



Policy Document of Scheduled Caste (SC) /Scheduled Tribe (ST) CELL

Title : Policy Document of SC/ST Cell

Policy Code : MITSU/SCST/POL/2025/01

Version No. / Effective Date : Version 1.0 / 08 December 2025

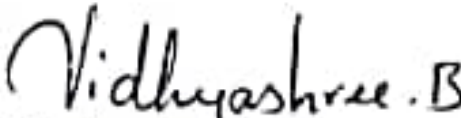
Prepared By : VIDHYASHREE B

Coordinator – SC/ST Cell

Approved By : Registrar

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1. Policy Metadata

Field	Details / Signature
Policy Title	Policy document of SC/ST Cell
Policy Code	MITSU/SCST/POL/2025/01
Version / Date	Version 1.0 / 08 December 2025
Prepared by	 Mrs. Vidhyashree B Coordinator - SC/ST Cell
Reviewed by	 Dr. K. Sathesh IQAC Coordinator IQAC Co-ordinator Madanapalle Institute of Technology & Science MADANAPALLE - 517325.
Approved by	 Dr. D. Pradeep Kumar Registrar
Next Review Date	December 2026

2. Policy Preamble

Background and Context

The Scheduled Castes (SC) and Scheduled Tribes (ST) Cell is established to safeguard the constitutional rights, interests, and welfare of students, faculty, and staff belonging to Scheduled Castes and Scheduled Tribes. The Cell serves as a mechanism to address issues relating to discrimination, social justice, inclusion, equal opportunity, and access to educational resources.

Statutory and Regulatory Requirements

This policy is framed in accordance with:

- Constitution of India (Articles 15, 16, 17, 46, 338, and 338A)
- UGC Guidelines for SC/ST Cells in Higher Educational Institutions
- UGC Deemed-to-be University Regulations, 2023
- National Education Policy (NEP) 2020
- Scheduled Castes and Scheduled Tribes (Prevention of Atrocities) Act, 1989 and amendments
- Rights of Persons with Disabilities Act, 2016 (where applicable)
- NAAC Accreditation Framework
- ISO 21001:2018 Educational Organization Management Systems
- Applicable State and Central Government notifications

Institutional Rationale

The University recognizes the need to promote an inclusive academic environment free from discrimination and social exclusion. The SC/ST Cell is established to ensure equitable opportunities, support mechanisms, grievance redressal, and implementation of welfare measures for SC/ST stakeholders.

3. Vision & Mission Linkage

Alignment with University vision

To promote inclusive, equitable, and quality education for all learners irrespective of caste, social background, or economic status.

Alignment with University Mission

- Promote social justice and equal opportunity.
- Foster diversity and inclusiveness.
- Support holistic development of students.

Alignment with NEP 2020

- Equity and Inclusion
- Access to Higher Education

- Student Support Systems
- Multidisciplinary and Inclusive Learning

Contribution to UN SDGs

- SDG 4: Quality Education
- SDG 5: Gender Equality
- SDG 10: Reduced Inequalities
- SDG 16: Peace, Justice and Strong Institutions

4. Objectives

The SC/ST Cell shall:

1. Ensure protection of constitutional safeguards.
2. Prevent discrimination and social exclusion.
3. Facilitate equal access to educational opportunities.
4. Monitor implementation of reservation policies.
5. Promote academic success and welfare of SC/ST students.
6. Address grievances related to caste-based discrimination.
7. Create awareness regarding government welfare schemes.
8. Support inclusive campus governance and participation.

5. Scope

This policy applies to:

- All Schools, Departments, Centres, Administrative Units and Campuses.
- Students, Faculty Members, Administrative Staff, Contract Employees and Researchers.
- Alumni and Stakeholders where relevant.

6. Definitions

SC

Scheduled Castes notified by the Government of India.

ST

Scheduled Tribes notified by the Government of India.

Policy Owner

Vice Chancellor/Registrar

Policy Custodian

SC/ST Cell Coordinator.

Stakeholder

Students, faculty, staff, parents, alumni, and external agencies.

Review Cycle

Periodic evaluation of the policy every year.

Terms of Reference (ToR)

Defined responsibilities, authority, and functions of the Cell.

7. Policy Statement

The University is committed to creating an equitable, inclusive, and discrimination-free educational environment. The University shall ensure protection of rights, implementation of reservation policies, access to welfare schemes, grievance redressal mechanisms, and promotion of social justice for SC/ST stakeholders.

8. Governance & Composition**Chairperson**

Vice Chancellor / Nominee of Vice Chancellor

Coordinator / Convener

Senior Faculty Member belonging to SC/ST category (preferably)

Members

1. Faculty Representative
2. Administrative Representative –Non-Teaching
3. Student Representatives (one SC and one ST student)
4. External Expert from SC/ST Welfare Department or NGO

Tenure

- Faculty and Staff Members: 3 Years
- Student Members: 1 Year
- External Expert: 2 Years

9. Terms of Reference (ToR)**Objectives**

- Protect rights and interests of SC/ST stakeholders.
- Promote equity and inclusion.
- Monitor implementation of welfare measures.

