

**No.F.2( 374 )-DHE/UDCA/2015**  
**Government of Tripura**  
**Directorate of Higher Education**

Dated, Agartala, the 16<sup>th</sup> June, 2016.

**MEMORANDUM**

In order to ensure conducting of the admission process in General Degree Colleges of Tripura under Higher Education Department for the academic session 2016-17 smoothly and peacefully, the following guidelines are issued for all concerned.

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 2016 may get 1<sup>st</sup> preference followed by 2015 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. At the time of actual admission of students, furnishing of original school leaving certificate would be mandatory, which would be kept in the college record for some time. In case the student wants to take admission in other college of his/her choice, on written request, this may be handed over to his/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.
6. Scrutiny of forms and related documents to be done at the time of admission only.

7. In case of Honours subjects, one student can give preference in maximum two subjects of one's choice. Criteria for selection of students in Honours course may be followed as per the regulation of Tripura University. Regarding admission of students in three subjects of Humanities Group like History, Pol.. Sc and Education, where admission is large in number, the College authority would assess the actual seat capacity and admit students accordingly.

8. Admission forms are to be issued to the students free of cost, being available from the Directorate of Higher Education, on written request, well in advance by the Colleges. The colleges may also issue instruction sheet/prospectus @ Rs.20/- only to be charged from the students towards cost of stationeries.

9. Problems, if any, created during admission are to be handled primarily by the principal with the help of teachers council and students council. Only 10 to 15 nos volunteers may be selected from the elected Student's Council, by providing valid identity card for facilitating the admission process. They will not be allowed to sit with table/chair and display Flag/Festoon within the defined 100 mtrs. area. The College authority would allow entry only to the aspirant students alongwith one guardian within the defined area during the admission process.

10. During the hours of admission process, only following functionaries shall be allowed within the campus area of the Govt. Degree Colleges, to be defined by the Principals/Principal(I/C) of the Govt. Degree Colleges for helping the candidates seeking admission in the Govt. Degree Colleges.

11. The following may remain present during admission process to assist and guide the students

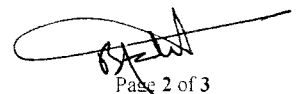
(i) Principal/Principal(I/C),

(ii) Staff members,

(iii) Officers of the college administration,

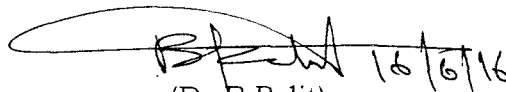
(iv) Member of the Teacher's council and teachers of the Colleges including PGTs & Guest lecturer.

(v) Elected representative of the Student's council of the respective Govt. Degree College in limited numbers as may be decided by the Principal/Principal(I/C) of the Govt. Degree Colleges as the case may be.



12. The Principals / Principal(I/C) of the Govt. Degree Colleges may make a general appeal to all concern including the student's organizations to maintain discipline and work for peace and tranquility during the current admission process in the Govt. Degree Colleges.

13. 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.

  
(Dr. B. Palit)  
Director of Higher Education  
Tripura.

**To**

Principal / Principal(I/C) \_\_\_\_\_ for information and necessary action.

**Copy to :-**

- 1) P.S to the Hon'ble Minister Higher Education, Tripura.
- 2) P.S to the Secretary to the Higher Education Department.
- 3) P.A to the Director, Higher Education Department.

**Copy also to:-**

The joint Director, IT Deptt, for information with request to arrange to publish the same in the website of Higher Education Deptt.