



## SESHADRIPURAM EDUCATION TRUST

### SESHADRIPURAM INSTITUTE OF COMMERCE & MANAGEMENT

Permanently affiliated to Dr. Manmohan Singh Bengaluru City University/ NAAC accredited "A" Grade

AICTE Approved & ISO 9001:2015 certified

#No. 39 & 40, Girls' School Street, Seshadripuram, Bangalore-560020

Ph. 080-22955302 Fax: 080 23462472: [info@sicm.edu.in](mailto:info@sicm.edu.in) [www.sicm.edu.in](http://www.sicm.edu.in)

## SC/ST CELL

### Policy Document AY 2025-2026

The SC/ST Cell is established to preserve the principles of equal opportunities, inclusivity, and diversity within our organization. Individuals with disabilities and marginalized communities often face significant challenges due to disabling environments and socio-cultural and economic barriers. Discrimination based on disability, physical limitations represent a severe violation of principles of equality, human rights, and constitutional obligations. The SC/ST Cell is established to preserve the principles of equal opportunities, inclusivity, and diversity within our organization. Individuals with disabilities and marginalized communities often face significant challenges due to disabling environments and socio-cultural and economic barriers. Discrimination based on disability, physical limitations represent a severe violation of principles of equality, human rights, and constitutional obligations.

The SC/ST Cell is dedicated to promoting affirmative action for marginalized sections of society, including individuals who are not eligible for scholarships belonging to SC, ST, OBC categories, religious and linguistic minorities, differently-abled individuals, and women.

#### Objectives:

- **Promote Equal Opportunities:** To ensure equal access and opportunities for all individuals, regardless of their background, gender, race, religion, disability, or any other characteristic protected by law.
- **Prevent Discrimination:** To prevent and address any form of discrimination, harassment, or bias within the campus.
- **Inclusive Environment:** To create an inclusive environment where diversity is celebrated, and all members feel valued and respected.
- **Raise Awareness:** To raise awareness about issues related to equal opportunities, diversity, and inclusivity among the campus community.

**Responsibilities:**

- Awareness and Training: Organize awareness programs, workshops, and training sessions on equal opportunities, diversity, and inclusion.
- Facilitate sensitivity training for staff, faculty, and students.
- Policy Development and Implementation: Develop and implement policies and procedures that promote equal opportunities and prevent discrimination.
- Ensure compliance with all relevant laws and regulations.
- Grievance Handling: Addressing complaints related to discrimination, harassment, or bias. Ensure prompt and confidential resolution of grievances.
- Support and Accommodation: Provide support and reasonable accommodations to individuals with disabilities to ensure their full participation in academic and non-academic activities.
- Reporting: Preparation of reports and Minutes of the Meetings and submit regularly.

**Guidelines**

1. The Equal Opportunities Cell shall consist of a coordinator and members appointed by the principal. The cell may include representatives from various departments
2. Hold regular meetings to review activities and develop strategies for promoting equal opportunities and diversity. Meetings should be conducted at least quarterly.
3. Maintain strict confidentiality regarding all complaints, grievances, and personal information related to individuals involved in EOC 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.

**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 cell's initiatives 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-authorization.
6. The scholarship money is remitted directly to the recipients account through DBT.

**Composition of Committee for SC/ST cell**

| Sl.No. | Name                          | Designation                                           |
|--------|-------------------------------|-------------------------------------------------------|
| 1      | Prof.Vidya Shivannavar        | Principal, Chairperson                                |
| 2      | Assoc. Prof Punitha G         | HOD- Commerce and Management<br>E-attestation officer |
| 3      | Assoc. Prof Bhuvaneshwari R S | IQAC Co-Ordinator-attestation officer                 |
| 4      | Assoc Prof Poojetha BV        | Student Welfare officer                               |
| 5      | Smt.Kumkum Kadam              | Office Superintendent, Checker                        |
| 6      | Kum.Dhakshayini R.K           | Office Assistant, Maker                               |



**Principal**

**Seshadripuram Institute of  
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## SC/ST Cell

### Annual Report – 2025-26

The Minority Cell for the AY -25-26 was constituted with the following members.

