSW /BBA /BBM/BCA etc., shall be as mentioned below:

- (i) The Candidate should be of Indian Nationality.
- (ii) The candidate should satisfy 'local'/'non-local' status requirements as laid down in the Telangana Educational Institutions (Regulation of Admissions) Order, 1974, as subsequently amended (enclosed as Annexure-I).
- (iii) Candidates seeking admission into 1<sup>st</sup> year B.A./B.Sc./B.Com. /B.Com.(Voc.)/B.Com.(Hons)/BSW/BBA/ BBM/BCA etc Degree Courses must have passed Two Year Intermediate Examination conducted by the Telangana State Board of Intermediate Education **OR** an Examination of any other University/Board recognized as equivalent thereto, (other than Pre-Degree Course in Oriental Languages of OU), as specified in the **Annexure II**.
- (iv) As per the Letter RC.No.51009/ERTW-III/2009-10, dt.06.05.2010 of the Secretary, Telangana State Board of Intermediate Education, the students, who completed first 2 years Course of RGUKT, IIT, Basara programme are also eligible.
- (v) In respect to the candidates, who have passed Intermediate (Vocational) Courses from the Telangana State Board of Intermediate Education **OR** +2 Examination conducted by any Board other than listed in the **Annexure-II**, the candidates shall submit an equivalence certificate issued by the Telangana State Board of Intermediate Education.
- (vi) The Candidates who have passed a Diploma in Engineering/Technology/Non-Engineering Courses recognized by State Board of Technical Education & Training (SBTET), Telangana, are eligible for admission in the 1<sup>st</sup> Year in all the Degree Programmes as per G.O.Ms.No.112, Higher Education (TE.I) Department, dt.27.10.2001.
- (vii) Candidates who have passed qualifying examination with Science /Arts / Commerce subjects are eligible for admission to B.A./B.Com / BSW / BBA / BBM/BCA etc. Courses. Qualifying Examination means examination of the minimum qualification prescribed in these rules, passing of which entitles one to seek admissions into Undergraduate Courses.
- (viii) The Candidates who have passed Intermediate (Vocational) Medical Lab Technology Course from the Board of Intermediate Education, Telangana State **OR** from any other State equivalent to it are eligible for admission into B.A. /B.Com Courses only. However, those who have a **Bridge Course Certificate** along with Intermediate (Vocational) Medical Lab Technology are eligible for B.Sc. Courses.

- (ix) Candidates seeking admission into the B.Sc. 1<sup>st</sup> Year Course should have passed and secured an aggregate of 40% marks (a Pass only in the case of Scheduled Caste and Scheduled Tribes candidates) in the concerned Science Subjects (i.e. Physical Sciences and Mathematics **OR** Physical Sciences and Biological Sciences as the case may be) in the qualifying examination. Candidates who have passed the qualifying examination with Arts/Commerce subjects are **NOT ELIGIBLE** for admissions into the B.Sc. Course.
- (x) Candidates who have passed Intermediate Examination with Mathematics, Economics and Commerce combination can be considered eligible for admission into (Mathematics, Statistics and Computer Science) combination of B.Sc only.
- (xi) Candidates seeking admission to BSW Course should have secured not less than 40% marks in aggregate at the qualifying examination (a pass only in the case of Scheduled Caste and Scheduled Tribes candidates).

**2. Merit Criteria for admission into Undergraduate Courses (B.A. / B.Sc. / B.Com. /B.Com.(Voc)/B.Com.(Hons) /BSW /BBA /BBM/ BCA) etc:**

- (i) The order of merit of the candidates shall be on the basis of the aggregate marks secured by the candidates in the qualifying examination. However, the aggregate marks awarded by other Boards will be **normalized** with that of Telangana State Board of Intermediate Education.
- (ii) In case of a tie in the aggregate marks, the following preferences shall be followed in the order: (a) the marks secured by the candidates in the optional subjects, (b) the marks secured in English Language and (c) the date of birth/ age of the candidate (senior in age getting priority).
- (iii) Two merit lists shall be prepared one in respect of all the candidates, who have passed the qualifying examination in single attempt and the other of the candidates who have passed in more than one attempt.
- (iv) Admissions to the 1<sup>st</sup> Year of the three year Degree Courses will be made in order of merit as per the options exercised by the candidates through DOST. Candidates who have passed the qualifying examination in parts or compartmentally shall be considered for admission, only after all the candidates who passed in single attempt under the respective category of Undergraduate Course are accommodated.
- (v) Fraction of 0.5% and above secured by the candidates in the qualifying examination shall be treated as 1% wherever necessary in the calculation of percentage of marks (eg.39.5% and above shall be treated as 40%).

