

**BIRLA INSTITUTE OF TECHNOLOGY
MESRA : RANCHI**

Ref. No. GO/Estb/SC-ST Cell/21-22/ 41

Date: 01st April 2021

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 as under to look after the interest of the students/staff of SC/ST/OBC/PWD categories:

- | | |
|--|------------------|
| 1. Dean of Under-Graduate Studies (DUGS) | Chairperson |
| 2. Dean of Student Affairs (DoSA) | Member |
| 3. Dr. G. T. Mohanraj, Assistant Professor
Department of Chemical Engineering | Member |
| 4. Ms. Anila Smriti Surin, Assistant Professor
Department of Architecture | Member |
| 5. Dr. Sujan Kumar Saha, Associate Professor
Department of Computer Science & Engineering | Member |
| 6. Sri Ritesh Kumar Lakra, Jr. Technical Superintendent | 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:

- a) SC/ST Booklet.
- b) Ministry of Social Justice and Empowerment.
- c) List of Resolutions for Backward Classes.
- d) List of Resolutions for Scheduled Caste Welfare.
- e) Handbook for Scheduled Tribe.
- f) Scholarships for Reserved students: Government of India.
- g) Schemes: Government of India.
- h) 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.

Tenure: One year from the date of constitution.

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.

By order of the Vice Chancellor


01/04/21
Registrar

To,

- (i) The Chairperson
- (ii) All Members / Member Secretary

Copy to:

1. All Dean(s) / Asso. Dean(s) / Director (IQAC) / CoE / CoA
2. All HoD(s) / In-Charge(s), Academic Departments / Sections
3. Director(s) / In-Charge(s), BIT Off Campuses
4. Director, University Polytechnic / BIT-STEP
5. Dy. Comptroller / Dy. Finance Officer
6. Dy. Registrar(s) / AO(E&HR) / Assistant Registrar(s)
7. PS to VC
8. File