

Shiksha Mandal's  
**Bajaj College of Science, Wardha**  
(Autonomous College Affiliated to RTM Nagpur University, Nagpur)

**Standard Operating Procedure (SOP) Scheduled Caste (SC)/ Scheduled Tribe (ST) Cell**

The scheduled Caste (SC) and Scheduled Tribes (ST) Cell was established as per UGC guidelines to empower SC/ST students. The SC/ST cell was constituted in college to ensure the special interest of reserved category students and to provide support in areas where the students experience difficulties. The cell will look after the disputes (if any) or violations of the rights of SC/ST students. SC/ST cells are critical in promoting the welfare and empowerment of Scheduled Castes and Scheduled Tribes. These cells work towards creating a more equitable and inclusive society through comprehensive support systems, awareness programs, and policy implementation. Addressing the challenges and strengthening the efforts of SC/ST cells can significantly enhance their effectiveness and contribute to the overall development of SC/ST communities.

**Aims and Objectives:**

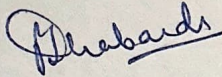
1. **Ensuring Equal Opportunities:** Ensuring SC/ST individuals have access to education, employment, and various social benefits.
2. **Providing Scholarships and Financial Assistance:** Offering financial support through scholarships, fee waivers, or subsidies to students from SC/ST backgrounds.
3. **Addressing Grievances:** Taking up complaints related to discrimination, harassment, or any form of injustice faced by SC/ST individuals.
4. **Creating Awareness:** Organizing awareness programs about rights, laws, and schemes designed for SC/ST communities.
5. **Monitoring Implementation of Welfare Schemes:** Ensuring that various government welfare schemes are properly executed and accessed by the SC/ST population.
6. **Promote Skill Development and Employment Opportunities:** To work towards the skill development and employability of SC/ST individuals through training programs, vocational courses, and career counselling. To ensure fair recruitment practices in government and private sectors for SC/ST candidates.

**The Nature of Activities of the Cell**

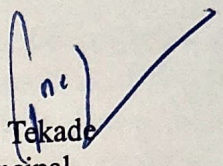
- Scheduled regular meetings to plan, review, and assess the progress of ongoing activities.
- SC/ST cells facilitate access to scholarships and financial aid programs, enabling students from these communities to pursue higher education without financial barriers.
- Evaluate student performance and solicit feedback to identify areas where academic assistance is required.
- Match mentors with mentees based on academic and personal needs to ensure an effective mentorship relationship.



- Awareness and training sessions are organized to enhance employability skills and provide career guidance. This includes personality development, resume writing, interview preparation, and soft skills training.
- Counselling services and Legal assistance is provided to SC/ST members facing discrimination or any difficulties for support mental and emotional well-being.
- Keep thorough records of all activities, meetings, feedback, and other related documentation for future reference.



Dr P.F. Dhabarde  
Convener  
SC/ST Cell



Dr P.V. Tekade  
Principal  
Bajaj College of Science, Wardha  
Principal  
Bajaj College Of Science,  
Wardha.