



SGT UNIVERSITY

SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY
(UGC & AICTE Approved) Gurugram, Delhi-NCR

No. : SGTU/BOM/27.18/2021

Dated : 17th September, 2021

SC/ST, MINORITY GUIDELINES

 Registrar
SGT University
Budhera, Gurugram

Introduction :

Scheduled Castes and Scheduled Tribes have been identified as the two most backward groups of Indian Society. They include all such castes, races or tribes, which have been declared as scheduled castes and scheduled tribes by the Constitution of India under the provisions of Article 341 and 342 of the Constitution of India. Scheduled Castes generally represent those communities, which have suffered from the stigma of untouchability in one form or the other. Scheduled Tribes are generally those who have been living in seclusion in hills and forests, more or less untouched by modern civilization and development.

Scheduled Castes constitute about 15 per cent of the total population of the country while Scheduled Tribes constitute about 7.5 per cent of the total Indian Population. Thus, together, these groups constitute a little more than one fifth of the total population of the country.

When India became independent, it committed itself to a socially just and equal social order. The Constitution of the country, promulgated in 1950, recognizes the scheduled castes and the scheduled tribes as the two most backward groups needing special protection. A number of provisions have been made in the Constitution with a view to abolish all forms of discrimination and put these groups at par with others.

Specific provisions for the reservation in services, in favour of the members of the scheduled castes and scheduled tribes, have been made in the Constitution of India are as follows :

Article 16(4) - Equality of opportunity in matters of public employment - Nothing in this Article shall prevent the State from making any provision for the reservation of appointments or posts in favour of any backward class or citizens, which, in the opinion of the State, is not adequately represented in the services under the State.

As per article 335, the claims of the members of the Scheduled Castes and the Scheduled Tribes shall be taken into consideration, consistently with the maintenance of efficiency of administration, in the making of appointments to services and posts in connection with the affairs of the Union or State. The main objective of providing reservation for Scheduled Castes and Scheduled Tribes in Government services is not just to give jobs to some persons belonging to these communities, and thereby increase their representations in the services, but to improve the status of these people socially and educationally so that they can take their rightful place in the mainstream of society.

Xth Plan profile of Higher Education in India under Para 10.B2 states as under :

"To ensure the effective implementation of the reservation policy in admission, recruitment, allotment of staff quarters, Hostels etc. SC/ST Cells are established in the Universities."

Vision :

To be an institution of excellence in higher education that continually responds to the changing social realities through the development and application of knowledge, towards creating a people-centred and ecologically sustainable society that promotes

and protects the dignity, equality, social justice and human rights for all, with special emphasis on marginalized and vulnerable groups.

Mission :

In pursuance of its vision and guiding principles, the Shree Guru Gobind Singh Tricentenary University organizes teaching programmes to facilitate the development of competent and committed professionals for practice, research and teaching; undertakes research; develops and disseminates knowledge; and reaches out to the larger community through extension, at the local, national, regional and international levels.

Introduction of the University :

The Dashmesh Educational Charitable Trust was established in 1999 and formed a group of Institutions i.e. SGT Group of Institutions. In 2013, the group of institutions was got the status of State Private University by the Haryana Private Universities Act, 2006 (amended Act No. 08 of 2013). Since its inception, the SGT University has consistently worked for the promotion of sustainable, equitable and participatory development, social welfare and social justice. A high degree of freedom and autonomy shape the positive work ethos and creativity in the Institute facilitating strong linkages between education, research, field action and dissemination. In recognition of its social contribution and academic excellence.

Objectives :

- (a) To implement the reservation policy for SCs/STs in the Universities
- (b) To collect data regarding the implementation of the policies in respect of admissions, appointments to teaching and non-teaching positions in the universities and analyze the data showing the trends and changes towards fulfilling the required quota.
- (c) To take such follow up measures for achieving the objectives and targets laid down for the purpose by the Government of India and the UGC.
- (d) To implement, monitor and evaluate continuously the reservation policy in university and plan measures for ensuring effective implementation of the policy and programme of the Government of India.

Establishment of SC/ST, Minority Cell

SGT University had set up a SC/ST, Minority Cell to assist the students from the Scheduled Caste (SC) and Scheduled Tribe (ST) communities in improving their academic performance and in optimizing their development in their personal and social life.

Guidelines for SC/ST, Minority Cell :

According to the 1998 UGC Guidelines for the establishment of SC/ST, Minority Cell for Scheduled Castes and Scheduled Tribes is to help the university in implementing the reservation policy with regard to the admission of students and the recruitment of teaching and non-teaching staff at various levels. Its function is also to help the SC/ST categories to integrate with the mainstream of the university community and to remove difficulties, which they may be experiencing.

