



# SADHAN CHANDRA MAHAVIDYALAYA

Affiliated to the University of Calcutta and included under section 2(f) & 12(B) of the UGC Act, 1956  
Vill.-Harindanga, ♦ P.O.-Chaberia, ♦ P.S.-Falta ♦ Dist.-South 24 Parganas,  
Pin.-743504 ♦ Phone : 9734786645; 03174-298873 (Land line)

ESTD-2007 E-mail : sadhanchandra.mahavidyalaya@gmail.com ♦ Website : sadhanchandramahavidyalaya.org & scm.ac.in

f. No. :

Date .....

## Policy on Reservation

### 1. Introduction

Sadhan Chandra Mahavidyalaya, as a West Bengal government aided Degree College, is committed to promoting inclusivity and ensuring equal opportunities for education. This policy document outlines the reservation policy of the institution, ensuring compliance with state and national regulations to support the education of underrepresented and disadvantaged sections of society.

### 2. Objectives

The primary objectives of the reservation policy are to:

1. Ensure equitable access to education for students from diverse backgrounds.
2. Promote social inclusion and diversity within the institution.
3. Support the educational advancement of marginalized and underrepresented groups.
4. Comply with the legal mandates and guidelines of the Government of West Bengal and the Government of India.

### 3. Legal Framework

This reservation policy is formulated in accordance with:

1. The Constitution of India, particularly Articles 15(4), 15(5), and 16(4).
2. Guidelines and directives issued by the Government of West Bengal.
3. Recommendations of the University Grants Commission (UGC) and other relevant regulatory bodies.

### 4. Categories of Reservation

Policy:

1. Scheduled Castes (SC): Reserved seats for students belonging to Scheduled Castes.
2. Scheduled Tribes (ST): Reserved seats for students belonging to Scheduled Tribes.
3. Other Backward Classes (OBC): Reserved seats for students belonging to OBC (both OBCA and OBCB categories).
4. Persons with Disabilities (PwD): Reserved seats for students with disabilities.
5. Economically Weaker Sections (EWS): Reserved seats for students from economically weaker sections of society.
6. Other Categories: Any other categories as mandated by the government regulations from time to time.

### 5. Percentage of Reservation

Policy:





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The percentage of seats reserved for various categories will be as per the prevailing guidelines of the Government of West Bengal:

1. Scheduled Castes (SC): 22%
2. Scheduled Tribes (ST): 6%
3. Other Backward Classes (OBC-A): 10%
4. Other Backward Classes (OBC-B): 7%
5. Persons with Disabilities (PwD): 5%
6. Economically Weaker Sections (EWS): 10%

These percentages are subject to change based on government regulations and notifications.

## 6. Admission Process

Policy:

1. Merit Based Selection: Admission to reserved seats will be based on merit, ensuring that eligible candidates meet the minimum academic requirements.
2. Separate Merit Lists: Separate merit lists will be prepared for each reserved category to facilitate fair selection.
3. Counseling and Allotment: Reserved category candidates will be called for counseling and seat allotment as per the merit lists.
4. Filling Vacant Reserved Seats: If reserved seats remain vacant after the counseling process, they may be filled as per the guidelines issued by the Government of West Bengal.

## 7. Documentation and Verification

Policy:

1. Required Documents: Candidates applying under reserved categories must submit relevant documents such as caste certificates, disability certificates, and income certificates (for EWS) issued by competent authorities.
2. Verification Process: All submitted documents will be verified by the institution to ensure their authenticity and eligibility.
3. False Claims: Candidates found to have submitted false or forged documents will be subject to disciplinary action, including cancellation of admission.

## 8. Implementation and Monitoring

Policy:

1. Committee: Admission sub-committee will be constituted to oversee the implementation of the reservation policy.
2. Regular Monitoring: The committee will monitor the admission process to ensure compliance with the reservation policy and address any issues that arise.
3. Reporting: The committee will prepare regular reports on the status of reserved seats and submit them to the Principal and Governing Body.





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## 9. Grievance Redressal

Policy:

1. Grievance Redressal Cell: Admission sub-committee, Grievance Redressal Cell to address grievances related to the reservation policy and admission process.
2. Complaint Procedure: Candidates can submit their grievances in writing to the above bodies.
3. Resolution Timeline: The bodies will review and resolve grievances within a stipulated time frame, ensuring fairness and transparency.

## 10. Review and Amendments

Policy:

1. Periodic Review: The reservation policy will be reviewed periodically to ensure it remains aligned with government regulations and institutional goals.
2. Amendments: Any amendments to the policy will be made based on recommendations from the Reservation Committee, changes in government guidelines, or institutional needs.
3. Approval: Amendments will be approved by the Principal and Governing Body before implementation.

## 11. Conclusion

Sadhan Chandra Mahavidyalaya is committed to fostering an inclusive educational environment through the implementation of a robust reservation policy. By adhering to the guidelines outlined in this document, the institution aims to provide equitable access to education for all students, ensuring a diverse and vibrant academic community.

Policy approved by Governing Body on: 05/12/2022 (Item No.: 18)

(Dr. Sk. Fazlul Haque)  
Principal

**Principal**  
Sadhan Chandra Mahavidyalaya  
Harindanga, Falta, South 24 Parganas

