



CAUVERY INSTITUTE OF TECHNOLOGY
(Approved by AICTE, New Delhi, Affiliated to VTU, Belgavi)
Siddaiahana Koppalu Gate, Sundahalli, Mandya 571402
Ph: 08223-291999, Fax: 08232-291777
Website: www.citmandya.in E-mail: citmandya@gmail.com

Dr. Srikantappa A S
M.Tech, PhD, LLB, F.I.E, M.I.S.T.E.,
Principal

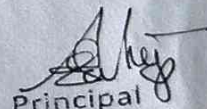
Ref: CIT/ACA/2024/74

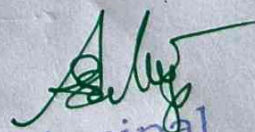
Date: 02-05-2024

Committee for SC/ST

The committee for SC/ST is formed as per the Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989, No. 33 of 1989, dated 11-0-1989, with the structure as follows:

Sl. No	Name & Designation	Role	Gender	E-mail
1	Dr. Srikantappa A S Principal	Chairman	Male	citmandya@gmail.com
2	Prof. Shilparani D P Dept. of CV	Member	Female	shilparanidp@gmail.com
3	Prof. Shwetha Dept. of Chemistry	Member	Female	shwethasuresh2772@gmail.com
4	Prof. Mahesh C K Dept. of E&C	Member	Male	ckmahi12@gmail.com
5	Mr. Amith Special Invitee	Student Member	Male	amithraj17@gmail.com


Principal
Cauvery Institute of Technology
Mandya - 571 401


Principal
Cauvery Institute of Technology
Mandya - 571 402.

Establishment of Committee for SC/ST:

Establishment of Committee for SC/ST (as per the Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989, No 33 of 1989, dated 11.09.1989)*

Committee shall consists of five members out of which at least 2 members shall be SC/ST and one member shall be a women.

The institution has constituted SC/ST cell with the following composition:

Sl No	Category	Nature
1	Vice Principal	Chairperson
2	Vice Principal (Admin)	Member
3	Two faculty members nominated by the Principal	Members
4	Two non teaching staff members nominated by the Principal	Members

Aim and Purpose of the Cell:

- Scholarships – distribution to the beneficiaries
- Address any problems occurred during their educational career
- Arrange for sending statistical information required by University/Government authorities
- To redress any issues relating to discrimination experienced by the students in the college

Roles and Responsibilities:

- Formation of working procedure for the cell.
- Facilitate to uphold the objectives of the cell by initiating various events and activities.
- Delegate tasks and oversee successful execution of predefined events.
- Facilitate for conduction of meetings (Circulating the agendas and schedules, documenting of proceedings and maintaining the same).
- Facilitate for appropriate managing and execution of all activities of the cell.
- Facilitate for submission of consolidated reports with necessary remarks to the principal.

Role of Members:

The members of cell shall at all times report to the Co-ordinator in dealing with all matters pertaining to the cell. The members shall therefore bear the following roles and responsibility and also lend the services to the cell not withholding, as and when required.

- Take active part in designing of events, formalizing procedures and execution plan, organize the events as well take part in report making and in all spectrum of the cell.
- Abide by the delegation of the Coordinator.
- Constructively and creatively participate in planning, organizing, executing and controlling of all the events and activities as decided and assigned and allotted in the committee.
- Coordinates the activities of various student and staff.
- Extend unconditional cooperation in upholding the objectives of the committee

Functions of the Cell:

- Understand the problem of students and faculty belonging to SC/ST and take necessary action and/or render them necessary advice/help to resolve the matter that may be academic or administrative.
- Create awareness among the SC/ST students regarding the various Government and Non-Government scholarship schemes.
- Counsel the students to help them overcome inferiority complex related to interaction with fellow students and personal grooming, etc.
- Promote higher education among the SC/ST communities that are suffering from economic, social and educational deprivations.
- Continuously monitor and evaluate the reservation policies and other programs intended for SC/ST by the GOI for their effective implementation at the institute.
 - Suggest follow-up measures to the administration of the Institute for achieving the objectives and targets laid down by MHRD, GOI for the empowerment of SC/ST.
 - To circulate State Government and University Grants Commission's / AICTE decision and to collect regularly, on an annual basis, information regarding course-wise admissions to candidates belonging to the

Scheduled Castes/Scheduled Tribes in the College for different courses, in forms prescribed by a stipulated date and to take follow up action, where required.

- To function as a Grievances Redressal Cell for the Grievances of SC/ST students and employees of the College and render them necessary help in solving their academic problems.
- To furnish the statistical information and implementation of the rule of reservation for SC/ST students admitted in various diploma Courses, appointment to the Teaching and Nonteaching posts and any other facilities providing to SC/ST's in the College.
- The cell will also conduct regular remedial coaching classes on life skills, specific profession software learning, and personality development, written and oral communication development, writing assignments and making presentations.

Procedure for Conduction of Events:

- The Coordinator shall initiate a meeting with all members headed by principal and discuss about the events to be organized for the academic year.
- The Coordinator shall draft the execution plan of the said event and submit the proposal to the principal upon all modifications incorporated. The plan may contain Proposed Date and Time, Venue, Estimated Audience Size, nature of event, approximate budget, guests (if any) from within the institute/ from outside of the institute, etc.
- Upon the Approval of the plan by the Principal, the Chairman shall communicate the same to the Members and must then convene the meeting of the committee and gear up for execution of the plan
- The Committee members shall be allotted with specific roles and responsibilities by the Coordinator and further to this, the members shall organize and facilitate for completion of the event.
- The Committee shall co-opt any staff and students of the institute, as may be required as per magnitude of the event. The proposed members to be co-opted shall only be made available for service to the committee upon the consent for requisition received from the respective HOD's of the department to which the proposed Co-opted members report to. The Co-opted members shall only be on

one time basis and the Co-opted members are considered as adjunct members of the committee only from the event that their services are requested.

- Upon completion of the event, the coordinator shall facilitate for compiling the "Event Report" and submit the same to the Principal.

Grievance Redressal Procedure for SC/ST Cell:

The Grievance Redressal Procedure for the SC/ST Cell is designed to provide a mechanism for reporting and addressing grievances related to discrimination faced by students from Scheduled Castes and Scheduled Tribes backgrounds. The objective is to ensure a fair and prompt resolution of complaints and to maintain a supportive and inclusive environment within the institution. Grievances related to discrimination may include, but are not limited to, instances of bias, unfair treatment, harassment, or any form of discriminatory behaviour against SC/ST students

- All grievances related to discrimination will be treated with utmost confidentiality. The identity of the complainant, as well as the details of the grievance, will be kept confidential to the extent allowed by law.
- Students and staff who experience discrimination are encouraged to submit a formal, written complaint to the SC/ST Cell Coordinator or mail to citmandya@gmail.com. The complaint should include a detailed description of the incident, the names of individuals involved, and any supporting evidence.
- Upon receiving a complaint, the SC/ST Cell Coordinator will acknowledge the receipt of the grievance and initiate a meeting and shall discuss about the issue with principal and committee members and then the Committee will conduct a thorough investigation, including interviewing relevant parties, gathering evidence, and examining any supporting documentation.
- The investigation will be completed within 15 days.
- If discrimination is substantiated, appropriate remedial actions will be taken, which may include counseling, educational initiatives, or disciplinary measures