

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 2023 shall function for a period of three (3) years from 2023 to 2026, unless reconstituted earlier by the competent authority.

Objectives

- To ensure provisions of an environment where all such students feel safe and secure.
- To counsel and guide SC/ ST students to manage academic and personal issues of college life effectively.
- To provide prompt counselling for any emotional emergencies arising on account of any event at the campus.
- To conduct/coordinate training programmes for students in life skills and personality development to help in their placement
- To provide the mechanism to redress the grievance of SC/ST students.
- To ensure protection and reservation as provided in the constitution of India.
- To arrange for special opportunities to enhance the career growth.
- To facilitate SC/ST students to avail the Scholarships program of the State, Central Govt. and UGC.
- To take such follow up measures to achieve the objectives and targets laid down by the Govt. of India and the UGC.
- To conduct remedial coaching classes for the students for their academic improvement if necessary.

Roles and Responsibilities

1. Ensure Implementation of Government Policies

- Monitor the effective implementation of reservation policies and welfare schemes laid down by the Government of India, UGC, and affiliating universities.
- Ensure that admissions, examinations, scholarships, and support services are provided without discrimination.

2. Scholarship Guidance and Verification

- Assist SC/ST/OBC students in applying for government scholarships such as Post-Matric Scholarships (PMS), National Scholarships, and other welfare schemes.
- Verify documents, monitor application status, and support students facing issues with Aadhaar linking, fee reimbursement, or portal submissions.

3. Grievance Redressal

- Address academic, administrative, or personal grievances of SC/ST/OBC students.
- Provide a confidential platform for students to report discrimination or unfair treatment and ensure timely resolution.

4. Awareness and Sensitization Programs

- Organize workshops, seminars, and orientation programs to raise awareness about scholarships, rights, and welfare provisions.
- Promote a culture of inclusiveness, equality, and respect among students and staff.

5. Monitoring Student Progress

- Review academic performance, attendance records, and overall progress of SC/ST/OBC students.
- Provide counseling, mentoring, or additional academic support when required.

6. Maintain Records and Reports

- Prepare and maintain updated records related to admissions, scholarships, grievances, and welfare activities.
- Submit periodic reports to the college administration and relevant authorities.

7. Coordination with Welfare Offices and Government Bodies

- Liaise with district welfare offices, university departments, and government portals for scholarship processing and welfare schemes.

- Ensure timely submission of affidavits, student files, and required documents.

8. Support for Personality Development & Empowerment

- Encourage participation of SC/ST/OBC students in academic, cultural, and co-curricular activities.
- Facilitate skill development initiatives to enhance employability and confidence.

9. Prevent Discrimination in Campus Environment

- Monitor any incidents of caste-based discrimination or harassment.
- Recommend corrective measures and ensure strict adherence to anti-discriminatory policies.

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.

| S.N. | Designation | Role |
|-------------|-------------------------|-----------------|
| 1 | Principal | Chairperson |
| 2 | Dean Student Affairs | Convener Member |
| 3 | 2 SC/ST Faculty Members | Member |
| 4 | 1 Female Faculty Member | Member |