**3. Allotment of Seats:**

- (i) Provisional allotment of seats into Courses / Colleges shall be made in the order of merit of by following the Rules of Reservation issued by the Government from time to time.

Cont...P..3

- (ii) **Allotment of Seats for B.Com:** 60% of the total number of available seats in B.Com in any College under the jurisdiction of the Universities of Telangana State shall be reserved for the candidates who studied and passed the qualifying examination with Commerce as the main subject.
- (iii) **Allotment of Seats for B.A:** 50% of the total number of available seats in B.A. in any College under the jurisdiction of the Universities of Telangana State shall be reserved for the candidates who studied and passed the qualifying examination with at least one subject of Social Sciences or Humanities at the qualifying examination level.

**4. Medium:**

- (i) Candidates who pass the qualifying examination through a medium other than English and desirous of studying B.A./B.Com./B.Com.(Hons.)/BSW/BBA/BBM/BCA Courses etc., in English shall be allowed to do so without stipulating any condition provided they secured minimum percentage in English at the qualifying examination.
- (ii) Candidates who desire to take admission into Telugu/Hindi/Urdu/Kannada/ Marathi medium in Undergraduate Courses should have studied
  - a) In the language concerned (Telugu/Hindi /Urdu/ Kannada/ Marathi) medium upto 10<sup>th</sup> standard or at Intermediate level.

**OR**

- b) they must have studied the language concerned as one of the subjects/second language either upto 10<sup>th</sup> standard or at Intermediate level or 10 +2 level.

**5. Special Admissions:**

- (i) Allotment of seats in Railway Degree College will be made as per the guidelines issued by Osmania University (i.e., allotment of 49 percent of the seats in each course through DOST and 51 percent of the seats shall be reserved for the children of Railway employees which shall be filled up by the College through offline) **in order of merit.**
- (ii) Only Visually Challenged Students are eligible to take admissions into Netra Vidyalaya Degree College as per Proceedings No.124/APSCHE/SECY/NDC/OU/2010-11,dated:05.07.2010.
- (iii) Only Hearing Impaired candidates are eligible to take admissions into Helen Keller Degree College and Jagathi Public Society for the Disabled, Suryapet.
- (iv) The admission of foreign students into Undergraduate Courses will be made by the respective Universities.

P.T.O.

6. As per the G.O.Ms.No.112, Higher Education (TE.I) Department, dt.27.10.2001, the students who have completed three year Diploma Courses in Commercial and Computer Practice conducted by the State Board of Technical Education and Training (SBTET) of Telangana State is equivalent to B.Com 1<sup>st</sup> Year for the purpose of admission into 2<sup>nd</sup> Year B.Com., as per the University concerned eligibility criteria.

**Rules of Reservation for Admissions:**

**7. Reservation for local Candidates**

Admission to 85% of the seats in each Course shall be reserved for the local candidates and the remaining 15% of the seats shall be unreserved as specified in the Telangana Educational Institutions (Regulation of Admissions) Order, 1974 as subsequently amended (Details enclosed in Annexure-I).

**8. Reservation for SC/ST/BC Communities**

- (i) There shall be reservation of seats for SCs, STs and BCs as specified here under.

(A) Scheduled Castes A total of 15% of seats in each Course shall be reserved for Candidates belonging to the Scheduled Castes Category.

(B) Scheduled Tribes A total of 6% of seats in each Course shall be reserved for candidates belonging to the Scheduled Tribes Category.

(C) Backward Classes A total of 29% seats in each Course shall be reserved for the candidates in respect of Backward classes candidates as shown below:

Group - A	7%
Group - B	10%
Group - C	1%
Group - D	7%
Group - E	4%

- (ii) Candidates belonging to the above categories should submit Community, Nativity and Date of Birth Certificate as per G.O.Ms.No.58 of Social Welfare Department, dt.12.05.1997.
- (iii) SC, ST and BC candidates who get seats on merit will not be considered against the seat reserved for them and such candidates will be considered under the general category of seats.
- (iv) If sufficient number of candidates are not available to fill up the seats reserved for SCs they shall be filled up by suitable candidates from STs and vice-versa. If the required number of candidates is not available for filling up the quota of seats reserved for SCs and STs they may be filled up by candidates from the general pool on the basis of the merit.

