



MAHAGURU INSTITUTE OF TECHNOLOGY

Affiliated to the APJ Abdul Kalam Technological University , Thiruvananthapuram

Approved by AICTE , New Delhi and Accredited by NAAC

Accredited by NBA



Policy of SC-ST Cell of Mahaguru Institute of Technology

Objective: The SC-ST (Scheduled Caste - Scheduled Tribe) Cell at Mahaguru Institute of Technology is committed to promoting the welfare, empowerment, and inclusivity of SC-ST students and staff within the institution. This policy aims to create an environment that is free from discrimination, ensuring equal opportunities, and fostering a sense of belonging for all.

Policy Guidelines

- 1. Cell Composition:** Establish a dedicated SC-ST Cell consisting of faculty members, administrative staff, and student representatives. Ensure diversity and inclusion in the composition of the cell to address the varied needs of the SC-ST community.
- 2. Objectives of the SC-ST Cell:** Clearly define the objectives of the SC-ST Cell, including the promotion of academic and professional excellence, addressing grievances related to discrimination, and facilitating the socio-economic development of SC-ST students and staff.
- 3. Awareness Programs:** Conduct regular awareness programs on issues related to the rights and opportunities available to SC-ST students and staff. Promote understanding and appreciation of diverse cultures and backgrounds within the college community.
- 4. Academic Support:** Implement measures to provide academic support to SC-ST students, including mentorship programs, additional tutorials, and workshops. Monitor the academic progress of SC-ST students and intervene when necessary to ensure their success.
- 5. Counselling Services:** Offer counselling services to address the unique challenges faced by SC-ST students and staff. Provide a supportive environment for individuals to discuss concerns related to discrimination, mental health, and personal development.
- 6. Scholarship and Financial Aid:** Facilitate access to scholarships, financial aid, and other support mechanisms to alleviate economic barriers faced by SC-ST students. Collaborate with external agencies and scholarship programs to enhance opportunities for financial assistance.
- 7. Career Guidance and Placement:** Provide specialized career guidance and placement support for SC-ST students. Collaborate with the placement cell to ensure equal opportunities in recruitment drives and internships. Establish connections with organizations promoting diversity and inclusion.
- 8. Monitoring Discrimination:** Establish mechanisms for monitoring and addressing instances of discrimination based on caste or tribe within the college. Encourage a culture of reporting such incidents while ensuring the confidentiality and protection of those who come forward.
- 9. Grievance Redressal:** Develop a grievance redressal mechanism within the SC-ST Cell to address complaints and concerns raised by SC-ST students and staff. Ensure a timely and impartial resolution process, protecting the rights and dignity of those involved.
- 10. Celebration of Cultural Diversity:** Organize events and activities that celebrate the cultural diversity of the SC-ST community. Foster an inclusive environment that promotes understanding and respect for different cultural backgrounds.



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11. **Training and Sensitization:** Conduct regular training sessions for faculty, staff, and students to raise awareness about the challenges faced by SC-ST individuals and to sensitize the college community towards promoting inclusivity and diversity.
12. **Collaboration with External Agencies:** Collaborate with external agencies, NGOs, and government bodies working towards the welfare of SC-ST communities. Participate in relevant initiatives and programs to enhance the support provided to SC-ST students and staff.
13. **Annual Report:** Publish an annual report highlighting the activities, achievements, and challenges faced by the SC-ST Cell. Share this report with the college community to promote transparency and accountability.

Conclusion

Mahaguru Institute of Technology is dedicated to fostering an inclusive and supportive environment for SC-ST students and staff. This SC-ST Cell Policy outlines the commitment to equality, welfare, and empowerment. By implementing the outlined measures, the college aims to create an atmosphere where every individual, irrespective of caste or tribe, can thrive academically, professionally, and personally.

