

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/2022/003

Date: 22/08/2022

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 26-08-2022 at 2:00 pm in the DSA Office. All the members are requested to be present for the meeting.

Agenda:

1. Update the status of fee of previous semester.
2. Review of SC/ST Student Admissions as per Government Reservation Norms.
3. Filing process of the PMSSS cases.
4. Prepare the list of required documents for case filing.
5. Update 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 Student Affairs

AGC, Amritsar

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Attendance

SC/ST/OBC Committee

Meeting of SC/ST/OBC Committee held on 26-08-2022 at 2:00 pm in the DSA Office.

Attendees	Absentees
Mr. Rakesh Jaitley	Ms. Binod Kaur
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 26-08-2022 at 2:00 pm in the DSA Office.

S. N.	Agenda	Discussion	Responsibility
1	Update the status of fee 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	Filing process of 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	Prepare the list of required documents for case filing.	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	All Members

		documents.	
5	Update 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



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