Cont...P..5

- (v) While filling up the seats reserved for Backward Class -A, the qualified Backward Class-A candidates should be considered in the order of merit. If qualified Backward Class-A candidates are not available, the turn will go to Backward Class-B, Backward Class-C, Backward Class-D or Backward Class-E in the order of merit in each group. If no suitable candidates are available in any of the five groups, the seats shall be filled up from general pool on the basis of merit.

**9. Reservation of Seats for NCC and Games & Sports/ Extra Curricular Activities/ Children of Ex-Servicemen and Armed Personnel:**

A Maximum of 4.5% of the seats of Degree Courses shall be reserved for the candidates who have distinguished themselves in Sports, Extra-Curricular activities, N.C.C and children of Ex-Servicemen and Armed Personnel as follows:-

- (i) **Reservation for N.C.C :** 1% of the seats are reserved for the students possessing the prescribed certificates in N.C.C. The selection of the candidates shall be made according to the G.O.Ms.No.14, Higher Education (TE) Department, dt.09.06.2017.

If suitable candidate is not available for any seat in the above categories, the same shall be filled up from general pool on the basis of merit.

- (ii) **Reservation of seats for Games and Sports:** 0.5% of the seats are reserved for students who have participated in the following games and sports (list given below). The selection of the candidates under this category shall be made according to the G.O.Ms.No.20, Youth Advancement, Tourism & Culture (Sports) Department, dated: 24.08.2009.

1	Archery	11	Hand Ball	21	Soft Ball
2	Athletics	12	Hockey	22	Swimming
3	Basket Ball	13	Judo	23	Table Tennis
4	Boxing	14	Khabadi	24	Taekwondo
5	Chess	15	Kho-Kho	25	Tennis
6	Cricket	16	Roller Skating	26	Volley Ball
7	Cycling	17	Rowing	27	Weight-lifting
8	Fencing	18	Sailing/ Yatching	28	Wrestling
9	Foot Ball	19	Shooting	29	Ball Badminton
10	Gymnastics	20	Shuttle Badminton		

If suitable candidate is not available for any seat in the above categories, the same shall be filled up from general pool on the basis of merit.

P.T.O.

- (iii) **Reservation of seats for Extra-Curricular activities:**

(a) **1%** of the total seats shall be reserved for students who participated in Extra Curricular activities such as Elocution, Debates, Essay and Fine Arts like Dance, Drama, Music, Painting, Photography and President Scouts and Guides Certificate holders. The selection of candidates shall be made in the following order of preference:-

(A) Candidates who have represented India at the International level in Extra Curricular activities and President Scouts and Guides.

(B) Candidates who have represented the State at the All India level in the Extra Curricular activities or obtained prize at the competition of All India level.

(C) Candidates who have represented the College at the Inter Collegiate level and those who have participated at Inter School level.

(b) Whenever there are more number of candidates with a similar merit than the actual number of seats available under the categories specified in item (A), (B), and (C) above, admission shall be regulated by the marks obtained in the qualifying examination.

(c) If suitable candidate is not available for any seat in the above categories in the same shall be filled up from general pool on the basis of merit.

(iv) **Reservation of seats for Children of Ex-Servicemen and Children of Armed Personnel (CAP):**

**2%** of the seats are reserved for children of Ex-Servicemen and Children of Armed personnel according to G.O.Ms.No.19 & 20, Higher Education (TE/A2) Department, dated:08.07.2015 and shall be in the following order of preference:-

(a) Children of Armed Forces Personnel killed in action.

(b) Children of Armed Personnel disabled in action and invalidated out from service on Medical grounds.

(c) Children of Armed Forces Personnel who are in receipt of Gallantry Awards, the order of merit for consideration of the Gallantry Awards being as given below:

i.	Parm Vir Chakra	vi.	Uttam Youdh Seva Medal
ii.	Asoka Chakra	vii.	Vir Chakra
iii.	Sarvotham Yodh Seva Medal	viii.	Shourya Chakra
iv.	Mahavir Chakra	x.	Yudha Seva Medal
v.	Kirti Chakra	x.	Seva/Nau Sena/Vayu Sena Medal
		xi.	Mention of Dispatches

(d) Children of other Ex-Servicemen.

Cont....P..7

- (v) If suitable candidate is not available for any seat in the above categories, the same shall be filled up from general pool on the basis of merit.

