



# GOUTHAMI INSTITUTE OF TECHNOLOGY & MANAGEMENT FOR WOMEN

(Approved by AICTE, New Delhi & Affiliated to JNTUA, Ananthapuramu & SBTET, VJWD)  
Peddasettypalli, Proddutur, YSR Dist., A.P

## SC & ST CELL/ COMMITTEE

### VISION:

To oversee the effective implementation of policies and programmes for the needy groups and to act as source of strength by providing Psychological and monetary assistance in order to achieve equality and social justice.

### MISSION:

- To improve the performance, provide guidelines and counseling with respect to Academic, financial, social and other matters to needy groups.
- To extend all the services to needy groups and look after welfare of these communities.
- To provide opportunity and facilitation to the deprived groups for learning and creating space for them to mainstream themselves.

### INTRODUCTION:

The SC/ST Cell, a statutory body has been constituted by the Ministry of Human Resource Management (MHRD), Government of India (GOI) in the erstwhile BEC to safeguard the interests of the SC/ST students and employees of the Institute as per the instructions of MHRD, GOI from time to time.

The main aim of the Cell is to monitor the guidelines issued by the University Grants Commission and by the department of Ministry of Social Welfare Government of Andhra Pradesh from time to time.

To see that all the directions given by the Government, Central, State and U.G.C in their circulars Issued from time to time in respect of reservation are strictly followed.

To see that possible necessary facilities like Hostel, Scholarships, Reservation fellowships, Book facilities etc. Provided by the central and State Government, reach the SC/ST candidates

The SC/ST Cell activities are:

- The SC/ST Cell has taken up the problems of the SC/ST students and employees with the university authorities and has solved some of them amicably.
- The cell, in the ultimate analysis, has been a user-friendly counselor to all SC/ST employees and students

### UGC GUIDELINES FOR THE SPECIAL CELL SC/ST STANDING COMMITTEE:

The SC/ST Standing Committee ensures the effective implementation of the policies and programmes of the Government of India, UGC and State Governments with regard to backward castes, classes and physically challenged. It also suggests measures for achieving the objectives laid down by the various government agencies. The Committee meets at least two times in a year and the decisions arrived at is mandatory to be implemented. The Committee functions under the Chairmanship of the Director.

## **ESTABLISHMENT OF SC/ST**

Gouthami Institute of Technology & Management for Women, Proddatur, had set up a special cell in August 2018 to assist the students from Scheduled Cast (SC) and Scheduled Tribe (ST) communities in improving their academic performance and in optimizing their development in their personal and social life at the Affiliate Colleges as per the guidelines of UGC/AICTE for strict implementation of reservation policy in University and its Affiliated Colleges.

### **THE MAIN OBJECTIVES OF THE SC/ST CELL ARE AS FOLLOWS:**

- To implement the reservation policy for SCs/STs in the College.
- To collect data regarding the implementation of policies in respect of admissions.
- To implement, monitor and evaluate continuously the reservation policy in the university/Affiliate Colleges and plan measures for effective implementation of the policy and programme of the Government and UGC.
- To guide the SC/ST students of the college, to optimally utilize the benefits of the schemes offered by the State Government, Government of India (GOI) and UGC.
- **Functions of SC/ST CELL**
- To circulate State Government and University Grants Commission's decision and to collect regularly, on an annual basis, information regarding course-wise admissions to candidates belonging to the Scheduled Castes/Scheduled Tribes in the college for different courses, in forms prescribed by a stipulated date and to take follow up action, where required.
- To circulate State Government and University Grants Commission's decisions and to collect information in respect of appointment, promotion, training of these communities in teaching and non teaching posts in the Universities and Affiliated Colleges, in suitable forms by a stipulated date and take follow up action where required.
- To analyze the information collected above and prepare reports and digests for onward transmission to the Ministry of Human Resource Development/University Grants Commission and such other authorities as may be required.
- To deal with representations received from Scheduled Castes/Scheduled Tribes candidates regarding their admission, recruitment, promotion and other similar matters in Universities/Affiliated Colleges.
- To monitor the working of the remedial coaching scheme, if approved in the affiliated colleges and university.
- **To function as a Grievances Redressal Cell for the Grievances of SC/ST students to** render them necessary help in solving their academic as well as administrative problems.
- To counsel and guide SC/ ST students and help them to manage academic and personal issues of college life effectively.

