



SC/ST Cell (Special Cell)

Description of the Committee:

MIM had set up a Student Service Cell, to assist the students from the Scheduled Caste (SC) and Scheduled Tribe (ST) communities in improving their academic performance and in optimizing the development in their personal and social life at the Institute.

Purpose of the Committee:

According to the 1998 UGC Guidelines for the establishment of Special

Cell for Scheduled Castes and Scheduled Tribes, for the Institutions. Its function is also to help the SC/ST categories to integrate with the mainstream of the Institute community and to remove difficulties, which they may be experiencing.

Objectives of the Committee:

- To counsel and guide SC/ ST students and help them to manage academic and personal issues of college life effectively.
- To ensure provisions of an environment where all such students feel safe and secure.
- To provide prompt counselling for any emotional emergencies arising on account of any event at the campus.
- To provide the mechanism to redress the grievance of SC/ST students, if any.
- To ensure protection and reservation as provided in the Constitution of India.
- To arrange for special opportunities to enhance the career growth.



- To inform the SC/ST students regarding various scholarships program of State Govt. and UGC.
- To take such follow up measures to achieve the objectives and targets laid down by the Govt. of India and the UGC.

4. Committee Members/ Composition:

S. No.	Name of Faculty	Designation	Committee Designation	Contact
1.	Dr.D.Nisar Ahmed	Director (Academics)	Chairperson	9444281144
2.	Dr.A.Farhathullah Khan	Director(Operations)	Convenor	9092020170
3.	Mrs.S.Sumiya	Assistant Professor (Liason Officer)	Member	9841630290
4	Dr.A.Appu	Assistant Professor	Member	9500165949
5	Mr.M.Siranjeevi	Assistant Professor	Member	9790878183
6	Dr.G.Dhamodharan Associate Professor Vivekananda College ,Mylapore	External Member	External Member	790448660
7	Mr.Vijaykumar M	Student Representative I Year	Members	9351545784
8	Mr.I SHARUGESH KUMAR	Student Representative II Year	Members	709238475

5.Roles and Responsibilities of Members:

DUTIES OF LIAISON OFFICER (SC/ST CELL)



The Scheduled Castes and Scheduled Tribes Cell was established at the Institute as per Government of India and UGC directives in the year 1987. The honorary position of the Liaison Officer is occupied by a senior faculty member. The Liaison Officer, on behalf of the Cell, facilitates the overall welfare of the students, staff and faculty belonging to these communities. However, the responsibilities of the Liaison Officer are briefly stated below:-

Students

- Organizes pre-admission coaching programs for SC/ST candidates to help them prepare for entrance tests.
- Conducts post-admission orientation programs for new students at the beginning of the academic session.
- Conducts various coaching classes on life skills, personality development, writing, and presentation skills.

Faculty and Staff

- Ensures compliance with reservation orders issued from time to time in favour of SC/ST/OBC and PWDs.
- Looks after the prompt disposal of grievances of the employees of these categories.

5. Frequency of Meetings:

Every Semester or whenever need arises.

6. Procedure:

(Sequential steps for each of the activity carried out by the committee/cell)

- **Identification of Issues:** Collect inputs from students regarding academic, personal, or social difficulties.
- **Organizing Sessions:** Regularly organize interactive sessions and informal meetings with students to address their problems.



- **Counseling and Sensitization:** Counsel and sensitize staff and students to ensure equality and optimal utilization of government schemes.
- **Information Dissemination:** Collect and circulate reports and information from State Govt. and UGC about various educational and employment opportunities.
- **Communication and Motivation:** Communicate with students about scholarship programs and motivate them for better future planning.

Procedure Flowchart:

