

Ref.No. - AGC/DSA/SC/ST/2023/004

Date: 27/11/2023

Circular

This is to inform all the members of the SC/ST/OBC Committee that a meeting is to be held on 01-12-2023 at 2:00 pm in the DSA Office. All the members are requested to be present for the meeting.

Agenda:

1. Submission of files of students in Welfare Office.
2. Submission of affidavit in welfare office.
3. Submission of Students record along with attendance.
4. Grievances Related to SC/ST Students
5. Any other agenda at the time of meeting.



Dean Students' Affair

AGC, Amritsar



SC/ST/OBC Committee Attendance

Office of Dean Students' Affair

Meeting of SC/ST/OBC Committee held on 01-12-2023 at 2:00 pm in the DSA Office.

Attendees	Absentees
Mr. Rakesh Jaitley	Mr. Sanjeev Kumar
Dr. Pooja Puri	
Ms. Binod Kaur	
Mr. Supreet Singh	
Ms. Manupriya	


Dean Students' Affair

AGC, Amritsar

Minutes of Meeting of SC/ST/OBC Committee held on 01-12-2023 at 2:00 pm in the DSA Office.

S. N.	Agenda	Discussion	Responsibility
1.	Submission of files of students in Welfare Office.	The committee discussed the timely submission of student files to the Welfare Office. It was decided that all required files will be compiled department-wise and submitted before the stipulated deadline to avoid delays in processing.	All Members
2.	Submission of affidavit in welfare office.	The committee discussed the requirement of submitting the Principal's affidavit to the Welfare Office as part of the scholarship and compliance documentation process. It was decided that the Principal's office will prepare and sign the affidavit in the prescribed format. The committee will ensure that the document is forwarded to the Welfare Office within the stipulated timeframe.	Principal Office
3.	Submission of Students record along with attendance.	The committee emphasized the importance of maintaining accurate student records. Departments were directed to prepare updated attendance sheets and academic records for submission, ensuring compliance with welfare and scholarship requirements.	All Members
4	Grievances Related to SC/ST Students	The committee reviewed the existing grievance cases and discussed mechanisms to address them promptly. It was decided to strengthen the grievance redressal system and make it more accessible. Students will be encouraged to report issues confidentially.	All Members
5	Any other agenda at the time of meeting.	No other point was raised by the members.	All Members



Dean Students' Affairs

AGC, Amritsar