



बिरला प्रौद्योगिकी संस्थान BIRLA INSTITUTE OF TECHNOLOGY

(वि अनु आउ अधिनियम १९५६ की धारा ३ के तहत मान्यता विद्यापीठ | A Deemed to be University u/s 3 of UGC Act, 1956)

मेसरा, राँची - ८३५२१५ (भारत) || MESRA, RANCHI - 835 215 (INDIA)

फोन/Phone: (EPBX) 0651-2275444/2275896,2276002/2276006 फैक्स/Fax: 0651-2275401/2276052 वेबसाइट/website: www.bitmesra.ac.in

Ref. No. GO/Estb/SC-ST Cell/22-23/ 3569

01 September 2022

OFFICE ORDER

SC/ST CELL

The Scheduled Caste (SC) and Scheduled Tribes (ST) Cell in an Institute promotes the special interests of students/staff in all the reserved categories. It is expected to provide special inputs in areas where the students/staff experience difficulties.

A SC/ST Cell is hereby constituted to look after the interest of the students/staff of SC/ST/OBC/PWD categories are as follows:

- | | |
|---|--------------------|
| 1. Dean of Under-Graduate Studies (DUGS) | - Chairperson |
| 2. Dean of Student Affairs (DoSA) | - Member |
| 3. Dr. G. T. Mohanraj, Associate Professor
Department of Chemical Engineering | - Member |
| 4. Dr. Biswatrish Sarkar, Assistant Professor
Department of Pharmaceutical Sciences and Technology | - Member |
| 5. Dr. Manish Oraon, Assistant Professor
Department of Production and Industrial Engineering | - Member |
| 6. Sri Ritesh Kumar Lakra, Jr. Technical Superintendent
Department of Remote Sensing | - Member |
| 7. Assistant Registrar (Legal) | - Member Secretary |

Term of Reference

To assist the staff of the SC/ST Cell and the Standing Committee in carrying out their functions; and to sensitize all the sections of the Institute towards the Constitutional mandate, UGC Guidelines for the Cell and its functioning, a Manual has been prepared, which is available on AICTE website, to guide the students to optimally utilize the benefits of the schemes offered by the Government of India:

- SC/ST Booklet.
- Ministry of Social Justice and Empowerment.
- List of Resolutions for Backward Classes.
- List of Resolutions for Scheduled Caste Welfare.
- Handbook for Scheduled Tribe.
- Scholarships for Reserved students: Government of India.
- Schemes: Government of India.
- National Scheduled Castes Finance and Development Corporation.

The Cell shall 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 is expected to organize interactive sessions and informal meetings with SC/ST/OBC/PWD students/staff to attend to their personal, social, and academic problems.

The Cell shall examine any relevant matters referred by the Vice Chancellor, from time to time.

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Tenure: One year from the date of the constitution, or till the issuance of fresh notification, suppressing the earlier order.

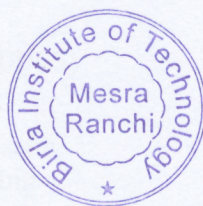
Quorum: At least two third members shall be present in the meeting

Role of Member Secretary:

- a) Meeting administration, record-keeping, and governance requirements.
- b) Making sure meetings are regularly organized and minutes recorded efficiently.
- c) Thorough communication and correspondence with all stakeholders.
- d) Recommendations of the committee shall be duly approved by the Competent Authority.

This has the approval of the Competent Authority, and it supersedes all previous orders on the subject.

To,
The Chairman & all Members




Registrar

Copy to:

1. All Deans/HoDs/Director (IQAC)/Directors/In-charges (Off-Campuses)
2. P. S. to Vice Chancellor
3. All Notice Boards
4. Webmaster – *for uploading on the Institute's website.*
5. File