

# S.N.D.T. Women's University

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श्रीमती ना. दा. ठाकरसी महिला विद्यापीठ

१, नाथीबाई ठाकरसी मार्ग, न्यू मरिन लाईन,  
चर्चगेट, मुंबई - ४०० ०२०.

Telegram : UNIWOMEN  
Website : sndt.ac.in

No. Special Cell/A-04/2023-24/ 14.

Date 20.05.2023

## Circular :

**Subject :** Prescribed procedure for admission to various UG/PG courses at University affiliated colleges outside the state of Maharashtra.

**Ref. :** 1) UGC, New Delhi letter No. D.O.No.F.1-6/89(SCT), date 30.07.1989,  
2) UGC, New Delhi letter No. D.O.No.F.1-4/97(SCT), date 18.06.1997,  
3) UGC, New Delhi letter No. F.1-5/2006(SCT), date 25.08.2006.

Madam / Sir,

The affiliated colleges of the University at outside Maharashtra are directed to follow the reservation policy of their respective state governments regarding the admission to the students in the various UG/PG courses.

The reference letters are attached herewith for detail information. On completion of the admission process, a report on the action taken should be sent to the undersigned and cc to the Special Cell of the University.

  
(Dr. Vilas Nandavadekar)  
Registrar

To,

The Principal / In-Charge,  
Affiliated Colleges of the University,  
Other than Maharashtra state.

DR. R.P. GANGURDE  
ADDITIONAL SECRETARY

UNIVERSITY GRANTS COMMISSION  
35, FEROZESHAH ROAD  
NEW DELHI-110001.

D.O.NO.F. 1-4/97 (SCT)

18 जून 1997 ✓

Dear Vice-Chancellor,

As you are aware, as a part of the constitutional requirement, specific reservations for Scheduled Caste and Scheduled Tribe students have been provided in admissions to various courses in the universities and colleges. The reservation is to the extent of 15% for SCs and 7 1/2% for STs. In respect of the State Universities, these reservation have been provided for SC & ST students as prescribed by the respective states. In order to ensure complete fulfilment of the reservation of seats for SC & ST students in every course/level and in every faculty/department of each university/college in the country, detailed guidelines have already been issued by the UGC to all Vice-Chancellors of the universities vide D.O. letter No.F.1-6/89 (SCT), dated 30-7-1989. Besides, a clarification regarding intertransfereability of seats among SC & ST candidates have also been issued vide letter No.F.1-6/89 (SCT), dated 18-3-1992 (copy enclosed).

It has also been observed that in spite of this, admissions made by the universities in respect of this, Scheduled Castes/Scheduled Tribes candidates is much below the desired level which is a matter of deep concern.

I shall be grateful if you could kindly look into the matter personally and ensure that the Government of India Policy/UGC guidelines in this regard, are scrupulously followed by all Departments/Faculties and colleges affiliated to your university. And the seats reserved for SC & ST students during the academic year 1997-98 are filled as per instructions/guidelines issued in this regard.

With regards,

Yours sincerely,

*R.P. Gangurde*  
( R.P. Gangurde )

Encls : as above

The Vice-Chancellor,  
SNDT Women's University,  
1, Nathibai Thackersey Road,  
Mumbai-400020.

UNIVERSITY GRANTS COMMISSION  
35, PEROZESHAH ROAD, NEW DELHI-110001.

Dated : 30.7.1989

M.L.Mehta  
Additional Secretary

D.O.NO.F. 1-6/89 (SCT)

Dear Sir,

This is in continuation of my D.O. letter No.F.1-2/89 (SCT) dated June 19, 1989 about complete fulfilment of reservation for Scheduled Castes/Tribes in every course and faculty/departments of your university and affiliated colleges. I trust action is already in progress on your part to ensure that all the seats reserved for SC/ST candidates are filled only with such candidates and none of them is filled with candidates belonging to other communities.

