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INSTITUTES

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NARHE | PUNE | INDIA



JUNIOR COLLEGE | ITI | POLYTECHNIC | ENGINEERING | MBA | MCA | Ph.D

POLICY DOCUMENT

SCHEDULED CASTES/ SCHEDULED TRIBES (SC/ST) CELL POLICY

Zeal Education Society's

ZEAL POLYTECHNIC, PUNE

An ISO 21001:2018 Certified Institute.

Approved by AICTE, New Delhi, Recognized by DTE, Mumbai (Govt. of Maharashtra),

Affiliated to MSBTE Mumbai, MSBTE Code: 0988, DTE Code : D-6435



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POLICY DOCUMENT

SCHEDULED CASTES / SCHEDULED TRIBES (SC/ST) CELL POLICY

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Record No. :	Revision:	Date:
<p>This is to state that the following expert team has formed, reviewed and recommended the Scheduled Castes, Scheduled Tribes Cell Policy for Zeal Polytechnic, Narhe, Pune.</p> <p>The Policy is published and implemented after approval from Governing Body (GB).</p>		
Member 1	Member 2	Chairman

Institute Vision:

To become a premier institute in technical education by imparting vibrant knowledge and skill-based quality education with ethical values to cater the industrial and societal needs.

Institute Mission:

- ✓ To provide comprehensive technical education through academic excellence.
- ✓ To give industrial exposure to the students by industry- institute interaction.
- ✓ To inculcate technical competence, spirit of inquiry, teamwork and entrepreneurship.
- ✓ To enhance ethical, societal, industrial concerns and lifelong learning skills.



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Scheduled Castes/Scheduled Tribes Cell

1. Preamble

Zeal Polytechnic Narhe, Pune has been upholding and uplifting the stakeholders in realizing their potential in all spectrum of professional life. Ever since the inception of the Institute by proven academicians, the institute is strategizing, devising and establishing various schemes in all practices of the institute, those are intended towards advocating right morality and positive attitude in all walks of life. All the measures taken have been in line with the recommendations and regulations provided by various governing bodies instituted in the country.

In view of advancing the quality of life in campus as well to enhance the certainty of better life of the students and staff belonging to SC and ST, the institute has established the cell by the name of "SC ST Cell".

All the clauses and regulations provided as per The Constitution of India that seeks to secure for all its citizens, among other things, social and economic justice, equality of status and opportunity and assures the dignity of the individual are addressed by the cell. Provisions that are incorporated in the Constitution for safeguarding and promoting the interests of the SC and ST in various spheres are as well taken in to the working spectrum of the cell. These are for effective implementation of various safeguards provided in the Constitution for the SC/ST and various other protective legislations.

We are glad to present the first edition of the policy document of SC/ST Cell to you in the hope that it will be a useful information aid for providing better services to the noble cause of social and economic development of the SC/ST students in our institution.

2. The need for a Scheduled Castes/Scheduled Tribes (SC/ST) Cell

- Provide equitable access to education and resources for SC/ST students.
- Foster a supportive and discrimination-free academic environment.
- Offer training programs to enhance technical skills and employability.
- Help student's access scholarships and government benefits.
- Resolve issues related to bias or unequal treatment.
- Assist in securing internships and job opportunities.
- Encourage participation in academic and extracurricular activities.

3. Objectives

- To promote the special interests of students of the reserved category.



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- To provide special inputs in areas of their curriculum where the students experience difficulties.
- To guide the SC/ST students of the institute, to optimally utilize the benefits of the schemes offered by the State Government, Government of India (GOI) and UGC/AICTE
- To enhance overall development of the stakeholders by organizing required skill up gradation programs.
- To organize interactive sessions and informal meetings with students to attend to their personal, social and academic problems/ needs.
- To address any grievance of SC/ST students and staff of the institute.

4. Government Clauses and AICTE Norms

The Clauses pertaining to the said cell are derived and in line with the following act;

1. Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989, No. 33 of 1989 dated 11.09.1989
2. Article 46 of the Constitution of Indian states that, "The State shall promote with special care the educational and economic interests of the weaker sections of the people, and in particular, of the Scheduled Castes and the Scheduled Tribes, and shall protect them from social injustice and all forms of exploitation".
3. AICTE NORM: Establishment of Committee for SC/ ST (As per the Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989, No. 33 of 1989, dated 11.09.1989)

5. Roles and Responsibilities

a. Role of the Coordinator

All matters pertaining to SC and ST CELL shall be endorsed by the Co-ordinator. The matters may comprise of the following.

1. Formation of working procedure for the cell.
2. Facilitate to uphold the objectives of the cell by initiating various events and activities.
3. Delegate tasks and oversee successful execution of predefined events.
4. Facilitate for conduction of meetings (Circulating the agendas and schedules, documenting of proceedings and maintaining the same).
5. Facilitate for appropriate managing and execution of all activities of the cell.
6. Facilitate for submission of consolidated reports with necessary remarks to the principal.



