



बिरला प्रौद्योगिकी संस्थान
BIRLA INSTITUTE OF TECHNOLOGY
(वि० अनु० आ० अधिनियम १९५६ की धारा ३ के तहत मानित विश्वविद्यालय || A Deemed to be University u/s 3 of UGC Act, 1956)
मेसरा, राँची - ८३५२१५ (भारत) || MESRA, RANCHI - 835 215 (INDIA)
जयपुर ऑफ कैम्पस || JAIPUR OFF-CAMPUS

पता / Add: 27, Malviya Industrial Area, Jaipur 302017 || फोन/Phone: 0141- 4019798 / 4019819 || फैक्स/Fax: 2751601 || ईमेल/Email: bitjaipur@bitmesra.ac.in

Ref.No.:BITECJ/D/O/o/2022-23/027

May 25, 2022

OFFICE ORDER

SC/ST Cell

The Scheduled Caste (SC) and Scheduled Tribe (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 categories:

Sr. No.	Name	Designation	Committee Designation	Contact Details
1.	Dr. Peeyush Tewari	Director	Chairman	9868375962
2	Mr. Ratan Lal Bairwa	Purchase Coordinator	Member	9782665337
3	Mr. Ram Sahai Jat	Assistant	Member	9983324000
4	Dr. Anand Srivastava	Assistant Professor, Physics Department	Member	8107005029
5	Dr. Rishika Sharma	Associate Lecturer, A & M Department	Member	9001220473
6	Dr. Pramod Bubna	Assistant Registrar (Academics)	Member Secretary	9680540125

Terms 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 is available in AICTE website, to guide the students to optimally utilize the benefits of the schemes offered by the Government of India:

- SC/ST Booklet
- Ministry of Social Justice and Empowerment.
- List of Resolutions for Backward Classes
- List of Resolutions for Scheduled Caste Welfare.
- Handbook for Scheduled Tribe
- Scholarships for Reserved students; Government of India.
- Schemes: Government of India
- 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 students/staff to attend to their personal, social, and academic problems.


The Cell shall examine any relevant matters referred by the Director, 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.


(Dr. Peeyush Tewari)
Director (Actg.)

- Copy to: 1. All Department In-charges
2. Concerned member of the Committee
3. Notice Boards