



MATA RAJ KAUR COLLEGE

Approved by Director Higher Education Haryana
Affiliated to Indira Gandhi University, Meerpur, Rewari (Hr.)

Ref. No. MRKC/26/285-E

Date 11/08/2026

Scheduled Caste/ Scheduled Tribe Cell (SC/ST Cell)

The Scheduled Caste/ Scheduled Tribe Cell (SC/ST Cell) as per the provisions laid down by the Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989, Act No. 33 OF 1989, dated 11/09/1989) & the Notification No. GSR – 316 (E) by Ministry of Welfare, New Delhi dated 31/03/1995 and as per the UGC/AICTE directives to be adhered and followed by the educational College/Institute in this regard, following shall be the Scheduled Caste Cell (SC Cell) of Mata Raj Kaur College, Saharanwas, Rewari:

Sr. No.	Name	Designation
01	Dr. Darshan Singh, Principal (Officiating)	Chairman
02	Mr. Chhatar Pal, Assistant Professor, Department of Chemistry	Secretary/Coordinator
03	Ms. Manu Kumari, Assistant Professor, Department of Commerce	Member (Faculty Representative)
04	Mr. Parveen Kumar, Assistant Professor, Department of Arts	Member (Faculty Representative)
05	Ms. Rekha, Assistant Professor, Department of Arts	Member (Faculty Representative)
06	Mr. Sunil Kumar, Lab Attendant, Department of Chemistry	Member (Non-teaching Staff Representative)
07	Ms. Muskan D/o Sh. Surender, Student, B.A. – 3 rd Semester	Member (Student Representative - Female)
08	Mr. Nitin S/o Sh. Satbir, Student, B.Sc- 3 rd Semester	Member (Student Representative - Male)

Objective of the SC/ST Cell:

1. To provide assistance to SC/ST students and staff in matters related to academics, administration, and personal issues.
2. To address any complaints of discrimination or harassment faced by SC/ST members.
3. To organize awareness programs about SC/ST rights and welfare schemes.
4. To ensure equal opportunities in academic and extracurricular activities.

Functions of the SC Cell:

1. Handling complaints of discrimination or harassment and taking necessary action.
2. Conducting workshops on SC/ST rights, scholarships, and other welfare schemes.
3. Organizing remedial classes, mentorship programs, and career guidance for SC/ST students.
4. Working with external bodies like SC/ST Commission, NGOs, etc., for additional support.

Procedure for Addressing Grievances:

1. SC students or staff can submit their grievances in writing or via a designated online portal.
2. The cell reviews the complaint, investigates the matter, and recommends appropriate action to the college administration.
3. The cell Ensure that the recommended actions are implemented and the grievance is resolved.

Meetings of SC/ST Cell:

1. The SC/ST Cell should meet regularly, at least once a semester, and as needed to address specific issues.
2. Minutes of the meetings should be recorded and maintained.

Reporting:

- The SC/ST Cell should prepare an annual report detailing the activities conducted, grievances addressed, and the overall impact of the cell. This report should be submitted to the college administration.

Confidentiality:

- All matters discussed in the SC/ST Cell should be kept confidential, and members should be trained on handling sensitive issues with care.

Training for Members of SC Cell:

- Members of the SC/ST Cell should undergo training to understand SC/ST rights, anti-discrimination laws, and conflict resolution techniques.


Principal
Mata Raj Kaur College
Vill. Saharanwas, Rewari (Hr.)

Principal
Mata Raj Kaur College
Saharanwas, Rewari

Copy of the above is forwarded to the followings for the information and necessary action:

1. The Institute's Governing Body/Management
2. The Chairperson/Members of the above constituted Committee.
3. Notice Board
4. College's Website