

Ref. No.: CUJ/GA/SCST Cell/07/2020/1266

Date: 20 April, 2023

**कार्यालय आदेश / Office Order**

1. Hon'ble Vice Chancellor is pleased to constitute Standing Committee for Scheduled Caste/ Scheduled Tribe consisting of the following members:

- |   |   |                                   |
|---|---|-----------------------------------|
| 1. Prof. Kshiti Bhusan Das, Hon'ble Vice Chancellor | - | Chairman                          |
| 2. Prof. Dev Vrat Singh, Prof., DMC                 | - | Liaison Officer                   |
| 3. Prof. Ratnesh Vishvaksen, Head, DoH              | - | Member                            |
| 4. Dr. Shashi Singh, Head, DoEd.                    | - | Member                            |
| 5. Dr. Bateshwar Singh, Head, DCFS                  | - | Member                            |
| 6. Dr. Nirmali Bordoloi, Asst. Prof., DEVS          | - | Member                            |
| 7. Ms. Angel Nag, Asst. Prof., DoEd.                | - | Member                            |
| 8. Dr. M. Ramakrishnan, Asst. Prof., DATS           | - | Member                            |
| 9. Dr. Shivendra Prasad, AR (SC/ST Cell)            | - | Co-ordinator/<br>Member Secretary |

2. This Office Order supersedes all earlier Office Order/s, if any, in this regard and comes into force with immediate effect till further orders.

3. The role and responsibility of the committee will be, in accordance with the UGC guidelines for "Establishment of Special Cells for Scheduled Castes and Scheduled Tribes in Universities and Institutions deemed to be Universities", as applicable. **(Placed at annexure)**

4. This is issued with the approval of Hon'ble Vice Chancellor.

  
कुलसचिव (प्रभारी) 20/04/2023  
REGISTRAR (I/c)

**Distribution:**

1. All concerned members

**Copy for information and necessary action to:**

1. All the Dean of Schools
2. The Controller of Examinations/ The Librarian
3. Dean, Academic Affairs/ Dean, R&D Cell/ Director, IQAC
4. All Head/ Coordinator of the Departments
5. CVO/ OSD (AA)/ DSW/ Chairman, Proctorial Board/ Chairman (Admission Cell)
6. Transport I/c / Purchase I/c / EE I/c / I/c Health Centre
7. Co-ordinator, NCC/ Co-ordinator, NSS/ Sport I/c
8. All DRs/ PRO/ RTI Cell/ ARs
9. All Sections/ Cell of the University
10. Technical Cell for uploading on University Website
11. Rajbhasha Cell for Hindi Version
12. PS to Vice Chancellor/ PS to Registrar/ PS to Finance Officer
13. Notice Board/ Guard File

# **ESTABLISHMENT OF SPECIAL CELLS FOR SCHEDULED CASTES AND SCHEDULED TRIBES IN UNIVERSITIES AND INSTITUTIONS DEEMED TO BE UNIVERSITIES**

## **1. Introduction**

Scheduled Castes and Scheduled Tribes have been identified as the two most backward groups of Indian Society. They include all such castes, races or tribes, which have been declared as scheduled castes and scheduled tribes by the Constitution of India under the provisions of Article 341 and 342 of the Constitution of India. Scheduled Castes generally represent those communities, which have suffered from the stigma of untouchability in one form or the other. Scheduled Tribes are generally those who have been living in seclusion in hills and forests, more or less untouched by modern civilization and development.

Scheduled Castes constitute about 15 per cent of the total population of the country while Scheduled Tribes constitute about 7.5 per cent of the total Indian Population. Thus, together, these groups constitute a little more than one fifth of the total population of the country.

When India became independent, it committed itself to a socially just and equal social order. The Constitution of the country, promulgated in 1950, recognizes the scheduled castes and the scheduled tribes as the two most backward groups needing special protection. A number of provisions have been made in the Constitution with a view to abolish all forms of discrimination and put these groups at par with others.

Specific provisions for the reservation in services, in favour of the members of the scheduled castes and scheduled tribes, have been made in the Constitution of India are as follows:

**Article 16(4)** - Equality of opportunity in matters of public employment - Nothing in this Article shall prevent the State from making any provision for the reservation of appointments or posts in favour of any backward class or citizens, which, in the opinion of the State, is not adequately represented in the services under the State.