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b. Role of Members

The members of cell shall at all times report to the Co-ordinator in dealing with all matters pertaining to the cell. The members shall therefore bear the following roles and responsibility and also lend the services to the cell not withholding, as and when required.

1. Take active part in designing of events, formalizing procedures and execution plan, organize the events as well take part in report making and in all spectrum of the cell.
2. Abide by the delegation of the Coordinator.
3. Constructively and creatively participate in planning, organizing, executing and controlling of all the events and activities as decided and assigned and allotted in the committee.
4. Coordinates the activities of various student and staff.
5. Extend unconditional cooperation in upholding the objectives of the committee.

6. Functions of the Cell

- Understand the problem of students and faculty belonging to SC/ST and take necessary action and/or render them necessary advice/help to resolve the matter that may be academic or administrative.
- Create awareness among the SC/ST students regarding the various Government and Non-Government scholarship schemes.
- Counsel the students to help them overcome inferiority complex related to interaction with fellow students and personal grooming, etc.
- Promote higher education among the SC/ST communities that are suffering from economic, social and educational deprivations.
- Continuously monitor and evaluate the reservation policies and other programs intended for SC/ST by the GOI for their effective implementation at the institute.
- Suggest follow-up measures to the administration of the Institute for achieving the objectives and targets laid down by MHRD, GOI for the empowerment of SC/ST.
- To circulate State Government and University Grants Commission's / AICTE decision and to collect regularly, on an annual basis, information regarding course- wise admissions to candidates belonging



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to the Scheduled Castes/Scheduled Tribes in the College for different courses, in forms prescribed by a stipulated date and to take follow up action, where required.

- To function as a Grievances Redressal Cell for the Grievances of SC/ST students and employees of the College and render them necessary help in solving their academic problems.
- To furnish the statistical information and implementation of the rule of reservation for SC/ST students admitted in various diploma Courses, appointment to the Teaching and Nonteaching posts and any other facilities providing to SC/ST in the College.
- The cell will also conduct regular remedial coaching classes on life skills, specific profession software learning, and personality development, written and oral communication development, writing assignments and making presentations.

7. Procedure for Conduction of Events

- a) The Coordinator shall initiate a meeting with all members headed by principal and discuss about the events to be organized for the academic year.
- b) The Coordinator shall draft the execution plan of the said event and submit the proposal to the principal upon all modifications incorporated. The plan may contain Proposed Date and Time, Venue, Estimated Audience Size, nature of event, approximate budget, guests (if any) from within the institute/ from outside of the institute, etc.
- c) Upon the Approval of the plan by the Principal, the Chairman shall communicate the same to the Members and must then convene the meeting of the committee and gear up for execution of the plan.
- d) The Committee members shall be allotted with specific roles and responsibilities by the Coordinator and further to this, the members shall organize and facilitate for completion of the event.
- e) The Committee shall co-opt any staff and students of the institute, as may be required as per magnitude of the event. The proposed members to be co-opted shall only be made available for service to the committee upon the consent for requisition received from the respective HOD's of the department to which the proposed Co-opted members report to. The Co-opted members shall only be on one time basis and the Co-opted members are considered as adjunct members of the committee only from the event that their services are requested.
- f) Upon completion of the event, the coordinator shall facilitate for compiling the "Event Report" and submit the same the Principal.



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8. Grievance Redressal Procedure for SC/ST Cell

The Grievance Redressal Procedure for the SC/ST Cell is designed to provide a mechanism for reporting and addressing grievances related to discrimination faced by students from Scheduled Castes and Scheduled Tribes backgrounds. The objective is to ensure a fair and prompt resolution of complaints and to maintain a supportive and inclusive environment within the institution.

Grievances related to discrimination may include, but are not limited to, instances of bias, unfair treatment, harassment, or any form of discriminatory behaviour against SC/ST students.

1. All grievances related to discrimination will be treated with utmost confidentiality. The identity of the complainant, as well as the details of the grievance, will be kept confidential to the extent allowed by law.
2. Students and staff who experience discrimination are encouraged to submit a formal, written complaint to the SC/ST Cell Coordinator or mail to sachin.suryawanshi@zealeducation.com. The complaint should include a detailed description of the incident, the names of individuals involved, and any supporting evidence.
3. Upon receiving a complaint, the SC/ST Cell Coordinator will acknowledge the receipt of the grievance and initiate a meeting and shall discuss about the issue with principal and committee members and then the Committee will conduct a thorough investigation, including interviewing relevant parties, gathering evidence, and examining any supporting documentation.
4. The investigation will be completed within 07 days.
5. If discrimination is substantiated, appropriate remedial actions will be taken, which may include counselling, educational initiatives, or disciplinary measures.

9. Conclusion

The SC/ST Cell policy document serves as a guiding framework for creating an inclusive, supportive, and empowering environment for SC/ST students at Zeal Polytechnic Narhe, Pune. As we move forward, this policy will be subject to regular review and improvement, ensuring that it remains aligned with the evolving needs of our dynamic student community.