

Ref. No. - AGC/DSA/SC/ST/2023/003

Date: 21/08/2023

### **Circular**

This is to inform all the members of the SC/ST/OBC Committee that a meeting is to be held on 25-08-2023 at 2:00 pm in the DSA Office. All the members are requested to be present for the meeting.

#### **Agenda:**

1. Check and update the fee status of previous semester.
2. Review of SC/ST Student Admissions as per Government Reservation Norms.
3. Process of filing the PMSSS cases.
4. Preparation of required documents for filing the cases.
5. Calculate number of renewal and fresh cases.
6. Awareness & Sensitization Programs.
7. Grievances Related to SC/ST Students
8. Any other agenda at the time of meeting.



**Dean Students' Affairs**

**AGC, Amritsar**

Meeting of SC/ST/OBC Committee held on 25-08-2023 at 2:00 pm in the DSA Office.

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

  
**Dean Students' Affair**

**AGC, Amritsar**

 <b>AMRITSAR</b> GROUP OF COLLEGES <small>NAAC Grade "A" 3<sup>rd</sup> Cycle   Autonomous College          Under Autonomous Category (Since 2014) Conferred by UGC</small>	<b>Minutes of Meeting</b>	<b>Office of Dean          Students' Affairs</b>
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Minutes of Meeting of SC/ST/OBC Committee held on 25-08-2023 at 2:00 pm in the DSA Office.

S. N.	Agenda	Discussion	Responsibility
1	Check and update the fee status of previous semester.	The committee reviewed the fee payment status of SC/ST/OBC students for the previous semester. It was decided to verify pending dues, update fee records, and coordinate with the Accounts Section to ensure accuracy. Students with unpaid fees will be notified, and necessary support will be provided to those facing financial difficulties.	
2	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
3	Process of filing the PMSSS cases.	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.	All Members
4	Preparation of required documents for filing the cases.	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 number of renewal and fresh cases.	The committee reviewed the statistics for scholarship applications. Preliminary data indicated a rise in renewal cases compared to the previous year. Members agreed to finalize the exact number of fresh and renewal cases after verification and to prepare a consolidated report for submission.	All Members

6	Awareness & Sensitization Programs.	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	Grievances Related to SC/ST Students	The committee examined that no grievance cases till now. It was agreed to enhance the grievance redressal system and improve its accessibility. Students will be encouraged to submit their concerns confidentially.	All Members
8	Any other agenda at the time of meeting.	No other point was raised by the members.	All Members



**Dean Students' Affairs**

**AGC, Amritsar**