



Indian Institute of Social Welfare and Business Management

Reservation Policy for Scheduled Castes (SC), Scheduled Tribes (ST), and Other Backward Classes (OBC)

1. Preamble

The Indian Institute of Social Welfare and Business Management (IISWBM) is committed to promoting equity, inclusiveness, and social justice in higher education. In compliance with the provisions of the Constitution of India, Government of India guidelines, University Grants Commission (UGC) regulations, AICTE norms, and applicable directives issued by the Government of West Bengal, IISWBM adopts this Reservation Policy for admissions and recruitment, wherever applicable.

2. Objectives

The objectives of this policy are to:

- Ensure equitable access to educational opportunities for socially and educationally disadvantaged groups.
- Promote diversity and inclusiveness within the Institute.
- Comply with statutory reservation requirements prescribed by the Government of India and relevant regulatory bodies.
- Facilitate academic and professional advancement of reserved category candidates.

3. Scope

This policy shall apply to:

- Admissions to all academic programmes of the Institute where reservation provisions are applicable.
- Recruitment of teaching and non-teaching personnel, subject to applicable government regulations and institutional statutes.
- Scholarships, financial assistance, and student support services as per prevailing guidelines.

4. Reservation Categories

Reservation shall be provided to candidates belonging to the following categories:

1. Scheduled Castes (SC)
2. Scheduled Tribes (ST)
3. Other Backward Classes – Non-Creamy Layer (OBC-NCL)
4. Economically Weaker Sections (EWS), wherever applicable
5. Persons with Benchmark Disabilities (PwBD), as prescribed under applicable regulations

5. Reservation Percentage

Reservation shall be implemented as per the norms prescribed by the Government of India, AICTE, UGC, affiliating university, and/or the Government of West Bengal, as applicable from time to time.

Indicative reservation percentages under Central Government norms are:

Category	Reservation (%)
Scheduled Castes (SC)	15%
Scheduled Tribes (ST)	7.5%
Other Backward Classes (OBC-NCL)	27%
Economically Weaker Sections (EWS)	10%
Persons with Benchmark Disabilities (PwBD)	5% Horizontal Reservation

The applicable reservation matrix shall be determined in accordance with the governing authority and prevailing statutory requirements.

6. Admission Process

6.1 Eligibility

Candidates seeking reservation benefits must satisfy the eligibility criteria prescribed for the respective programme and produce valid caste/category certificates issued by the competent authority.

6.2 Verification

- All certificates shall be verified before final admission.
- OBC candidates must submit a valid Non-Creamy Layer certificate in the prescribed format and validity period.
- The Institute reserves the right to reject claims supported by invalid or fraudulent documents.

6.3 Merit and Selection

- Reserved category candidates shall be considered in accordance with applicable reservation norms.
- Candidates selected on merit in the unreserved category shall not be counted against reserved seats.
- Unfilled reserved seats shall be dealt with as per applicable government and regulatory guidelines.

7. Student Support Measures

IISWBM shall provide support mechanisms for students belonging to reserved categories, including:

- Guidance and counselling services;
- Remedial coaching and academic support;
- Information regarding scholarships and fellowships;
- Career guidance and placement assistance;
- Grievance redressal mechanisms.

8. Equal Opportunity and Non-Discrimination

The Institute strictly prohibits discrimination on the basis of caste, tribe, community, religion, gender, disability, or socio-economic background. All students and employees shall be treated with dignity and respect.

9. Grievance Redressal

Any grievance relating to reservation, admission, recruitment, or discrimination may be submitted to:

- SC/ST Cell
- Students' Grievance Redressal Committee
- Institutional Grievance Redressal Officer

The grievance shall be addressed in accordance with the Institute's established procedures and applicable laws.

10. Monitoring and Compliance

The Registrar is authorized by the Institute shall:

- Monitor implementation of reservation policies;
- Maintain statutory records and rosters;
- Submit compliance reports to regulatory authorities as required;
- Review the policy periodically to ensure compliance with amended regulations.

11. Amendment

This policy may be amended, modified, or revised by the competent authority of IISWBM to align with changes in Government of India, AICTE, UGC, University, or State Government regulations.