



No. 1278/B3/KU/2024

Date: 18-11-2024

The Principals of  
University Private (aided & unaided) Affiliated Colleges  
Offering MBA & MCA Courses  
Kakatiya University

Sub: **Category-B ADMISSIONS-2024-2025** – Guidelines to submit the list of admissions made into I-Year of all MBA & MCA Courses under Management Quota & Minority Quota for the academic year 2024-2025 for verification and approval – Regarding.

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Sir/Madam,

You are aware that the process of making admissions into I-Year all MBA & MCA Courses for the academic year 2024-2025 is in progress. 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 and one set of Xerox copies of the candidates admitted under Management quota and Minority 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 I-year of all MBA & MCA courses for the academic year 2024-2025 duly signed by the Principal with seal in Original and also a soft copy (**Mail to: [academicbranchku@gmail.com](mailto:academicbranchku@gmail.com)**) in the following format for University record, while submitting the Original certificates of Management Quota and Minority Quota admissions in the following prescribed format:

Sl. No.	Name	Father Name	Qualifying Degree	University	Marks Obtained	% of Marks	Month & Year of Passing	Mgmt./Min./Quota

The colleges has to pay the scrutiny fee @ **Rs.5,000/- per each course to the University** through online Google pay/NEFT/Epay/Phone pay (**Account No.52026911837**) payable at the State Bank of India, KU Branch, Warangal, and keep proof of fee paid receipt for future reference. The lists of Admissions should reach the Academic Branch of the University. **On or before 30<sup>th</sup> November, 2024** and with a **late fee @ Rs.7,500/- up to 05<sup>th</sup> December 2024**. 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.

  
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 In charge, KU Website, KU
4. The Secretary to Vice-Chancellor, KU
5. The SF.