

## Minutes of the SC/ST Cell Committee Minutes

Date	July 10 2022
Time	3.30pm
Venue	Council Hall
Offline/Online/Hybrid (Give meeting link if applicable)	Offline

### Agenda:

1. Prayer and Welcome
2. Address by Principal
3. Report on Action Plan
4. Student Data and Summary Report
5. Selection of Student Representative
6. Grievances
7. Enhancing Scholarship Opportunities
8. Pass Percentages Improvement
9. Review of Activities
10. Preparation for the Next Academic Year
11. Any Other Matters
12. Vote of Thanks

### Prayer and Welcome address

The meeting commenced with a silent prayer, followed by a warm welcome address by Dr. N. Shibin Mohanan, the coordinator of the SC/ST Cell.

### Address by Principal:

Dr. KV Thomas, the Principal, addressed the gathering, reflecting on the progress made throughout the year. He emphasized the need to incorporate details about the SC/ST Cell on the college website for increased visibility and accessibility.

### Report on Action Plan:

Dr. N. Shibin Mohanan presented a detailed report on the implemented action plan. The minutes from the previous meeting were read, and feedback and suggestions from members were welcomed for continuous improvement.

### Student Data and Summary Report:

A comprehensive summary report on SC/ST students, including academic performance, extracurricular activities, and scholarship utilization, was presented. Dr. Manu Scaria and Mr. Antony were acknowledged for their coordination in streamlining the scholarship process.

### **Selection of Student Representative:**

Student representatives from both UG and PG classes were announced. The selection process involved nominations from departments, with final approval from the Principal.

### **Grievances:**

It was reported that no complaints were received by the Principal or the Coordinator throughout the academic year, indicating a smooth grievance redressal process.

### **Enhancing Scholarship Opportunities:**

Members discussed strategies to increase scholarship numbers and explored additional sources of funding. Dr. Manu Scaria and Mr. Antony's efforts in this regard were recognized.

### **Pass Percentages Improvement:**

Dr. Sony Kuriakose suggested collecting pass percentages data for SC/ST students to identify areas for improvement.

### **Review of Activities:**

The activities conducted throughout the year were reviewed, focusing on successful programs and areas for enhancement.

### **Preparation for the Next Academic Year:**

Planning for the upcoming academic year was discussed, including orientation sessions, outreach initiatives, and setting priorities for student welfare.

### **Any Other Matters:**

Members were invited to bring up any additional matters or concerns, fostering an open and collaborative discussion.

### **Vote of Thanks:**

Dr. G. Sugida, the Joint Coordinator, delivered the vote of thanks, expressing gratitude to all members for their active participation and contributions to the SC/ST Cell.

### **Highlights of the Meeting**

Address by Principal: Dr. KV Thomas emphasized the need to enhance the visibility of the SC/ST Cell on the college website for improved accessibility and awareness.

Report on Action Plan: Coordinator Dr. N. Shubin Mohanan read out the minutes of the previous meeting and the action taken.

Student Data and Summary Report: A detailed summary report on SC/ST students, scholarship utilization was collected. Dr. Manu Scaria and Mr. Antony were acknowledged for their effective efforts in streamlining the scholarship process.

**Selection of Student Representative:** Successful selection of student representatives from both UG and PG classes through a nomination process was highlighted, ensuring diverse departmental representation.

**Grievances:** Notably, no grievances were reported throughout the year, reflecting the efficiency of the grievance redressal process.

**Enhancing Scholarship Opportunities:** Members discussed strategies to enhance scholarship opportunities for SC/ST students, emphasizing outreach and awareness programs.

**Pass Percentages Improvement:** Dr. Sony Kuriakose suggested collecting pass percentages data for further analysis, underscoring the importance of tracking academic progress.

**Review of Activities:** The meeting included a comprehensive review of all activities undertaken throughout the year, with reflections on successes and areas for improvement.

**Preparation for the Next Academic Year:** Members engaged in discussions about plans and initiatives for the upcoming academic year, emphasizing continuous collaboration and proactive measures for the welfare of SC/ST students.

### **Members Present**

1. Dr. KV Thomas - Principal (Chairman)
2. Dr. N. Shibin Mohanan – Coordinator
3. Dr. Sugida G - Joint Coordinator
4. Sr. Lovely Abraham – Member
5. Mr. Reji S Xavier - Office Staff, Member
6. UG student Representative
7. PG student Representative