2. There are already ample guidelines of the UGC by following which it should have been possible and it should be possible to fulfill reservation. However, to put matters on a still clearer and firmer basis, I am sending the UGC's revised guidelines for full implementation of reservation in admission, in continuation of my D.O. letter cited above. By ensuring scrupulous adherence to these revised guidelines, it will be possible to secure the above objective. You are, no doubt, aware of the national movement that has been launched for fulfilment of reservations for SC/ST on the basis of Constitutional obligations. It is obviously necessary and the UGC is very anxious that the University systems does join this national movement and give a lead to it. I trust that you will fully cooperate and help in bringing about complete success in this regard in respect of your university and colleges affiliated to your university right from this academic year.

With regards,

Yours sincerely,

Sd/-

(M.L.Mehta)

Encl : as above



UNIVERSITY GRANTS COMMISSION'S GUIDELINES TO UNIVERSITIES  
DEEMED UNIVERSITIES, ETC. FOR FULL IMPLEMENTATION OF RESERVATION  
IN ADMISSIONS FOR SCHEDULED CASTE AND SCHEDULED TRIBE STUDENTS  
IN ALL COURSES AND FACULTIES/DEPARTMENTS IN ALL UNIVERSITIES AND  
COLLEGES FROM ACADEMIC YEAR 1989-90 ONWARDS.

A national movement has been launched for fulfilment of reservations for Scheduled Castes and Scheduled Tribes on the basis of Constitutional obligations. It is obviously necessary for the University system to join this national movement and give lead to it. In order to fulfil this without losing a single academic year, the UGC issues the following guidelines for Universities, Deemed Universities and other institutions.

1. Different percentage of reservations have been fixed for Scheduled Castes and Scheduled Tribes in the Universities of different States in accordance with the percentage of Scheduled Castes' population, Scheduled Tribes' population in the total population for that State. The broad principle is that the reservation percentage for Scheduled Castes and Scheduled Tribes should not be less than their population percentage. In the case of Central Universities, the percentage of reservation in admissions is 15% for Scheduled Castes and 7½% for Scheduled Tribes. All reserved seats should, according to the percentages of reservation fixed, be filled in the academic year 1989-90 and every subsequent year.
2. This can be done by following the procedure explained below:-
  - (a) All Scheduled Caste and Scheduled Tribe candidates who have passed the qualifying examination for admission to a University course may be arranged in the order of merit among themselves.
  - (b) Those who have marks above the level upto which general category students are admitted, should not be counted towards reserved quota at all and should be included in the general merit list of admissions.
  - (c) Excluding those admitted on merit along with general candidates as at (b) above, other Scheduled Caste and Scheduled Tribe candidates should be admitted in the order of merit going down the inter-se merit list upto the point necessary to secure adequate number of candidates of Scheduled Castes as well as Scheduled Tribes to fulfil the reservation percentage completely.



- (d) It is clarified that in order to fulfil reservation, there should be no hesitation to go down, if necessary, to the pass percentage of the qualifying examination (e.g. Class XII, for admission to B.A./B.Sc./B.Com. this course as well as Honours; first Degree for admission to a Second Degree or post-graduation, and so on.)
- (e) Considering the ground reality that in many courses and faculties/departments, particularly the ones which are important for career advancement and social status, the numbers admitted are less than the reserved percentage in most Universities, and considering that the availability of Scheduled Caste and Scheduled Tribes candidates is relatively less, it is irrational to apply to them criteria like minimum eligibility marks and cut off point marks, which are much higher than the pass marks in the relevant qualifying examinations, while, these criteria may be justified in the case of general candidates because of a very large number of students available from that category, in the case of Scheduled Castes and Scheduled Tribes, these steps are at present irrelevant and the procedure at (a), (b), (c) and (d) above, is appropriate to facilitate fulfilment of reservations in all courses, faculties/departments.
- (f) The position can be reviewed in each University as and when reservation is fulfilled completely and the number of Scheduled Caste and Scheduled Tribes candidates increases so much as to warrant higher minimum eligibility and cut off points, but even then these may be lower for Scheduled Castes and Scheduled Tribes than for others.

(3) Seats reserved for Scheduled Castes and Scheduled Tribes should be filled only with Scheduled Caste and Scheduled Tribes candidates and not with others.

