



S. S. AGRAWAL INSTITUTE OF ENGINEERING & TECHNOLOGY, NAVSARI

Managed By : AGRAWAL EDUCATION FOUNDATION

000341

Affiliated to Gujarat Technology University Ahmedabad, Approved by AICTE New Delhi

Ref. No. : SSA/ENGG/498/2025

DATE: 08-12-2025

Office Order:

Subject: - Constitution of committee for development of Equal Opportunity Centre in Colleges. (SC/ST CELL)

Ref. - GTU/sc-st cell/2013/Date: 24th November 2013

Sr. No.	Name of the Member	Contact No.	Authority	Position
01	Prof (Dr) Dipesh Dilipbhai Shukla	7339772850	Head of Institute	Chairman
02	Mr. Kalpan Desai	9998251505	Teaching Staff	Convener
03	Mr. Ronak.K.Mistry	9624095845	Teaching Staff	Member
04	Ms. Bhavna Ahir	8734986732	Teaching Staff	Member
05	Ms. Mitisha Patel	8320129036	Teaching Staff	Member
06	Mr. Akash Patel	9909107497	Teaching Staff	Member
07	Mr. Sunil Patel	9662500638	Teaching Staff	Member
08	Mr. Bhavesh Patel	9624743957	Non-Teaching Staff	Member

The copy of detailed notification of AICTE/ UGC XI Plan guidelines is enclosed herewith for reference and further action. Committee should also conduct at least one meeting of their members every quarter and forward their suggestions / advice to the undersigned.

This committee will be in force from the date of the issued of this order till further orders.

Principal

S.S.Agrawal Institute of Engineering and Technology,

Copy to:

1. Hon. Chairman / Hon. Secretary
2. Notice Board
3. The website of college
4. Personal concerned.
5. All Concern Members



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Important Notice

SC/ST CELL

As per the UGC XI Plan guidelines and the subsequent letter no. F.1-33/2008 (ST) dated 8 April 2011 circulated by the University Grants Commission, New Delhi, regarding implementation of the Reservation Policy for SC/ST. The Gujarat National Law University is setting up a special cell for the welfare of Scheduled Castes and Scheduled Tribes in the University, to ensure the effective implementation of the reservation policy in admission, recruitment, allotment of the staff quarters, Hostels etc.

The main objectives of the Cell are as follows:

- i. To implement the reservation policy for SCs/STs in the University.
- ii. To collect data regarding the implementation of the policies in respect of admissions, appointments to teaching and non-teaching positions in the university, and analyze the data showing the trends and changes towards fulfilling the required quota.
- iii. To take such follow up measures for achieving the objectives and targets laid down for the purpose by the Government of Gujarat, Government of India and the UGC.
- iv. To implement, monitor and evaluate continuously the reservation policy in university and plan measures for ensuring effective implementation of the policy and programme of the Government of India.

Functions:

1. To circulate Government of India and Commissions decisions and to collect regularly, on an annual basis, information regarding course-wise admissions to candidates belonging to the Scheduled Castes and Scheduled Tribes in the University for different courses, in forms prescribed, by a stipulated date, and to take follow up action, where required.
2. To circulate Government of India orders and Commissions decisions and to collect information in respect of appointment, training of these communities in teaching and non-teaching posts in the University, in suitable forms by a stipulated date and take follow up action where required.
3. To collect reports and information regarding the Government of India orders on the various aspects of education, training and employment of Scheduled Castes and Scheduled Tribes candidates, for evolving new policies or modifying existing policy by the Commission.
4. To analyze the information collected above and prepare reports and digests for onward transmission to the Ministry of Human Resource Development/University Grants Commission and such other authorities as may be required.
5. To deal with representations received from Scheduled Castes and Scheduled Tribes candidates regarding their admission, recruitment, promotion and other similar matters in University.
6. To monitor the working of the remedial coaching schemes.
7. To function as a Grievances Redressal Cell for the Grievances of SC/ST students and employees of the university and render them necessary help in solving their academic as well as administrative problems.
8. To maintain a register for employment of SCs/STs in the University for the candidates belonging to SC/ST communities for various posts in the university.
9. Any other work assigned from time to time to promote higher education among these two communities suffering economic, social and education deprivations.
10. The SC/ST Cell exclusively looks after the work related to SC/STs matters and no other work is assigned to the Cell.