

GUIDELINES FOR

ESTABLISHMENT OF SPECIAL CELL
FOR
SCHEDULED CASTES AND SCHEDULED TRIBES
FOR THE
UNIVERSITIES AND DEEMED TO BE UNIVERSITIES

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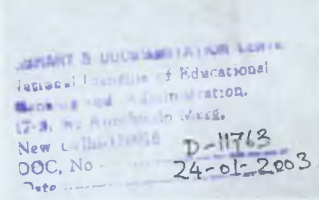


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Guidelines for the establishment of Special Cell for Scheduled Castes and Scheduled Tribes for the universities and deemed to be universities

1. Introduction

- 1.1 Scheduled Castes and Scheduled Tribes have been identified as the two most backward groups of Indian Society. They include all such castes, races or tribes which have been declared as scheduled castes and scheduled tribes by the Constitution of India under the provisions of Article 341 (i) and 342 (ii) of the Constitution of India. Scheduled Castes generally represent those communities which have suffered from the stigma of untouchability in one form or another. Scheduled tribes are generally those who have been living in seclusion in hills and forests, more or less untouched by modern civilization and development.
- 1.2 Scheduled Castes constitute about 15 per cent of the total population of the country while scheduled tribes constitute about 7.5 per cent of the total Indian Population. Thus, together, these groups constitute a little more than one fifth of the total population of the country.
- 1.3 When India became independent, it committed itself to a socially just and equal social order. The Constitution of the country, promulgated in 1950, recognises the scheduled castes and the scheduled tribes as the two most backward groups needing special protection. A number of provisions have been made in the Constitution with a view to abolish all forms of discrimination and put those groups at par with others.
- 1.4 Specific provisions for the reservation in services, in favour of the members of the scheduled castes and scheduled tribes, have been made in the Constitution of India as follows:

Article 16(4) Equality of opportunity in matters of public employment

Nothing in this Article shall prevent the State from making any provision for the reservation of appointments or posts in favour of any backward class or citizens which, in the opinion of the State, is not adequately represented in the services under the State.

Article 335. Claims of Scheduled Castes and Scheduled Tribes- services and posts.

The claims of the members of the Scheduled Castes and the Scheduled Tribes shall be taken into consideration, consistently with the maintenance of efficiency of administration, in the making of appointments to services and posts in connection with the affairs of the Union or State.

- 1.5 The main objective of providing reservation for Scheduled Castes and Scheduled Tribes in Government services is not just to give jobs to some persons belonging to these communities, and thereby increase their representations in the services, but to improve the status of these people **socially and educationally** so that they can take their rightful place in the mainstream of society.
- 1.6 The Ninth Plan Approach Paper of the Planning Commission under para 1.9 states as under:

The process of development that is being contemplated will need to empower all the disadvantaged sections of the population, especially SCs, STs and OBCs, minorities and women and to integrate them in the mainstream.

- 1.7 The Commission is providing financial assistance to the Universities for the establishment of Special Cell for SC/STs. The purpose of these Cells is to help the universities in implementing the reservation policy with regard to the admission of students and the recruitment of teaching and non-teaching staff at various levels. Its function is

also to help the SC/ST categories to integrate with the mainstream of the university community and to remove difficulties which they may be experiencing. In 98 universities such SC/ST Cells have already been set up during the earlier Plan Period.

2. Objectives

- 2.1 To implement the reservation policy for SCs/STs in the Universities and colleges.
- 2.2 To collect data regarding the implementation of the policies in respect of admissions, appointments to teaching and non-teaching positions in the universities, and in the affiliating colleges and analysis of the data showing the trends and changes towards fulfilling the required quota.
- 2.3 To take such follow up measures for achieving the objectives and targets laid down for the purpose by the Government of India and the UGC.
- 2.4 To implement, monitor continuously and evaluate the reservations policy in universities and colleges and plan measures for ensuring effective implementation of the policy and programmes of the Government of India.

3. Functions of the Special Cells

- 3.1 To circulate Government of India and Commission's decisions and to collect regularly, on an annual basis, information regarding coursewise admissions to candidates belonging to the Scheduled Castes and Scheduled Tribes in the Universities and Colleges for different courses, in suitable forms prescribed, by a stipulated date, and to take follow up action, where required.
- 3.2 To circulate Government of India orders and Commission's decisions and to collect information in respect of appointment, training of these communities in teaching and non-teaching posts in the Universities and Colleges, in suitable forms by a stipulated date and take follow up action where required.

