



**AUTONOMOUS COLLEGE INBA & NAAC Accredited**

**Office of the Dean Student Affair**

Ref. ACET/DSA/SC/ST/2020/001

Date: 17/08/2020

**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 17-08-2020 at 12:00 pm in the DSA Office. All the members are requested to be present for the meeting.

**Agenda:**

1. Aware the students to follow COVID-19 precautions.
2. Update the status of fee of previous semester.
3. Review of SC/ST Student Admissions as per Government Reservation Norms.
4. Process filing and prepare required documents.
5. Calculate renewal and fresh cases.
6. Awareness & Sensitization Programs, if possible.
7. Any other agenda at the time of meeting.

*My*  
Dean Student Affair



**Office of the Dean Student Affair**

**Attendance**

**SC/ST/OBC Committee**

Meeting of SC/ST/OBC Committee held on 17-08-2020 at 12:00 pm in the DSA Office.

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

*MRJ*  
Dean Student Affair



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**Minutes of Meeting**

**SC/ST/OBC Committee**

Minutes of Meeting of SC/ST/OBC Committee held on 17-08-2020 at 12:00 pm in the DSA Office.

S. N.	Agenda	Discussion	Responsibility
1.	Aware the students to follow COVID-19 precautions.	<p>The committee discussed the need to remind students about following COVID-19 safety measures due to recent health concerns. Members emphasized maintaining hygiene, wearing masks in crowded areas, and following basic preventive practices within the campus.</p> <p><b>Resolution:</b></p> <p>It was decided to circulate awareness messages through notice boards, class WhatsApp groups, and announcements. Faculty members will brief students during classes, and posters on COVID-19 precautions will be displayed in key areas of the campus.</p> <p><b>Action Taken:</b></p> <p>The committee will prepare a short guideline note and ensure that all departments communicate the instructions to students promptly.</p>	
2	Update the status of fee of previous semester.	The committee checked the fee payment status of SC/ST/OBC students for the previous semester. It was decided to confirm any pending dues, update the fee records, and coordinate with the Accounts Section. Students who still have unpaid fees will be informed, and help will be given to those facing financial problems.	

3	Review of SC/ST Student Admissions as per Government Reservation Norms.	The committee reviewed the current academic year's SC/ST student admissions. It was observed that admissions have been carried out in accordance with the Government of India reservation norms. The committee recommended keeping updated records and ensuring timely verification of category certificates for compliance.	All Members
4	Process filing and prepare required documents.	The committee discussed the step-by-step procedure for filing PMSSS (Post-Matric Scholarship Scheme) cases and start the online registration of students on portal. Members emphasized the need for timely data collection from students and coordination with the scholarship portal to avoid delays. A designated coordinator was assigned to monitor the application process. The committee identified all essential documents required for PMSSS filing, including caste certificates, income certificates, mark sheets, bank details, and Aadhaar verification. It was decided to create a checklist and assist students in preparing and uploading accurate documents.	All Members
5	Calculate renewal and fresh cases.	The committee checked the scholarship application data. It was decided to verify the details and finalize the exact number of fresh and renewal applications, after which a combined report will be prepared for submission.	All Members
6	Awareness & Sensitization Programs, if possible	The committee proposed conducting awareness and sensitization sessions for SC/ST/OBC students on scholarship schemes, rights, and support services. It was agreed to organize workshops and orientation programs in the coming months to enhance student engagement and accessibility.	All Members
7	Any other agenda at the time of meeting.	No other point was raised by the members.	All Members



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