Functions

- Address grievances related to caste discrimination.
- Facilitate scholarships and welfare schemes.
- Conduct awareness and sensitization programs.
- Monitor reservation compliance.
- Recommend corrective actions.

Reporting Hierarchy

SC/ST Cell → IQAC → Registrar → Vice Chancellor

Meeting Frequency

- Minimum One Meeting per Quarter
- Emergency Meetings as required

10. Roles & Responsibilities

Chairperson

- Provide leadership and oversight.
- Approve action plans.
- Ensure regulatory compliance.

Coordinator

- Convene meetings.
- Maintain records and reports.
- Coordinate implementation activities.

Members

- Participate in meetings.
- Support grievance redressal.
- Conduct outreach activities.

IQAC

- Documentation support.
- Compliance monitoring.
- Facilitate audits and review

11. Functions of the Committee/Cell

Statutory Functions

- Monitor reservation policy implementation.
- Address discrimination complaints.
- Ensure adherence to Government and UGC directives.

University-Specific Functions

- Student mentoring.
- Academic support initiatives.
- Career guidance.
- Awareness campaigns.

Deliverables

- Annual Report
- Quarterly Progress Reports
- Action Taken Reports (ATR)
- Compliance Reports
- Awareness Program Reports

12. Standard Operating Procedures (SOPs)

Meeting Frequency

Quarterly or more frequently if required.

Quorum

Minimum 50% of total members.

Agenda Preparation

Prepared by Coordinator and approved by Chairperson.

Minutes Recording

Minutes shall include:

- Date
- Attendance
- Agenda
- Discussions
- Decisions
- Action Items

Action Taken Report (ATR)

ATR shall be reviewed in every subsequent meeting.

13. Policy Review, Implementation & Updating

The policy shall be reviewed annually.

Updates shall include:

- UGC amendments
- Government regulations

- NEP 2020 reforms
- NAAC requirements
- Institutional requirements

Dissemination

- University Website
- Employee Handbook
- Student Handbook
- Circulars and Email Communications

Monitoring Frequency

Half-Yearly Review by IQAC

RACI Matrix

Activity	Responsible (R)	Accountable (A)	Consulted (C)	Informed (I)
Policy Implementation	SC/ST Cell	VC	IQAC	University Community
Grievance Redressal	Coordinator	Chairperson	Legal Expert	Registrar
Annual Review	IQAC	VC	SC/ST Cell	Governing Body

14. Training & Awareness

Induction Programs

Orientation for newly admitted students and employees.

Annual Awareness Programs

- Constitutional Rights
- Reservation Policies
- Anti-Discrimination Measures
- Government Welfare Schemes

Digital Dissemination

- Website
- Emails
- Learning Management Systems

15. Compliance and Legal Requirements

The Cell shall comply with:

- UGC Deemed-to-be University Regulations, 2023
- UGC Guidelines on SC/ST Cell
- SC/ST (Prevention of Atrocities) Act, 1989
- Constitution of India
- NAAC Quality Framework
- ISO 21001:2018 Standards

16. Review & Revision Mechanism

Review Cycle

Annual Review

Trigger-Based Revision

Whenever:

- New UGC regulations are issued.
- Government policy changes occur.
- Statutory requirements change.

Approval Authority

Registrar → Vice Chancellor → Governing Body

17. Documentation & Record-Keeping

Policy Version Control

- Unique Policy Code
- Version Number
- Revision History

Repository

Maintained digitally by IQAC.

Records Maintained

- Meeting Notices
- Agendas
- Minutes
- Complaints Register
- ATRs
- Annual Reports

Retention Period

Minimum 8 Years or as per University Record Retention Policy.

18. Reporting & Audit

Reporting : Annual Report submission to IQAC and Governing Body.

Internal Audit : Annual compliance audit by IQAC.

External Audit : As required by statutory authorities.

19. References

- Constitution of India.
- UGC Deemed-to-be University Regulations, 2023.
- UGC Guidelines for SC/ST Cells.
- National Education Policy 2020.
- SC/ST (Prevention of Atrocities) Act, 1989.
- NAAC Accreditation Manual.
- University Statutes and Ordinances.
- Institutional Development Plan (IDP).

20. Annexures

Annexure I - Complaint Form / Nomination Form

Annexure II - Meeting Agenda Format

Annexure III - Minutes of Meeting Format

Annexure IV - Action Taken Report (ATR) Format

Annexure V - Implementation Checklist

Annexure VI - Policy Review Report Format