(4) It has been noticed that the representations of Scheduled Caste and Scheduled Tribe students is not evenly distributed in all courses and all faculties and the Departments. They are bunched up in less favoured courses and faculties/Departments and found in relatively smaller proportion in more favoured courses and faculties/departments. In order to rectify this imbalance, the fulfilment of reservation should be completed in every course and in every faculty/department.

(5) In rare instances in which Scheduled Caste and Scheduled Tribe students, with minimum pass marks of the qualifying examination are not available, the following steps should be taken :-

- (a) A special effort should be mounted by notifying the number of reserved seats available for Scheduled Castes
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and Scheduled Tribes in newspapers at least twice. In this the concerned courses, faculties/departments should be mentioned.

- (b) It is possible that shortage may not be in both the categories but only in Scheduled Castes or in Scheduled Tribes. In such cases, the existing guidelines of inter-transferability between the two should be followed.

(Explanation regarding the term 'inter-transferability' quoted above :-

While following the UGC guidelines on admissions, there may be possibility that some seats reserved either for SC or ST may remain unfilled. In such cases, the unfilled seats reserved for the Scheduled Caste candidates will be filled by admitting Scheduled Tribe candidates and vice versa. For Example, if there are 15 seats reserved for Scheduled Castes and 8 seats for Scheduled Tribes; and out of 15 seats reserved for SC candidates, only 10 students of this category are admitted and no more SC candidates, who have applied for admission, are available, the remaining unfilled 5 seats (originally reserved for SC), will be filled by admitting the Scheduled Tribe candidates and vice-versa.)

- (c) If even after every possible sincere effort, as above there is non-availability of either Scheduled Caste or Scheduled Tribes candidates or both :-

- (i) The UGC, Special Commissioner for Scheduled Castes/Tribes, Vice-Chancellor of the University and Ministry of Education should be informed of the non-availability of the Scheduled Caste and Scheduled Tribe students with pass marks in the qualifying examination, the number of seats not filled on their account, and efforts made to fill them up.
- (ii) Thereafter, subject to any advice that any of them may give, seats may be thrown open to the general candidates in the current year.
- (iii) Planning should be initiated to ensure that the shortage does not recur in future by ensuring adequate intake at the lower tier of the education level-

6. As mentioned in 2 (a) and (b) above, Scheduled Caste and Scheduled Tribes students, who have marks comparable to that of general category candidates, should be admitted as general merit candidates and should not be counted towards reservation percentage.

- (a) Vide UGC letter No.F.1-6/89 (SCT) dated 18.3.1992 (copy attached).  
Contd...4/-



7. In those Universities where the procedure of central registration of Scheduled Castes and Scheduled Tribes for admission exists at the University level and thereafter they are allotted to different colleges by the University, it has been found that a number of Scheduled Caste and Scheduled Tribe students are made to go to fro, which is felt as a humiliating experience, resulting in the build-up of frustration and resentment. In order to avoid this, in such Universities, the admission process should be completed at the central registration level of the University itself and students authorised to attend the classes in the courses and faculties/departments in the colleges concerned. The University should leave no option with the colleges to decide on the admission and class attendance of Scheduled Castes and Scheduled Tribes who are centrally registered for admission by the University.

8. Some Universities have the procedure of holding entrance tests for certain courses. This has been misunderstood or misused in certain cases to filter out Scheduled Caste and Scheduled Tribe students. This is inappropriate, where reserved seats have not been completely filled with Scheduled Caste and Scheduled Tribe candidates. Entrance tests, where they exist, are intended only to work out inter-se merit among the general candidates. In the case of Scheduled Caste and Scheduled Tribe candidates, admission should be made in order of merit upto the full reservation percentage, on the basis of Entrance test, subject here too to the principle at 2 (a) and (b) above, that those Scheduled Caste and Scheduled Tribe students who get marks making them eligible, towards reserved quota. The entrance test is not a qualifying test. The qualifying examination is the examination which a candidate has passed at the lower level of the education has already qualified in a duly conducted qualifying examination. The purpose of the Entrance test is only to arrange the candidates in inter-se merit especially in the context that candidates come from different sources and from different streams, often from different parts of the State or different parts of the country with different standards of evaluation.