- 3.3 To collect reports and information regarding the Government of India orders on the various aspects of education, training and employment of Scheduled Caste and Scheduled Tribe candidates, for evolving new policies or modifying existing policy by the Commission.
- 3.4 To analyse information so collected under 3.1 to 3.3 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.
- 3.5 To deal with representations received from Scheduled Castes and Tribes candidates regarding their admission, recruitment, promotion and other similar matter in Universities/Colleges.
- 3.6 To monitor the working of the remedial coaching scheme, if approved in the affiliated colleges and university.
- 3.7 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.
- 3.8 To maintain a register for employment of SCs/STs in the University and Colleges for the candidates belonging to SC/ST community for various posts in the university/colleges.
- 3.9 Any other work assigned from time to time to promote higher education among these two communities suffering economic, social and education deprivations.
- 3.10 The SC/ST Cell will exclusively look after the work related to SC/STs and no other work will be assigned to them.
- 3.11 If the required data are not submitted by the given date, the UGC reserves the right to withhold either plan or non-plan grant until the required papers are submitted. Hence, the universities/colleges are advised to supply the necessary information as required.

4. Organisation of the Scheme

The Commission has been providing financial assistance to the universities, deemed universities for setting up Special Cells for the welfare of the SCs and STs for the last 15 years. Keeping in view the performance of the Special Cell established earlier, the Commission reviewed the scheme and desired that the scheme should be reformulated to be implemented in the 9th Plan period. During the 9th Plan period, the financial assistance will be available under the scheme as follows.

4.1 Setting up of New Cell

Setting up of Special Cells in the universities, where the Special Cells have not been set up earlier, the following positions will be available to the universities and deemed to be universities.

Staff Pattern of Special Cell for SC/ST

S.No.	Name of the Post	Number of Posts
1.	Coordinator Grade I in the scale of pay of Reader/Deputy Registrar for State/Central Universities and Coordinator Grade II in the scale of pay of a Lecturer/Assistant Registrar for Deemed to be Universities	1
2.	Administrative Assistant equivalent to Section Officer	1
3.	Research-cum-Statistical Officer	1
4.	Steno or Typist with Computer knowledge or Data Entry Operator	1
5.	Peon	1
Total :		5

The scale of pay and allowances for the posts indicated above, will be the same as for the corresponding posts in the university?

4.2 Financial Assistance to Special Cells which have been established prior to the 8th Plan period.

Earlier, the Commission has provided financial assistance to the universities and deemed to be universities for setting up of Special Cells for the implementation of reservation policy during the last three plan periods. There are Special Cells which have done excellent work in this field. The assistance of these Special Cells, on recurring items, has ceased on the expiry of the 8th Plan period, i.e. 31.03.1997. To continue the work of implementing reservation policy in the universities and affiliated colleges, the Commission will provide the following assistance to the Cells on selective basis.

- a. TA./D.A. for field work.
- b. Data collection
- c. Computer and Printer (where not availed of already)
- d. Analysis and evaluation of statistical data

Under the above scheme, the Commission's assistance will be available to such cells established prior to the 8th Plan period, and where the State Government concurrence have been received for taking over the liability of the Special Cells after 31.3.1997. Only such type of universities and deemed to be universities will be considered for financial assistance under this category.

4.3 Continuation of the Existing Cells

The Special Cells established prior to 8th Plan period in the universities and deemed to be universities, where the work undertaken by these Special Cells was not up to the mark or satisfactory, such Special Cells will be terminated/discontinued and no further assistance will be provided during the 9th Plan period. Where the concurrence

of the State Government/Central Government has been received for taking over the liability after 31.3.1997 are expected to continued further and will also look after the work of implementation of reservation policy of the Union Government/State Government in this regard, and circulate guidelines issued from time to time will be followed by such Special Cells. A contingent grant of Rs. 50,000/-p.A. will be provided to such Cells for field work, contingency, items etc., to regulate the work of the Cell.

5. Standing Committee

For effective implementation of the policies and programmes of the reservation policy for the Scheduled Castes and Scheduled Tribes, the Commission requires the University to appoint a liaison officer in the rank of Prof. under whom the cell may be placed, and a Standing Committee, with the Vice-Chancellor in the Chair, the liaison officer, 2 or 3 Heads of Departments, 2 or 3 faculty members (Professor, Reader, Lecturer), 3 or 4 Principals of the under-graduate/post-graduate colleges affiliated to the University, and Co-ordinator who is in charge of the SC/ST cell as a Member Secretary. Some of these members should belong to the SC/ST category. The Committee should meet twice a year to review the position and to solve the problems. The Commission desires that ever where such cells have not been established so far, the work relating to the implementation of the reservation policy may be monitored by the above stated Committee and the Registrar will act as a Member Secretary.

6. Nodal University

Nodal University will be selected by the Standing Committee appointed by the Commission, for implementation of reservation for SC/ST. A Steering Committee may be constituted of the universities within the State, where such Special Cells have been established earlier and to be established in future. The Steering Committee of the universities will meet at least once a year and will discuss in detail the various programmes implemented under the scheme at the State level and evaluation of this programme undertaken under the scheme.

The Constitution of the Steering Committee will be as follows:

- a) The Vice-Chancellor of the university where the Steering Committee is located as the Chairperson.
- b) State Secretary for Higher Education.
- c) State Director for Higher Education.
- d) Co-ordinators of the Special Cells established in the universities.
- e) Co-ordinators of the Special Cells established in the universities.

