



Sri Venkateshwaraa Dental College

(Recognized by Dental Council of India ; Affiliated to Pondicherry University)

(A Unit of Ramachandra Educational Trust)

Ariyur, Puducherry - 605 102.



SC/ST Policy	Last reviewed:03.03.2025 Issue:02 Pages :1-7
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Policy	SC/ST Policy is devised with the focus to protect the dignity, equality, social justice and human rights for all, with special emphasis on marginalized and vulnerable groups.
Purpose	To Guide the SC/ST students of the Institute, to optimally utilize the benefits of the schemes offered by the State Governments, Government of India (GOI) and UGC; Assist the staff of the SC/ST Cell and the Standing Committee in carrying out their functions; and to Sensitize all the sectors of SVDC towards the Constitutional mandate, UGC Guidelines for the Cell and its functioning at SVDC.
Scope	This policy applies to all the academic and administrative departments at SVDC



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Procedure	▪ MEMBERS OF SC/ST CELL Creation of SC/ST Cell with Principal as the chair person, with senior members representing the college and administration as per the guidelines of NAAC. Composition of SC/ST CELL 1. Chairperson: Principal of the institution, 2. Management representative ; General manager of the institution 3. Member secretary ; Faculty nominated by the principal 4. Members ; Staffs nominated by the principal The membership of such nominated members shall be for a period of two years. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.
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The 4 Main Task Of SC/ST Cell

1. Setting a documentation process for SC/ST cell
2. To Analyze information on admissions
3. Preparing the schedule for Meeting and consensus for the cell
4. Awareness on SC/ST cell.

▪ OBJECTIVES OF SC/ST CELL

- To Circulate GOI orders and Commission's decisions and to collect information in respect of appointment, training of Scheduled Caste and Scheduled Tribe communities in teaching and non-teaching posts in the Universities and Colleges, in suitable forms by a stipulated date and take follow up action where required.
- To Collect reports and information regarding the GOI orders on the various aspects of education, training and employment of Scheduled Caste and Scheduled Tribe candidates, for evolving new policies or modifying existing policy by the Commission.
- To analyze information on admissions, education, training and employment of SCs and STs, and prepare reports and digests for onward transmission to the Ministry of Human Resource Development/University Grants



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	Commission and such other authorities as may be required. ➤ To Deal with representations received from Scheduled Castes and Tribes candidates regarding their admission, recruitment, promotion and other similar matters in Universities/Colleges. ➤ To Monitor the working of the remedial coaching scheme, if approved in the affiliated colleges and university. ➤ Function as a Grievances Redressal Cell for the grievances of SC/ST students and employees of the university and render them necessary help in solving their academic as well as administrative problems. ➤ To Maintain a register for employment of SCs/STs in the University and Colleges for the candidates belonging to SC/ST community for various posts in the university/ colleges and ➤ Any other work assigned from time to time to promote higher education among these two communities suffering economic, social and educational deprivations.
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▪ SC/ST STANDING COMMITTEE.

The SC/ST Standing Committee ensures the effective implementation of the policies and programs of the Government of India, UGC and State Governments with regard to SC/ST

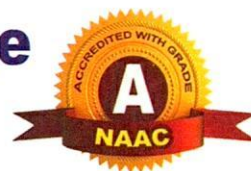
It also suggests measures for achieving the objectives laid down by the various government agencies. The Committee meets at least two times in a year and the decisions arrived at are mandatory to be implemented. The Committee functions under the Chairmanship of the Principal SVDC.

▪ SPECIAL ACTIVITIES OF CELL

➤ Pre-Admission Coaching

The pre-admission coaching is organized by the SC/ST Cell for all SC/ST candidates who have qualified for appearing the National Entrance Test of the Institute. The orientation is scheduled for about 2-3 days in phases in the month of November, every year.

The objective of this programme is to orient them about the whole process of the entrance test, positive and negative aspects of written test, group discussion and personal interview. Besides, another important point which is touched upon is about the common mistakes that the candidates make in the admission test and how to overcome those. The candidates are also told about the facilities available for the eligible candidates. It is also meant to help them feel confident. This is followed by clarification of doubts from the candidates.



➤ Post-Admission Orientation

The students admitted in various programs are provided post-admission orientation. The main focus is on the course curriculum, subjects, the whole new multi-cultural and multi-lingual environment that they are to face on the campus and various facilities available to them.

➤ Grievance Redressal

The SC/ST students can approach the member secretary of the Cell for redressal of any grievance(s) regarding academic, administrative or social problems. The member secretary will meet the concerned students, understand their problem and take necessary action and/or render them necessary advice/help to resolve the matter.

▪ DUTIES OF MEMBER SECRETARY

The honorary position of the member secretary is occupied by **Dr. M. Lakshmi Devi** dept of Prosthodontics, Professor. The Member secretary, on behalf of the Cell, facilitates the overall welfare of the students, staff and faculty belonging to these communities.

However, the responsibilities of the Member secretary are briefly stated below:-

▪ Students:

The Member secretary on behalf of the Cell organizes meeting every 4 months and enquires any caste base discrimination they faced and maintains register for the same.

Organizes meeting and explains to all the students about all the available national and others scholarships.



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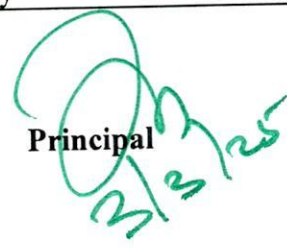


Faculty and Staff:

The Member secretary ensures due compliance of the orders of reservation issued from time to time in favor of SC/ST/OBC and PWDs. He also looks after the prompt disposal of the grievances of the employees of these categories.

Some of the duties of the Member secretary are:-

1. To ensure due compliance by the subordinate authorities with the reservation orders and other benefits admissible to SC/ST
2. To scrutinize and ensure prompt submission of the prescribed annual statements by the Appointing Authorities to the Ministries/Departments and consolidation of the annual statements and sending such consolidated statements to the Department of Personnel and Training.

Reconstitution of committee	Once in 2 years	
Frequency of the meeting	Twice in a year	
Related/Supportive Documents	Notifications from government, minutes of the meeting, committee formation circular	
Custodian	SC/ST Member secretary	
Prepared by	Verified	Approved by
 Dr. M. Lakshmi Devi	 Dr. Shabana Fathima	 Principal

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