

**MINUTES OF THE MEETING OF THE ADMISSION COMMITTEE-2018-19 HELD AT THE CONFERENCE HALL OF DIRECTORATE OF HIGHER EDUCATION ON 29.5.2018 AT 12.00 NOON**

Members present in the meeting:-

1. The Director of Higher Education.
2. The Joint Director, Higher Education Deptt.
3. The Principal, M.B.B. College.
4. The Principal, B.B.M. College.
5. The Principal, Women's College.
6. The Principal, Ramthakur College.
7. The Principal, N.S. Mahavidyalaya, Udaipur.
8. The Principal, ICV College, Belonia. .
9. Sri Subrata Majumdar, Principal, G.D.C, Gandacherra
10. Sri Debasish Roy Choudhury, Principal, G.D.C, Kamalpur.
11. Sri Tusharbindu Chakraborty , Associate Prof., BBM College
12. Sri Dipak Bardhan, Associate Prof. Ramthakur College

The Director, Higher Education Department was in the chair and welcoming all he initiated the discussion on different issues regarding admission.

After detailed discussion, the following decisions were taken:-

**Admission Procedures:**

1. Like previous years, all aspirant students passing out H.S.(+2) exam. from different Boards shall be admitted following merit, reservation and other norms. In this regard, the Pass out students of 2018 may get 1<sup>st</sup> preference followed by 2017 and so on, subject to availability of seats and other relevant criteria.
2. Colleges would publish subject wise or stream-wise list of selected candidates with adequate number of candidates in the waiting list in order of merit and arrange admission of students as per norms within the time frame.
3. Reservation policy of the State Government in case of Educational Institutions should be strictly followed for admissions.
4. A student may apply in more than one college at a time. But, once he/she is admitted in one college of his/her choice, he/she would not be allowed to take admission in other Degree Colleges, even if his/her name appears in the list of selected candidates in other colleges. Their original documents (i.e. mark sheet, school leaving certificate etc. of students) should be verified at the time of admission to facilitate college authority in taking decision on individual case for admission.
5. In case of Honours subjects, one student can give preference in maximum two subjects of their choice. Criteria for selection of students in Honours course would be followed as per the regulation of Tripura University. In case of considering for admission into Hons course, as per criteria, the total marks obtained in HS (in 5 subjects in order of marks) and subject in

which Hons. is sought for to be added and merit list to be generated accordingly. For General Course, the total marks obtained in HS (in 5 subjects in order of marks) will be considered for generating merit list.

6. The College authority will limit the seat capacity in respect of Honours and General courses as per guidelines of Tripura University or the college (as the case may be). The College would notify the subject wise seat capacity in respect Honours and General courses in the notice board/ conspicuous places.

**Online Admissions:**

7. Admission will be online through the portal developed by the Higher Education Directorate. Registration process will start online from 7<sup>th</sup> June, 2018. Before that the portal has to be made active and notified by the Directorate accordingly.

**Issue of Prospectus:**

8. The colleges may also issue instruction sheet/prospectus @ Rs.20/- only to be charged from the students towards cost of stationeries.

**Scrutiny of Forms and Documents:**

9. At the time of actual admission of students, furnishing of original school leaving certificate would have to be carried by the students and produced to the College which will keep it in its safe custody. In case the student wants to take admission in other college of his /her choice, on written request, this may be handed over to him/her keeping a photocopy of the same in the office record of the college. This has to be implemented strictly in order to restrict admission in more than one college by a student.

10. Scrutiny of forms and related documents to be done at the time of admission only.

11. The tentative programme for college admission was finalized as follows subject to approval of the competent authority

**Schedule for admission process-**

Schedule for admission process	Dates excluding college holidays
Online registration, online submission of admission forms and submission of hard copy(print out) of uploaded form along with necessary documents/testimonials	07-06-2018 to 20-06-2018
Scrutiny of forms by the Colleges	21-06-2018 to 28-06-2018
Publication of list as per merit (along with waiting list)(Detail programme may be chalked out by Colleges as per their convenience)	02-07-2018

Ad →

Date of admission:- (Detail programme may be chalked out by Colleges as per their convenience)	03-07-2018 to 07-07-2018 (as per confirmed list students will be admitted from 3 <sup>rd</sup> July, 2018 to 4 <sup>th</sup> July, 2018 in the colleges).
All classes to be started on and from	10 -07-2018

### Help Desk, Training and Monitoring of Admission Process:

12. The Colleges would arrange to set up help desk for the purpose of helping the students during admission process. The Nodal officer of the Help desk (to be identified and informed to the Directorate) would coordinate with all concerned as would be necessary for smooth admission process.

13. The colleges may also issue instruction sheet/prospectus @ Rs.20/- only to be charged from the students towards cost of stationeries.

14. The colleges would publish the list of selected/waitlisted candidates in the Notice Board/other prominent places of their college. The colleges having their own website may publish the list of such students.

15. During actual admission in the colleges vacancy position and daily status of admission would be informed by the Colleges to the Directorate by email- dchota09@gmail.com

16. A Help desk would function in the Directorate with the following officials to assist, monitor and take necessary steps for smooth conduct of the admission process on daily basis. The Help desk would coordinate with the Colleges and take necessary steps for online/offline process during the admission. The Help desk officials are:

- i. Dr. Jhilly Choudhury, SO, contact – 8837013816.
- ii. Sri Abir Dasgupta, Consultant, Contact- 9774999810
- iii. Sri Sekhar Deb, LDC Contact- 8787899419
- iv. Sri Tapan Chakraborty, LDC

14. An orientation programme would be held in the conference hall of the Directorate on 4<sup>th</sup> June, 2018 at 3.30 p.m. for the key officials of the Colleges to acquaint them with the online admission process and follow up action. The College principal would depute two officials from the College for this purpose. The resource persons for the programme would be:

- i. Sri Subrata Majumdar, Principal(I/C), GDC, Gandacherra
- ii. Sri Ratul Chakraborty, A/P, MBB College
- iii. Sri Abir Dasgupta, Consultant.

They would take necessary action accordingly.

The meeting ended with thanks to present.

  
(Amit Shukla)

Director  
Higher Education Department  
Tripura.

**GOVERNMENT OF TRIPURA  
DIRECTORATE OF HIGHER EDUCATION**

No.F.2(374)-DHE/UDCA/2018/

Dated, Agartala, the 5<sup>th</sup> June, 2018

To  
The Principal/Principal-In-Charge

.....College/

Sri.....

Copy to:

1. P/S to the Hon'ble Minster, Higher Education.
2. P/S to the Principal Secretary, Higher Education Department.

*A.S.*  
*5/6/18*

Director

Higher Education Department  
Tripura.