

**REGARDING GUIDELINE OF
U.G.C. ON RESERVE POLICY.**

***GOVERNMENT OF GUJARAT
EDUCATION DEPARTMENT,
CIRCULAR NO.UGY/1209/3496/PART-1/KH-2
SECRETARIAT, GANDHINAGAR
DATED:- 24-10-2016**

READ:- Guideline published on Reservation Policy by the University Grants Commission New Delhi vides Letter No. F, 1-5 / 2006 (S.T.C) dated :-25-08-2006

Circular :-

Universities and Principals of the affiliated colleges under this Department, Heads of recognized institutions, Heads of University Postgraduate Departments and the Professors in charge of the Postgraduate Centers run by the University are informed that as per the orders given by Government and various Statutory Bodies, it is expected that action will be taken for admission in the Institutes. In addition, as per the reservation policy prescribed by the Central /State Government, student admission and staff recruitment process in Government/ semi-Government/Grant in aid institutions as well as in self finance colleges / Institutions are only required to strictly adhere to the student reservation policy. In view of the existing provisions regarding the reserve policy, for the sake of administrative simplicity as well as for the proper understanding of the administrators / implementers, the policy regarding admission in the reserve category in the University and all the colleges affiliated to the University as well as staff recruitment should be the same in all the Institutions, and for that the Provisions are as stated below. The surveyors are therefore advised to strictly implement it.

Reserve ratio :-

Sr. No.	Detail	Percentage of reserved space
1	Reserved race (Scheduled Castes)	07 %
2	Scheduled Tribes	15 %
3	Socially and Educationally Backward Classes (SEBC)	27 %


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STUDENTS ADMISSION:-

- (1) Undergraduate, Postgraduate, M.Phil., Ph.D. Etc. Student admission in all the courses of the Level as per the prescribed proportion.
- (2) Exemption will have to be given subject to the rules of Central Government, UGC, various Statutory bodies in the prescribed educational qualification, age limit, experience, passing standard in entrance examination etc. for admission.
- (3) In case of non-implementation of any special provision regarding lower percentage of Scheduled Caste, Scheduled Tribe student admission, in case of unavailability of the said Students, admission will have to be given up to passing standard.
- (4) Admission procedure will have to be done separately for Scheduled Caste, Scheduled Tribe Students.
- (5) If Scheduled Caste, Scheduled Tribe students are admitted as per general merit on the basis of Their merits, except for exemption from payment of prescribed standards such as admission Fee, session fee which is applicable to them, then Scheduled Caste, Scheduled Tribe students not to be taken into account, but to be considered to have been admitted to the general level.
- (6) If the candidates of Scheduled Caste/Scheduled Tribe are not available as per the prescribed Proportion, then in the category of vacancies in Scheduled Castes/Scheduled tribes, vacancies can be admitted mutually.
- (7) If the candidates of Scheduled Caste / Scheduled Tribe are not available as per the prescribed Proportions, to be widely published in the national level newspapers.
- (8) Organizing short term coaching classes to prepare students for the admission process.
- (9) The Admission Process Committee must have one representative from either Scheduled Caste / Scheduled Tribe.

Staff Recruitment:-

- (1) Separate interview procedure will have to be conducted for SC / ST candidates.
- (2) Candidates belonging to Scheduled Castes / Scheduled Tribes, if selected on the basis of merit based on their merits, shall be counted against the prescribed proportions of that category, except for exemption from payment of prescribed norms such as application fee etc. applicable to them. But regarding counting in general level, as per date: 29-01-2000 and date: 23-07-2004 of General Administration Department, the instructions have to be followed and the existing instructions regarding the roster of the Government have to be followed from time to time.
- (3) In promotion if reserve level candidates are not available in the feeder cadre, the vacancy will have to be filled by direct recruitment and the proportion will have to be maintained.
- (4) Recruitment / promotion procedure has to be done as per the roster numbers prescribed by the Government.
- (5) Organizing short term coaching classes to prepare candidates for staff recruitment, competitive examinations.
- (6) There must be 1 representative of Scheduled Caste / Scheduled Tribe in the selection committee.



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Hostel admission:-

- (1) Admission as prescribed.
- (2) No rent will be charged from Scheduled Caste / Scheduled Tribe students.

Staff Quarters :-

- (1) Allocation as prescribed

An officer at the level of Deputy Registrar has been appointed for the coordination, control and implementation of operations at all the Universities. In order to implement the reservation policy, an advisory committee will have to be formed at each college level in place of the chairperson of the principal of that college. Whose structure is as follows. Committee meeting to be called in every 3 months. To review the action taken in the previous meetings in that meeting. To review the reservation policy prescribed by the Central Government and the State Government in that college / institution and to maintain the standard in the matter of student admission / staff recruitment. Control, implementation will have to be done. The formation and action of the committee will have to be reported to the SC-ST cell of the University here.

Advisory Committee at the College:-

- (1) Principal / Head of the concerned organization
- (2) Two to four academic staff-members(including members of Scheduled Castes / Scheduled Tribes)
- (3) A- District Backward Classes Welfare Officer of the concerned district
B-Vigilance Officer, Tribal Welfare } Representative of the Government
- (4) Deputy Registrar, Representative of SC-ST Cell-University's Representative.

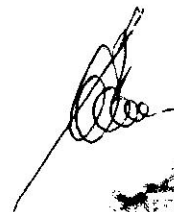

A copy of the guideline issued by the University Grants Commission regarding the implementation of the reserve policy is also included in the implementation sense, for which all Universities are informed to do for strict implementation.

All Universities under the Department of Education are directed to amend the applicable Statutes / Ordinances / Regulations or Rules of the University or to introduce the provisions of this Circular by following the rules as per the instructions of the Circular presented in the competent authorities of the University.

By order and in the name of Governor of Gujarat.

SD/-
(Nikunj Jani)
Under Secretary,
Education Department.

***Translated version**



Registrar
Gujarat University
23/1/2017