9. As the Head of the University family, the Vice-Chancellor will have to take the full responsibility by ensuring that the reservation for Scheduled Caste and Scheduled Tribes is fulfilled according to these guidelines in all the courses and faculties/departments of the University and colleges and other institutions affiliated to the University and that this is done in letter and spirit without any distortion or deviation.

10. (a) For fulfilling this responsibility, the Vice-Chancellor may make any internal arrangement as he deems fit.

/ to be admitted with general category students should not be counted

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(b) There are already guidelines for setting up of an Advisory Committee under the Chairmanship of the Vice-Chancellor/in matters relating to reservation as well as other educational programmes for the Scheduled Castes and Scheduled Tribes. It is noticed that this committee has not been formed in a number of Universities. In some Universities, such a Committee has been formed but does not meet regularly and does not function effectively. These committees may be immediately formed wherever they do not exist and should meet at least once in a quarter and more frequently according to the need. There is need for this committee to meet after the admission process is completed, but before the admission is closed to take stock of the fulfilment of the reservation in admissions and to take corrective steps in time before admission is closed. The Committee should be made effective. Among the measures to make it effective is to include in it members of the teaching staff of the University belonging to the Scheduled Castes and Scheduled Tribes who have been taking interest in the educational reservation and educational progress of Scheduled Castes and Scheduled Tribes and members of the Teaching staff who while not belonging to SCs or STs, have also been taking similar interest.

(c) The Vice-Chancellors may similarly vest in the Principals of colleges and heads of other affiliated institutions the responsibility for fulfilling reservations in their respective colleges/institutions.

(d) A similar Committee under the chairmanship of the Principal of the college or head of the affiliated institutions also may be set up immediately.

11. Every deptt. and every affiliated college should send a report about fulfilment of reservations for Scheduled Castes and Scheduled Tribes to the Vice-Chancellors of the University within a week of the completion of the admission process but not before closing admissions so that in case any corrective steps are required for the current year, it may not be too late.

12. (a) The Vice-Chancellor of the University should send a complete and comprehensive report of admission of Scheduled Castes and Scheduled Tribes fulfilment of the reservation in all courses and faculties/departments incorporating and analysing the reports sent by the colleges to the UGC within 14 days of the completion of the admission process but not before admission is closed to facilitate timely remedial measures, if necessary, in the concerned academic year itself, with a copy to the Special Commissioner for Scheduled Castes and Scheduled Tribes.

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/in every university to assist the Vice-Chancellor



- (b) The University will scrutinise the reports of the colleges and other affiliated institutions immediately on receipt and issue correctives, if necessary, in time.
  - (c) The UGC will similarly scrutinise the reports of the Universities and issue necessary correctives, if necessary, for adoption within the academic year. The Special Commissioner's advice will also be available in terms of Constitutional safeguards.
13. The reports of the colleges and universities, mentioned at items (11) and (12) above may be sent in the monitoring proforma enclosed in the Annexure-I & II.
14. The Universities and colleges are requested to bear in mind the need to give the maximum possible encouragement and support to girls of the Scheduled Castes and Scheduled Tribes.
15. (a) For Scheduled Castes and Scheduled Tribes, if in the opinion of the University or the student himself, there is need for remedial teaching or special coaching, the the University/college should organise such courses.
- (b) There is a UGC scheme for this purpose which provides funds for honorarium, etc which has not been availed of by most Universities and Colleges. This may now be availed of fully. This should not be conducted in a casual manner but should be so conducted as to be reflected in the improvement of the performance of the SC and ST students bringing them to the general level. Competent and interested teachers should be engaged for this purpose.
- (c) Students requiring remedial teaching and special coaching should be motivated with sympathy and consideration for their feelings to join these courses.
16. The Vice-Chancellor and Principal/Head of the institution may devise and undertake any other measure required to fulfill reservation completely and bring the performance of Scheduled Caste and Scheduled Tribe students to the general level.

SNO 20188



विश्वविद्यालय अनुदान आयोग  
35, फिरोजशाह रोड  
नई दिल्ली-110 001  
UNIVERSITY GRANTS COMMISSION  
35, FERROZE SHAH ROAD  
NEW DELHI-110 001

NO F 1-5/2006(SCT)

August, 2006

प्रति सम्मानित,  
All Central Universities / State  
Universities; Deemed to be  
University and others, List  
as per attached. (262)

25 AUG 2006

Subject: For Strict observation of Reservation Policy of the Government  
in Universities, Deemed to be Universities, Colleges and other  
Grant-in- Aid Institutions and Centres.

