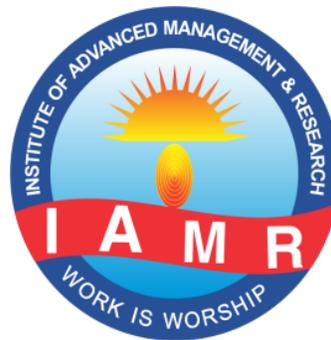


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**POLICY ON SC/ST
COMPLAINT COMMITTEE**

INSTITUTE OF ADVANCE MANAGEMENT AND RESEARCH

(Approved By AICTE, New Delhi and Affiliated to AKTU, Lucknow)

Policy of SC & ST Committee

1.0 Definitions

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.

Objectives

The terms of reference wherein SC/ ST Cell various activities/ functioning are as under:

- To promote the special interest of students from the reserved category.
- To provide special inputs in areas where the students experience difficulty.
- Counsel and guide SC/ST students and help them to manage academic and personal issues of the college life effectively.

- Provide prompt counseling for any emotional emergencies arising on account of any event at the campus.
- To provide the mechanism to redress the grievance of SC/ST students, if any.
- To ensure protection and reservation as provided in the constitution of India.
- To arrange for special opportunities to enhance the carrier growth of students from scheduled castes and scheduled tribes.
- To aware the SC/ST students regarding various scholarships program of State Government and UGC.
- To collect reports and information of Government and UGC's orders on various aspects of education, employment of SC/ST students.
- This policy applies to all members of IAMR, including faculty, staff, students, and visitors. It covers complaints of harassment, discrimination, or misconduct occurring on IAMR premises or in any IAMR-related activities.

2.0 The Complaint Committee

Implementation of the policy will be achieved through the following structure :

As per the guidelines of the All India Council for Technical Education (AICTE), the composition of the Internal Complaints Committee (ICC) typically includes the following members:

Chairperson: A senior faculty member or administrator appointed by the institution's head, such as the Director or Principal.

Four Faculty Members: Appointed by the institution's head from different departments or disciplines.

3.0 POWER AND DUTIES OF COMPLAINT COMMITTEE

1. To circulate Government of India 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 Universities and Colleges for different courses, in forms prescribed, by a stipulated date, and to take follow up action, where required.

2. To circulate Government of India orders and Commission's decisions and to collect information in respect of appointment, training of these communities in teaching and non-teaching posts in the Universities and Colleges, in suitable forms by a stipulated date and take follow up action where required.

3. To collect reports and information regarding the Government of India orders on the various aspects of education, training and employment of Scheduled Castes and Scheduled Tribes candidates, for evolving new policies or modifying existing policy by the Commission.
4. To analyze the information collected above 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.
5. To deal with representations received from Scheduled Castes and Scheduled Tribes candidates regarding their admission, recruitment, promotion and other similar matters in Universities/Colleges.
6. To monitor the working of the remedial coaching scheme, if approved in the affiliated colleges and university.
7. 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.
8. To maintain a register for employment of SCs/STs in the University and Colleges for the candidates belonging to SC/ST communities for various posts in the university/colleges.
9. Any other work assigned from time to time to promote higher education among these two communities suffering economic, social and education deprivations.
10. The SC/ST Cell exclusively looks after the work related to SC/STs matters and no other work is assigned to the Cell.
11. If the required data is not submitted by the given date, UGC reserves the right to withhold either plan or non-plan grant until the required information/data is received. Hence, the universities/colleges are advised to supply the necessary information as required.

The SC/ST Committee shall have the following Roles and Responsibilities:

- To counsel and guide SC/ ST students and help them to manage academic and personal issues if any.
- To inform the SC/ST students regarding various scholarships / program of State Govt. and UGC.
- Function as a Grievances Redressal Cell for the grievances of SC/ST students and employees of the college and render them necessary help in solving their academic as well as administrative problems.
- To ensure the Prevention of Atrocities on the SC, ST Staff, Faculty and Students.

- To hear and resolve the issues/complaints if any; of such nature of Atrocity reported/complained.

4.0 Interim Redressal

Interim redressal by the SC/ST Committee involves taking provisional measures to address a complaint while an investigation is ongoing. These measures aim to provide immediate relief or protection to the complainant or other affected parties until a final decision is reached. Examples include temporary relocation, no-contact directives, suspension or leave, counseling, workplace accommodations, training programs, and monitoring compliance. These measures are designed to ensure fairness, confidentiality, and due process throughout the investigation process.

5.0 Punishment and Compensation

In the context of the SC/ST Committee, punishment and compensation may be considered as outcomes or consequences resulting from the findings of an investigation into a complaint of harassment, discrimination, or misconduct.

Punishment:

If the SC/ST C finds the respondent(s) guilty of harassment, discrimination, or misconduct based on the evidence presented during the investigation, it may recommend disciplinary actions or sanctions.

These disciplinary actions may include warnings, reprimands, suspension from duties or academic activities, demotion, termination of employment, or expulsion from the institution, depending on the severity of the offense and the organization's policies.

The purpose of punishment is to hold the perpetrator(s) accountable for their actions, deter future misconduct, and ensure a safe and respectful environment for all members of the institution.

6.0 Addressing frivolous complaints

In dealing with frivolous complaints, the SC/ST C can:

- Assess the complaint promptly.
- Gather evidence and document findings.
- Communicate with the complainant, explaining the determination.
- Offer guidance on the appropriate use of the complaint process.
- Provide education on filing genuine complaints and consequences for frivolous ones.
- Impose disciplinary action if the complaint was made in bad faith.
- Review procedures periodically for improvements.

7.0 Minutes of Meeting

The Complaint Committee shall Prepare an MOM giving full accounts of activities twice a year and forward a copy thereof to the Director who shall report to the Governing Body of the Institute.

8.0 Monitoring and Reviewing

I. The Institute Complaint Committee will send MOM to the Board Of Governors through Director.

II. In the above mentioned MOM, Confidentiality of the complaints will be maintained.