**10. Reservation of Seats for Physically Challenged:**

- (a) According to the G.O.Ms.No.339, Education (EC.2) Department, dated:15.12.1999, (Visually Challenged/Impaired, Hearing Impaired, Orthopedically Challenged) 3% of the total number of seats in the 1<sup>st</sup> year of Degree Courses shall be reserved for the Physically Challenged persons in the following order:-

There shall be horizontal reservation in each category (OC, BC, SC and ST) in each Course of an institution, for the following categories, to the extent indicated against them:-

i. Visually Challenged/Impaired	-	1%
ii. Hearing Impaired	-	1%
iii. Orthopedically Challenged	-	1%

- (b) The classifications with regard to the above priorities shall be as follows:-

- (i) **Visually Challenged/Impaired:** A person can be said to be Visually Challenged if the vision is from 6/18 up to 6/60 and anything less than 6/60 shall be considered as an extreme handicap. The above criteria shall also be made applicable to persons with vision in both the eyes, but coming within the range of defects indicated above.

- (ii) **Orthopedically Challenged:**

**Defects of upper limbs:**

(a) Quadriplegic (loss of use of 4 limbs shall be considered as the top-most priority in this category).

(b) Loss of both the limbs – preference shall be given to loss of upper limbs from the above downwards.

**Defect of lower limbs:**

The criteria applicable to upper limbs shall also be applied to lower limbs with preference to be given for the loss of limbs from the above downwards.

- (iii) **Hearing Impaired:** The Deaf are those in whom the sense of hearing is non-functional for ordinary purpose of life. They do not hear and understand at all even with amplified speech. The cases included in this category will be those having less / more than 90 decibels in the better ear (profound impairment) or total loss of hearing in both cases. A person is deaf if he cannot hear for all practical purposes being deaf in both the ears. Persons using hearing aids are to be considered as deaf.

P.T.O.

- (c) The loss of one eye or one upper limb or one lower limb shall be given a very low priority.
- (d) In case suitable candidates are not available for any seat such seat shall be filled from general pool on the basis of merit.

**11. Reservation of Seats for Women Candidates:**

- (i) Wherever applicable, a minimum of 33 1/3% of the available seats in each Course will be allotted to women candidates from each category, i.e., OC/SC/ST/BC/PH/CAP/Sports/Extra Curricular Activities.
- (ii) This rule is not applicable if women candidates selected on merit in each category exceed 33.33% or more of the seats therein.
- (iii) In the absence of suitable women candidates in the respective categories, these shall be filled with men candidates of the same category as per G.O.Ms.No.74, Higher Education (EC.2) Department, dated:28.07.2011.

**12. Transfer of Students:** In a given College, if the admissions into an Undergraduate Course is less than 25 percent of intake (for the past 3 consecutive Academic Years) the students may be allotted to any other viable Course in the same College or in the same Course in other College, after last phase of admissions, after taking the consent of the students, management and the University concerned.

**13. Change of Medium:** The candidates shall not be permitted to change the medium **after the final allotment of the seat is made.**

**14. Funds for the conduct of the Admissions:**

(i) Adequate funds shall be generated to meet the admission expenditure by levying reasonable charges from the candidates appearing for the Undergraduate admissions as specified by the Project Monitoring Unit (PMU) and shall be credited into the account of the Convener, DOST, Hyderabad. The Vice-Chairman of the Telangana State Council of Higher Education shall be the Convener of DOST.

**15. FEE for Undergraduate Courses:**

Fee for Undergraduate Courses in Arts, Commerce, Science, Social Science, Social Work, Management and Computer Applications etc. including Honours, of all the faculties, shall be according to the prescribed fee by the Universities concerned, payable per student, per annum, for each Course, in each College.

**16. Penalty for the violation of these Guidelines:**

In case of the violation of these Guidelines by any institution thereby resulting in making irregular admissions, it will be viewed seriously and such institutions shall be liable for penalty and cancellation of affiliation by the University concerned.