As per article 335, the claims of the members of the Scheduled Castes and the Scheduled Tribes shall be taken into consideration, consistently with the maintenance of efficiency of administration, in the making of appointments to services and posts in connection with the affairs of the Union or State.

The main objective of providing reservation for Scheduled Castes and Scheduled Tribes in Government services is not just to give jobs to some persons belonging to these communities, and thereby increase their representations in the services, but to improve the status of these people socially and educationally so that they can take their rightful place in the mainstream of society.

X<sup>th</sup> Plan profile of Higher Education in India under Para 10.B2 states as under:

“To ensure the effective implementation of the reservation policy in admission, recruitment, allotment of staff quarters, Hostels etc. SC/ST Cells are established in the Universities.”

The Commission is providing financial assistance to the Universities for the establishment of Special Cell for SC/STs. The purpose of these Cells is to help the universities in implementing the reservation policy with regard to the admission of students and the recruitment of teaching and non-teaching staff at various levels. Its function is also to help the SC/ST categories to integrate with the mainstream of the university community and to remove difficulties, which they may be experiencing. Such SC/ST Cells have already been set up in 109 universities upto the end of Ninth Plan.

## **2. Objectives**

- i. To implement the reservation policy for SCs/STs in the Universities and Colleges.
- ii. To collect data regarding the implementation of the policies in respect of admissions, appointments to teaching and non-teaching positions in the universities, and in the affiliating colleges and analyse the data showing the trends and changes towards fulfilling the required quota.
- iii. To take such follow up measures for achieving the objectives and targets laid down for the purpose by the Government of India and the UGC.
- iv. To implement, monitor and evaluate continuously the reservation policy in universities and colleges and plan measures for ensuring effective implementation of the policy and programme of the Government of India.

### **Functions of the Special Cells**

1. To circulate Government of India and Commission's decisions and to collect regularly, on an annual basis, information regarding course-wise admissions to candidates belonging to the Scheduled Castes and Scheduled Tribes in the Universities and Colleges for different courses, in forms prescribed, by a stipulated date, and to take follow up action, where required.
2. To circulate Government of India orders and Commission's decisions and to collect information in respect of appointment, training of these communities in teaching and non-teaching posts in the Universities and Colleges, in suitable forms by a stipulated date and take follow up action where required.
3. To collect reports and information regarding the Government of India orders on the various aspects of education, training and employment of Scheduled

Castes and Scheduled Tribes candidates, for evolving new policies or modifying existing policy by the Commission.

4. 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.
5. To deal with representations received from Scheduled Castes and Scheduled Tribes candidates regarding their admission, recruitment, promotion and other similar matters in Universities/Colleges.
6. To monitor the working of the remedial coaching scheme, if approved in the affiliated colleges and university.
7. To function as a Grievances Redressal Cell for the Grievances of SC/ST students and employees of the university and render them necessary help in solving their academic as well as administrative problems.
8. To maintain a register for employment of SCs/STs in the University and Colleges for the candidates belonging to SC/ST communities for various posts in the university/colleges.
9. Any other work assigned from time to time to promote higher education among these two communities suffering economic, social and education deprivations.
10. The SC/ST Cell exclusively looks after the work related to SC/STs matters and no other work is assigned to the Cell.
11. If the required data is not submitted by the given date, UGC reserves the right to withhold either plan or non-plan grant until the required information/data is received. Hence, the universities/colleges are advised to supply the necessary information as required.

### **3. Eligibility/Target Group**

Financial assistance under the Scheme would be available to such Universities and Deemed Universities, which come within the purview of Section 2(f) and are fit to receive central assistance under section 12(B) of the UGC Act, 1956. The Scheme is meant for SC/ST only.

### **4. Nature of Financial Assistance Available Under the Scheme**

During X<sup>th</sup> Plan period financial assistance to Universities and Institutions deemed to be Universities shall be provided under the scheme as per details given below:

i. For Setting up of New SC/ST Cells

The universities/Institutions deemed to be Universities, where the Special Cells have not been set up earlier, up to end of IX<sup>th</sup> Plan i.e. 31.3.2002, will be considered for establishment of new SC/ST Cells. For this purpose, the Commission shall provide following financial assistance upto the end of X<sup>th</sup> Plan period only.

**Non-recurring**

Computer and Printer: Rs.50, 000/-

**Recurring**

(i) Salary of staff as per actual expenditure for the post detailed in the following Table:

<b>S.No.</b>	<b>Name of the Post</b>	<b>Number of Posts</b>
1.	Coordinator Grade 1 in the scale of pay of Reader/Deputy Registrar for State/Central Universities and Coordinator Grade II in the scale of pay of Lecturer/Assistant Registrar for Deemed to be Universities.	1
2.	Administrative Assistant equivalent to Section Officer	1
3.	Research-cum-Statistical Officer	1
4.	Steno with Computer knowledge/Data Entry Operator	1
5.	Peon	1
	<b>Total:</b>	<b>5</b>

The scale of pay and allowances for the posts indicated above will be as per corresponding posts in the University concerned.

The UGC assistance for the posts created under the scheme would be available only for the Xth plan period ending on 31st March 2007, irrespective of the date of appointment. Therefore, in order to claim assistance from the UGC for the staff salary, the University should follow the guidelines issued by the UGC for filling up the posts and should fill-up the sanctioned posts within one year of approval by the UGC. It is a necessary condition for the release of UGC assistance that a copy of the concurrence accorded by the State Government/ or an undertaking by the concerned University, based on the resolution of the executive council in

respect of the maintenance of the posts after the Xth Plan period is submitted by the University to the UGC. Such concurrence is not necessary for Central Universities and UGC maintained deemed universities getting 100 per cent maintenance grants.

(ii) Contingencies: Rs.1.00 lakh per annum

- i. TA/DA for field work
  - ii. Data Collection
  - iii. Analysis and evaluation of statistical data
- ii. Financial Assistance for continuation of the Special Cells in the Xth Plan period for the Cells, which were established upto the end of IX Plan period.

Earlier, the Commission has provided financial assistance to the universities and deemed to be universities for setting up of Special Cells for the implementation of reservation policy during the last four plan periods. There are Special Cells, which have done excellent work in this field. The assistance of these Special Cells, on recurring items, has ceased on the expiry of the Plan period. To continue the work of implementing reservation policy in the universities and affiliated colleges, the Commission will provide assistance to the tune of Rs.1, 00,000/- per annum for the following items:

- i. TA/DA for field work
- iv. Data Collection
- v. Analysis and evaluation of statistical data
- vi. Computer and Printer (once in a plan period)

This Financial Assistance will be up to the end of X<sup>th</sup> Plan period. The work undertaken by the SC/ST Cells will be reviewed at the end of X<sup>th</sup> plan.

## **5. Procedure for Applying for the Scheme**

The Commission will invite proposals from Institutions in the beginning of the Plan as per the prescribed proforma (Annexure-I).

## **6. Procedure for Approval By the UGC**

The proposals received from Universities and Deemed to be Universities will be scrutinized with the help of the Committee constituted for the purpose.

## **7. Procedure for Release of Grants by UGC**

The Commission will communicate approval for setting up SC/ST Cells to the university and first instalment of Non-Recurring Grant will be released in respect of staff salary and contingency. The grants for the second year and subsequent years will be released only on the receipt of statement of expenditure (Annexure-IV) and utilization certificate (Annexure-V) along with the report of work undertaken for the grant paid during the last year. Audited statement of expenditure may be sent immediately after the Audit is completed.

For claiming grant from the UGC for salary of the staff against the posts sanctioned for the scheme, the University should submit the following information to the U.G.C. immediately after making the appointments:

- i. State Govt.'s or university's own assurance to bear the liability towards the salary of the said post after the Commission's assistance ceases.
- ii. Name of the person appointed.
- iii. Academic qualifications and experience.
- iv. Post held by the incumbent prior to his/her appointment against the said post and the name of the Institution where he/she was working.
- v. Date of joining the new post.
- vi. Minutes of the Selection Committee.
- vii. Details of the monthly pay offered including allowances in the scale of pay.
- viii. Amount payable up to the end of the financial year.
- ix. Number of increments, if any, to be given.
- x. Whether action been taken to fill the resultant vacancy, in case the person appointed belongs to the same University.
- xi. A certificate to the effect that the appointment has been made in accordance with the procedure and norms prescribed as per University rules. (Annexure-VI).

## **8. Procedure for Monitoring the Progress of the Scheme**

At the end of each academic year, the Coordinator / In-charge of the Special Cell, will submit an Appraisal report duly countersigned by the Liaison Officer through the Registrar, to the UGC, indicating a consolidated statement of the data, the progress achieved and the problems faced by the Cell. The action-taken by the Cell to implement the policy should be highlighted. The report on implementation of the

reservation policy in the university should indicate the percentage in admissions, appointments in teaching and non-teaching staff, allotment of staff quarters, rooms in hostels etc. together with the analysis of the report.

