



# **AMRITSAR COLLEGE OF ENGINEERING & TECHNOLOGY**

**AUTONOMOUS COLLEGE | NBA & NAAC Accredited**

**Office of the Dean Student Affair**

**SC/ST/OBC Committee**

## **Preamble**

To adhere to the guidelines of Government of India and following the directions issued by UGC/AICTE/PCI/IKGPTU/PSBTEIT, a Schedule Caste/Schedule Tribes/Other backward caste committee in the institution is constituted to ensure the continued welfare of the reserved category students. The committee also acts as a redressal forum for the students belonging to the SC/ST/OBC category to reach out in case of any grievances that they may face.

## **Tenure of the Committee**

The SC/ST/OBC Committee constituted in 2020 shall function for a period of three (3) years from 2020 to 2023, unless reconstituted earlier by the competent authority.

## **Objectives**

The primary objectives of the SC/ST Committee are to ensure a safe, supportive, and inclusive environment for all SC/ST students while helping them navigate academic and personal challenges effectively. The committee aims to offer counselling, emotional support, and guidance whenever required, along with organizing life-skills and personality-development programs to enhance their career prospects. It works to protect the constitutional rights of SC/ST students, provide a reliable grievance-redressal mechanism, and facilitate their access to various State, Central, and UGC scholarship schemes. Additionally, the committee strives to create special opportunities for academic improvement, including remedial coaching when needed, and to implement the welfare measures laid down by the Government of India and the UGC through proper follow-up and support.

## **Roles and Responsibilities**

1. Ensure proper implementation of reservation policies and welfare schemes as per Government and UGC guidelines.

2. Assist students in applying for scholarships and verify all required documents for timely processing.
3. Address academic, personal, or administrative grievances of SC/ST/OBC students confidentially and promptly.
4. Organize awareness programs, workshops, and seminars on welfare schemes, rights, and support services.
5. Monitor academic performance and attendance of SC/ST/OBC students and provide necessary support.
6. Maintain accurate records of admissions, scholarships, grievances, and welfare-related activities.
7. Coordinate with welfare offices, government departments, and portals for scholarship and document submission.
8. Encourage student participation in academic, cultural, and skill development activities to promote empowerment.
9. Prevent discrimination on campus and recommend corrective actions to ensure an inclusive environment.

#### **Core Committee**

Committee shall consist of minimum five members, out of which at least 2 members shall be SC/ST and one member shall be a woman.

<b>S.N.</b>	<b>Designation</b>	<b>Role</b>
1	Principal	Chairperson
2	Dean Student Affairs	Convener Member
3	2 SC/ST Faculty Members	Member
4	One Female Faculty Member	Member