



**Bharath Institute of Higher Education and Research
(Deemed to be University)**

Office of the Dean of Engineering,

Sree Balaji Institute of Science and Technology (SBIST),

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SBIST/SCST/ORD/2025-26/001

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OFFICE ORDER

ESTABLISHMENT OF COMMITTEE FOR SCHEDULED CASTES / SCHEDULED TRIBES (SC/ST) WELFARE COMMITTEE

1. BACKGROUND AND LEGAL FRAMEWORK

Sree Balaji Institute of Science and Technology has established a **Scheduled Castes / Scheduled Tribes (SC/ST) Welfare Committee** in strict compliance with:

- The Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989 (Act No. 33 of 1989) and subsequent amendments
- Government of India Notification No. GSR–316(E), Ministry of Welfare, dated 31/03/1995
- University Grants Commission (UGC) Regulations and Directives relating to SC/ST welfare
- AICTE Approval Process Handbook and statutory compliance requirements
- Constitutional provisions under Articles 14, 15, 16, 17, and 46 of the Constitution of India

The Committee is constituted as an institutional mechanism to safeguard the rights, dignity, equality, and welfare of members belonging to the Scheduled Castes and the Scheduled Tribes within the campus.

The establishment of this Committee reflects the Institution's commitment to:

- Constitutional values
- Social justice and equity

- Prevention of discrimination and caste-based bias
- Promotion of inclusive education

2. OBJECTIVES OF THE COMMITTEE

The SC/ST Welfare Committee is constituted with the following objectives:

1. To ensure implementation of Government reservation policies in admissions, recruitment, and promotions, wherever applicable.
2. To monitor effective execution of Central and State Government schemes for SC/ST students and staff.
3. To prevent discrimination, harassment, or victimisation based on caste.
4. To promote equal opportunity in academic, administrative, and employment matters.
5. To create awareness regarding constitutional safeguards and welfare measures.
6. To function as a grievance redressal body for SC/ST-related complaints.
7. To promote academic support and upliftment of students from SC/ST communities.

3. SCOPE AND JURISDICTION

The SC/ST Welfare Committee shall have jurisdiction over:

- Students belonging to SC/ST categories
- Teaching and non-teaching staff belonging to SC/ST categories
- Matters concerning admissions, scholarships, recruitment, promotions, and campus welfare
- Issues relating to discrimination, harassment, or denial of statutory benefits

The Committee shall function within the institutional framework and in accordance with applicable laws and regulatory guidelines.

4. FUNCTIONS OF THE COMMITTEE

The SC/ST Welfare Committee shall perform the following functions:

4.1 Policy Implementation and Monitoring

- Ensure strict implementation of reservation policies.
- Maintain reservation roster registers for teaching and non-teaching staff.
- Monitor admissions of SC/ST students annually.

4.2 Scholarship and Welfare Monitoring

- Supervise allotment and distribution of scholarships and fee concessions.
- Disseminate information regarding Government welfare schemes.
- Assist eligible candidates in availing statutory benefits.

4.3 Data Collection and Record Maintenance

- Maintain a database of SC/ST students and staff.
- Collect and analyze course-wise admission data.
- Maintain records of grievances and actions taken.
- Submit compliance reports to IQAC and statutory authorities as required.

4.4 Grievance Redressal

- Receive complaints relating to discrimination or harassment.
- Conduct inquiries following principles of natural justice.
- Recommend corrective and disciplinary action where required.
- Refer serious cases to statutory authorities under the SC/ST (Prevention of Atrocities) Act, if necessary.

4.5 Academic and Social Support

- Organize remedial coaching and mentoring.
- Conduct awareness and sensitization programs.

- Encourage higher education, skill development, and academic progression.

5. GRIEVANCE REDRESSAL MECHANISM

5.1 Filing of Complaint

- Complaints may be submitted in writing (physical or electronic) to the Chairperson or designated member.
- Anonymous complaints may be considered where prima facie evidence exists.

5.2 Preliminary Assessment

- The Committee shall conduct a preliminary review within seven (7) working days.

5.3 Inquiry Process

- A formal inquiry shall be initiated where merit is established.
- The respondent shall be given reasonable opportunity to present their case.
- Proceedings shall be documented.

5.4 Recommendation and Action

- The Committee shall submit findings within thirty (30) days wherever feasible.
- Recommendations may include counseling, administrative measures, disciplinary action, or referral to competent statutory authorities.

5.5 Appeal

- Aggrieved parties may submit representation to the Competent Authority within fifteen (15) days of the decision.

6. CONSTITUTION OF THE COMMITTEE

The SC/ST Welfare Committee is constituted with the following members:

| S. No. | Name | Designation | Role |
|---------------|------------------|--------------------------------|-------------|
| 1 | Dr. J. Indumathi | Dean & Head of the Institution | Chairperson |

| | | | |
|---|---------------------|-----------------------------|--------|
| 2 | Dr. T. Rithikaa | Staff – SC Representative | Member |
| 3 | Mr. Darshan Kumar R | Student – SC Representative | Member |
| 4 | Ms. Dhanushree S | Student – SC Representative | Member |

The Chairperson shall oversee policy implementation and administrative coordination of the Committee.

7. OPERATIONAL FRAMEWORK

- The Committee shall meet at least once per semester or as required.
- Quorum: Minimum 50% of members.
- Minutes of meetings shall be recorded and securely maintained.
- Confidentiality shall be strictly upheld.
- Reports shall be submitted to the Head of the Institution and IQAC periodically.

8. TENURE

The Committee shall remain in force until reconstituted by the Competent Authority through an official order.

9. CONCLUSION

The SC/ST Welfare Committee of Sree Balaji Institute of Science and Technology serves as a statutory and institutional mechanism to ensure equity, social justice, and non-discrimination. Through systematic monitoring, grievance redressal, and welfare initiatives, the Institution upholds its commitment to inclusive education and compliance with AICTE, UGC, and Government of India regulations.

J. Indumathi