| Sl.No. | Name                          | Designation                                        |
|--------|-------------------------------|----------------------------------------------------|
| 1      | Dr Vidya Shivannavar          | Principal, Chairperson                             |
| 2      | Dr Punitha G Assoc. Prof      | HOD-Commerce and Management, E-attestation officer |
| 3      | Assoc. Prof Bhuvaneshwari R S | IQAC Co-Ordinator-attestation officer              |
| 4      | Assoc .Prof Poojetha BV       | Student Welfare Officer                            |
| 5      | Smt.Kumkum Kadam              | Office Superintendent, Checker                     |
| 6      | Kum.Dhakshayini R.K           | Office Assistant, Maker                            |

The committee members held two meetings in the academic year to discuss the SC/ST Cell Composition, nominated members for 2025-26 and planned activities for 2026-27. In the first meeting, it was decided to collect the list of the students from the office and meeting should be conducted with the students and assist them with applying for government scholarships announced through NSP and SSP. It was also discussed that student's coordinator should be allotted and activities should be conducted.

In the second meeting held in the even semester, it was discussed that workshop /conference related to government jobs should be conducted by this committee. No Grievances were received from the students in the academic year and no inconvenience was caused.

Following activities was conducted for the year 2025-2026

- 09/09/2025- Workshop on Scholarship Awareness Program was conducted for all the registered students of SICM
- 07/10/2025-Pick and Speak Competition on constitution was conducted for the students of SICM.
- 10/03/2026 -Workshop on Reservation in Government jobs was conducted for all the registered students of SICM.

| Year    | Category | Girls | Boys |
|---------|----------|-------|------|
| 2025-26 | SC       | 56    | 80   |
| 2025-26 | ST       | 5     | 4    |



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SICM/MIN/01/2025-26

30/08/2025

### SC/ST Cell

#### Circular

It is hereby informed that meeting is scheduled on 01/09/2025 in principal chamber at 12.00 pm. The following members are directed to attend the meeting to discuss the following agenda.

#### Agenda:

1. Orientation regarding government and non-government scholarships for students.
2. Selection of Student Coordinator
3. Any other matter with the permission of chairperson

| Sl.No. | Name                          | Designation                                           | Sign |
|--------|-------------------------------|-------------------------------------------------------|------|
| 1      | Dr Vidya Shivannavar          | Principal, Chairperson                                |      |
| 2      | Dr Punitha G Assoc. Prof      | HOD- Commerce and Management<br>E-attestation officer |      |
| 3      | Assoc. Prof Bhuvaneshwari R S | IQAC Co-Ordinator-attestation officer                 |      |
| 4      | Assoc Prof.Poojetha BV        | Student Welfare Officer                               |      |
| 5      | Smt.Kumkum Kadam              | Office Superintendent, Checker                        |      |
| 6      | Kum.Dhakshayini R.K           | Office Assistant, Maker                               |      |

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## Minutes of meeting

### Agenda

1. Orientation regarding government and non-government scholarships for students.
2. Selection of Student Coordinator
3. Any other matter with the permission of chairperson

### Minutes of Meeting

The meeting was scheduled on 01/09/2025 at 12.00 pm in Principal's chamber.

The convener of the Cell introduced the member and welcomed them for the meeting to discuss the above-mentioned agenda.

In the meeting the members discussed the schemes available for students and should be oriented to the students about the schemes.

In the meeting the members discussed that two-student coordinator for committee and two student coordinators for Library has to be elected and students who were elected were

1. Prajwal G Naik – 3<sup>rd</sup> B.Com D
2. Harini S -3<sup>rd</sup> B.Com C
3. Prajwal KR -3<sup>rd</sup> B.Com C
4. Vedavathi.S – 3<sup>rd</sup> B.com B

On 09/09/2025 it was discussed and decided that Workshop on Scholarship Awareness Program should be conducted for students of Minority Cell

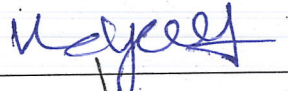
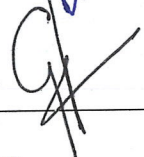
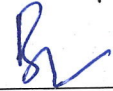
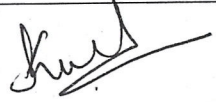
On 7/10/2025 it was discussed that pick and speak competition should be conducted for the students.

