IDHAYA COLLEGE OF ARTS AND SCIENCE FOR WOMEN

Pakkamudayanpet, Puducherry – 605008

REPORT ON THE CONSTITUTION OF THE SC/ST CELL

Academic Year: 2026–2027

1. Introduction

Idhaya College of Arts and Science for Women is committed to providing an inclusive, equitable and supportive learning environment for all students, irrespective of their caste, community, social or economic background.

In accordance with the guidelines of the University Grants Commission and the directions of Pondicherry University, the institution has constituted the **SC/ST Cell** to safeguard the rights and interests of students belonging to Scheduled Castes and Scheduled Tribes.

The Cell aims to ensure equal opportunities in academic and extracurricular activities, prevent discrimination, address grievances and promote social inclusion among students. It also creates awareness about the constitutional safeguards, welfare schemes and educational opportunities available to SC/ST students.

2. Constitution of the SC/ST Cell

The SC/ST Cell is constituted on 03.11.2026 with the following members for the academic year 2026–2027.

S. No.	Name / Designation	Position	Contact Details
1.	Ms.Vinodha, Assistant Professor of Mathematics	Staff Coordinator	9080953689 Vinodhavino96@gmail.com
2.	Ms. Snega	Staff Member	9344538072 Snegasivanesan2002@gmail.com
3.	Deekshitha.G	Student Representative	9790102482 deekshithagopalakrishnan@gmail.com
4.	Name:Deebika. J	Student Representative	8122120773 deepikaj262007@gmail.com

3. Objectives of the SC/ST Cell

The major objectives of the Cell are:

1. To safeguard the rights and interests of students belonging to Scheduled Castes and Scheduled Tribes.

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2. To ensure equal opportunities and prevent discrimination in the institution.
3. To create awareness about constitutional rights, safeguards and welfare schemes available for SC/ST students.
4. To provide guidance and support regarding scholarships, fellowships and other educational benefits.
5. To address grievances and complaints related to discrimination or unfair treatment.
6. To encourage the academic, personal and social development of SC/ST students.
7. To promote an atmosphere of mutual respect, equality, dignity and inclusiveness on the campus.

4. Functions and Responsibilities of the Cell

The SC/ST Cell shall undertake the following activities:

1. Monitor the welfare and academic progress of SC/ST students.
2. Receive and address complaints relating to discrimination, harassment or denial of equal opportunities.
3. Provide guidance regarding government scholarships, financial assistance and other welfare schemes.
4. Organise awareness programmes, seminars and meetings on constitutional rights, social justice and equality.
5. Maintain records of SC/ST students and the support and assistance provided to them.
6. Coordinate with the college administration and relevant government authorities whenever necessary.
7. Ensure that SC/ST students receive equal access to institutional facilities and academic opportunities.
8. Submit periodic reports on the activities and functioning of the Cell to the Principal.

5. Grievance Redressal Mechanism

The SC/ST Cell shall follow a systematic mechanism for receiving and addressing grievances.

Step 1: Submission of Grievance

Any student belonging to the SC/ST category may submit a complaint in writing to the Staff Coordinator or through the prescribed grievance submission mechanism.

Step 2: Acknowledgement and Registration

The complaint shall be acknowledged and entered in the grievance register, maintaining appropriate confidentiality.

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Step 3: Examination of the Complaint

The Staff Coordinator, in consultation with the Cell members and the Principal, shall examine the complaint and gather the necessary information.

Step 4: Appropriate Action

Necessary action shall be initiated in accordance with institutional policies and applicable University and Government guidelines.

Step 5: Follow-up and Closure

The complainant shall be informed of the action taken, and the matter shall be recorded and closed after appropriate follow-up.

All complaints shall be handled with utmost confidentiality, fairness and sensitivity.

6. Meetings and Activities

1. The Cell shall conduct meetings periodically to review the welfare and concerns of SC/ST students.
2. Awareness programmes and orientation sessions shall be organised to educate students about their rights and available welfare schemes.
3. The Cell shall review the grievances received and the action taken.
4. Special attention shall be given to the academic progress and overall well-being of SC/ST students.
5. Minutes of the meetings and reports of the activities shall be properly documented.

7. Maintenance of Records

The Cell shall maintain the following records:

1. Constitution Order of the SC/ST Cell.
2. List of SC/ST Cell members.
3. Minutes of the meetings.
4. Register of grievances received and action taken.
5. Details of SC/ST students and scholarship assistance, wherever applicable.
6. Reports and photographs of awareness programmes and activities.
7. Annual Activity Report of the Cell.

8. Expected Outcomes

Through the effective functioning of the SC/ST Cell, the institution aims to:

- Ensure a discrimination-free and inclusive campus environment.

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- Promote equal educational opportunities for all students.
- Improve awareness of scholarships and welfare schemes.
- Provide timely support and grievance redressal.
- Strengthen the institutional commitment to social justice, equality and empowerment.

9. Conclusion

The SC/ST Cell of Idhaya College of Arts and Science for Women is committed to promoting equality, social justice and the holistic development of students belonging to Scheduled Castes and Scheduled Tribes. The institution shall take appropriate measures to ensure the effective functioning of the Cell and provide a safe, inclusive and supportive educational environment for every student.

Staff Coordinator
Ms. Vinodha
SC/ST Cell

Principal & Secretary
Idhaya College of Arts and Science
for Women
Puducherry – 605008

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