Functions of the Cell :

According to the UGC Guidelines of 1998, following are the functions of the Cell :

- (a) Circulate GOI and Commission's decisions and to collect regularly, on an annual basis, information regarding course-wise admissions to candidates belonging to the Scheduled Castes and Scheduled Tribes in the University for different courses, in suitable forms prescribed, by a stipulated date, and to take follow up action, where required.
- (b) To circulate GOI orders and Commission's decisions and to collect information in respect of appointment, training of these communities in teaching and nonteaching posts in the University, in suitable forms by a stipulated date and take follow up action where required.
- (c) To collect reports and information regarding the GOI orders on the various aspects of education, training and employment of Scheduled Caste and Scheduled Tribe candidates, for evolving new policies or modifying existing policy by the Commission.
- (d) To analyze information on admissions, education, training and employment of SCs and STs, and prepare reports and digests for onward transmission to the Ministry of Human Resource Development/University Grants Commission and such other authorities as may be required.
- (e) To deal with representations received from Scheduled Castes and Tribes candidates regarding their admission, recruitment, promotion and other similar matters in University.
- (f) To monitor the working of the remedial coaching scheme of the University
- (g) To function as a Grievances Redressal Cell for the grievances of SC/ST students and employees of the university and render them necessary help in solving their academic as well as administrative problems.
- (h) To maintain a register for employment of SCs/STs in the University for the candidates belonging to SC/ST community for various posts in the university
- (i) Any other work assigned from time to time to promote higher education among these two communities suffering economic, social and educational deprivations.

SC/ST Standing Committee :

The SC/ST Standing Committee ensures the effective implementation of the policies and programmes of the Government of India, UGC and State Governments with regard to backward castes, classes and physically challenged. It also suggests measures for achieving the objectives laid down by the various government agencies. The Committee meets at least two times in a year and the decisions arrived at are mandatory to be implemented. The Committee functions under the Chairmanship of a Senior Faculty Member/Administrative Staff Member.

Special Activities of the Cell :

(a) Pre-Admission Coaching :

The pre-admission coaching is organized by the SC/ST Cell for all SC/ST candidates who have qualified for appearing the National Entrance Test of the Institute. The orientation is scheduled for about 2-3 days in phases in the month

of November, every year. The objective of this programme is to orient them about the whole process of the entrance test, positive and negative aspects of written test, group discussion and personal interview. Besides, another important point which is touched upon is about the common mistakes that the candidates make in the admission test and how to overcome those. The candidates are also told about the facilities available for the eligible candidates. It is also meant to help them feel confident. This is followed by clarification of doubts from the candidates.

(b) Post-Admission Orientation :

The students admitted in various programmes are provided post-admission orientation. The main focus is on the course curriculum, selection of optional subjects, the whole new multi-cultural and multi-lingual environment that they are to face on the campus and various facilities available to them.

Capacity Building Sessions :

- (a) Language classes are arranged for students to improve communication skills and proficiency of language.
- (b) A programme on 'Personality Development' is conducted.
- (c) Career counselling is provided to the students.
- (d) Computer classes are arranged to enhance their skills in operating the computer.

Duties of Chairperson of the Cell :

The responsibilities of the Chairperson of the Cell will be briefly stated below :

(a) Students.

The Chairperson; on behalf of the Cell organizes pre-admission coaching programme for SC/ST candidates to help them prepare for Entrance Tests as well as post-admission orientation programme for new students at the beginning of the academic session. Various coaching classes are conducted on life skills, personality development, writing and presentation skills and so on. Interactive sessions and informal meetings with students are also conducted to help them deal with personal, social and academic problems. Issues relating to 7 Other Backward Classes (OBC) and Persons with Disability (PWD) are also looked after by the Chairperson.

(b) Faculty and Staff.

The Chairperson will ensure due compliance of the orders of reservation issued from time to time in favour of SC/ST/OBC and PWDs. He also looks after the prompt disposal of the grievances of the employees of these categories. Some of the duties of the Chairperson are :

- (i) To ensure due compliance by the subordinate authorities with the reservation orders and other benefits admissible to SC/ST/OBC and PWDs.
- (ii) To scrutinize and ensure prompt submission of the prescribed annual statements by the Appointing Authorities to the Ministries/Departments and consolidation of the annual statements

and sending such consolidated statements to the Department of Personnel and Training.

- (iii) To liaise between the Ministries/Departments/Attached and Subordinate offices and the Department of Personnel for supply of required information, answering queries and clearing doubts.
- (iv) To extend necessary assistance to the Commissioner for SCs and STs in discharge of his duties.