



DEEPSHIKHA COLLEGE OF TECHNICAL EDUCATION

(Under The Management Of Deepshikha Kala Sansthan)

Affiliated to Rajasthan Technical University, University of Rajasthan & Approved by AICTE, Ministry of HRD, Govt. of India

Ref. No. : DCTE/Circular/2025-26/653

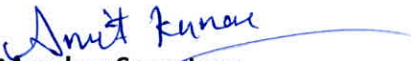
Date : 20/10/2025

NOTICE

All the members of the SC/ST Cell are hereby informed that a meeting of the Cell will be held on 22/10/2025 (Wednesday) at 12:30 am in the Principal's Office to discuss the matters related to the effective implementation of the SC/ST Cell Policy, welfare initiatives, grievance redressal, and awareness activities.

All members are requested to attend the meeting punctually.

Dr. Rita Bisht	Principal
Mr. Amit Kumar	Member Secretary
Mr. Vineet Kumar	Faculty Representative
Mrs. Deepika Yadav	Alumni Representative
Mr. Deepesh Kumar Gupta	Student Representative


Member Secretary



Principal

Deepshikha College of Technical Education

Principal

Deepshikha College of Technical Education
Varun Path, Mansarovar

CC to:-

1. Principal Office
2. For website



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Ref. No. : DCTE/ MOM-ATR/2025-25 / 654
Minutes of Meeting

Date 22/10/2025

The SC/ST Cell meeting commenced at 12:30 am in the Principal's office. The Member Secretary welcomed all the members to the meeting, expressing gratitude for their attendance and participation.

The following agendas would be discussed during the meeting:

Meeting Agenda

1. Welcome and confirmation of previous meeting proceedings.
2. Review of SC/ST Cell policy implementation.
3. Review of grievances received and redressal mechanism.
4. Planning of awareness programmes on constitutional rights and government welfare schemes.
5. Academic support, mentoring, career guidance, and scholarship assistance.
6. Review of records, documentation, and future action plan.
7. Any other matter with the permission of the Chair.

Members presented in the meeting-

Dr. Rita Bisht	Principal
Mr. Amit Kumar	Member Secretary
Mr. Vineet Kumar	Faculty Representative
Mrs. Deepika Yadav	Alumni Representative
Mr. Deepesh Kumar Gupta	Student Representative

Agenda 1: Welcome and confirmation of previous meeting proceedings.

Discussion Points

- The Convener welcomed all members and highlighted the role of the SC/ST Cell in promoting equality, inclusiveness, and social justice within the institution.
- The minutes of the previous meeting were reviewed, and the status of previously approved action points was discussed.

- Members appreciated the timely completion of awareness programmes and student support activities conducted during the previous semester.
- It was observed that no major issues had been reported since the last meeting, indicating a healthy and inclusive academic environment.

Resolution

- The members unanimously approved the minutes of the previous meeting.
- It was resolved that the Cell would continue reviewing the implementation status of previous decisions in every meeting.
- The Cell decided to maintain regular interaction with students to identify any emerging concerns at an early stage.

Action Taken Report (ATR)

- Previous meeting decisions were successfully implemented.
- Records of activities and meetings were updated and maintained.
- The next review of action points will be undertaken in the subsequent meeting.

Agenda 2: Review of SC/ST Cell Policy Implementation

Discussion Points

- The Cell reviewed the implementation of the SC/ST Cell Policy and discussed measures adopted to ensure equal opportunities for all students.
- Members reviewed initiatives taken to create a discrimination-free campus and promote an inclusive academic atmosphere.
- The Cell discussed the need to increase awareness among newly admitted students regarding the role of the SC/ST Cell, available support mechanisms, and constitutional safeguards.
- It was suggested that information about the Cell should be displayed prominently on the college website and notice boards.

Resolution

- The Cell resolved to strengthen the implementation of institutional policies related to social justice and equal opportunity.
- Orientation sessions regarding the SC/ST Cell will be organized for newly admitted students every academic year.
- Departments will extend full cooperation in promoting the objectives of the Cell.

Action Taken Report (ATR)

- Orientation programmes will be included in the academic calendar.
- Updated information regarding the SC/ST Cell will be displayed on the website and notice boards.
- Compliance with policy implementation will be reviewed periodically.

