

Scheduled Castes and Scheduled Tribes (SC/ST) Committee

A.Y:2025-26



VIGNAN'S INSTITUTE OF MANAGEMENT AND TECHNOLOGY FOR WOMEN

[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

Scheduled Castes and Scheduled Tribes (SC/ST) Committee

The Scheduled Castes and Scheduled Tribes (SC/ST) Committee is constituted in accordance with the Constitution of India, UGC Guidelines, AICTE norms, and government regulations. The committee is established at Vignan's Institute of Management and Technology for Women (VMTW) to promote the welfare of SC/ST students, ensure equal opportunities, prevent discrimination, and facilitate access to government scholarships and welfare schemes.

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POLICY DOCUMENT (SC/ST)



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POLICY FOR SC/ST COMMITTEE

As per the provisions of **Article 15, Article 17, and Article 46 of the Constitution of India**; the **University Grants Commission (UGC) Guidelines**; the **AICTE Guidelines**; and the **Scheduled Castes and Scheduled Tribes (Prevention of Atrocities) Act, 1989 (as amended)**, the SC/ST Cell is constituted to safeguard the interests of students belonging to the Scheduled Castes (SC) and Scheduled Tribes (ST). The cell is established to ensure equal educational opportunities, promote social justice, prevent discrimination, and facilitate the implementation of government welfare schemes in **Vignan's Institute of Management and Technology for Women**. The cell is applicable to all SC/ST students of the institution. The following responsibilities are undertaken by the committee:

- To create awareness among SC/ST students about government scholarship schemes and welfare programs.
- To provide guidance for pre-matric, post-matric, merit-cum-means, and other central/state government scholarships.
- To encourage SC/ST students to participate in academic, co-curricular, extracurricular, research, innovation, sports, cultural, and placement activities.
- To organize remedial classes, mentoring, counseling, and academic support programs for academically weaker students.
- To promote equal opportunities and eliminate discrimination based on caste.
- To assist students in obtaining educational loans, hostel facilities, Book Bank benefits, and other institutional support.
- To create awareness about constitutional safeguards, social justice, and the rights of SC/ST students.
- To receive, examine, and redress grievances relating to discrimination, scholarships, academic issues, and student welfare.
- To recommend appropriate measures for the educational, social, and economic development of SC/ST students.

Establishment of SC/ST Cell:

The **SC/ST Cell** is constituted by the principal with a **chairperson, convener, faculty members, student representatives, and administrative members**. The committee functions with the objective of safeguarding the rights and interests of SC/ST students and ensuring that they receive equal opportunities in all academic and institutional activities.

The cell is responsible for extending support to SC/ST students facing academic, financial, social, or personal difficulties. It shall facilitate scholarship assistance, mentoring, remedial coaching, counseling, career guidance, placement support, and awareness programs. The Committee shall also ensure that no discrimination or harassment on the basis of caste occurs within the institution and shall recommend appropriate action wherever necessary.

Objectives of the SC/ST Cell

- To promote the educational, social, and economic welfare of SC/ST students.
- To ensure equal opportunities and prevent discrimination on campus.
- To create awareness about constitutional rights and government welfare schemes.
- To facilitate government scholarships, fee reimbursement, and book bank facilities.
- To organize remedial coaching, mentoring, and counseling programs.
- To encourage participation in higher education, research, innovation, and skill development programs.
- To provide career guidance, placement assistance, and entrepreneurship awareness.
- To establish an effective grievance redressal mechanism for SC/ST students.
- To maintain a safe, inclusive, and supportive academic environment.
- To review the implementation of welfare measures periodically and submit reports to the principal.

Duration of the Committee Members:

The members of the SC/ST Cell shall normally hold office for **one academic year**. The members may be continued, reconstituted, added, or replaced every year by the principal depending on institutional requirements, availability, or other official assignments.

Frequency of Meeting:

The SC/ST Cell shall meet **at least once in every semester** or more frequently whenever required to review student welfare activities, scholarship implementation, grievance redressal, mentoring programs, and awareness initiatives.

Mechanism for Grievances Related to SC/ST Students:

A written complaint shall be obtained from the aggrieved student whenever any grievance relating to discrimination, scholarship issues, academic support, hostel facilities, or other welfare matters is reported. The committee shall make every effort to resolve the matter through counseling, guidance, discussion, and institutional support at the earliest.

