

Congress Nagar, Nagpur - 440 012 'A+' Grade Reaccredited College by NAAC, Banglore

A College with Potential for Excellence identified by UGC, New Delhi

President Principal Phones: (O) 091-0712-2423432

Shri Harshwardhan P. Deshmukh Dr. O.S. Deshmukh Telefax 091-0712-2440955

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## SC / ST Cell

## **Policy Document**

SC/ST Cell is established at Science College, Congress Nagar, Nagpur under the guidelines by RTM Nagpur University, Nagpur 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, promoting special interest providing supports creating a safe environment, addressing grievances, ensuring constitutional protection, enhancing career growth and rising awareness.

#### **Objectives**

- i. To implement the reservation policy for SCs/STs in the College.
- ii. To collect data regarding the implementation of the policies in respect of admissions and analyze the data showing the trends and changes towards fulfilling the required quota.
- iii. 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.



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- iv. 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.
- v. To motivate the students to participate in curricular and cocurricular activities conducted by the college
- vi. To guide the students through counseling.
- vii. To encourage students to prepare for competitive exams.
- viii. To make students aware regarding career opportunities.
- ix. To ensure that students are protected and have access to reservation rights.
- x. To follows up the implementation of government policies and programs.

#### **Functions of the Cell**

- i. 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.
- ii. 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,



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for evolving new policies or modifying existing policy by the Commission.

- iii. To acquaint the students with the government schemes and UGC orders regarding education and employment of SC/ST Students.
  - iv. To inform students about the scholarships and financial assistance provided to SC/ST Students.
  - v. To coordinate with other Departments and Committees such as NCC, NSS and sports to ensure the participation of the SC/ST Students.
  - vi. 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.

# 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 concerned committee. For 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 college.
- 3. The complaint must include sufficient details of the alleged act of discrimination or harassment with the details of the Complainant.



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- 4. The committee has to fix the hearing date by intimating to 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 the sides in detail.
- 6. The committee after hearing has to proper decision.
- 7. The complaint received by the Committee should be resolved maximum within 30 days from the date of receipt of the complaint.
- 8. Publishing any false misleading information not based on facts.

#### **Penalty Clause**

If the person found guilty against regarding academic, administrative or social problems 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.