



# S.A. COLLEGE OF EDUCATION

A Minority Institution, Run by Nalanda Minority Educational & Welfare Trust  
(Recognised by Govt of Bihar)

Ref. No. :

Date : 10/12/2025

## S A COLLEGE OF EDUCATION

SC/ST Committee  
For BBA, BCA & MBA College

### 1. Introduction

In accordance with the guidelines of the **University Grants Commission (UGC)** and constitutional provisions, the institution has constituted an **SC/ST Committee** to safeguard the interests of students and staff belonging to the Scheduled Castes (SC) and Scheduled Tribes (ST).

The committee works to ensure equality, social justice, and protection against discrimination, harassment, or exploitation within the campus.

### 2. Objectives of the SC/ST Committee

- To ensure a supportive and inclusive environment for SC/ST students
- To address grievances related to discrimination or harassment
- To promote awareness about constitutional rights and welfare schemes
- To monitor implementation of government and institutional policies for SC/ST
- To prevent any form of caste-based discrimination on campus

  
Secretary

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### 3. Scope of the Committee

The committee covers:

- Students of BBA, BCA, and MBA programmes
- Teaching and non-teaching staff belonging to SC/ST categories
- Academic, administrative, and campus-related issues

### 4. Composition of the SC/ST Committee

#### 4.1 Committee Members

- Chairperson: Head of the Institution / Director- SALMAN AKHTAR
- SC/ST Faculty Representative (Convener)- RANU SINGH
- Programme Coordinators (BBA, BCA, MBA)-ABHISHEK KUMAR
- Senior Faculty Member-INDRASEN KUNAL
- Administrative Officer-CHANDRA BHUSAN
- Student Representative (SC/ST category)-N/A

*Efforts shall be made to ensure adequate representation from SC/ST categories.*



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## 5. Roles & Responsibilities

- Address grievances of SC/ST students and staff
- Conduct meetings to review issues and concerns
- Ensure confidentiality and fairness in grievance handling
- Recommend remedial measures to the management
- Organize awareness and sensitization programs
- Maintain records of complaints and actions taken

## 6. Grievance Redressal Mechanism

### 6.1 Submission of Grievance

SC/ST students may submit grievances:

- In writing to the Convener
- Through the online grievance portal
- Via email to the SC/ST Committee

### 6.2 Resolution Process

- Acknowledgement of complaint within 3 working days
- Inquiry by the committee
- Resolution within 15 working days
- Escalation to higher authority if required

  
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## 7. Preventive & Supportive Measures

- Awareness programs on social justice and equality
- Display of committee details on notice boards and website
- Counseling and mentoring support
- Coordination with scholarship and welfare sections

## 8. Monitoring & Reporting

- Periodic meetings of the committee
- Annual report submitted to IQAC / University
- Review of trends and preventive strategies

## 9. Conclusion

The SC/ST Committee reaffirms the institution's commitment to uphold dignity, equality, and justice, ensuring a discrimination-free academic environment for all.

*This SC/ST Committee policy applies to all BBA, BCA, and MBA programmes.*

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