



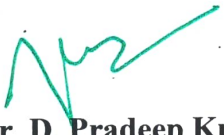


POLICY DOCUMENT OF MINORITY CELL

- Title : Minority Cell Policy
- Policy Code : MITSU/MC/POL/2025/01
- Version No. / Effective Date : Version 1.0/2025/06.10.2025
- Prepared By : Mrs. M. Fathima Begum, Minority Cell Coordinator
- Approved By : Registrar

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1. Policy Metadata

| Field | Details / Signature |
|------------------|---|
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| Prepared by |  Mrs. M. Fathima Begum, Minority Cell Coordinator |
| Reviewed by |  IQAC Co-ordinator Madanapalle Institute of Technology & Science MADANAPALLE - 517325 Dr. K. Sathesh, IQAC Coordinator |
| Approved by |  REGISTRAR Madanapalle Institute of Technology & Science (Deemed to be University) MADANAPALLE - 517 325, A. P. Dr. D. Pradeep Kumar, Registrar |
| Next Review Date | 2026 |

2. Policy Preamble

The Minority Cell is established in accordance with UGC (Institutions Deemed to be Universities) Regulations, 2023, UGC Guidelines for Minority Cells, AICTE Student Support Regulations, and relevant Government of India policies including the National Commission for Minorities Act, 1992. The Cell ensures protection of minority rights, equitable access to education, and implementation of welfare schemes in alignment with institutional quality frameworks.

The establishment of the Minority Cell aligns with statutory and regulatory frameworks including:

- UGC Guidelines for Minority Cell in Higher Education Institutions
- AICTE Student Development & Support Regulations
- NAAC Criterion V – Student Support & Progression
- Government of India Schemes for Minority Welfare

3. Vision & Mission Linkage

- Promotes *equity, social inclusion, and diversity*, ensuring that minority students receive fair academic and administrative support.
- Enhances an inclusive campus environment conducive to growth and learning.
- Supports NEP 2020 focus on *equitable and inclusive education, support for socio-economically disadvantaged groups (SEDGs), and holistic academic support systems*.

Contribution to SDGs

- **SDG 4: Quality Education**
- **SDG 5: Gender Equality**
- **SDG 10: Reduced Inequalities**

4. Objectives

- To ensure equal access to academic and welfare resources for minority students.
- To facilitate awareness and application of government minority scholarships.
- To protect rights and dignity of minority students.
- To provide counseling, mentoring, and academic support.
- To promote an inclusive and discrimination-free campus environment.

5. Scope

- Applicable to all Schools, Departments, Centres, and Administrative Units of the University.
- Covers all minority students, faculty, staff, and stakeholders.
- Ensures institution-wide implementation and monitoring.

6. Definitions

- **Minority Students:** Students belonging to religious or linguistic minority communities as recognized by the Government of India.
- **Policy Owner:** Minority Cell Coordinator.
- **Stakeholders:** Students, faculty, administration, parents, external agencies.
- **Tenure:** One year.
- **ToR (Terms of Reference):** Mandate, roles, functions, and reporting structure.

7. Policy Statement

The University is committed to safeguarding the interests of minority communities and promoting fairness, equality, and inclusivity. The Minority Cell shall function as a support

platform ensuring empowerment, welfare, and grievance redressal for minority students while promoting harmonious campus culture. All student information and grievances handled by the Minority Cell shall be treated as confidential.

8. Governance & Composition

The Minority Cell shall be constituted as per UGC and NAAC guidelines.

- Chairperson: Vice-Chancellor
- Coordinator: Senior Faculty Member
- Members: Head of Department (Humanities / Management / Core Engg.), Faculty Member (preferably from a Minority Community), Administrative officers, Student representatives, Counsellor / Mentor and External Expert.
- Tenure: One year

The Minority Cell shall be constituted under the Chairmanship of the Head of the Institution, with representation from key academic and administrative units and external stakeholders, as per UGC and NAAC guidelines.

Composition: The composition is periodically reviewed to ensure relevance, effectiveness, and statutory compliance.