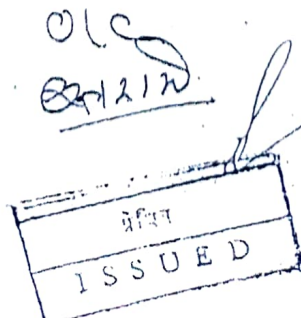
Sir,

I am directed to enclose herewith a copy of the new guidelines on the  
above mentioned subject for implementation by your institution under  
intimation to the Commission.

Yours faithfully,

  
(Sharanjit Singh)  
Deputy Secretary

Encl: As above





# GUIDELINES FOR

STRICT IMPLEMENTATION OF  
RESERVATION POLICY OF THE GOVERNMENT  
IN UNIVERSITIES,  
DEEMED TO BE UNIVERSITIES, COLLEGES  
AND OTHER GRANT-IN-AID INSTITUTIONS  
AND CENTERS



UNIVERSITY GRANTS COMMISSION  
NEW DELHI  
2006

# UNIVERSITY GRANTS COMMISSION

## UGC GUIDELINES FOR STRICT IMPLEMENTATION OF RESERVATION POLICY OF THE GOVERNMENT IN UNIVERSITIES, DEEMED TO BE UNIVERSITIES, COLLEGES AND OTHER GRANT-IN-AID INSTITUTIONS AND CENTERS.

1. Central Government has been issuing various instructions from time to time for implementing the Reservation Policy of the Government; and UGC being an autonomous statutory body, under the administrative control of the Ministry of Human Resource Development, is under directions from the Government to strictly implement the said instructions by all grant-in-aid institutions.
2. Central Government, Ministry of Human Resource Development (Dept. of Secondary & Higher Education), vide their Order No. F.No.6-30/2005 U-5 dated 6<sup>th</sup> December, 2005 issued the following directions to the University Grants Commission:-

WHEREAS Article 46 of the Constitution states that, "The State shall promote, with special care, the education and economic interests of the weaker sections of the people, and, in particular of the Scheduled Castes and Scheduled Tribes, and shall protect them from social injustice and all forms of social exploitation.

AND WHEREAS, the policy of the Central Government is that in the Central Universities and Institutions which are Deemed to be Universities receiving grants-in-aid from the public exchequer, the percentage of reservation in admissions and recruitments in teaching and non-teaching posts is to be 15% for Scheduled Castes and 7.5% for Scheduled Tribes.

AND WHEREAS, the University Grants Commission, New Delhi hereinafter referred to as UGC, is a statutory autonomous organization responsible for implementation of policy of the Central Government in the matter of admissions as well as recruitment to the teaching and non-teaching posts in the Central Universities and Institutions which are Deemed to be Universities;

And WHEREAS, the UGC has failed to ensure effective implementation of the reservation policy in the Central Universities and grantee Institutions which are deemed to be Universities.

NOW, THEREFORE, in exercise of the powers vested under Section 20(1) of the University Grants Commission Act, 1956 the Government hereby directs the UGC to ensure effective implementation of the reservation policy in the Central Universities and those of Institutions Deemed to be Universities receiving aid from the public funds except in minority Institutions under Article 30(1) of the Constitution.