Principal
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No.169/MIT/2025

17th June ,2025

PROCEEDINGS

The SC-ST Committee -Reconstituted-Orders issued:

OFFICE ORDER

The SC-ST Committee is hereby re-constituted with the following members for the Academic Year 2025-2026

Sl. No	Name of the Committee Member	Designation	Role	Contact Details (Mob. No, Official Email ID)
1	Dr. Manju J.	Vice Principal	Chairman	viceprincipal@mahagurutech.ac.in 9995449854
2	Mr. Sarath S.	HoD, EEE	Coordinator	hodeee@mahagurutech.ac.in 9496464829
3	Ms. Archana V.S.	AP, CE	Member	archanavs@mahagurutech.ac.in 9495438764
4	Dr. Sumalatha M.S.	Associate professor/CSE	Member	sumalathams@mahagurutech.ac.in 8281080830
5	Mr. Prajeesh R.	AP, ECE	Member	prajeeshr@mahagurutech.ac.in 9447305765
6	Mr. Adharsh Vasanth	S3, CSE	Member	fakeankul@gmail.com 7558010539
7	Mr. Anantha Padmanabhan	S7, AI	Member	sagarsarin94@gmail.com 9947775713
8	Mr. Nagaraj R.	S7, CSE	Member	nagarajramdas981@gmail.com 7994230876

The committee will be involved in designing strategies and action plan to address SC/ST related issues that might arise in the campus in the college.

Copy to:
General Secretary and Management
All concerned




Principal

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Mahaguru Institute of Technology
Kattachira, Pallickal P.O., Kayamkulam

Lr.No: MIT/ SC/ST/ 2025/03

06/10/2025

MEETING NOTICE

A meeting of SC-ST committee is scheduled to be held at 12.30pm on 08/10/2025 on our conference hall. All members of cell are requested to attend the meeting




Principal

Copy to

Vice Principal
Deputy Dean
All the HODs
Management members for information
PA for file

Principal
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MIT/SC-ST/2024-25/MOM/03

08/10/2025

Minutes of the SC/ST Committee Meeting

Venue: Conference Hall

Time: 12:30 PM

Members Present:

SL NO	NAME OF MEMBER	PROFESSION/ DESIGNATION
1	Dr. Manju J.	Vice Principal
3	Mr. Sarath S.	HoD, EEE
4	Ms. Archana V.S.	AP, CE
2	Dr. Sumalatha M.S.	Associate professor/CSE
5	Mr. Prajeesh R.	AP, ECE
6	Mr. Adharsh Vasanth	S3, CSE
7	Mr. Anantha Padmanabhan	S7, AI
8	Mr. Nagaraj R.	S7, CSE

Agenda

1. Review of E-Grantz (E-Grantz 3.0) application status
2. Distribution/processing of Laptop Scheme for eligible SC/ST students
3. Updates on Scholarships and Financial Assistance
4. Addressing student grievances
5. Any other matter permitted by the Chair

Handwritten signature in green ink.

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MINUTES OF MEETING

1: Review of E-Grantz (E-Grantz 3.0) Application Status

The committee reviewed the current status of E-Grantz 3.0 applications submitted by eligible SC/ST students. It was informed that the last date for submission of E-Grantz applications is 31 March 2026. The Members reported that email notifications and intimation were sent to all eligible SC/ST students regarding the application process and deadline.

2: Distribution/Processing of Laptop Scheme for Eligible SC/ST Students

The status of applications under the Laptop Distribution Scheme was discussed. The eligibility criteria, and expected timeline for distribution were reviewed.

3: Updates on Scholarships and Financial Assistance

The committee discussed various state and central scholarship schemes and other financial assistance available for SC/ST students.

4: Addressing Student Grievances

Student grievances received during the period were reviewed. Further, the committee provided awareness to SC/ST students on available support mechanisms and the institutional grievance redressal procedures.



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MIT/SC-ST/2025-26/ATR/03

10/10/2025

SC-ST COMMITTEE MEETING Action Taken Report

Date: 10-10-2025

Reference: Meeting held on 08-10-2025 at 12:30 PM (Conference Room)

1: Review of E-Grantz (E-Grantz 3.0) Application Status

Action Taken:

Intimation were sent to all eligible SC/ST students regarding the E-Grantz 3.0 application process and the last date for submission (31 March 2026). Students were guided to complete online submission and upload required documents within the stipulated time.

2: Distribution/Processing of Laptop Scheme for Eligible SC/ST Students

Action Taken:

Eligibility details were communicated to eligible SC/ST students. Applications received were reviewed and consolidated. The list of eligible students is being prepared for submission to the concerned authority.

3: Updates on Scholarships and Financial Assistance

Action Taken:

Information on various state and central scholarship schemes was shared with students through departmental communication channels.

4: Addressing Student Grievances

Action Taken:

Students were informed about the grievance redressal procedures, including the process for submitting grievances, designated committee members, and timelines for resolution. Contact details of the SC/ST Cell and Grievance Redressal Committee were shared to ensure easy access for students.



Handwritten signature in green ink.

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