



VIGNAN'S INSTITUTE OF MANAGEMENT AND TECHNOLOGY FOR WOMEN

(An Autonomous Institution)

[Sponsored by Lavu Educational Society, Affiliated to JNTUH & Approved by AICTE, New Delhi]

Kondapur (V), Ghatkesar (M), Medchal - Malkajgiri (D) - 501 301. Phone: 96529 10002/3



VMTW/EST/SC&ST/PO/2025-26/18

Date: 10-June-2025

PROCEEDINGS OF THE OFFICE ORDER

It is hereby informed that the following faculty members are nominated to constitute the **SC/ST Committee**, with immediate effect.

SC/ST Committee Members

S.NO.	Name of the Committee Member	Designation	Position
1	Dr. G. Appa Rao Naidu	Principal	Chairman
2	Dr. A. Ramesh	Assistant Professor-BSH	Convener
3	Mr. N.Sreeja	Assistant Professor-DS	Faculty Representative
4	Mr. S. Jayanna	Assistant Professor-AIML	Faculty Representative
5	Mrs. B. Mamatha	Assistant Professor-CSE	Faculty Representative
6	Mrs. G.Indira Priyadharsani	Assistant Professor-ECE	Faculty Representative
7	A.Navya (25UP1A6605)	Student	Student Representative
8	V.Sonia (25UP1A6762)	Student	Student Representative
9	G.Tulasi (25UP1A6680)	Student	Student Representative

Functions:

1. Ensure effective implementation of UGC, AICTE, Government of India, and Government of Telangana guidelines for the welfare, protection, and educational advancement of SC/ST students.
2. Receive, examine, and address grievances related to discrimination or issues affecting SC/ST students in a fair, confidential, and time-bound manner.
3. Conduct awareness programmes, workshops, and mentoring sessions on government scholarship schemes, constitutional rights, student welfare, career guidance, and prevention of discrimination.
4. Term: One year and shall continue to be in force until reconstitution.
5. The Convener of the SC/ST Committee shall convene meetings with the approval of the Principal (Chairperson), coordinate committee activities, and submit reports and recommendations to the Chairperson for necessary action.

PRINCIPAL

Copy to:

1. All the members of SC/ST Committee.
2. Office file.



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VMTW/EST/SC&ST/CIR/2025-2/18

Date: 17-June-2025

CIRCULAR

All the members of SC/ST Committee are requested to attend the meeting of the SC/ST will be held on **19-July-2025**, for the academic year **2025-26** at **2:30 P.M. Venue: Conference-Hall**

AGENDA

1. Review & confirmation of the previous meeting held on 23rd Aug 2024.
2. No SC/ST issue happened last academic year, 2024-25.
3. Discussion on the UGC, AICTE, Government of India, and Government of Telangana guidelines for the welfare, protection, and educational development of SC/ST students.
4. Review of the Scheduled Castes and Scheduled Tribes (Prevention of Atrocities) Act, 1989 (as amended), UGC Anti-Discrimination Regulations, and institutional policies for ensuring a discrimination-free campus.
5. Constitution of the SC/ST Student Mentoring and Monitoring Committee involving faculty mentors and student representatives.
6. Discussion on the duties and responsibilities of SC/ST Committee members in implementing welfare schemes, addressing grievances, and promoting equal opportunities.
7. Organizing an awareness workshop on government scholarship schemes, constitutional rights, career guidance, and prevention of discrimination against SC/ST students.
8. Collection of student feedback, awareness declarations, and scholarship application guidance to strengthen student welfare and support services.