The nodal university will be provided Rs.10,000/- p.a. for organising meetings.

7. Ceiling of Assistance

The Commission's assistance under the scheme will be available to the university and deemed to be university for a period of five years or up to the expiry of 9th Plan period, whichever is earlier. The assistance provided under the scheme is on 100 per cent basis. The financial assistance would be available to such universities which are within the purview of the UGC and fit to receive Central assistance under Section 12(B) of the UGC Act, 1956. The scheme will terminate at the end of the IXth plan on 31.3.2002.

8. Infrastructure

The universities and deemed to be universities will provide adequate infrastructural facilities for the Special Cells established/to be established in the university for smooth functioning of the Cell.

An officer of the rank of professor may supervise the cell.

9. Formulation of proposal

The university may submit the proposal to the UGC as per the prescribed proforma enclosed (Proforma-A) as and when the Commission issues a circular in this regard every year. The proposals received from the universities and deemed universities will be scrutinised with the help of the Committee constituted for the purpose.

10. Schedule for release of the funds

An "On Account grant" for the first year would be released along with the approval for setting up the Special Cell. The grant for the second year, and the subsequent years, will be released only on the receipt of an statement of expenditure and utilisation certificate along with the report of work undertaken for the grant paid during the last year.

Audited statement of expenditure may be sent immediately after the Audit is completed.

11. Monitoring

At the end of each academic year, the Coordinator, in charge of the Special Cell, will submit an Appraisal Report, counter signed by the liaison officer through the Registrar, to the UGC, indicating a consolidated statement of the data, the progress achieved and the problems faced by the Cell. The actions taken by the Cell to implement the policy should be highlighted. The report on implementation of the reservation policy in the university should indicate the percentage in admissions, appointments in teaching and non-teaching staff, allotment of staff quarters, rooms in hostels, etc. together with the analysis of the report.

PROFORMA FOR SUBMITTING PROPOSAL FOR SETTING UP OF SPECIAL CELL FOR THE WELFARE OF SCHEDULED CASTES AND SCHEDULED TRIBES IN THE UNIVERSITY/DEEMED TO BE UNIVERSITY.

SECTION - I - BASIC INFORMATION

1. Name of the University _____
2. Whether the university is fit to receive Central Assistance under Section 12-B of the UGC Act, 1956. Yes/No
3. Whether the University is following the orders/ instructions and guidelines issued by State Govt./ Central Govt. and UGC for Providing reservation to Scheduled Castes/Scheduled Tribes in the matter of appointments, admissions and hostel facilities; Yes/No
4. Whether the University has appointed a Standing Committee for the Welfare of Scheduled Castes/ Scheduled Tribes in accordance with the Guidelines contained in the UGC circular letter No. F.2-1/88 (SCT) dated 26-3-88 if so, the constitution thereof may be indicated.
5. Present Status of representation of Scheduled Caste/ Scheduled Tribe in the prescribed proforma.

(i)	Appointments to teaching post	Proforma-A
(ii)	Appointments to non-teaching post	Proforma-B
(iii)	Admissions to various courses	Proforma-C
(iv)	Fellowships to the various disciplines	Proforma-D
(v)	Hostels and staff Quarters	Proforma-E
6. Facultywise enrolment in degree classes during current academic year : _____
7. Faculty Strength: -

Professors	_____
Readers	_____
Lecturers	_____
Others	_____
TOTAL	_____

SECTION -II (PROPOSAL)

8. (a) Details of posts proposed to be created for the special cell for SC/ST:-

S.No. Post Scale of pay

- (b) Need and full justification in support of the proposal thereof. (Please attach separate sheet).

9. Financial Implication: (Year-wise)

10. It is certified that :_____

- (a) The University will follow the instructions and guidelines issued by the State Govt. and UGC from time to time for providing reservation in favour of Scheduled Caste/Scheduled Tribe.
- (b) Proposed Special cell for the welfare of scheduled Caste/Scheduled Tribe will perform the functions as prescribed by University Grants Commission.
- (c) The qualification, scales of pay and allowances for the posts in the special cell will be the same as are admissible to the corresponding posts in the University.
- (d) Fresh appointments will be made by the University and no appointment will be made by adjusting the existing posts. In case appointment are made by promoting the existing staff full chain thereof will be intimated to University Grants Commission.
- (e) The University/State Govt. will maintain the posts of the special cell for Scheduled Caste/Scheduled Tribe on permanent basis from its own resources after the cessation of the Commission's financial assistance under the scheme.
- (f) The staff as shown in col.8(a) above will exclusively deal with work pertaining to promoting and ensuring the fulfilment of reservation for SCs and STs in all matters relating to admissions, academic appointments non-academic, employment, research scholarships, accommodation in hostels, conduct of remedial coaching and other related matters.

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