

**GOVERNMENT OF WEST BENGAL  
HIGHER EDUCATION DEPARTMENT  
(C. S. BRANCH)  
BIKASH BHABAN, SALT LAKE,  
KOLKATA-700091**

No. 752 –Edn (CS)/10M-95/2014

Date: 10.08.2015

**CIRCULAR**

Subject: Implementation of reservation rules in admission to UG/PG courses in Government-aided colleges for the Academic Session 2015-16.

It has been reported that in various Government-aided Colleges, some seats including seats reserved for SC/ST/OBC candidates remain vacant even after completion of first round of online admission/ counseling process. Representations from different colleges have been received in this Department seeking advice/clarifications on the issues as to whether the vacant seats can be filled up through off-line mode and the vacant reserved seats can be de-reserved or not. The representations have been examined in this Department and the undersigned has been directed to issue the following circular/ advisory to be strictly followed by the College authorities:

1. All colleges having vacant seats even after completion of first phase of on-line admission process shall re-advertise the vacant seats through their college's website and college's Notice Board, for further admission through online mode identifying clearly the seats reserved for SC/ST and OBC.
2. The merit list generated through the online system cannot be departed/ deviated from and shall form the basis for admissions. Also, each deposit shall continue to be made through bank.
3. At least 10 days' time to be given to the concerned candidates for making online application against those vacant seats.
4. Second phase of admission shall be conducted on the basis of such applications thereafter.
5. While admitting students in the reserved seats, the College authority shall, at the first instance, follow the procedure prescribed under clause (d) of sub-rule (1) of rule 6 of the West Bengal State Higher Educational Institutions (Reservation in Admission) Rules, 2013 and its amendments thereto.

6. If there are reserved seats vacant even after completion of second round of online admission process, and even after following the provisions of rule 6 (1) (d) of the Rules mentioned hereinabove, the College authority may apply for de-reservation of such reserved seats before the concerned District Magistrate (being District Commissioner for Reservation) or the Joint Commissioner for Reservation, as the case may be, in the manner prescribed under rule 8 of the said Rules.
7. After de-reservation of seats, if any, the College authority shall undertake the third round of admission process for those de-reserved seats in the manner provided hereinabove.
8. The College authority shall submit a detailed report on admissions in the college within 15 days from completion of the whole process of admission.



Additional Secretary