- Chairperson: Vice-Chancellor
- Senior Administrative Officers
- One Coordinator (preferably from a Minority Community)
- Three to Five Senior Faculty Members (preferably from a Minority Community)
- One or Two Student representatives (UG & PG) from notified Minority Community
- One or Two representative from academic counselling
- One or Two representative from Minority Affairs / NGO

Tenure: Members shall serve for a period of one year (or as notified by the University).

9. Terms of Reference (ToR)

Objectives

- Implement minority welfare schemes.
- Create awareness on financial aids, scholarships, and educational resources.

Functions

- Conduct counseling for academic and personal issues.
- Organize orientation programs, seminars, and welfare activities.
- Maintain database of minority students and track progress.
- Provide guidance for competitive exams, placements, and skill development.
- Serve as a grievance redressal channel.

Reporting Hierarchy

- Reports to: **IQAC** → **Dean of Student Welfare** → **Vice-Chancellor**

Meeting Frequency

- Minimum **Quarterly**, or as needed.

10. Roles & Responsibilities

Chairperson

- Provides strategic direction and administrative support.
- Approves annual action plans and reports.

Coordinator

- Leads day-to-day operations.
- Coordinates activities, documentation, and reports.
- Serves as the official point-of-contact.

Members

- Assist in planning and implementation.
- Participate in meetings and events.
- Mentor and support minority students.

IQAC

- Ensures documentation.
- Reviews compliance and audit readiness.

11. Functions of the Minority Cell

- Facilitate Government of India & State Minority Scholarship processes.
- Conduct awareness sessions on educational rights and welfare provisions.
- Provide counselling (academic, financial, personal).
- Organize remedial classes for academically weaker students.
- Maintain data on student progression and outcomes.
- Submit Annual Reports and Action Taken Reports.

Measurable performance indicators

- Number of minority students benefited from schemes
- Scholarship success rate
- Student grievance resolution rate
- Academic performance improvement

12. Standard Operating Procedures (SOPs)

- **Meetings:** Conducted Quarterly.
- **Quorum:** Minimum 50% of members.
- **Agenda Preparation:** Coordinator prepares and circulates agenda 3 days prior.

- **Minutes Recording:** Standard format maintained; signed by Chairperson.
- **ATR Mechanism:** Submitted to IQAC within 15 days of the meeting.

13. Policy Review, Implementation & Updating

- Reviewed annually or as required by statutory changes.
- IQAC initiates review; VC approves updated versions.
- Disseminated through website, circulars, handbook, and training.

14. Training & Awareness

- Induction for new members.
- Annual workshops on minority welfare schemes.
- Digital awareness via email, LMS, website, and notice boards.

15. Compliance & Legal Requirements

- UGC (Institutions Deemed to be Universities) Regulations, 2023
- UGC Guidelines for Minority Cells in Higher Educational Institutions
- AICTE Approval Process Handbook (Student Support Systems)
- National Commission for Minorities Act, 1992
- Government of India Minority Welfare Schemes
- ISO 21001:2018 Standards

16. Review & Revision Mechanism

- Annual or biennial review cycle.
- Immediate revision upon regulatory changes.
- IQAC maintains audit trail.

17. Documentation & Record-Keeping

- Maintained in a Central Digital Repository.
- Unique policy code and version number maintained.
- All ATRs, minutes, and reports archived.

18. Reporting & Audit

- Annual Report & ATR submitted to IQAC.
- Internal compliance audit annually.
- Statutory audit where applicable.

19. References

- UGC Guidelines for Minority Cell
- AICTE Student Support Regulations
- Government of India Minority Welfare Schemes
- University Statutes and Academic Regulations

20. Annexures

- Annexure I: Standard Forms (Complaint, Application, Nomination)
- Annexure II: Sample Agenda Format
- Annexure III: Minutes Format
- Annexure IV: Action Taken Report Format
- Annexure V: Implementation Checklist (Excel)
- Annexure VI: Policy Review Report Format