



Shri Shivaji Education Society Amravati's
SHRI SHIVAJI SCIENCE AND ARTS COLLEGE
CHIKHLI, DIST. BULDANA, 443201
NAAC Accredited with 'B++' Grade



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Dr. M. T. Nikam
Principal
M.Sc. Ph.D.

Shri Harshvardhan Deshmukh
President
Shri Shivaji Education Society, Amravati

SC/ST Cell

Policy Document

SC/ST Cell is established in Shri Shivaji Science & Arts College, Chikhli, Dist. Buldhana under the guidelines by SGB Amravati University and the constitutional provisions. The members of the cell are- Chairman, Member Secretary, Two Members and Two Student Members. The principal is the official Chairman of the SC/ST Cell.

Aim: The SC/ST Cell established in the college aims at strengthening the students belonging to SC/ST community by helping them in their endeavor for educational development.

Objectives

- To implement the reservation policy for SCs/STs in the College.
- To collect data regarding the implementation of the policies in respect of admissions and analyse the data showing the trends and changes towards fulfilling the required quota.
- To take such follow up measures for achieving the objectives and targets laid down for the purpose by the Government of India and the UGC.
- To implement, monitor and evaluate continuously the reservation policy in college and plan measures for ensuring effective implementation of the policy and programme of the Government of India.
- To motivate the students to participate in curricular and co-curricular activities conducted by the college.
- To guide the students through counselling.
- To encourage students to prepare for competitive exams.
- To make students aware regarding career opportunities.



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Functions of the Cell

- To circulate Government of India and Commission's decisions and to collect regularly information regarding course-wise admissions to candidates belonging to the Scheduled Castes and Scheduled Tribes in the College for different courses, in forms prescribed, by a stipulated date, and to take follow up action, where required.
- To collect reports and information regarding the Government of India orders on the various aspects of education, training and employment of Scheduled Castes and Scheduled Tribes candidates, for evolving new policies or modifying existing policy by the Commission.
- To acquaint the students with the government schemes and UGC orders regarding education and employment of SC/ST Students.
- To inform students about the scholarships and financial assistance provided to SC/ST Students.
- To coordinate with other Departments and Committees such as NCC, NSS and sports to ensure the participation of the SC/ST Students.
- To eliminate discrimination, if any, against or harassment of SC/ST students and punishments for those who indulge in any form of discrimination or harassment.



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Standard Operating Procedure (SOP) of Complaint against Harassment or Any Form of Discrimination of SC/ST Students

1. The complaints must be in writing form, addressed to the concerned committee. The online complaint link to Google Form is also given.
2. A complaint about the discrimination or harassment must specify whether the discrimination or harassment is alleged to have taken place within the college.
3. The complaint must include sufficient details of the alleged act of discrimination or harassment, along with the details of the Complainant.
4. The committee has to fix the hearing date by notifying the complainant.
5. The Complainant and the person, against whom the complaint is filed, should be called before the committee, and the committee should hear both sides in detail.
6. The committee after hearing has to proper decision.
7. The complaint received by the Committee should be resolved within a maximum of 30 days from the date of receipt of the complaint.

Penalty Clause

If the person found guilty against whom the complaint is filed, the SC/ST Cell may impose the following penalty:

1. Minor Penalties:

- ☐ Warning or, Caution, Censure or reprimand
- ☐ Cancellation/ Withheld Scholarship/Award/Prize/Medal.

2. Major Penalties:

- ☐ Suspension from Institution/Hostel.
- ☐ Temporary annulment from the Hostel/Institution.
- ☐ Rustication from the Institution.