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## **DIRECTORATE OF ADMISSIONS**

**JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD**  
KUKATPALLY, HYDERABAD – 500 085, TELANGNA STATE, INDIA

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Sr. Professor of Mechanical Engineering &  
**Director, Admissions**

JNTUH/Admissions/Certificates Verification/2025

**Dt. 30.12.2025**

**To**  
**The Principal / Director**  
**All Affiliated MCA / MBA Colleges**

Sir,

**Sub:** JNTUH – Affiliated Colleges – MBA/MCA – Management Quota/Spot Admissions/SW-I & SW-II  
– Submission of Original Certificates for Verification/Ratification – Intimation – Reg.

**Ref:** Note approved by the Hon'ble Vice-Chancellor on 06.10.2025

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### **GUIDELINES FOR ORIGINAL CERTIFICATE VERIFICATION**

**Ensuring Eligibility of Candidates Admitted by Management under Management Quota/Spot Admissions/SW-II (Minority Category) for the Academic Year 2025–26**

The Principals/Directors of affiliated colleges and affiliated autonomous colleges of JNTUH, offering **MBA / MCA** programs are hereby informed to get **Original Certificate Verification** to confirm their eligibility for admissions made under Management / Spot categories for the academic year **2025–26**.

***Note:** Original certificate verification is not required for candidates admitted through online Convener admissions, as the verification process is already completed at Helpline Centers under the supervision of the competent authority.*

Further, the list of admitted candidates must be submitted **through online mode only** at <https://doaratifications.jntuh.ac.in>. Payment of **Ratification Fee** shall also be made **online only**, and the fee receipt should be submitted at the time of Original Certificate Verification as per the slot booked by the concerned Principal.

#### A). Documents to be Submitted by the Principal

**(i) Candidates admitted by the Convener (SW-I): (Upload through online mode only)**

- Provisional Approval/Ratification copy of Telangana Council of Higher Education (TGCHE).
- List of admitted candidates through Convener Admissions (Branch-wise).  
(Note: In case of cancellations in the TGCHE approved list, the list should be manually updated and attested by the Principal before uploading.)
- Ratification Fee: Rs.1200/- per branch.

**(ii) Candidates admitted under Category-B (Management Quota)/Spot Admissions: (Upload through online mode only)**

- Provisional Approval/Ratification copy of TGCHE.
- List of admitted candidates through Management (Category-B) and Spot Admissions (Branch-wise) using login credentials shared with the Principal's registered email ID.
- Ratification Fee: Rs.600/- per admitted candidate.

**(iii) Candidates admitted by the Convener (SW-II): (Upload through online mode only)**

- Provisional Approval/Ratification copy of Convener SW-II, TGCHE.
- List of admitted candidates through Convener SW-II Admissions (Branch-wise).
- Ratification Fee: Rs.600/- per admitted candidate.

#### B). Common Notification – Schedule 2025–26

S.No	Name of the programs	Admitted under category-B Management quota (30% seats) of SW-I and all admissions of SW-II and spot admissions	Charges for convener admissions (per course)	Mode of Submission of Ratification fee	Schedule for submission of admitted candidates (through online)
1	MBA/MCA	Rs.600/- per candidate	Rs.1200/-	Through Online	02.01.2026 to 06.01.2026

The Original Certificate Verification will be conducted strictly as per the slot booked by the college through <https://doaratifications.jntuh.ac.in>.

#### C). Important Notes

1. If the Principals/Directors of affiliated colleges fail to submit the admitted candidates' lists and Ratification Fee within the prescribed schedule, a **penalty of Rs.1500/- per candidate** shall be levied, payable on or before **10.01.2026**.
2. If no admissions are made under Category-B/Management Quota/Spot in a particular specialization, the Principal must submit a **"Nil Report"** for that specialization.

  
REGISTRAR  
30/12