### **Advisory Committee at University level**

For effective implementation of policies and programmes of the reservation policy for the Scheduled Castes and Scheduled Tribes, University should appoint a liaison officer in the rank of Professor under whom the Cell may be placed, and a Standing Committee, with the Vice-Chancellor as a Chairman. The Committee will consist of Liaison Officer, 2 to 3 Heads of Departments, 2 to 3 faculty members (Professor, Reader and Lecturer level), 3 to 4 Principals of the under-graduate/post-graduate colleges affiliated to the University and Co-ordinator of the SC/ST Cell as a Member Secretary. Some of these members should belong to the SC/ST categories. The Committee should meet twice a year to review the position and to solve the problems. The work relating to the implementation of the reservation policy may be monitored by the above stated Committee.

The Commission has constituted Standing Committee on SC/ST to over-see the implementation of reservation policy in Universities and Deemed Universities. The Standing Committee on SC/ST will visit Universities to review and monitor the work of SC/ST Cells.





**ANNEXURE-I**

**PROFORMA FOR SUBMITTING PROPOSAL FOR SETTING UP OF SPECIAL CELL FOR THE WELFARE OF SCHEDULED CASTES AND ASCHEDULED TRIBES IN THE UNIVERSITY/DEEMED TO BE UNIVERSITY.**

**SECTION – 1 BASIC INFORMATION**

1. Name of the University
2. Whether the university is fit to receive Central Assistance under Section 12-B of The UGC Act,1956? Yes/No
3. Whether the University is following the orders/ instructions and guidelines issued by State Govt./ Central Govt. and UGC for providing reservation To scheduled Casts/Scheduled Tribes in the matter of appointments, admissions and hostel facilities ? Yes/No
4. Whether the University has appointed a Standing Committee for the welfare of Scheduled Castes/ Scheduled Tribes in accordance with the Guidelines contained in the UGC circular letter No.2-1/88 (SCT), Dated 26-3-88 if so, the constitution thereof may be Indicated?
5. Present Status of representation of Scheduled Caste/ Scheduled Tribe in the prescribed proforma.
  - (i) Consolidated Statistical data Annexure-II
  - (ii) Detailed Statistical data Annexure-III
6. Faculty wise enrolment in degree classes during current academic year :-----
7. Faculty Strength :  
Professors -----  
Readers -----

Lectures  
Others

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Total

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**SECTION – II (PROPOSAL)**

8. Details of posts proposed to be filled up for the Special Cell for SC/STs :

<b>S.No.</b>	<b>Name of the Post</b>	<b>Scale of pay</b>
<b>1.</b>		
<b>2.</b>		
<b>3.</b>		
<b>4.</b>		
<b>5.</b>		

9. Financial implication : (Year-wise)

10. It is certified that : -----

- (a) The University will follow the instructions and guidelines issued by the State Govt. and UGC from time to time for providing reservation in favour of Scheduled Caste/Scheduled Tribe.
- (b) Proposed Special Cell for the welfare of scheduled casts/scheduled tribe will perform the functions as prescribed by university Grants Commission.
- (c) The qualification, scales of pay and allowances for the posts in the special cell will be the same as are admissible to the corresponding posts in the university.
- (d) The University/State Govt. will maintain the Special Cell for Scheduled Caste/Scheduled Tribe on permanent basis from its resources after the ceassation of the UGC financial assistance under the scheme.
- (e) The staff as shown in col.8 above will exclusively deal with work pertaining to compliance of reservation policy for SCs and STs in all matters relating to admissions, academic appointments non-academic, employment, research scholarships, accommodation in hostels, conduct of remedial coaching and other related matters.

(Signature of the Registrar)  
University Seal

Dated :-----



**ANNEXURE-II**

**UNIVERSITY GRANTS COMMISSION  
BAHADUR SHAH ZAFAR MARG  
NEW DELHI-2**

**CONSOLIDATED STATISTICAL DATA**

Information for the year : \_\_\_\_\_

Name of the University/ Affiliated College \_\_\_\_\_.