Suggestions were given by the members that students should be aware of scholarships and announcement related to the scholarships should be done in public address system on regular basis.

  
Principal

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**Members Present**

| Sl. No. | Name                          | Designation                                           | Sign                                                                                  |
|---------|-------------------------------|-------------------------------------------------------|---------------------------------------------------------------------------------------|
| 1       | Dr Vidya Shivannavar          | Principal, Chairperson                                |    |
| 2       | Dr Punitha G Assoc. Prof      | HOD- Commerce and Management<br>E-attestation officer |    |
| 3       | Assoc. Prof Bhuvaneshwari R S | IQAC Co-Ordinator-attestation officer                 |    |
| 4       | Assoc Prof.Poojetha BV        | Student Welfare Officer                               |    |
| 5       | Smt.Kumkum Kadam              | Office Superintendent, Checker                        |   |
| 6       | Kum.Dhakshayini R.K           | Office Assistant, Maker                               |  |

  
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SICM/MIN/02/2025-26

02/03/2026

### SC/ST Cell Circular

It is hereby informed that meeting is scheduled on 05/03/2026 in AV room at 12.00 pm. The following members are directed to attend the meeting to discuss the following agenda.

#### Agenda

1. SSP Scholarship
2. Eligibility criteria
3. Workshop on Reservation in Government jobs

The following members are directed to attend the meeting

| Sl.No. | Name                          | Designation                                           | sign |
|--------|-------------------------------|-------------------------------------------------------|------|
| 1      | Dr Vidya Shivannavar          | Principal, Chairperson                                |      |
| 2      | Dr Punitha G Assoc. Prof      | HOD- Commerce and Management<br>E-attestation officer |      |
| 3      | Assoc. Prof Bhuvaneshwari R S | IQAC Co-Ordinator-attestation officer                 |      |
| 4      | Assoc Prof .Poojetha BV       | Student Welfare Officer                               |      |
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Principal

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### **Minutes of meeting**

#### **Agenda**

1. SSP Scholarship
2. Eligibility criteria
3. Workshop on Reservation in Government jobs

#### **Minutes of Meeting**

The meeting was scheduled on 05/03/2026 in A V Room at 12.00 pm.

The Student Welfare Officer welcomed the members for the meeting and discussed pervious minutes of meeting which was held on 01/09/2025

In the meeting principal addressed the gathering and informed the working mechanism of the scholarship.

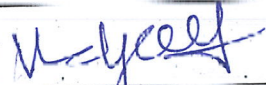
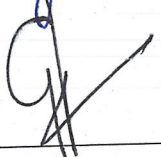
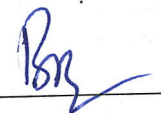
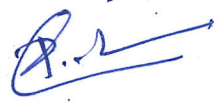
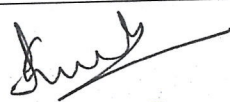
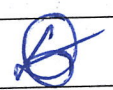
In the meeting it was also discussed that students with reserve categories as per the Karnataka Government are eligible to apply

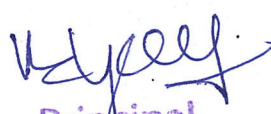
It was discussed and decided that students should be trained by office assistant who are willing to apply

It was directed by the principal that the information related to the scholarship should be announced in public address system for the students.

It was discussed and decided that Workshop on Reservation in Government jobs should be conducted on 10/03/2026 for all the registered students of SICM.

**Members Present**

| Sl.No. | Name                             | Designation                                           | sign                                                                                  |
|--------|----------------------------------|-------------------------------------------------------|---------------------------------------------------------------------------------------|
| 1      | Dr Vidya Shivannavar             | Principal, Chairperson                                |    |
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