

# **POLICY DOCUMENT**

## **Student Admission Reservation Policy**



**NALBARI COMMERCE COLLEGE**

PO: CHOWKBAZAR, DIST: NALBARI, PIN: 781339 (ASSAM)

Website: [www.nccnalbari.com](http://www.nccnalbari.com)

**Policy Document**  
**Student Admission Reservation Policy**  
**Nalbari Commerce College Nalbari**

**1. Preamble:** Nalbari Commerce College, Nalbari which was located in a rural area, but is now in the urban area of Nalbari Town of Nalbari District keeps its commitment to follow the reservation policy for admission into various programmes offered by the college. The reservation policy is generally mandated by the Government of India and Govt. of Assam. The basic objective of the reservation policy is to provide justice and equity and prevent discrimination. The policy applies to all the programmes from the +2 level to the postgraduate level.

**2. Objectives:**

The policy is adopted for the following objectives:

1. to provide equitable access to education to economically and socially disadvantaged groups.
2. To get inclusiveness of the different social categories such as Scheduled Caste, Scheduled Tribe, Other Backward Classes, Economically Weaker Sections, And Persons with Disability.

**3. Scope:** The policy applies to:

- a. + Level Students
- b. Bachelor of Commerce
- c. Bachelor of Arts
- d. Bachelor of Vocation
- e. Master of Commerce
- f. Any other courses as and when the college will be offering.

**4. Reservation Norms:**

**a. Social Reservation:**

Scheduled Caste (SC)		15%
Scheduled Tribes ST	Plains	7.5%
Scheduled Tribes ST	Hills	10%
Other Backward Classes (OBC)		27%
Economically Weaker Sections (EWS)		10%
Persons with Disability (PWD)	5%	

**b. Institutional Reservation:**

For Admission into +2	SEBA Students	75%
For Admission into UG Level	AHSEC	75%

**5. Eligibility under the Policy:**

- a. A student claiming admission under the caste reservation policy must have a valid caste certificate issued by the proper authority.
- b. A student claiming admission under the economically weaker section reservation policy must have a valid caste certificate issued by the proper authority.
- c. Reservation for SC, ST, OBC, and EWS candidates will be applicable as per the latest guidelines issued by the Assam State Government.
- d.

**6. Document Verification:** The students claiming admission under the policy must produce the original certificate to the admission committee. The admission committee will verify it and allow for admission provided other conditions are fulfilled.

**7. Reservation Guidelines:** Reservation Guidelines are issued by the Director of Higher Education, Assam. (Annexed).

**8. Treatment of Unfilled Seats:** If any seats under the reserved category remain unfilled after the completion of the admission process, these seats may be converted to the general category, subject to the rules established by the college and under government directives.

**9. Preparation of Admission List:** A common merit list will be prepared, and students will be allotted seats based on their rank in the merit list and their respective categories. Students who qualify under the reserved categories will be considered for admission to their respective seats based on merit and category-specific cut-offs.

**10. Follow-up:** This reservation policy will be regularly reviewed to ensure compliance with changing national and state policies. The college administration will monitor the implementation of this policy, and any disputes regarding reservations will be resolved in accordance with the rules established by the institution and the concerned government bodies.

**Annexure:**

1. Govt. Memo. On Reservation

**GOVERNMENT OF ASSAM**  
**OFFICE OF THE DIRECTOR OF HIGHER EDUCATION, ASSAM**  
**KAHILIPARA, \*\*\*\*\*GUWAHATI-19.**

No. PC/HE/Misc./42/2020/47

Dated Kahilipara the 6<sup>th</sup> September, 2021

From : Sri Dharma Kanta Mili, A.C.S  
Director of Higher Education, Assam  
Kahilipara, Guwahati-19.

To, 1. The Registrar,  
Gauhati University/ Dibrugarh University/ Bodoland University/ Cotton University/ K.B.V.  
Sanskrit & Ancient Studies University/ Bhattadev University/ Madhabdev University/  
Rabindranath Tagore University/ Women University/Majuli University of Culture/Birangana Sati  
Sadhini Raijyik Viswavidyalaya.  
2. The Principal(s),  
All Govt. College/Provincialised College/Govt. Model College of Assam.

Sub: Reg. reservation of seats for students admission.

Ref. Govt. Memo No.PMA.131/2021/17, dtd.02/09/2021.

Sir,

With reference to the subject cited above, I have the honour convey the decision of the meeting held on 16/08/2021 under the Chairmanship of Hon'ble Chief Minister, Assam with the officials of Education Department in regards to admission in Class XI and Degree 1<sup>st</sup> year. The decisions in Higher Education Depaerment are as follows :

1. The notification issued by the Director of Higher Education regarding 75% seats reservation for SEBA/AHSEC pass candidates in admission into class XI and Degree First year is to be withdrawn forthwith.
2. Candidates passing out from CBSE and SEBA or CBSE and AHSEC are to be treated at par in judging merit for admission into all educational institutions without any prejudice. All available seats in Colleges will be open for students of all CBSE, SEBA and AHSEC.
3. However, educational institutions are encouraged to increase seat capacity by 25% additional seats and these additional seats shall be reserved for the students from SEBA and AHSEC.
4. In view of the increase numbers of students passing Class X and XII examination this year resultant shortage of seats, Colleges are advised to run morning/evening shifts.
5. Teachers engaged in these additional shifts are to be remunerated with a maximum limit of Rs.10,000/- (Rupees Ten Thousand) as an incentive.

