

REF. NO. GNIOT/DIR/2024-25/012**Date: 20th September, 2024****CIRCULAR****SC/ST Cell**

S. No.	Name	Designation	Department
1	Dr. Anil Kumar Dubey	Convener	9992489025
2	Mr. Rakesh Kumar	Co-Convener	8954521865
3	Ms. Nikita	Member	8447688795
4	Mr. Attik Saifi	Member	9871137867
5	Ms. Anupma Surya	Member	8869080755
6	Ms. Priya Azad	Member	8178382118

All the Members of “SC/ST Cell” are advised to discharge their duties with utmost sincerity and integrity.

For any issue, you may contact to 099924 89025 and mail ID sc-st-cell@gniot.net.in

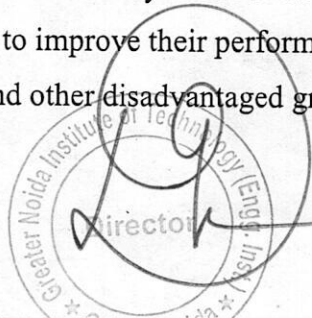

Dr. Dhiraj Gupta
Director**Copy to:**

1. Hon'ble Chairman & Vice Chairman (for their kind information).
2. All VP's/All Dean's /All HOD's/Registrar /Hr /System Administrator/ERP officer /Librarian /Placement Cell/Admin Officer/Accounts and all concerned.

SC/ST CELL OBJECTIVES

The objectives of the SC/ST Cell are:

1. To ensure equity and equal opportunity to the community at large in the college and bring about social inclusion.
2. To enhance the diversity among the students teaching and non-teaching staff population and at the same time eliminate the perceptions of discrimination.
3. To create a socially congenial atmosphere for academic interaction and for the growth of healthy interpersonal relationships among the students coming from various social backgrounds.
4. To make effort to sensitize the academic community regarding the problem associated with social exclusion as well as aspiration of the marginalized communities.
5. To help individuals or a group of students belonging to the disadvantaged section of society to contain the problems related to discrimination.
6. To look into the grievances of the weaker section of society and suggest amicable solution to their problems.
7. To disseminate the information related to schemes and programmes for the welfare of the socially weaker section as well as notifications/memoranda, office orders of the Government, or other related agencies/organizations issued from time to time.
8. To establish coordination with the Government and other agencies/organizations to mobilize academic and financial resources to provide assistance to students of the disadvantaged groups.
9. To organise periodic meetings to monitor the progress of different schemes.
10. To adopt measures to ensure due shares of utilization by SC/ST in admissions, recruitments (teachings and non teaching posts) and to improve their performances.
11. To sensitize the college of the problems of SC/ST and other disadvantaged groups.


Director

**GUIDELINES
FOR
SC/ST CELL
in
GNIOT (Engg. Institute)
(2024-25)**

The Cell conduct regular remedial coaching classes on - life skills, personality development, writing assignments and making presentations, as well as Hindi and local language classes. The Cell also organizes interactive sessions and informal meetings with students to attend to their personal, social and academic problems.

Functions:

1. Circulate GOI and Commission's decisions and to collect regularly, on an annual basis, information regarding course-wise admissions to candidates belonging to the Scheduled Castes and Scheduled Tribes in the Universities and Colleges for different courses, in suitable forms prescribed, by a stipulated date, and to take follow up action, where required;
2. Circulate GOI orders and Commission's decisions and to collect information in respect of appointment, training of these communities in teaching and nonteaching posts in the Universities and Colleges, in suitable forms by a stipulated date and take follow up action where required;
3. 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;
4. Analyse 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 Commission and such other authorities as may be required;
5. Deal with representations received from Scheduled Castes and Tribes candidates regarding their admission, recruitment, promotion and other similar matters in Universities/Colleges;
6. Monitor the working of the remedial coaching scheme, if approved in the affiliated colleges and university;
7. 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;
8. 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

9. Any other work assigned from time to time to promote higher education among these two communities suffering economic, social and educational deprivations.

SPECIAL ACTIVITIES OF CELL:

1. 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 program 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.

2. Post-Admission Orientation:

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

3. Capacity Building Sessions :

- (a) Language classes are arranged for students to improve communication skills and proficiency of language;
- (b) A programs on 'Personality Development' is conducted;
- (c) Career counseling is provided to the students;
- (d) Computer classes are arranged to enhance their skills in operating the computer.

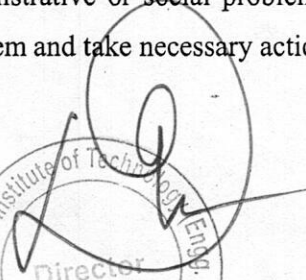

4. Remedial/Co-Curricular Coaching:

Remedial/co-curricular classes are conducted in the following areas, depending upon the students' interest:

- (a) Language classes for English,
- (b) Skill workshops for use of the library, writing an assignment, making presentation in class, public speaking, job selection and job interviews,
- (c) Coaching in basic subjects such as social research and field work recordings, and
- (d) Orientation on scholarships available for higher studies.

5. Grievance Redressal :

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



Director