3. The instructions issued by the Government are statutory in nature, as per the judgment of the Hon'ble Supreme Court in the case of *Indira Sahney v. Union of India & Ors* (AIR 1993 SC 447), since these instructions are issued for the purposes of implementing Constitutional [Article 16 (4)] provisions.
4. UGC with the mandate of maintaining the standards of higher education has been issuing guidelines from time to time, regarding adequate representation of teaching and non-teaching staff as well as of students [Article 15 (4), 16 (4), 46 & 253], belonging to SC/ST communities, in all the Universities, Deemed to be Universities, Colleges, and other grant-in-aid or research Institutions and Centers. It has now become necessary to consolidate these guidelines, the following policy Guidelines are issued.
5. All the Universities, Deemed to be Universities, Colleges, and other grant-in-aid or research Institutions and Centers are hereby directed to adopt these guidelines by appropriate resolution by the respective Governing/Executive Bodies/Syndicate/Senate etc. for effective implementation of these guidelines.
6. **Coverage and Applicability:**
  - (a) Reservation is applicable to all teaching posts such as the posts of Lecturers, Readers, Professors, or by whatever other nomenclature the posts are known, and to all posts of non-teaching staff of all the Universities, Deemed to be Universities, Colleges, and other grant-in-aid or research Institutions and Centers;
  - (b) Reservation is also applicable to all admissions to Undergraduate, Postgraduate, M.Phil and Ph.D courses of educational Institutions referred to in clause (a) above;
  - (c) In the cases of reservations referred to in clause (a) above, the Instructions issued by the Central Government for grouping of posts shall be resorted to wherever applicable, especially when more than one University functions under a single Act, or several colleges function under one University; grouping of posts are mandatory if the posts concerned are transferable on an inter-university or inter-college levels. The practice of creating department-wise cadres, which tends to create single posts or cadres with artificially reduced number of posts in order to avoid reservation, is strictly forbidden;
  - (d) In the cases of reservations referred to in clause (b) above, the Instructions issued by the Central Government with regard to reservation for implementing Article 16 (4) of the Constitution of India are strictly applicable to all central or any other special quota, permitted under any existing rules all the educational Institutions referred to in clause (a) above, shall also apply to admissions of candidates to those Institutions.
  - (e) Relaxation & concession in respect of educational qualification, age, experience and qualifying marks/standard etc. will be as per existing government rules in all cases of admissions, recruitments, appointments, promotions and other assignments of entitlements to the members of SC/ST.
7. **Extent of Reservation:**
  - (a) In all the educational Institutions referred to in clause 6 (a) above, the extent of reservation applicable is 15% for SC and 7.5% for ST;
  - (b) Without prejudice to the provisions contained in the clause (a) above, in all the educational Institutions referred to in clause (a) above, and functioning within any State shall follow the percentage of reservation prescribed by the respective State Government.

- (c) No restriction of percentage is applicable while filling-up of back-log/short-fall vacancies of SC/ST.

8. **Procedure to be followed in matters of reservation for teaching as well as non-teaching staff:**

- (a) Without prejudice to any procedure prescribed under various Instructions from the Central Government from time to time, the following guidelines are to be followed:
- (i) SC/ST candidates should be interviewed separately;
  - (ii) One member of the interview Committee shall belong to the SC/ST category;
  - (iii) All the SC/ST candidates selected according to their position in the combined general merit list shall not be counted for covering the prescribed percentage of reservation;
  - (iv) Rules of reservation are applicable both for direct recruitment as well as for promotion. If in internal promotion in feeder cadre candidates are not available, in that situation such positions be declared open and advertised in order to fill up the posts and fulfill reservation.
  - (v) The Roster, 40-point or 100-point as the case may be, shall be applied to the total number of posts in cadre only, (*R.K. Sabharwal v. State of Punjab*, (AIR 1995 SC 1371); cadre is best indicated by seniority list governing the members with the same pay-scale;
  - (vi) Total number of vacancies shall be calculated, and Roster as referred above shall be applied only excluding the back-log vacancies, if any;
  - (vii) Percentage of reservation shall be applied separately for each recruitment year, and not whenever the vacancies arise, or interviews take place, or recruitment/appointment is made;

9. **Procedure to be followed in matters of reservation for admission:**

- (a) All the procedures prescribed under various instructions from the Central Government from time to time, as referred to in sub-clause (a) of clause 8 above, shall be applicable *mutatis mutandis* to matters of admission of students referred to in all the educational institutions referred to in clause 6(a) above.
- (b) In cases of admissions, sub-clauses (i) to (iii) of clause (a) above would only be applicable; and sub-clauses, (iv) to (vii) are not applicable;
- (c) In cases of admissions, the following procedures are also to be followed:
- (i) No SC/ST student can seek admission or claim reservation, unless he/she appears in national or State/common or University/Institution tests held for the purpose, in order to avail the quota of seats reserved for them, by the educational Institutions referred to in sub-clause (a) of clause 6 above;
  - (ii) In cases, where National or Common/State or University/Institution test is not prescribed as necessary for selecting candidates for admission, the SC/ST candidates seeking admissions, shall be arranged in the order of merit among themselves, as per the merit position obtained in the qualifying examination;