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Members present

S.NO.	Name of the Committee Member	Designation	Position	Signatures
1	Dr. G. Appa Rao Naidu	Principal	Chairman	
2	Dr. A. Ramesh	Assistant Professor-BSH	Convener	
3	Mr. N.Sreeja	Assistant Professor-DS	Faculty Representative	
4	Mr. S. Jayanna	Assistant Professor-AIML	Faculty Representative	
5	Mrs. B. Mamatha	Assistant Professor-CSE	Faculty Representative	
6	Mrs. G.Indira Priyadharsani	Assistant Professor-ECE	Faculty Representative	
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MINUTES BOOK

Vignan's Institute of Management & Technology for Women

(An Autonomous Institution & Accredited NAAC)

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17th Scheduled Castes and Scheduled Tribes (SC/ST) Committee Meeting held on 23rd Aug, 2024 at 2:30PM At the conference hall.

The Quorum (Minimum 40%) was satisfied.

The Members Secretary introduced the following members to the Council.

The following members were present:

1. Dr. G. Appa Rao Naidu
2. Dr. A. Ramesh
3. Mr. N.Sreeja
4. Mr. S. Jayanna
5. Mrs. B. Mamatha
6. Mrs. G.Indira Priyadharsani
7. A.Navya (25UP1A6605)
8. V.Sonia (25UP1A6762)
9. G.Tulasi (25UP1A6680)

The Members Secretary welcomed all the members to the meeting of SC/ST.

Minutes of SC/ST meeting held on 17th August 2025

Proceedings of the Meeting of SC/ST Committee

1.0 Review & Confirmation

1.1 Review and Confirmation of the Minutes of the 16th SC/ST Committee Meeting held on 18th Aug 2023

The Member Secretary presented the minutes of the 16th SC/ST Committee meeting held on 18th Aug 2023

The Council confirmed the minutes of the 16th SC/ST Committee meeting held on 18th Aug 2023

1.2 Action Taken Report of 16th SC/ST Committee Meeting held on 18th Aug 2023

S.No	Item	Action Taken
1	Implementation of Government Scholarship Schemes and Book Bank Scheme.	Information regarding Government Scholarship Schemes was disseminated to all eligible SC/ST students. The Book Bank Scheme was successfully implemented, and textbooks were distributed to the beneficiaries.

2.0 Approval Items

2.1 Review of Government Scholarship Schemes and Book Bank Scheme

The Convener presented the status of various Government Scholarship Schemes available for SC/ST students for the Academic Year 2025–26.

The Committee reviewed the implementation of the Scholarship Schemes and emphasized creating awareness among students regarding scholarship opportunities.

The Committee also reviewed the implementation of the SC/ST Book Bank Scheme to ensure the timely distribution of textbooks and study materials to eligible students.

The Committee resolved that awareness programmes on scholarship schemes and welfare initiatives shall be organized regularly.

2.2 Review and Approval of Remedial Classes, Mentoring and Counselling Activities

The Convener presented the proposal for organizing remedial classes, mentoring and counselling programmes for SC/ST students requiring academic support.

The Committee reviewed the proposal and approved the following:

- Organization of remedial classes for academically weaker students.
- Regular academic guidance through faculty mentoring.
- Personal counselling sessions to enhance student confidence and well-being.
- Special mentoring programmes for improving academic performance.

2.3 Review of Grievance Redressal Mechanism and Prevention of Discrimination

The Convener presented the existing grievance redressal mechanism for review.

The Committee reviewed the functioning of the grievance redressal system and resolved to continue maintaining a safe, inclusive and discrimination-free campus environment.

The Committee encouraged students to report grievances confidentially without fear of discrimination.

The Committee further resolved to organize awareness programmes on Constitutional Rights, Equality, Social Justice and the Prevention of Discrimination periodically.

2.4 Review of Career Guidance and Student Welfare Initiatives

The Convener presented the proposals relating to career guidance, skill development and student welfare programmes.

The Committee reviewed and approved the following initiatives:

- Career Guidance Programmes.
- Skill Development Workshops.
- Placement Training Sessions.
- Higher Education Awareness Programmes.
- Encouraging participation in internships, competitive examinations and entrepreneurship development programmes.
- Student welfare activities aimed at academic excellence and holistic development.