1) **Enrolment** : (UG + PG + Others)

General	Reserved Seats			Total
	SC	ST	Others	
%	%	%	%	%

2) **Teaching positions** :

**Lecturer :-**

General	SC	ST	Others	Vacant Posts	Total
%					

**Reader :**

General	SC	ST	Others	Vacant Posts	Total
%					

**Professor :**

General	SC	ST	Others	Vacant Posts	Total
%					

3) **Non-Teaching :**

General	SC	ST	Others	Vacant Posts	Total
Group-A					
%					
Group-B					
%					
Group-C					

%

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Group-D

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%

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Group-E

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%

4) Whether Liaison Officer for SC/ST  
appointed, If yes, Name and designation :

Registrar/Principal



4.	Jr.Research Fellows										

D.	Staff Quarters & Hostels	Total inmates			Scheduled Castes			Scheduled Tribes			
		Male	Female	Total	Male	Female	Total	Male	Female	Total	
	<b>(a) Staff Quarters</b>										
1	Ownership										
2	Rental										
	<b>(b) Students Hostels</b>										
1	Common Hostels										
2	SC/ST Hostels										
3	Women's Hostels										
E.	Services Personnel	Total Strength			Scheduled Castes			Scheduled Tribes			
		Male	Female	Total	Male	Female	Total	Male	Female	Total	
	<b>(a) Faculty</b>										
1	Professors										
2	Readers										
3	Lecturers										
4	Demonstrator/ Sr.Tech.Asstt/ Prog.Asstt.Etc.										
	<b>(b) Non-Teaching</b>										
1	Category "A"										
2	Category "B"										
3	Category "C"										
4	Category "D"										

**Registrar**



**ANNEXURE-IV**

**UNIVERSITY GRANTS COMMISSION**

**PROFORMA FOR SUBMITTING STATEMENT OF EXPENDITURE INCURRED UNDER SC/ST CELL FOR SCHEDULED CASTES AND SCHEDULED TRIBES.**

1. Name of the university : \_\_\_\_\_
- 2.. No. & date of UGC's approval : No.F. \_\_\_\_\_ date \_\_\_\_\_
3. Period to which the accounts relates to : \_\_\_\_\_ to \_\_\_\_\_
4. Details of actual expenditure incurred :

S.No.	Items	Allocation Approved	Expenditure incurred
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Non Recurring

\_\_\_\_\_

Recurring

1. Staff Salary for SC/ST Cell  
(For the posts sanctioned by the UGC)
2. **Contingency:**  
TA/DA for field work  
Data Collection,  
Analysis and Evaluation of Statistical Data

Total (Recurring) : \_\_\_\_\_

Total (Non-Recurring + Recurring) \_\_\_\_\_



(Rupees \_\_\_\_\_)

Signature  
Govt. Auditor / Chartered Accountant /  
Examiner Local Fund Accounts



## ANNEXURE-V

### UTILISATION CERTIFICATE

Certified that the grant of Rs.....  
(Rupees.....)  
sanctioned to..... by the University  
Grants Commission vide their letter No.....  
dated..... towards establishment of SC/ST Cell has been  
utilized for the purpose for which it was sanctioned and in accordance  
with the terms and conditions as laid down by the Commission.

It is further certified that inventories of permanent or semi-  
permanent assets created / acquired wholly or mainly out of the grants  
given by the University Grants Commission as indicated above are  
being maintained in the prescribed form and are being kept upto date  
and these assets have not been disposed of, encumbered or utilized for  
any other purpose.

If, as a result of check or audit objection, some irregularity is  
noticed at a later stage, action will be taken to refund or regularize the  
objected amount.

Signature :

Signature:

Registrar

Chartered Accountant/Govt. Auditor/  
Examiner Local Fund Accounts

(Seal)

(Seal)



## ANNEXURE-VI

### PROFORMA TO BE SUBMITTED FOR GIVING DETAILS ABOUT THE POSTS FILLED AGAINST SANCTIONED POSTS FOR THE SCHEME

1		Name of the University/College	
2		Posts approved during X Plan	
3		UGC approval letter No. & date	
4		Give following details for each post separately	
	a	Name of the person appointed	
	b	Academic qualification and experience	
	c	Post held by the incumbent prior to his appointment against the post approved under the scheme, and the name of the Institute where he/she was working.	
	d	Date of Joining the post	
	e	Details of the monthly pay including allowances in the scale of pay offered.	
	f	Amount payable upto the end of the financial year.	
	g	Number of increments, if any, to be given,	

	h	Has action been taken to fill the resultant vacancy, in case the person appointed belongs to the same university? If not, the reason therefore.	
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Certified that the above appointment has been made in accordance with the procedure prescribed as per University rules.

Signature of Registrar  
(with seal)