

Ref.No. - AGC/DSA/SC/ST/2024/004

Date: 25/11/2024

Circular

This is to inform all the members of the SC/ST/OBC Committee that a meeting is to be held on 29-11-2024 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 Students' Affair

AGC, Amritsar

Meeting of SC/ST/OBC Committee held on 29-11-2024 at 2:00 pm in the DSA Office.

Attendees	Absentees
Mr. Rakesh Jaitley	Mr. Supreet Singh
Dr. Pooja Puri	
Ms. Binod Kaur	
Mr. Sanjeev Kumar	
Ms. Kanwaljit Kaur	



Dean Students' Affairs

AGC, Amritsar

Minutes of Meeting of SC/ST/OBC Committee held on 29-11-2024 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


Dean Students' Affairs

AGC, Amritsar