

# SHANTI BUSINESS SCHOOL, AHMEDABAD

## Policy for Scheduled Castes (SC) and Scheduled Tribes (ST)

### 1. Introduction

This Standard Operating Procedure (SOP) is framed in accordance with:

- The Constitution of India (Articles 341 & 342).
- The Scheduled Castes and Scheduled Tribes (Prevention of Atrocities) Act, 1989 (No. 33 of 1989, dated 11.09.1989).
- Guidelines issued by the University Grants Commission (UGC), All India Council for Technical Education (AICTE), and directives of the State Government of Gujarat.

Shanti Business School is committed to upholding constitutional safeguards and ensuring equal opportunities for Scheduled Caste (SC) and Scheduled Tribe (ST) students and staff. This SOP provides a structured framework for implementation, monitoring, grievance redressal, and sensitization.

### 2. Objectives

The SC/ST Cell shall work towards the following objectives:

1. Ensure strict implementation of reservation policies in admissions, recruitment, and promotions.
2. Provide a supportive environment to SC/ST students and staff, promoting academic, professional, and personal growth.
3. Act as a nodal body for grievance redressal related to discrimination, harassment, or denial of benefits.
4. Facilitate scholarships, stipends, hostel facilities, and remedial coaching.
5. Conduct awareness programs, mentoring, and workshops for sensitization.
6. Promote integration of SC/ST students into the mainstream academic environment.

### 3. Definitions / Scope

- **Scheduled Castes (SC):** Communities recognized under Article 341 of the Constitution of India.
- **Scheduled Tribes (ST):** Communities recognized under Article 342 of the Constitution of India.
- **Scope:** This SOP applies to all SC/ST students, faculty, and staff members of Shanti Business School.

### 4. Composition of the SC/ST Cell

As per the SC/ST (Prevention of Atrocities) Act, 1989:

- The Cell shall consist of **5 members**.
- **At least 2 members** shall be from the SC/ST category.
- **At least 1 member** shall be a woman.
- The Cell will be chaired by a senior faculty member, with one faculty designated as the **Coordinator**.

## **5. Procedure for Grievance Redressal**

### **1. Submission of Complaint:**

- Complaints can be submitted in writing, via email, or through the grievance portal.

### **2. Acknowledgement:**

- The Cell shall acknowledge the complaint within **3 working days**.

### **3. Preliminary Review:**

- The Cell will review the grievance and, if required, seek additional information.

### **4. Hearing:**

- The concerned student/staff will be heard in person (if needed) to present their case.

### **5. Resolution:**

- The Cell shall make recommendations for corrective action to the Head of Institution.

### **6. Communication:**

- The complainant will be informed in writing about the outcome.

## **6. Timeline of Grievance Redressal**

- Acknowledgement: **Within 3 working days**.
- Review and Hearing: **Within 10 working days**.
- Resolution & Reporting: **Within 30 working days**.

## **7. Coordinator Details**

### **Coordinator, SC/ST Cell**

Name: Mr. Rahul Rathod

Email: rahulrathod@shantibschool.edu.in

## **8. Monitoring & Review**

- The Coordinator will submit an **Annual Report** to the Head of Institution and UGC.
- The Committee will review the functioning of the Cell **twice a year**.
- Policy shall be updated as per UGC/AICTE/State directives.



## SC-ST Committee

SBS/SC-ST Committee/2025-26/01  
June 20th, 2025

### CIRCULAR

The staff and students are herewith informed that a SC-ST committee 2025-26 has been constituted in our institution with following members.

Serial No	Name	Designation	Committee
1.	Mr. Rahul Rathod	Assistant Professor	Coordinator
2	Ms. Reena Paswan	Assistant Professor	Member
3	Prof. Sejal Trivedi	Assistant Professor	Member
4.	Dr. Tushar Panigrahi	Professor	Member
5.	Mr. Sanjay Chavda	Executive, Accounts	Member
6.	Mr. Divyesh Makwana	Assistant Manager, IT Services	Member

The tenure of the nominated members will be renewed/reviewed annually.  
We wish you all the best.

Shanti Business School, Ahmedabad