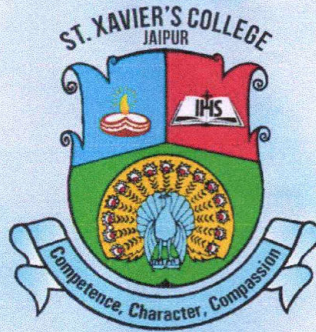


# St. Xavier's College Jaipur

Affiliated to the University of Rajasthan Approved under Section 2(f) and 12(B) of UGC Act, 1956  
A Christian Minority Educational Institution under Section 2(g) of NCMEI Act, 2004



## College Manual A Compendium of Policies and Guidelines



## PART A

### College Manual: A Compendium of Policies and Guidelines

For consistently successful functioning, St. Xavier's College Jaipur has a college manual of explicit policies and guidelines, as the foundation for implementation of its vision and mission and to achieve its goals. Policies help to furnish the guidelines for various units of the college.

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## **5. SC/ST/ OBC/MINORITY POLICY**

### **1. Introduction**

The SC/ST/OBC/Minority Policy of the college ensures the effective implementation of the various policies and programs of the Government of India, State Government and UGC with regard to Schedule Castes, Schedule Tribes and Other Backward Classes. St. Xavier's College Jaipur is committed to provide an environment that promotes diversity and respects everyone regardless of color, religious belief or cultures. While maintaining diversity of all kinds, it also commits to ensuring protection of everyone including SC/ST and OBCs and helps them by providing academic and allied assistance in order to achieve equality and social justice.

In order to create a living and working environment where all students feel safe and respected and with a view to ensure implementation of the affirmative policy of the Government of India/UGC and related orders issued by such authorities from time to time for the benefit of SC/ST and OBCs.

### **2. Purpose**

For the creation of a living and working environment where all students feel safe and respected, SC/ST/OBC and Minorities Cell with the following purposes:

- To provide counselling, guidance, and support to SC/ST/ OBC/Minority students on various issues and help them to manage academic and personal demands of a university life effectively.
- To ensure a protected environment so that all such students falling under this category feel safe and secure.
- To provide a counselling platform for any kind of emotional emergencies arising on account of any event at the campus life.
- To provide a mechanism to support grievance redressal of such students falling under the category of SC, ST, and OBC students.
- To ensure protection and reservation as mandated by the constitution of India.
- To facilitate special opportunities to these students in order to enhance the career growth of such students through placement, internship and training cell of our college.

### **3. Composition and Functioning**

### 3.1 Composition

- **Coordinator**
- **Member**
- **Office Staff**

### 3.2 Functioning

The SC/ST/OBC/Minority Cell provides comprehensive preventive and proactive services to all such students enrolled for various academic programmes in the college. The goal of the cell is to enhance the wellbeing of SC/ST/OBC/Minority students and its functioning includes-

- Reservation for SC/ST, OBC & Minorities in the College, is based on the Admission and Reservation Policy of the Department of College Education (DCE)
- Collecting data regarding the implementation of policies in respect to admissions, to take up measures for achieving the objectives and targets laid down for the purpose by the State Government and the UGC, to guide the SC/ST students of the college, to optimally utilize the benefits of the schemes offered by the State Government, Government of India (GOI) and UGC.
- Maintaining information on admissions, education, training and employment of SC/ST, OBC and Minority, prepare reports for transmission to the Department of Social Justice and Empowerment (SJE), /University Grants Commission and such other authorities as may be required.
- To promote higher education among these communities suffering economic, social and educational deprivations.
- Providing the mechanism to redress the grievance of SC/ST/OBC/Minority students, if any. It also communicates with the SJE/ DCE in response to representations/ complaints.
- Complaints if any will be forwarded to the Committee for necessary action.
- The Coordinator of the Committee/Cell will forward their report in the sealed envelope to the Principal within one week from the date of receipt of complaint

  
Principal

St. Xavier's College Jaipur  
Nevta-Mahapura Road, Jaipur