Cont..P..9



**17. Implementation Process of Degree Online Admission Services  
Telangana (DOST):**

The following Committees shall implement the process of DOST: -

- (i) **Project Monitoring Unit (PMU):** The PMU shall be the highest body empowered to take all the policy decisions for the admissions into Undergraduate Courses through DOST. The composition of PMU shall be as follows:-
- a) Special Chief Secretary to Government (Education)
  - b) Chairman, Telangana State Council of Higher Education
  - c) Commissioner Collegiate Education (CCE)
  - d) Vice Chairman-I, Telangana State Council of Higher Education
  - e) Vice Chairman-II, Telangana State Council of Higher Education
  - f) Vice Chancellors of all the six Conventional State Universities
  - g) Three Principals (of which ONE will be Principal of University Constituent College nominated by the Vice Chancellor and TWO will be Govt. Degree College Principals nominated by CCE).
- (ii) **Functions of the Convener:**
- (a) The Convener shall decide the date of notification, immediately after the publication of Intermediate results.
  - (b) He shall decide the dates of registrations, dates for the publication of lists, dates for confirming the seats in all the phases. He will also declare the schedule for admissions.
  - (c) The Convener shall coordinate and supervise DOST activities right from 'notification' to the preparation of the final 'Admission Registers' and sending them to the Universities concerned by coordinating with the Telangana State Council of Higher Education and Commissioner of Collegiate Education Coordination Committees.
- (iii) **Telangana State Council of Higher Education Coordination Committee:** It shall deal with all the academic matters related to DOST. Telangana State Council of Higher Education initiates DOST process by directing all the State Universities to enter the data pertaining to the number of Affiliated Colleges with location details, Courses offered, Sanctioned strength of all the Courses, Fee details etc., on DOST portal. Telangana State Council of Higher Education shall prepare seat matrix for DOST. The composition of Telangana State Council of Higher Education-Coordination Committee shall be as follows:-
- a) Vice Chairman – I
  - b) Vice Chairman – II
  - c) Secretary

P.T.O.

- d) Registrars of all the State Universities
- e) Research Officer nominated by Telangana State Council of Higher Education
- f) Admission Coordinator nominated by Telangana State Council of Higher Education
- g) DOST Office Help Desk Coordinator nominated by Telangana State Council of Higher Education

(iv) **Commissioner of Collegiate Education Coordination Committee:** This Committee shall deal with all the technical and administrative aspects of DOST right from registrations, web options, phase wise allotment of seats and technical assistance to Help Line Centres etc. The composition of Commissioner of Collegiate Education - Coordination Committee shall be as follows:-

- a) Commissioner of Collegiate Education (CCE)
- b) Joint Director O/o Commissioner of Collegiate Education
- c) Regional Joint Director O/o Commissioner of Collegiate Education
- d) Deputy Director O/o Commissioner of Collegiate Education
- e) Academic Guidance Officer O/o Commissioner of Collegiate Education
- f) All Academic Officers of O/o Commissioner of Collegiate Education
- g) Academic Coordinator nominated by Commissioner of Collegiate Education
- h) Technical Coordinator nominated by Commissioner of Collegiate Education

Telangana State Council of Higher Education Coordination Committee and Commissioner of Collegiate Education Coordination Committee shall work together in discharging their duties. They shall jointly coordinate about the software system and address the schedule of admissions and problems, if any.

(v) **University Level Help Line Centres:** In all the University Campuses there shall be a University Level Help Line Centre (ULHLC). These ULHLCs provide assistance to the students in registering on DOST, making web options, issues related to allotment of seats etc. The ULHLCs shall take the responsibility of resolving all the problems faced by the Colleges and students under their jurisdiction. The Universities with large strength like Osmania and Kakatiya Universities may have two Centres to be operated by two teams. The composition of ULHLCs shall be as follows:-

- (a) Coordinator, as nominated by the University Registrars
- (b) Technical Assistant(s) as nominated by the University Registrars
- (c) Other supporting staff as nominated by the University Registrars

- (vi) **College Level Help Line Centre:** College Level Help Line Centres (CLHLC) shall be established in Government Degree Colleges. They shall work under the direction of the Commissioner of Collegiate Education. These CLHLCs shall provide assistance to the students in registering on DOST, making web options, issues related to allotment of seats etc. The Principal of the College shall take the responsibility for students' admissions and may nominate one or two faculty members to share the responsibility of these admissions. The composition of CLHLCs shall be as follows:-
- a) Principal
  - b) Coordinator, as nominated by the Principal of the College
  - c) Technical Assistant(s) as nominated by the Principal of the College
  - d) Other supporting staff as nominated by the Principal of the College
- (vii) **District Level Coordination Committee (DLCC):** DLCCs shall be established in all the Identified Government Degree Colleges (ID Colleges). The responsibility of all the District Level Coordination Committees shall be to redress all kinds of grievances of the students (grievances related to their admission procedure on DOST) in coordination with their respective Universities/ ULHLCs. The composition of DLCC shall be as follows:-
- a) ID College Principal/ Principal of any Government College with a large strength of students
  - b) University Coordinator of the respective University
  - c) One Government College Principal
  - d) Two Principals of any two Private Colleges, nominated by the University concerned.

**RANJEEV R.ACHARYA  
SPECIAL CHIEF SECRETARY TO GOVERNMENT**

**SECTION OFFICER**