



RTC INSTITUTE OF TECHNOLOGY

Anandi, Ormanjhi, Ranchi – 835219, Jharkhand

Approved by AICTE, New Delhi & Govt. of Jharkhand and Affiliated to Jharkhand University of Technology, Ranchi
(ISO 9001:2015 CERTIFIED)



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SC/ST Committee Policy Document.

1. Preamble

The institution is committed to promoting social justice, inclusiveness, equal opportunity, and dignity for all students and employees. To ensure effective implementation of welfare measures and grievance for all staff and students of Scheduled Castes (SC) and Scheduled Tribes (ST), the college shall establish an SC/ST Committee. The Committee shall act as the policy implementation, and monitoring mechanism.

2. Vision

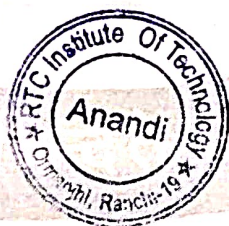
To create a safe, inclusive, equitable, and empowering campus environment for SC/ST students and staff.

3. Mission

- To support academic, financial, and personal development of SC/ST students as per existing norms.
- To ensure implementation of welfare schemes and statutory provisions.
- To prevent discrimination and ensure equal opportunity.
- To strengthen representation, progression, and employability.
- To promote constitutional values, harmony, and respect.

4. Objectives

- Provide institutional support to SC/ST students and employees.
- Facilitate scholarships, free ships, hostels, and welfare schemes as per norms.
- Address complaints related to discrimination or harassment.
- Improve retention, progression, and placement opportunities.
- Promote awareness of legal rights and social equality.





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PART A- SC/ST COMMITTEE

Composition:

1. Chairperson: Principal / Senior Faculty Nominee
2. Coordinator / Convener: Faculty Member
3. Faculty Members: 2–5 members
4. Administrative Representative: 1 member
5. Student Representatives: SC/ST students with female representation
6. Counsellor / Mentor: 1 member (if available)

Functions of Committee:

A. Policy Implementation

- Ensure execution of institutional SC/ST policy
- Review welfare initiatives and support measures

B. Grievance

- Receive complaints of caste discrimination, harassment, bias, exclusion, or denial of facilities
- Conduct confidential and impartial inquiry
- Recommend corrective / disciplinary action

C. Monitoring

- Review scholarship outreach and beneficiary access
- Monitor academic progression and retention
- Identify barriers affecting students

D. Reporting

- Submit semester/annual report to Principal

Complaint Redressal Procedure

Modes of Submission:

- Written application
- Email complaint
- Online grievance portal
- Through mentor/HOD

Process:

- Acknowledgement within 3 working days
- Preliminary review within 7 working days
- Inquiry if required
- Recommendation within 30 working days
- Action Taken Report issued





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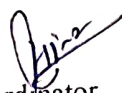
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Support Measures for Students

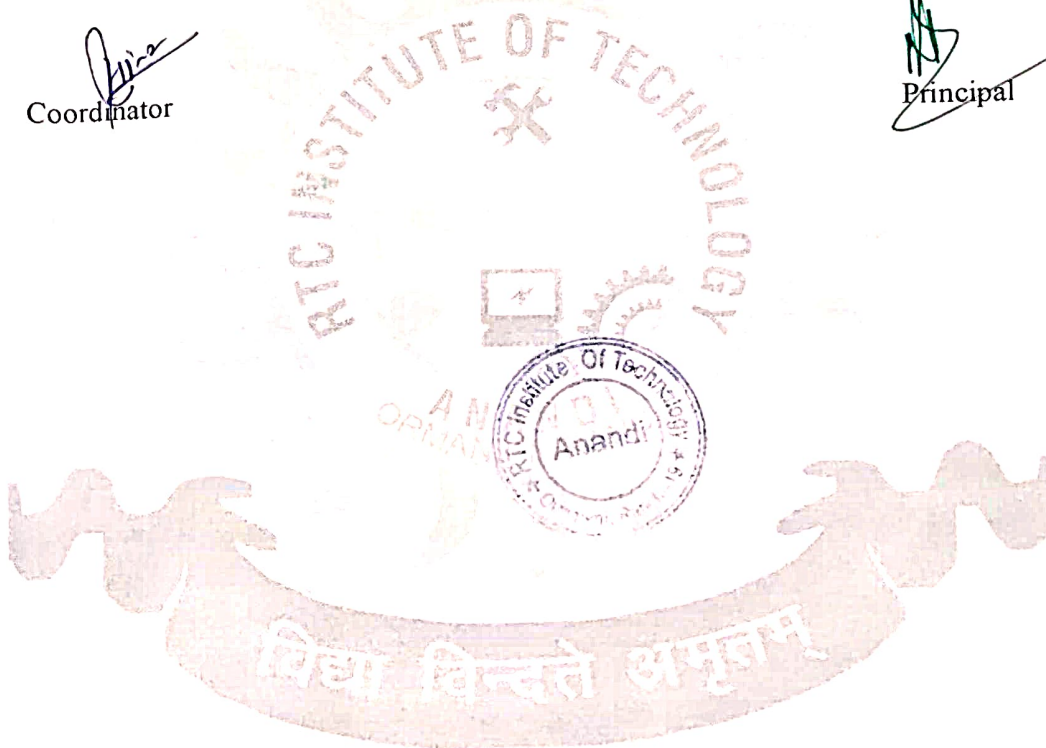
- Remedial coaching
- Language/communication support
- Career counselling
- Mental wellness referral support

Meetings

- Minimum two meetings per academic year (Every six months)
- Emergency meetings when required
- Proper minutes to be maintained


Coordinator


Principal





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Composition of the SC/ST Committee

The composition of the SC/ST Committee consists of the following members:

1. Chairperson: Principal / Senior Faculty Nominee
2. Member Secretary: Faculty Member
3. Faculty Members: 3–5 members
4. Member: 1 member
5. Student Representatives: SC/ST students with female representation
6. Counsellor / Mentor: 1 member (if available)

S.N.	Name	Designation	Role in Committee
1	Mrs. Binita Roshima Hinz	Asst. Prof. , CSE (CS)	Chairperson
2	Mr. Surendra Kishore	Asst. Prof. , CE	Member Secretary
3	Mrs. PushplataKhalkho	Asst. Prof. , EEE	Member
4	Ms. Pumima Tigaa	Asst. Prof., CSE	Member
5	Mr. Anjani Kumar	Asst. Office Superintendent	Member
6	Akancha Kerketta	B.tech, CSE Student	Student Representatives

Tenure: - The Member shall serve for a period 1-2 year.

Meetings: - The cell shall meet at least once every semester or as required.

Signature



Signature
Principal

RTC Institute of Technology