

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 Affair

Ref. AGC/DSA/SC/ST/2021/001

Date: 23/08/2021

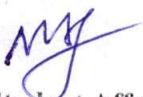
Circular

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 27-08-2021 at 12:00 pm in the DSA Office. All the members are requested to be present for the meeting.

Agenda:

1. Inform students to follow the necessary COVID-19 safety precautions.
2. Check and update the fee status for the previous semester.
3. Review SC/ST student admissions to ensure they follow government reservation rules.
4. Complete the filing process and prepare all required documents.
5. Calculate the number of renewal and fresh cases.
6. Conduct awareness and sensitization programs for students.
7. Any other agenda at the time of meeting.



Dean Student Affairs

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Attendance

SC/ST/OBC Committee

Meeting of SC/ST/OBC Committee held on 27-08-2021 at 12:00 pm in the DSA Office.

Attendees	Absentees
Mr. Rakesh Jaitley	Mr. Sourab Jain
Ms. Binod Kaur	
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 27-08-2021 at 12:00 pm in the DSA Office.

S. N.	Agenda	Discussion	Responsibility
1.	Inform students to follow the necessary COVID-19 safety precautions.	The committee discussed the importance of maintaining COVID-19 precautions on campus to ensure student safety. Members emphasized the need for regular hygiene practices, including wearing masks in crowded areas, frequent hand-washing, and maintaining cleanliness. It was decided to circulate awareness notices, display posters at key locations, and instruct class coordinators to remind students regularly about following basic safety guidelines.	All Members
2	Check and update the fee status for the previous semester.	The committee reviewed the fee status of SC/ST/OBC students from the previous semester. Departments were asked to compile the list of students who have cleared their dues and those with pending amounts. It was decided that updated fee records will be shared with the Accounts Section for verification. Students with outstanding fees will be informed individually, and necessary support will be provided to those facing financial difficulties to avoid academic disruption.	All Departments
3	Review SC/ST student admissions to ensure they follow government reservation rules.	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	Complete the filing process and prepare all required documents.	The committee reviewed the process of filing scholarship applications and preparing related documents. Members discussed the challenges faced by students, particularly in gathering and uploading caste certificates, income certificates, Aadhaar details, and bank information. It was decided that dedicated support sessions will be conducted to help students complete their applications. Departments were instructed to ensure that all required documents are checked and submitted before the deadlines.	All Members
5	Calculate the number of 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	Conduct awareness and sensitization programs for students.	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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Dear Student Affairs