



## COMMITTEE FOR SC/ST STUDENTS

As per the UGC guidelines (as per the Scheduled Caste and the Scheduled Tribes (prevention of atrocities act 1989, no.33 of 1989, dated 11.09.1989), the Scheduled Caste (SC) and the Scheduled Tribes (ST) Cell is constituted at institute, for promoting the special interests of students in the reserved category. It is expected to provide special inputs in areas where the students experience difficulties

The committee consists of Principal as chairman and other 5 faculty members, out of which two members belong to SC/ST category.

**Duration of the committee members:** Principal is the permanent member and chairman of the committee. Other members can be continued, added or retired every year, as per the availability/other assignments.


### Objectives

- To counsel and guide SC/ST students and help them to manage academic and personal issues of college life effectively.
- To ensure provisions of an environment where all such students feel safe and secure.
- To provide prompt counseling for any emotional emergencies arising on account of any event at the campus.
- To provide the mechanism to redress the grievance of SC/ST students, if any
- To ensure protection and reservation as provided in the constitution of India.
- To make aware the SC/ST students regarding various scholarships program of State Govt. and UGC.

**Frequency of meeting:** As and when required or at least once in a semester.

**Grievance Redressal Process:** This cell is established with an aim and objective to provide the students an easy and readily accessible mechanism for prompt genie disposal of day-to-day grievances of SC/ST students. Complaints affecting one or more individual students in respect of their teasing, insulting through color, caste/ religion etc., are received for redressal



  
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## Stages for Redressal of grievances

### **First stage (Section Department level):**

The aggrieved student represents his/her grievance either in person or through Online or Writing to the concerned Person In-charge in the Dept, which is acknowledged. A written reply is sent to the student under the signature of the In-charge/HOD within 7 days.

### **Second stage (Administration level):**

If the student is not satisfied, he/she may request the Person In-charge / HOD to forward his/her grievance to the SC/ST grievance committee constituted at Administration level comprising the following

- a. Concerned Head of the Department
- b. Legal Advisor
- c. Principal

Along with concerned HOD, any one among the other two (b and c) would address the issue/grievance and after through screening, the committee will communicate to the concerned student within 15 days.

All the officers try to put in their best efforts to examine and redress the genuine grievances submitted by students at different stages expeditiously.

  
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