

MAHER – RESERVATION POLICY

Doc No: MAHER/RP/SOP/01

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Preamble

Reservation is a process wherein a certain percentage of people are reserved for certain class of people to facilitate their access to studies, employment etc. Reservation of seats for a group of students in the educational institutions of India is a law by the Government. The reservation policy is brought in place to safeguard with care, the interests of students with challenges and from the relatively weaker sections of the society. It is implemented to motivate them towards pursuing higher education and working goals.

The students who meet a certain set of criteria are given considerable concessions and advantages in their education and workplaces. This system is also applicable in the educational institutions aided by the union and state Government. It is based on caste, community, physical disability, service in defence, sports and other significant fields. The reservation policy may also be applicable to the employees of an educational institution.

Meenakshi Academy of Higher Education and Research (MAHER) is committed to abide by this law of the Government and has extended a generous hand of good will with the mission of betterment of students and employees belonging to the category of reserved section.

The Reservation policy of **MAHER** and the purpose, scope, objectives, and guidelines are detailed in this Standard Operating Procedure to provide assistance and operational guidelines to follow and enable well-being of students and employees with limitations/challenges and who belong to a certain section of the society or show exemplary achievement in a particular field.

Reservation Policy

MAHER constantly promotes and uplifts the interest and well-being of its students and staff members from the weaker section of the society by providing them with financial support and other resources as per the guidelines of the state and union government.

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MAHER continually strives to protect those students from any sorts of unfairness or social injustice.

MAHER ensures that the reservation policy conforms to all the guidelines laid down by the government statutory bodies in regards to protecting and preserving the rights of its students who fall under this category.

1. Purpose

The purpose of this Reservation Policy and Guidelines documented in this Standard Operating Procedure is to provide guidance for design and development of reservation policy for all students in MAHER and its constituent colleges.

This procedure shall provide the scope, overall framework, rules and regulations within which the reservation policy activities shall have to be performed by the management of this institution.

2. Scope

This is a MAHER University wide reservation policy and implementable across all disciplines of MAHER and its constituent colleges.

3. Objectives

- Protecting and preserving the rights of education of students from the weaker section of the society including scheduled caste (SC), scheduled tribe (ST) and other backward classes (OBC).
- Reserving a percentage of seat for the physically challenged candidates.
- Reserving a percentage of seat for students excelled in state/national/international level sports and wards of ex- army officials.
- Reserving a certain number of seats for students joining through scholarships.

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- Providing required support through policy framework and guidelines.
- Ensuring compliance of the guidelines by the government statutory bodies.
- Streamlining the administrative functioning of the reservation issues of MAHER.
- Forming reservation committees in various disciplines of MAHER.

4. Custodian of Policy

This Reservation Policy shall be implemented by the MAHER Reservation committee (MRC) headed by the Vice Chancellor of the university to assist, advise and supervise matters related to student reservation within MAHER and its constituent colleges.

The responsibility for effective implementation and updating of the Policy shall be carried out by the MRC from time to time in compliance with the government orders and after discussion with the board of management of MAHER.

5. Reservation Policy and Procedure/Guidelines

1. MAHER reserves 15 % of seats for SCs, 7.5% of seats for STs and 27 % of seats for OBCs.
2. The candidates from these categories are given considerable concession from Enrolment / Registration fees, Tuition fees, Examination and such other mandatory Fee payable by the scholars to the Institution or University.
3. Candidates selected for admission under SC/ST category will be arranged/ assisted to get full fee from the respective Aadi Dravidar Welfare Department of Government of Tamil Nadu. The candidates applying for have to satisfy the qualifying criteria prescribed the concerned department.
4. The parents or guardians of candidates whose annual income is lower than 2,50,000/- (Rupees Two lakh and fifty thousand only) are also given considerable concession from the non-refundable fees.

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5. Facilities are extended to avail the tuition fee from Government of Tamil Nadu, if a candidate is a first graduate in their respective family.
6. The candidates are required to produce all the relevant original certificates for proof of caste or annual income proof.
7. Production of false evidence proof is punishable under law. In case the certificates of any candidate are found fake at any point of time during their course, strict actions may be taken against them to the extent of rustication.
8. 5% of seats are reserved for staff members with physical disabilities in MAHER. Physically challenged non-teaching staff members are appointed as elevator operators, computer technicians, receptionists, supervisors etc. according to their academic qualification.
9. Faculties applying to MAHER with exceptional achievement in athletics, sports etc. are prioritised and appointed based on availability basis.
10. Teaching faculties applying to MAHER with a record of service in defence are also prioritised during interviews and selection to the institute.
11. Counselling for the Special Categories (Eminent Sports Person, Children of Ex-Servicemen and people with Bench Mark Disabilities) is done ahead of the General Category. Relevant original certificates must be produced during counselling.
12. The movement of candidate from Special category (Eminent Sports Person, Ex-servicemen and Persons with Bench Mark Disabilities) to General Category is based on the rank following the Rule of Reservation.
13. Seats earmarked for the special categories will be allotted following the Horizontal Reservation. The seats will be allotted as per rank in the concerned special category and those seats will be deducted in the concerned compartment (OC / BC / BCM / MBC / DNC / SC / SCA / ST) and the remaining seats, if any, will be added to the General Category.

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14. In case of inadequate number of eligible candidates under Special Category, the reserved seats are provisionally allotted to General Category.
15. Candidates applying through special sports category will have to produce all the relevant certificates for the 3 years including the list of sports and marks obtained in them, which will be scrutinised by a special committee appointed by the management of MAHER.
16. 4 % of seats are reserved for candidates with benchmark disabilities according to the government guidelines in accordance with the Rights of Persons with Disabilities Act, 2016.
17. Candidates with disabilities of 40-80% is considered eligible to apply for MBBS / BDS Degree Courses.
18. Candidates with less than 40% disabilities are not eligible for reservation. However, they are eligible to apply for MBBS / BDS Degree Courses under general category.
19. The candidate seeking admission under the physically challenged category will be subjected to medical examination in hospitals governed by MAHER.
20. The candidates applying for the physically challenged category should enclose a recent full-size photograph of themselves clearly showing the deformity.

6. Reservation Policy Governance

The overall management of reservation activities for students are coordinated by the MRC. The committee contains members of teaching faculty members from all constituent colleges of MAHER as well as representatives from the student council. A person from the field of law is made a part of the committee for effective formation of rules and guidelines. The policy is updated and revised from time to time by the committee in discussion with the management of MAHER.

Each Institution Reservation Board is coordinated by Head of the constituent or the nominations from each Institute.

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To suffice, MAHER is doing its best in protecting and preserving the rights and interests of the reserved category of the population according to the rules laid down by the GOI.

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