

Guidelines for submission of proposals for de-reservation of vacant reserved seats for Scheduled Caste, Scheduled Tribe, O.B.C.-A & O.B.C.-B categories for admission in U.G. & P.G. courses

A. Proposals for de-reservation of vacant reserved seats (SC/ST/OBCA/OBCB) for admissions in different courses in terms of the 'West Bengal State Higher Educational Institution (Reservation in Admission) Act & Rules 2013', should be submitted in the following format-
(Please use separate format for each course/stream/subject)

Table-1

Status of admission of Reserved Candidates

	Sch Caste	Sch. Tribe	O.B.C.-A	O.B.C.-B	Total No. of seats available in the discipline	Remarks
No. of Seats available						
Applications Received						
Admitted Candidates						
Vacancies sought to be de-reserved						

Table – 2

Status of admission of General category students-(UR)

	General Category Students (UR)	Remarks
No. of Seats available		
Applications received		
Admitted Candidates		
No. of General category students yet to be admitted in the course/stream		

Documents to be submitted

B. Copies of Advertisement (online/ offline) [At least for 2 times advertisement / Admission notices exclusively for S.C., S.T., O.B.C.-A & O.B.C.-B categories of student].

C. Resolution of the Governing Body/ Executive Council to the effect.

An Undertaking indicating the following points should be submitted by the Head of the Institution.

I on behalf of the Governing Body / Executive Council, do hereby certify that-

1. no deserving candidate belonging to reserved category (SC/ST/OBC-A & OBC-B) has been denied admission in the Institute in regard to the specific discipline as mentioned in the proposal and all **reasonable** steps have been taken to fill up the seats by respective reserved categories of students.
2. that the reservation in regard to OBC-A & OBC-B has already been made as per Section (4) of the West Bengal State Higher Educational Institutions (Reservation in Admission) Rules, 2013.
3. that I have complied with the G.O. No. 752-Edn(CS)10M-95/2014 dated 10.08.2015, issued by Department of Higher Education, Govt. of West Bengal.
4. further, no eligible SC/ST/OBC-A/OBC-B students who have applied are left for taking admission and all the students of reserved categories who have applied, have been catered to.
5. that the admission portal will not be opened for inviting fresh application.

Sig. of the Chairman of the Governing Body/ EC

Sig. of the Principal/ Head of the Institution with seal

(If holding office)

Seal of College.

For Information

- The District Magistrates & the District Commissioners for Reservation shall be the authority to grant de-reservation in Higher Educational Institutions situated in their respective territorial jurisdiction and Joint Commissioner for Reservation and Ex-officio Joint Secretary, Backward Class Welfare Department shall be such authority in respect of Higher Educational Institutions situated in Kolkata as defined in the Kolkata Municipal Corporation Act, 1980.
- Percentage of Reservation for reserved category : For Scheduled Caste - 22%, Scheduled Tribe- 6%, O.B.C.-A -10% & O.B.C.-B-7% of total number of seats for each course/stream/subject.

Checklist for proposal for de-reservation of vacant reserved seats in Higher Educational Institutions in UG/PG courses for academic session 2021-2022.

(to be submitted by the Institution)

Name of the Institution :

Proposal No. (Office use)

SL No.	Points to be checked	Whether followed	Flag Mark
	Statutory requirements		
1.	Whether proposal for de-reservation submitted in compliance with Rule 8 of the West Bengal State Higher Educational (Reservation in Admission), Rules, 2013 ?	Yes / No	
2.	Whether no. of reserved seats have been allotted for SC, ST, OBC-A & OBC-B in each course/ stream/subject in terms of Section 3(i),(ii), (iii) & (iv) of the West Bengal State Higher Educational (Reservation in Admission), Act, 2013 ?	Yes / No	
3.	Whether the statement showing status of admission of reserved category students and that of Unreserved category in Table-1/ Table-2 format separately for each course/stream/subject?	Yes / No	
4.	Whether the procedure prescribed under clause (a),(b),(c) & (d) of sub- rule (1) of rule 6 of the aforesaid Rules, 2013, is followed?	Yes / No	
5.	Whether para 1, 3 & 4 of G.O No. 752-Edn(CS)/10M-95/ 2014 dated 10.08.2015 is followed to fill up the vacant reserved seats? Please specify no. of re-advertisement in College's website & Notice Board and copy of advertisement attached	Yes / No	
6.	Reservation in regard to OBC-A & OBC-B categories has already been made under Rule 4 of said Rules, 2013	Yes / No	
7.	Whether the admission portal is closed for inviting fresh application?	Yes / No	
	Non Statutory requirements	Whether submitted	
8.	Certified copy of resolution of Governing Body/ Executive council to the effect	Yes/ No	
9.	Undertaking, jointly by the Head of the Institution and the Chairman/ President of Governing Body/ Executive Council	Yes/ No	
	Optional		
10.	Screenshots of additional advertisements, if given, copies thereof.	Yes/ No	
11.	Whether there is sufficient reason for accepting the proposal	Yes/ No	

Signature of the Head the of Institution with seal

Office seal of Institution

Remarks (office use):