If the grievance cannot be resolved immediately, the committee shall conduct an impartial inquiry and submit its recommendations to the principal within **10 working days** from the date of receipt of the complaint. The members of the SC/ST Cell shall remain vigilant to ensure that no discrimination or harassment against SC/ST students occurs on the campus. The cell shall also create awareness among students and staff regarding constitutional safeguards, equal opportunities, government welfare schemes, and social justice.

The following procedure shall be followed:

Step 1 (Department Level):

The aggrieved student may submit the grievance either **in person, through e-mail, or in writing** to the department SC/ST coordinator, faculty mentor, or head of the department.

The complaint shall be acknowledged immediately.

The department shall conduct a preliminary inquiry and attempt to resolve the issue through counseling, discussion, and academic support wherever possible.

If the grievance is not resolved at the department level, it shall be forwarded to the **convener of the SC/ST cell** for further action.

Step 2 (SC/ST Cell Level):

The Convener shall convene a meeting of the SC/ST Cell with all committee members.

The Committee shall examine the grievance confidentially by interacting with the complainant and other concerned persons.

After detailed inquiry and verification, the committee shall recommend appropriate corrective or disciplinary action, wherever necessary, and submit its report to the principal.

In cases involving violation of institutional rules or government regulations, appropriate action shall be initiated as per the **UGC Regulations, AICTE Guidelines, Government of Telangana, and Constitution of India.**

Complaint Disposal Procedure

The grievance shall ordinarily be disposed of **within one week**, wherever feasible. The Committee shall make every effort to ensure prompt, fair, and transparent redressal of genuine grievances submitted by SC/ST students.

The complainant shall submit a written and signed grievance addressed to the **Convener, SC/ST Cell.**

- Students may submit grievances through the official institutional e-mail or grievance portal.
- The convener or designated committee member shall call the complainant for counseling or discussion, normally within one week of receiving the complaint.
- The Committee shall examine the grievance confidentially.
- If the grievance falls outside the scope of the SC/ST Cell, it shall be referred to the appropriate institutional authority.
- If the grievance falls within the jurisdiction of the SC/ST Cell, an inquiry committee shall be constituted wherever necessary.
- The committee shall submit its recommendations to the principal for appropriate action.
- The principal shall take necessary action in accordance with institutional rules and government regulations.
- All proceedings shall be kept strictly confidential, and the complainant shall be informed of the final decision.

The grievance shall normally be disposed of within **one week's time**. All the members of the SC/ST Cell shall make every effort to examine and redress genuine grievances submitted by SC/ST students in a fair, transparent, and time-bound manner.

The complainant shall submit a **written and signed grievance** addressed to the **Convener of the SC/ST Cell**.

- The students may submit their grievance through e-mail to the official SC/ST Cell e-mail ID or by submitting a written application to the Convener of the SC/ST Cell.
- The Convener or any authorized member of the Committee shall call the complainant for a personal meeting, normally within one week from the submission of the written grievance.
- The members of the SC/ST Cell shall discuss the grievance confidentially and examine all relevant facts and documents.
- If the grievance falls outside the purview of the SC/ST Cell, the complainant shall be informed accordingly, and the matter shall be referred to the appropriate institutional authority for necessary action.
- If the grievance comes under the jurisdiction of the SC/ST Cell, an inquiry committee shall be constituted wherever necessary to investigate the matter in a fair and impartial manner.
- The Committee shall submit its inquiry report along with suitable recommendations to the principal for appropriate administrative action at the earliest.
- The Committee shall ensure that no discrimination, victimization, or retaliation is faced by the complainant during or after the inquiry process.
- Wherever necessary, counseling, mentoring, academic support, scholarship assistance, or other welfare measures shall be recommended to resolve the grievance amicably.
- If the enquiry establishes any act of discrimination against an SC/ST student, appropriate disciplinary action shall be recommended in accordance with the rules of the Institution, university regulations, Government of Telangana guidelines, UGC regulations, AICTE norms, and other applicable statutory provisions.
- If any legal action is required under the provisions of the Constitution of India, the Scheduled Castes and Scheduled Tribes (Prevention of Atrocities) Act, 1989 (as amended), or any other applicable law, the matter shall be referred to the competent government authority for necessary action.

- The SC/ST Cell shall maintain complete confidentiality of all complaints, inquiry proceedings, reports, and recommendations. Records shall be maintained securely and accessed only by authorized members.
- The Committee shall maintain proper records of grievances received, inquiries conducted, actions taken, and follow-up measures for institutional review, statutory compliance, and submission of the Annual Report.