3.0 Any Other Items with the Permission of the Chair

The following suggestions were made by the Committee Members:

1. Dr. A. Ramesh suggested organizing awareness programmes on Government scholarship schemes and welfare initiatives every semester.
2. Mr. N. Sreeja suggested strengthening the mentoring system and conducting regular counselling sessions to improve the academic performance and well-being of SC/ST students.
3. Mr. S. Jayanna suggested organizing career guidance programmes, placement training, and higher education awareness sessions for SC/ST students.
4. Mrs. B. Mamatha suggested encouraging students to effectively utilize the Government Scholarship Schemes and the Book Bank Scheme.
5. Mrs. G. Indira Priyadharsani suggested strengthening the grievance redressal mechanism and conducting awareness programmes on constitutional rights, equality, and social justice.

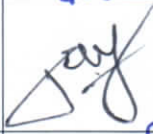
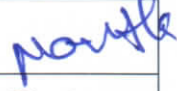
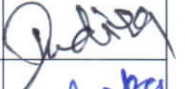
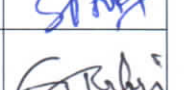
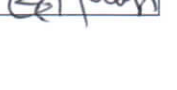


(Dr. G. Apparao Naidu)
Principal & Chairman – SC/ST Committee

MINUTES BOOK

Vignan's Institute of Management & Technology for Women (An Autonomous Institution & Accredited NAAC)

17th Scheduled Castes and Scheduled Tribes (SC/ST) Committee Meeting held on 23rd
Aug, 2024 at 2:30PM At the conference hall.

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AWARENESS EVENT REPORT

Topic Name: **“EQUALITY AND STUDENT EMPOWERMENT”**

Date: **24th July 2025**

Trainer: **Mrs. V.Poojitha**

Objective of the Programme

The SC/ST Cell organized an awareness programme to educate SC/ST students about Government scholarship schemes, the Book Bank Scheme, academic support, career opportunities, student rights, and welfare services. The programme aimed to promote equal opportunities, academic excellence, and student empowerment.

Key Points Discussed

- Government scholarship schemes and Book Bank Scheme.
- Academic mentoring, remedial classes, and counselling.
- Career guidance and higher education opportunities.
- Student rights, grievance redressal, and anti-discrimination measures.
- Role of the SC/ST Cell in student welfare and support.

Outcome of the Programme

- Students became aware of scholarships and welfare schemes.
- Awareness of mentoring, counselling, and academic support increased.
- Students gained knowledge about their rights and institutional support systems.
- The programme encouraged students to pursue higher education and career development.
- The programme concluded with a Vote of Thanks.



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Counselling Codes

E3ZT / EAMCET / MHTW
PGCET / MPTW



SC/ST CELL

EDUCATION, EQUALITY AND EMPOWERMENT

TOGETHER FOR AN INCLUSIVE TOMORROW
Supporting. Inspiring. Succeeding Together.



DATE
24th July 2025
(Thursday)

VENUE
Seminar Hall,
VMTW Campus

 Educational Support

 Mentoring & Guidance

 Scholarships & Schemes

 Career Development

 Equal Opportunities

KEY POINTS DISCUSSED

- Overview of Central & Telangana State Government Scholarship Schemes
- SC/ST Book Bank Scheme and educational assistance
- Importance of regular attendance and academic performance
- Career planning, higher education and competitive examinations
- Grievance Redressal & Anti-Discrimination Cell support
- Role of the SC/ST Cell in student welfare and empowerment
- Student mentoring, counselling and placement assistance



EMERGENCY CONTACTS

 NATIONAL
EMERGENCY
112

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HELPLINE
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100

STUDENT SUPPORT

UGC Anti-Discrimination Helpline: Awareness provided regarding institutional grievance redressal mechanisms.

VMTW SC/ST Cell: Students are encouraged to approach the SC/ST Cell for academic, financial, and personal guidance whenever required.

Together Towards an Inclusive, Equitable and Empowered Tomorrow.



Figure. Awareness Poster on SC/ST Welfare and Education, Equality and Empowerment