### **LIAISON OFFICER (SC/ST & OBC CELL)**

The Scheduled Castes/Scheduled Tribes Cell was established in the college as per Government and UGC directions in the year 2018. The honorary position of the Liaison Officer is occupied by Mrs. M. Karuna Jyothi, Associate Professor, H&S. The Liaison Officer, on behalf of the Cell, facilitates the overall welfare of the students, staff and faculty belonging to these communities. However, the responsibilities of the Liaison Officer are briefly given below

### **RESPONSIBILITIES TOWARDS STUDENTS:**

The Liaison Officer on behalf of the SC/ST Cell organizes pre-admission coaching programme for SC/ST candidates to help them prepare for Entrance Tests as well as Post-admission orientation programme for new students at the beginning of the academic session. Various coaching classes are conducted on life skills, personality development, writing and presentation skills and so on. Interactive sessions and informal meetings with students are also conducted to help them deal with personal, social and academic problems.

### ADVISORY COMMITTEE OF SC/ST CELL

The SC/ST Cell Advisory Committee ensures the effective implementation of the policies and programmes of the Government of India, UGC, AICTE and State Governments with regard to SC/ST and other backward classes. It also suggests measures for achieving the objectives laid down by the various government agencies. The Committee meets at least two times in a year and the decisions arrived at is mandatory to be implemented. The Committee functions under the Chairmanship of the Hon'ble Director.

The following advisory committee has been formed for SC/ST Cell in the college

S. No.	Name of the Faculty	Designation	Position	Contact Number
1.	Mrs. D.Vijayamma	Assistant Professor & HoD-H&S	Chairman	7013957152
2.	Mr.D.Surendra	Assistant Professor	President/Liaison Officer	8317555173
3.	Mr.C.Vijay Kumar	Assistant Professor	Convener	8179713233
4.	Mr.K.Swaroop	Assistant Professor	Member	7901004435
5.	D. Shobha Rani	Assistant Professor	Member	9490288087

As per university guideline, college constitutes the committee. The cell gives different information to the students of SC and ST communities. Meeting are arranged by cell time to time.

### GRIEVANCE REDRESSAL

The SC/ST students can approach the Liaison Officer of the SC/ST Cell for redressed of any grievances regarding academic, administrative or social problems. The Liaison Officer will meet the concerned students, understand their problem and take necessary action and/or render them Necessary advice or help to resolve the matter.

### REGULAR ACTIVITIES OF SC/ST STUDENTS' COORDINATION CELL:

- Celebration of Dr.B.RAmbedkar birthday on 14thApril every year
- Monitor the sanctioning of scholarships through college office
- Act as the liaison officer between Social Welfare Department & Institution
- Counsel the SC/ST students for improving attitude & to build up necessary confidence for preparation, campus interviews, emotional intelligence at work etc,and some more activities which are required from time to time.

Gouthami Institute of Technology & Management for Women, Proddatur has SC / ST Cell, established in the month of August 2018 as per the UGC guidelines. The cell processes and provides assistance to the SC, ST students from Andhra Pradesh state to get scholarships as per the Govt. rules. The cell also observes the reservation policy pursued by the academic department with regard to admissions through POLYCET, EAMCET,ECET.

### Visit:

National Commission for Scheduled Castes – Government of India  
National Commission for Scheduled Tribes – Government of India



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## SC/ST CELL

Date: 08-09-2023

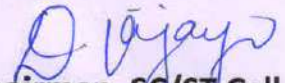
## CIRCULAR

Dear Sir/Madam,

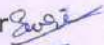



It is inform you that the 10<sup>th</sup> Meeting of the SC/ST Cell Committee of Gouthami Institute of Technology & Management for Women, Proddatur is scheduled to be held on 09.09.2023 at 3.00 p.m in the Principals office Room. You are therefore requested to kindly make it convenient to attend the meeting without fail.

### Agenda of the Meeting:

- Formation of SC/ST Committee for the A.Y 2023-24
- The review of issues discussed in previous meeting
- To organize a programme personality development
- Guideline on scholarship and various programmes conducted by college
- Follow up of scholarships if any.
- Any other information with the permission of chair

  
Chairman, SC/ST Cell  
(Mrs. D. Vijayamma)

CC to

1. The Director sir & Co-Director Madam for kind information
2. The Principal
3. Mr. D.Surendra, Liaison Officer 
4. Mr. C.Vijay Kumar, Member 
5. Mr. K.Swaroop, Member 
6. D. Shobha Rani 



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## SC/ST CELL

### Minutes of Meeting on 09.09.2023

#### SC/ST CELL COMMITTEE

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Minutes of meeting of SC/ST cell for the academic year 2023-2024 held on 09-September-2023.

- The review of issues discussed in previous meetings was taken
- It was decided to organize a programme personality development, Yoga classes etc.
- It was also suggested to give guideline of the scholarship and various programmes conducted by college
- Cell gives necessary information given to the office staff regarding SC and ST students.
- Follow up of scholarships was taken.

Chairman, SC/ST Cell  
(Mrs. D. Vijayamma)