Agenda 3: Review of Grievances and Redressal Mechanism

Discussion Points

- The grievance register was reviewed, and members noted that no discrimination-related complaints had been received during the review period.
- The Cell discussed the importance of maintaining confidentiality and fairness while addressing grievances.
- Members emphasized creating confidence among students so that they can report concerns without fear or hesitation.
- It was suggested that awareness regarding the grievance mechanism should be included in student orientation programmes.

Resolution

- The Cell resolved to maintain a transparent, confidential, and student-friendly grievance redressal mechanism.
- Every grievance received will be acknowledged promptly and resolved within the prescribed timeframe.
- Confidentiality and principles of natural justice will be strictly followed.

Action Taken Report (ATR)

- The grievance register will be updated regularly.
- Awareness regarding grievance procedures will be disseminated through orientation sessions and the college website.
- Periodic review of grievance records will continue.

Agenda 4: Awareness Programmes on Constitutional Rights and Government Welfare Schemes

Discussion Points

- Members proposed organizing awareness programmes on constitutional rights, equality, social justice, and anti-discrimination provisions.
- The Cell discussed conducting scholarship awareness sessions to help eligible students understand application procedures and documentation requirements.
- It was suggested that experts from government departments, universities, or legal institutions be invited to interact with students.
- Members emphasized encouraging maximum student participation through classroom announcements and social media.

Resolution

- The Cell resolved to organize at least one awareness programme and one scholarship guidance session each semester.
- Resource persons from relevant organizations will be invited whenever feasible.
- Student participation in these activities will be actively encouraged.

Action Taken Report (ATR)

- The annual activity calendar will include awareness programmes.
- Invitations and notices will be circulated well in advance.
- Feedback will be collected to assess the effectiveness of the programmes.

Agenda 5: Academic Support, Mentoring and Scholarship Assistance

Discussion Points

- The Cell reviewed the academic performance and participation of SC/ST students.
- Members discussed strengthening the mentoring system to provide academic guidance, career counselling, and emotional support.
- Faculty members suggested conducting career guidance sessions focusing on higher education, competitive examinations, and placement opportunities.
- The Cell also reviewed scholarship awareness activities and discussed assisting students in completing scholarship applications accurately and on time.

Resolution

- Regular mentoring and counselling sessions will be conducted for SC/ST students.
- Scholarship assistance camps will be organized before application deadlines.
- Departments will monitor the academic progress of students requiring additional support.

Action Taken Report (ATR)

- Faculty mentors will submit mentoring reports every semester.
- Scholarship guidance sessions will be scheduled as per government notifications.
- Academic progress of identified students will be reviewed periodically.

Agenda 6: Documentation, Record Maintenance and Future Action Plan

Discussion Points

- Members reviewed the maintenance of records related to meetings, grievances, awareness programmes, mentoring, and welfare initiatives.
- The Cell emphasized the importance of proper documentation for statutory compliance and NAAC accreditation.
- It was suggested that all records be maintained in both hard-copy and digital formats for easy retrieval.
- Members also discussed preparing an annual report highlighting the activities and achievements of the Cell.

Resolution

- All records shall be maintained systematically in physical and digital formats.
- The Cell will prepare and submit an annual report to the Principal and IQAC.
- Documentation practices will be reviewed periodically for improvement.

Action Taken Report (ATR)

- Record registers will be updated after every activity.
- Digital documentation of meetings and programmes will be maintained.
- The annual report will be prepared at the end of the academic session.

Agenda 7: Any Other Matter with the Permission of the Chair

Discussion Points

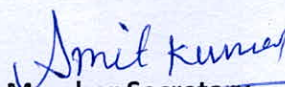
- The Cell discussed collaborating with IQAC, the Grievance Redressal Cell, and other institutional bodies to organize inclusive programmes.
- Members also suggested conducting periodic student interaction sessions to obtain feedback regarding campus inclusiveness and student welfare.
- The Convener thanked all members for their valuable suggestions and active participation.

Resolution

- The Cell resolved to organize collaborative activities throughout the academic year.
- Student interaction and feedback sessions will be conducted periodically.
- Suggestions received during the meeting will be incorporated into the annual action plan.

Action Taken Report (ATR)

- A comprehensive annual activity calendar will be prepared.
- Collaborative programmes with institutional Cells and committees will be organized.
- Progress on all approved action points will be reviewed in the next SC/ST Cell meeting.


Member Secretary



Principal

Deepshikha College of Technical Education
Principal

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