



GREATER KOLKATA COLLEGE OF ENGINEERING & MANAGEMENT

(Approved by AICTE and affiliated to MAKAUT (Formerly WBUT) and WBSCTE)

Campus : Ramnagar-II, Baruipur (Near Fultala)
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Ref. No. GKC/PRIN/SCST/001/24

Date 09/01/2024

Office Order

Constitution of SC/ST Cell

As per guidelines of All India Council for Technical Education (AICTE), the SC/ST cell has been constituted in the college to resolve all the affairs and problems related to the students, staff and faculty members belonging to SC/ST communities. The SC/ST cell safeguards the constitutional rights such as right to equality, prohibition of discrimination, equality of opportunities etc. The following are the main objectives of the SC/ST Cell.

- Ensure the effective implementation of the policies and programme of the Government in respect of SC/ST students and staff
- To assist the students from SC/ST communities in improving their academic performance and in optimizing their development in their personal and social life in the institute.
- To overcome inferior complex related to interaction with fellow students and personal development activities.
- The students admitted in various programmes are to be provided post admission orientation. The main focus is on the course curriculum, selection of optional subjects, and the whole new multi-cultural and multi-lingual environment that they are to face on the campus and various facilities available to them.
- To arrange language class for students to improve communication skills and proficiency of language and personality development.
- To provide career counseling to the students.
- Remedial / Co-Curricular coaching for skill development, writing and assignment making presentation in class, public speaking, job selection and job interviews.

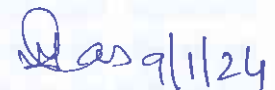
- h) To conduct special coaching classes using SCP funds provided exclusively for the welfare of SC/ST students
- i) To offer book bank facility semester wise.
- j) Any others form of grievances to be redressed.
1. A committee with the following faculty members /officers is constituted to redressal of grievances.

Sl.No	Name	Officiating as
1.	Prof. (Dr.) Mahuya Das, Principal	Chairperson
2.	Mr. Shantanu Naskar, AP,EE	Convener
3.	Mr. Dipankar Barui, AP, CSE	Member
4.	Mr.Sandip Sarkar, AP, CE	Member
5.	Mrs. Kalika Banerjee, Registrar's section	Member

2.The Committee shall meet at least two times in a semester and the decision arrived at are mandatory to be implemented. The committee functions under the chairmanship of principal.

3.The Liaison officer on behalf of the cell, facilitates the overall welfare of the of the students,staff and faculty belonging to this communities. The liaison officer shall arrange various coaching classes on life skills, personality development, writing and presentation skills and so on. Interactive sessions and informal meetings with students may be conducted to help them deal with personal,social and academic problems.

4.The aggravated students,staff and faculty belonging to SC/ST shall submit their grievances I approach to the Liaison officer of the cell for redressal of any grievances regarding academic, administrative or social problems.The liaison officer shall discuss with the person and try to give necessary advice/help to resolve the matter and place in the forthcoming committee meeting for ratification. IN critical situation the liaison officer shall put forth the grievances in the committee meeting and the committee will decide the course of action to resolve the matter.



Prof. (Dr.) Mahuya Das
Principal
GKCEM, Baruipur

Copy to

- 1.All the Member Concerned
- 2.College and Departmental Notice Board

PRINCIPAL
Greater Kolkata College of
Engineering & Management