In this connection, I have the honour to inform you that regarding **enhancement of seat capacity of U.G. level course in the institutions by 20% and reservation of 75% seats in Degree Courses of the Govt. and Provincialised Colleges for students of ASHEC as communicated vide this office letter No.PC/HE/Misc./42/2020/35, dtd.07/08/2021 is hereby withdrawn.** The other contents of the letter will remain same.

This is for your kind information and necessary action.  
Matter may Please be treated as **Top Most Urgent.**

Yours Faithfully,

(50)

OFFICE OF THE DIRECTOR OF PUBLIC INSTRUCTION : ASSAM : KHEILIPARA : GAUHATI-19

NO. EX/Misc/2/81/9

Dtd. Kheilipara, the 11th Oct/1984

From : Dr. G. N. Talukder, M.Sc., D. Ed.,  
Dy. Director of Public Instruction,  
Assam, Kheilipara, Gauhati-19

To

1. Principals Govt. & Non-Govt. Colleges (all) Assam.
2. Principals of schools (all)
3. J. P. S. (H) Hojlong.
4. Govt. Sanskrit College, Gauhati.
5. Principal Law Colleges all
6. Principal Govt. & Non-Govt. B.T. Colleges (all)

Sub: Reservation of seats for candidates belonging to scheduled Caste/  
Scheduled Tribes (Plains)/Scheduled Tribes (Hills) and other Backward  
Classes (including Pre other Backward Classes) in the Technical  
Institutions etc.

Sir,

I am directed to forward herewith a copy of Govt. of Assam, Edn. Deptt.  
letter No. ERI.88/84/2 dt. 20th Aug '84 along with its enclosures No. ABP.131/84/18 dt. -  
20th June '84 and to say that the Govt. desire to follow the instruction strictly  
laid down there of.

This may please be treated as most urgent.

Yours faithfully,

Dy. Director of Public Instruction,  
Assam, Kheilipara, Gauhati-19  
Dtd. Kheilipara, the 11th Oct/1984

Memd No. EX/Misc/2/81/9-A  
Copy forwarded to :-

1. The Secretary to the Govt. of Assam, Edn. Deptt. with reference

(49)

Copy of the Govt. of Assam (Personnel) Deptt. letter No. ASP.131/33/14 dt. 20th June '84, from Chief Secretary to the Govt. of Assam, to (1) All Commissioners and Secretaries to the Govt. of Assam (2) All Special Secretaries to the Govt. of Assam, (3) All Secretaries to the Govt. of Assam.

Subj: Reservation of seats for candidates belonging to scheduled Caste/scheduled Tribes (Plains)/scheduled Tribes (Hills) and other Backward Classes (including More Other Backward Classes) in Technical Institutions etc.

I am directed to say that it has been decided by the Government that there shall be reservation of seats for candidates belonging to scheduled Caste, scheduled Tribes and Other Backward Classes (including More Other Backward Classes) in Technical, Medical etc. Institutions under Education, Agriculture, Veterinary, Health & Family Welfare, Labour & Employment etc. Departments at the same percentage as which vacancies are reserved for them in appointments to public services. It is also hereby made clear that the reservation is in addition to the seats secured by members of these communities on the basis of merit. This may please be noted.

You are aware that under the Assam Scheduled Caste and Scheduled Tribes (Reservation of Vacancies in Services and Posts) Act, 1978 and under the personnel Department O.M. NO. ASP-338/33/14 dated 4-7-1984, the reservation in favour of Scheduled Caste and Scheduled Tribes and other Backward Classes is as follows:-

Members of Scheduled Caste	.. 7%
Members of Scheduled Tribes (Plains)	.. 10%
Members of Scheduled Tribes (Hills)	.. 5%
Members of Other Backward Classes (including More Other Backward Classes)	.. 18%

It is requested that necessary modification of rules, orders, etc., governing allotment of seats for admission to technical, medical etc. institutions may be made accordingly to be effective from the 1984 session of these institutions. Attention of the Departments of Education, Health & Family Welfare, Agriculture, Veterinary, Labour & Employment in particular are drawn in this regard.

The above instructions should be scrupulously followed.

Receipt of this letter may kindly be acknowledged.

Yours faithfully,  
Sd/- A.K. Felit  
Chief Secretary to the Govt. of Assam  
Dispur.



(50)

OFFICE OF THE DIRECTOR OF PUBLIC INSTRUCTION : A.S.M. : KHEILIPARA : GAUHATI-19

NO. EX/Misc/2/819/9

Dtd. Kheilipara, the 11 th Oct/1984

From : Dr. G.M. Talukder, M.Sc., B.Phil.,  
By. Director of Public Instruction,  
A.S.M., Kheilipara, Gauhati-19

To :

- The 1. Principals Govt. & Non-Govt. Colleges (all) Assam.
2. Principals of schools (all)
3. N. D.P.I. (B) Nalbari.
4. Govt. Sanskrit College, Gauhati.
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Yours faithfully,

By. Director of Public Instruction,  
A.S.M., Kheilipara, Gauhati-19  
Dtd. Kheilipara, the 11 th Oct/1984

Memo No. EX/Misc/2/81/ 9 - A  
Copy forwarded to :-

1. The Secretary to the Govt. of Assam, Edn. Deptt. with reference  
to his letter No. EH/88/84/2 dt. 20/8/84 for information,

By. Director of Public Instruction,  
A.S.M., Kheilipara, Gauhati-19

...  
20/10/84