

GOVERNMENT OF MANIPUR  
OFFICE OF THE DIRECTOR OF UNIV. & HR. EDUCATION

OFFICE MEMORANDUM

Imphal, the 20<sup>th</sup> June, 2012

Subject:- RESERVATION OF SEATS IN ADMISSION

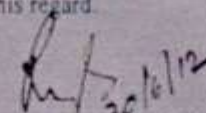
No. ~~MoHE~~ Z-EDC/1157  
The undersigned is directed to say that the Directorate of University Higher Education has reviewed the matter relating to the reservation for the STs, SCs and OBCs for admission in the BA, B.Sc., B.Com., LL.B., LL.M, B.Ed, M.Ed. and M.Sc. Ist Semester Classes in Government and Government Aided Colleges in Manipur, as detailed below, with immediate effect:

Sl.No.	Category	Percentage of Reservation
1.	Scheduled Tribes (STs)	31%
2.	Scheduled Castes (SCs)	2%
3.	Other Backward Classes (OBCs)	17%

2. Reservation of Candidates/Students belonging to Persons with Disability (PWD), Sports persons of eminence (National/International Players), Children of ex-servicemen for admission in the above said classes shall be on horizontal basis i.e., their reservations shall be within their original categories

3. Students/candidates belonging to STs, SCs, OBCs, Persons with Disability (PWD), Sports persons of Eminence (National/International Players), Children of ex-servicemen may be given benefit of relaxation of 5% marks of the minimum cut-off marks, fixed by the concerned College for the said admissions.

4. This supersedes all previous Orders/OMs issued in this regard.

  
( Dr. R.K. Yaiskul Singh )  
Addl. Director of Univ. & Hr. Education,  
Government of Manipur

Copy to:-

1. The PPS to Minister(Education), Manipur.
2. The APS to Commissioner (Hr.Edn), Govt. of Manipur.
3. The Principals of all Govt. and Govt. Aided Colleges in Manipur
4. Guard File

**PROCEEDING OF THE PRINCIPALS (GOVT. & GOVT. AIDED COLLEGES) MEETING HELD ON 5<sup>TH</sup> SEPTEMBER, 2020 AT 10:30 A.M. AT THE CONFERENCE HALL OF DIRECTORATE OF UNIV. & HIGHER EDN., GOVT. OF MANIPUR WITH COMMISSIONER (HR. & TECH. EDN.) IN THE CHAIR**

At the outset, Commissioner welcomed all members present.

The following guidelines resolved are to be applicable to all the Government/Government Aided College of Manipur. These are to be observed both in letter and spirit.

1. The Principal of the college and the Admission Committee duly constituted by Principal concerned shall be responsible for any violations in this regard.
2. Fee structure for various courses should be given in the college prospectus in a transparent manner. The Fee structure approved by the Government shall be adopted by all Government/ Government aided Colleges. The College prospectus for the academic session 2020-21 shall be mandatorily uploaded in the college website.
3. All the applicants seeking admission to the Undergraduate (UG) Programmes/Courses, for which the admission is based on merit of XII Class Board results (i.e. there is no entrance test) in different colleges of Manipur, are required to register online at the centralized admission portal.
4. Provision for registration shall be granted to the students appearing +2 compartmental examinations in the admission portal.
5. Admission Committee for UG courses: The Admission Committee should include the following members apart from Principal.
  - a) At least two teaching staff members
  - b) A co-opted teaching staff member belonging to SC/ST, wherever applicable.
6. Registers to be maintained  
The following Registers and other related documents pertaining to admission should be maintained and preserved by the colleges:
  - a) List of Applications received
  - b) Rank/Merit list registers signed by the members of the Admission Committee
  - c) Copies of Rank lists displayed
  - d) Communication with the University/Director of Univ. & Higher Edn. related to admission
  - e) The colleges shall maintain registers regarding the applications received from SC/ST/OBC/female students who have been selected for admission and the number of such candidates admitted in each course.
7. Cut off Marks/Merit List: The admission shall be made purely on the basis of Merit subject and as decided by the Admission Committee of the concerned college. Reduced cut-off marks of 5% for STs/SCs/OBC/PWD in the eligibility marks and reservations of seats as per State Government Policy for STs/SCs/OBC/PWD shall be applicable for the purpose of admission to all courses in all Government/ Government Aided Colleges.
8. Reservation of seats: Normal procedure for reservation of seats under 200 points roster shall be adhered to, i.e., 31% of seats for ST, 2% for SC, 17% for OBC, 3% for disabled persons, 2% for PWD, 2% for sports personnel and 2% for son/daughters of ex-servicemen.
9. There should be no quota system in admission for VIP/Principals/students union etc. under any

circumstances. Any admission made through such interference, if dictated shall be cancelled immediately and Principal concerned shall be liable for disciplinary action.

10. For admission to Under-Graduate courses (UG), a candidate must pass the Council of Higher Secondary Examination of Manipur or an examination (like the CBSE) recognised by the Universities as equivalent thereto.
11. Admission is subject to verification of marks certificate produced in original at the time of admission. If the mark certificate is found to be bogus, admission shall be cancelled.
12. The list of selected candidates should be displayed in the College Notice Board/college website/centralised admission portal (www.onlineuhe.in). Clear one-week time shall be given to the candidates to report to the concerned college authority for admission. If the candidate fails to turn up on the date of counselling, the selection shall be cancelled. This procedure shall be scrupulously followed and the Principals should not give room for any complaint.
13. All Principals are advised to keep the college Website active. All the college Websites shall be in the domain of edu.in/ac.in.
14. All the Principals are to mandatorily identify mentors for every 15-20 students at the time of admission of 1st semester which will continue till the last semester of the students.
15. The following **tentative** time schedule for admission has been agreed upon by all members:

Sl.No	Particulars	From	Till
1	Counselling cum Admission	21.09.2020	30.09.2020
2	Last date of admission		8.10.2020

16. If the vacancies still exist in any subject combination of the UG Course after considering the order of preference indicated for each subject, any student from wait list may be permitted to take admission in any available subject combination after proper counselling.
17. The fee structure shall be communicated to the Principals in due course.

The meeting ended with thanks from the Chair.

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(Kh Diana Devi)  
Director, Univ. & Higher Edn.  
Government of Manipur

Imphal, the 5<sup>th</sup> Sept., 2020

Memo No: 3/219/98-EDC

Copy to:

1. PPS to Hon'ble Minister (Education), Manipur for kind information
2. PS to Commissioner (Higher & Technical Education), Govt. of Manipur
3. Principals of Govt./Govt/ Aided Colleges for ensuring compliance of the same

(T Ojit Singh)

Joint Director, Univ. & Higher Edn.  
Government of Manipur