



No.E/141/2230

Date: 16.03.2023

OFFICE ORDER:

Sub: Re- Constitution of Special Cell to look into the discrimination complaints of SC/ST/OBC students, Teachers and Non Teaching staff.
Ref: (i) UGC letter No.F.No.F.1-7/2011 (SCT) dated 14/07/2021, (ii) Office order No.E/141/517 dated 04/08/2021 & No.E/141/367 dated 24.06.2022

The Special Cell for effective implementation of reservation policy in admission, recruitment, and service matters is reconstituted as under:

- | | | |
|-----|--------------------------------------|---------------------------------|
| 1. | Prof. C. H. Solanki, Professor, DoCE | : Chairman |
| 2. | Liaison Officer (SC/ST) | : Member (Ex-Officio) |
| 3. | Liaison Officer (OBC) | : Member (Ex-Officio) |
| 4. | Dean (FW) | : Member (Ex-Officio) |
| 5. | Dean (SW) | : Member (Ex-Officio) |
| 6. | Registrar | : Member (Ex-Officio) |
| 7. | Dy. Registrar (Establishment) | : Member (Ex-Officio) |
| 8. | Dy. Registrar (Academic) | : Member Secretary (Ex-Officio) |
| 9. | Ms. Anjali Tatwa (U21ME064) | : Member (Student Rep.) |
| 10. | Mr. Aditya Shekhar (U21EC008) | : Member (Student Rep.) |

The functions of the Special Cell will be under;

- To implement the reservation policy for SCs/STs/OBCs in the Institute.
- To collect data regarding the implementation of the policies in respect of admissions, appointments to teaching and non-teaching positions in the institute.
- To take follow up measures for achieving the objectives and targets laid down for the purpose by the Ministry of Education, Government of India.
- To implement, monitor and evaluate continuously the reservation policy in the institute and to plan measures for ensuring effective implementation of the policy and programme of the Government of India.
- To deal with representations received from Scheduled Castes /Scheduled Tribes/OBC candidates regarding their admission, recruitment, promotion and other similar matters in the Institute.
- To function as a Grievances Redressal Cell for the Grievances of SC/ST/OBC students and employees of the Institute and render them necessary help in solving their academic as well as administrative problems.
- To maintain a register for employment of SCs/STs/OBCs in the Institute for the candidates belonging to SC/ST/OBC communities for various posts in the institute.
- The Special Cell will make necessary arrangement for developing a page on Institute website for lodging complaints of caste discrimination by SC/ST/OBCs students and also place a complaint register in the Special Cell for the purpose. If any such incident comes to the notice of the authorities, action should be taken against the erring official/ faculty members promptly.
- The Special Cell should ensure that no official / faculty members indulge in any kind of discrimination against any community or category of students / staff.
- The Cell will exclusively look after the work related to SC/ST/OBCs matters and no other work is assigned to the Cell.
- Any other work assigned from time to time to promote higher education among these communities.
- The tenure of the Cell will be for two years from the date of issue of this order.
- This will supersede the office order No.E/141/517 dated 04/08/2021 & No.E/141/367 dated 24.06.2022

This is issued with the approval of the Competent Authority.

To,
All Deans/ Heads of the Deptt./Section
All employees/ students – through e-mail

c.c. to : (1) Director - For information (2) Dispatch Section

Ramesh
REGISTRAR
16/3/2023