



**SESHADRIPURAM EDUCATIONAL TRUST  
SESHADRIPURAM INSTITUTE OF COMMERCE AND  
MANAGEMENT**

(Affiliated to Bengaluru City University) NAAC ACCREDITED 'B' GRADE  
ISO 9001:2015 CERTIFIED

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**Committee for SC/ST**

**Policy Document**

**Preamble**

The institution is committed to maintain an inclusive environment for the students and takes utmost interest in facilitating financial support/scholarships and career guidance to the students belonging to SC/ST. The Cell's primary purpose is to implement and monitor policies and programs related to the welfare and upliftment of Scheduled Castes (SC) and Scheduled Tribes (ST) in accordance with Government guidelines. The cell plays a crucial role in promoting social justice, equality, and inclusiveness by addressing the challenges faced.

**Objectives:**

1. To ensure protection and reservation as provided in the constitution of India.
2. Guide the SC/ST/ students of the Institution, to optimally utilize the benefits of the schemes offered by the State Governments, Government of India.
3. Sensitize the students about the Constitutional mandates and its functioning
4. To equip the students to reach academic excellence.
5. To circulate State Govt. and UGC's decisions about different scholarship programs.

## **Roles and Responsibilities**

1. **Implementation of Reservation Policies:** One of the key responsibilities of the SC/ST Cell is to ensure the effective implementation of reservation policies in admissions and other areas as per government regulations. This includes maintaining records of reserved seats and ensuring that SC and ST candidates have access to these opportunities.

2. **Scholarship and Financial Support:** The cell administers scholarship programs and financial assistance schemes aimed at providing educational support to SC and ST students. This includes disbursing scholarships, grants, and subsidies to eligible beneficiaries.

3. **Awareness and Sensitization:** SC/ST Cells conduct awareness programs and sensitization workshops to educate the institution's staff and students about the issues faced by SC and ST communities, as well as the importance of inclusivity and non-discrimination.

4. **Complaint Redressal:** They typically handle complaints related to discrimination, harassment, or unfair treatment of SC and ST individuals within the organization. They work to resolve such issues and ensure a conducive environment for these communities.

5. **Support Services:** The SC/ST Cell provides support services to SC and ST students such as Separate Book Bank for reference in the college Library.

6. **Coordination with Government Agencies:** SC/ST Cells are responsible for SC/ST welfare to ensure the execution of the respective national and state-level policies.

## **Working Mechanism:**

1. The essential information about the provisions / privileges is provided to all the students in the orientations to the First year students.
2. The Cell in charge passes the information regarding all the eligible scholarships to all the students through circulars/notice boards and announcements through Public address system.
3. The guidance is provided to the students to apply for scholarship in SSP/NSP Portals.
4. The Maker (from admin wing) of scholarships guides the students in submitting the applications with necessary documents and verification of the documents are done by Checker (admin wing).

5. To be in touch with concerned offices/ departments for communication related to e-authorisation.
6. The scholarship money is remitted directly to the recipients account through DBT.

## **Guidelines**

1. The SC/ ST Cell shall consist of a coordinator and members appointed by the Principal. The cell may include representatives from various departments
2. Hold meetings to review activities and develop strategies for promoting equal opportunities and diversity as and when required.
3. Maintain strict confidentiality regarding all complaints, grievances, and personal information related to individuals involved in SC/ST matters.

## **Review and Amendments**

This policy shall undergo annual or as-needed review to ensure its continued relevance and effectiveness. Amendments may be proposed to align with changing circumstances, regulations, or organizational needs.

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**IOAC COORDINATOR**

*Epawent*  
**CHAIRMAN  
GOVERNING COUNCIL  
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