

**St. Xavier's College, Jaipur**  
**SC/ST & OBC Committee**

## **Guidelines/Standard Operating Procedure**

### **1. About Committee**

#### **1.1 Introduction**

The SC/ST & OBC Welfare Committee of the college ensures the effective implementation of the policies and various programmes of the Government of India, UGC and State Governments with regard to Scheduled Castes, Scheduled 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. The SC/ST and OBCs 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 psychological wellbeing of SC/ST/OBC students at St. Xavier's College, Jaipur so that they can take full advantage of the educational opportunities at the college.

For the creation of a living and working environment where all students feel safe and respected, there is a need to establish an SC/ST/OBC and Minorities Cell with the following objectives:

- To provide counseling, guidance and support to SC/ST & OBC 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 counseling 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.
- The SC/ST and OBC Cell will provide comprehensive preventive and proactive services to all such students enrolled for various academic programmes in the university. The goal of the cell is projected for enhancing the psychological wellbeing of SC/ST and OBC students at college level so they can take full advantage of the educational opportunities at the university.

#### **1.2 Functions of Committee**

1. To ensure compliance of the orders of reservation issued and other benefits admissible from time to time in favor of SC/ST and OBCs
2. To ensure provisions for an environment where all such students feel safe and secure.
3. To provide prompt counselling for any emotional emergencies arising on account of any events at the campus.

4. To communicate with the UGC/ DoPT/ MHRD/ etc. with respect to supply of required information, answering queries and clearing doubts with respect to reservations data/information etc.
5. To arrange for special opportunities to enhance the career growth of SCs/STs and OBC students.
6. To circulate State Government and UGC's decisions about different scholarship programs.
7. To communicate with the Office of the Commissioner for SC/ST and OBCs in response to representations/ complaints.
8. To collect reports and information regarding the State Government and University Grants Commissions orders on the various aspects of education, training and employment of Scheduled Castes/Scheduled Tribes and OBC candidates, for evolving new policies or modifying existing policy by the State Government and University Grants Commission.
9. 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.
10. To deal with representations received from Scheduled Castes/Scheduled Tribes and OBC candidates regarding their admission, recruitment, promotion and other similar matters in Universities/Affiliated Colleges.
11. To function as a Grievances Redressal Cell for the Grievances of SC/ST & OBC students and employees of the University and render them necessary help in solving their academic as well as administrative problems.
12. To counsel and guide SC/ ST students and help them to manage academic and personal issues of college life effectively.
13. To provide the mechanism to redress the grievance of SC/ST students, if any
14. To ensure protection and reservation as provided in the constitution of India.
15. To aware the SC/ST students regarding various scholarship programs of State Govt. and UGC.
16. To take such follow up measures to achieve the objectives and targets laid down by the Govt. of India and the UGC.

### **1.3 Benefits of Committee**

1. It will help in creating awareness among the SC/ST students regarding the various Government and Non-Government scholarship schemes.
2. Counselling the students to help them overcome inferiority complex related to interaction with fellow students and personal grooming, etc.
3. To ensure provisions for an environment where all such students feel safe and secure.
4. It will lead to empower the faculty and students belonging to minority and other backward communities (OBC).
5. To council and guide students about various issues and help them to manage academic activities.
6. Resolving problems related to Sc/ST & OBC issues.

### **1.4 ST/SC & OBC Welfare Committee (2023-24)**

- **Prof. Fr. S. Xavier SJ (Chairman)**
- **Dr. Fr. Raymond Cherubin SJ**
- **Dr. Dharmveer Yadav (Coordinator)**