

**RESERVATION POLICY
OF
SIBSAGAR COMMERCE COLLEGE,
SIVASAGAR, ASSAM**



About: The institution primarily follows the guidelines of the state Government reservation policy for admissions of students but it also takes cognizance of the special demographic break up of communities in and around the institution. Consequently, it admits a greater number of students belonging to the OBC, over and above the stipulated limit, provided that such students do not demand scholarships from the Government, through a mandatory declaration towards this end.

Government of Assam Guideline: The Director of Higher Education, Government of Assam, Dispur, Guwahati-6 published an official memorandum as Govt.O.M.No.AHE.250/2014/1, dated 05-06-2014 in connection with Uniform Policy of Admission of students into the Colleges in different streams of Government and Provincialized Colleges of Assam, where following points are taken into considerations:

1. The college management declares the numbers of seat to be offered for admission in each stream at the beginning of the session.
2. Admission Notice is published in the local Daily Newspapers, both English and Assamese, as well as in the Notice Board of the Colleges indicating the category-wise total number of seats to be offered for admission.
3. The admission is done on the basis of prepared merit list prepared and as per the marks obtained in the qualifying examination subject to Government Reservation Policy.
4. A maximum of 6% of the seats is earmarked as per break up given below for outstanding Sports Persons/NCC Cadets/ proficiency in cultural activities/ wards of the employees of the colleges, etc. These seats are to be settled on the basis of merit list of students concerned in each category. The detailed guidelines for filling up of these seats is finalized by the Admission Committees of the College. Other reservations are as follows:

SL NO	CATEGORY	RESERVATION PERCENTAGE
1	GENERAL	50%
2	OBC	27%
3	ST	10%
4	SC	7%
5	OTHERS	6%

The college GB vide its Resolution No 2 dated 12-12-2016 has empowered the Admission Committee to allocate vacant seats, if any, under certain category, to deserving candidates on merit basis with due permission of the Principal and approval of Governing Body.

5. The Principal of the College will notify the closure of admission in any academic year and publish category-wise names of students with marks etc. who are admitted to the college in the Notice Board/College Website. A copy of the same will also be submitted to the Director, Higher Education for information.

6. The Principal of the College will be the Chairperson of the Admission Committee and the other members' are
- i. All the Head of Departments
 - ii. IQAC Coordinator
 - iii. Members Nominated by the Principal from various departments
 - iv. Representatives from Office staff

Admission Procedure:

- The process of admission into the different courses begins with the notification issued by the Principal, immediately after the announcement of results of qualifying examination to the degree course.
- The prospectus along with the admission form can be obtained online by visiting the college official website.
- The forms should be filled online through college RP module myclasscampus by registering and uploading all the relevant documents.
- After the completion of last date of submission, the admission committee scrutinizes all the applications based on established parameters.
- After the scrutiny, a merit list is prepared and finalized by the Admission Committee of the College which is then published in the college notice board as well as in the website.
- Admission is strictly on the basis of merit and according to the College Admission rule as well as Govt. order.
- In case of less applicants in ST (H) category, the same seats shall be allotted to ST (P) candidates.
- Candidates shall have to produce original copies of Age Certificate, mark sheets, caste certificate, income certificate etc. at the time of admission.
- Those who are required to provide gap certificate must obtain the same from the head of the institution last attended or any Govt. Medical Officer.
- Candidates elected by the Admission Committee are to get themselves admitted as per notification failing which their selection shall be cancelled.
- Any change in government guidelines will affect this policy.



(Dr. S.J. Mahanta)
Principal,
Sibsagar Commerce College
Sivasagar

PRINCIPAL
SIBSAGAR COMMERCE COLLEGE
SIBSAGAR