- (iii) Rules of reservation are applicable for under-graduate as well as post-graduate levels and research degrees;
- (iv) Percentage of reservation shall be applied separately for each academic year, and not whenever interviews take place, or recruitment is made;
- (v) Rules of interchangeability among SC-s and ST-s are applicable, wherever necessary to fill-up the number of vacant seats;
- (vi) In case no eligible reserved candidates are available, the vacant seats in the reserved quota shall not be filled by any non SC/ST candidates. Every effort shall be made to re-advertise for wider publicity in the leading national news papers;
- (vii) Advance special (short term) coaching with assistance from UGC may be introduced for prospective SC/ST students;
- (viii) In the Universities where central Registration for admission of SC/ST students has been introduced, all admission process must be completed at the central level itself, and the assigned Colleges, Institutes or Centers as the case may be only permitted to make attempts to fill in the vacant SC/ST seats, at their instance;
- (ix) All institutions referred to in sub-clause (a) of clause (6) should give the maximum possible encouragement and support to girls of SC/ST in admission.

**10. Annual Report:**

- (a) All the Institutions referred to in sub-clause (a) of clause 6 above shall submit reports about the implementation of these guidelines annually by 15<sup>th</sup> February of the following year in the prescribed format, attached to these Guidelines to the Deputy Secretary, SCT Division, University Grants Commission, New Delhi with a copy each to the Ministry of Human Resource Development or the Department of Education of the concerned State Government.
- (b) All applications for grant-in-aid, shall be accompanied by the reports on the implementation of these guidelines during the previous recruitment or academic year, as the case may be;
- (c) Reports as referred to in sub-clause (a) should assist UGC to re-adjust or reduce the extent of demand for grant-in-aid for the following academic year, at least in proportion to the deficiency in implementation of these guidelines during the previous recruitment/ academic year.
- (d) A separate chapter in the annual report published by the Institutions should be provided to explain the steps undertaken and the results accomplished for bringing the level of performance of SC/ST to general level during the year.

**11. Admission to Hostel Accommodations:**

The percentage of reservation referred above under the head 'percentage' shall be strictly observed for admission to the hostels. Additional percentage of seats may be provided for the girl students of these communities. No rent shall be charged from the students of these communities;

12. **Staff Houses:**

The percentage of reservation for Staff Quarters, transit Houses, teacher's hostels etc. shall be commensurate with the quantum of reservation as prescribed in paragraph 7 above.

13. **Liaison Officer:**

Each University/Institution shall appoint a Liaison Officer, who is not below the rank of a Deputy Secretary of the concerned State or Central Government and will be responsible for monitoring the implementation of reservation under these guidelines.

14. **SC/ST Cell:**

All the Universities/Institutions referred to in sub-clause (a) of paragraph 6 above shall establish an SC/ST Cell in order to process the grievances of the members of these communities. The SC/ST Cell shall function under the overall supervision of the Liaison Officer.

15. **Advisory Committees:**

Advisory Committees with Vice Chancellor/ Principal as Chairman be constituted to review the implementation of reservation policy in admission and capacity building programmes for SC/ST for their successful passing in examinations. The Committee should meet at least once in a quarter and action taken on decisions reviewed in the next meeting.

16. **Amendments to existing University Acts and Statutes:**

Action should be initiated by the Universities so as to effect necessary amendments to their Acts/Statutes for the statutory support for reservation in admission, appointments to teaching and non-teaching posts and representation of SC/ST in their bodies like Syndicate Executive Council, Academic Council, Selection Committees, etc.

17. **Miscellaneous:**

The above policy guidelines are minimum prescribed for observation of the reservation policy for SC/ST. The University/Institutions are free to provide additional benefits to these categories with the approval of their Board of Governors/Executive Councils etc.

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