

AMRITSAR GROUP OF COLLEGES

Autonomous status conferred by UGC under UGC act-1956, (2f), NAAC-A Grade,
(Formerly Known as Amritsar College of Engineering & Technology | Amritsar Pharmacy College)

Office of the Dean Student Affairs

Ref. AGC/DSA/SC/ST/2022/004


Date: 28/11/2022

Circular SC/ST/OBC Committee

This is to inform all the members of the SC/ST/OBC Committee that a meeting is to be held on 02-12-2022 at 2:00 pm in the DSA Office. All the members are requested to be present for the meeting.

Agenda:

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



Dean Student Affairs

AGC, Amritsar

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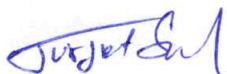
Office of the Dean Student Affairs

Attendance

SC/ST/OBC Committee

Meeting of SC/ST/OBC Committee held on 02-12-2022 at 2:00 pm in the DSA Office.

Attendees	Absentees
Ms. Binod Kaur	Mr. Rakesh Jaitley
Mr. Sourab Jain	
Mr. Sanjeev Kumar	
Raman Kumar	



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Minutes of Meeting SC/ST/OBC Committee

Minutes of Meeting of SC/ST/OBC Committee held on 02-12-2022 at 2:00 pm in the DSA Office.

S. N.	Agenda	Discussion	Responsibility
1.	File submission of students in the 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.	Record of students to be submitted 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



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