

## **Guidelines for Establishment of Special Cells for Scheduled Castes and Scheduled Tribes in Universities/ Deemed to be Universities and Grant-in-aid Institutions and Inter University Centres receiving central assistance.**

Introduction | Objectives | Eligibility/Target Group | Nature of Financial Assistance available Under the Scheme | Procedure for Applying for the Scheme | Procedure for Approval by the UGC | Procedure for Release of Grants by UGC | Procedure for Monitoring the Progress of the Scheme | Annexures |

### **1. Introduction**

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 under the provisions of Article 341 and 342 of the Constitution of India. Scheduled Castes generally represent those communities, which have suffered from the stigma of untouchability in one form or the other. Scheduled Tribes are generally those who have been living in seclusion in hills and forests, more or less untouched by modern civilization and development.

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.

When India became independent, it committed itself to a socially just and equal social order. The Constitution of the country, promulgated in 1950, recognizes 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 these groups at par with others.

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 are 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.

As per article 335, 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.

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.

To ensure the effective implementation of the reservation policy in admission, recruitment, allotment of staff quarters, Hostels etc., the UGC has been encouraging establishment of SC/ST Cells in the Universities.

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.

## 2. Objectives

- i. To implement the reservation policy for SCs/STs in the Universities and Colleges.
- ii. 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 analyse 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 India and the UGC.
- iv. To implement, monitor and evaluate continuously the reservation policy in universities and colleges and plan measures for ensuring effective implementation of the policy and programme of the Government of India.

## Functions of the Special Cells

1. To circulate Government of India and Commission's 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 Universities and Colleges 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 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. 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 Universities/Colleges.

6. To monitor the working of the remedial coaching scheme, if approved in the affiliated colleges and university.
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 and Colleges for the candidates belonging to SC/ST communities for various posts in the university/colleges.
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.
11. If the required data is not submitted by the given date, UGC reserves the right to withhold either plan or non-plan grant until the required information/data is received. Hence, the universities/colleges are advised to supply the necessary information as required.

### 3. Eligibility/Target Group

Financial assistance under the Scheme would be available to such Universities and Deemed Universities, which come within the purview of Section 2(f) and are fit to receive central assistance under section 12(B) of the UGC Act, 1956 and Inter University Centers receiving central assistance. The Scheme is meant for SC/ST only.

### 4. Nature of Financial Assistance Available Under the Scheme

Special Cells are entitled to receive full financial assistance for the period for which the Cells are functioning strictly in accordance with the guidelines of UGC even after the plan period. Financial assistance to Universities/ Deemed to be Universities and IUCs shall be provided under the scheme as per details given below:

#### 4.1 For Setting up of New SC/ST Cells

The universities/Institutions, Deemed to be Universities where the Special Cells have not been set up earlier, up to end of X<sup>th</sup> Plan, will be considered for establishment of new SC/ST Cells. For this purpose, the Commission shall provide following financial assistance during XI Plan period.

#### II Non-recurring

Equipment Computers with Printer, Projector: Rs.2,00, 000/-  
and required accessories

#### 2. A Recurring (for Universities only)

Staff

(i) Salary of staff as per actual expenditure for the post detailed in the following Table:

S.No.	Name of the Post	Number of Posts
1.	Coordinator Grade 1 in the scale of pay of Reader/Deputy Registrar for State/Central Universities.	1
2.	Section Officer	1
3.	Statistical Officer	1
4.	Steno with Computer knowledge/Data Entry Operator	1
5.	Peon	1
	<b>Total:</b>	<b>5</b>

B. For I.U.C's may appoint the following staff only.

1. Section Officer One
2. Computer knowing Executive Assistant One
3. Hiring services (need-based)

ii. The scale of pay and allowances for the posts indicated above will be as per corresponding posts in the University concerned. The UGC assistance for the posts created under the scheme would be available during XI Plan period irrespective of the date of appointment. Therefore, in order to claim assistance from the UGC for the staff salary, the University should follow the guidelines issued by the UGC for filling up the posts and should fill-up the sanctioned posts within one year of approval by the UGC..

(iii) Contingencies: Rs. 1.00 lakh per annum

- a. TA/DA for field work
- b. Data Collection
- c. Analysis and evaluation of statistical data

#### 5. Procedure for Applying for the Scheme

The Commission will invite proposals from Institutions in the beginning of the Plan as per the prescribed proforma (Annexure-I).

#### 6. Procedure for Approval By the UGC

The proposals received from Universities and Deemed to be Universities and Institutions will be scrutinized with the help of the Committee constituted for the purpose.

## 7. Procedure for Release of Grants by UGC

The Commission will communicate approval for setting up SC/ST Cells and first installment of Non-Recurring Grant will be released in respect of staff salary and contingency. The grants for the second year and subsequent years will be released only on the receipt of statement of expenditure (Annexure-IV) and utilization certificate (Annexure-V) 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.

For claiming grant from the UGC for salary of the staff against the posts sanctioned for the scheme, the University should submit the following information to the U.G.C. immediately after making the appointments:

- i Name of the person appointed.
- ii Academic qualifications and experience.
- iii Post held by the incumbent prior to his/her appointment against the said post and the name of the Institution where he/she was working.
- iv. Date of joining the new post.
- v. Minutes of the Selection Committee.
- vi. Details of the monthly pay offered including allowances in the scale of pay.
- vii. Amount payable up to the end of the financial year.
- viii. Number of increments, if any, to be given.
- ix. Whether action been taken to fill the resultant vacancy, in case the person appointed belongs to the same University/IUCs.
- x. A certificate to the effect that the appointment has been made in accordance with the procedure and norms prescribed as per University rules. (Annexure-VI).

\*\* If the liability of recurring grant is not taken over by the State Govt. upto X plan, the State University may continue the functioning of SC/ST Cell by utilizing the development grant available to them from UGC to meet recurring expenditure.

## 8. Procedure for Monitoring the Progress of the Scheme

At the end of each academic year, the Coordinator / In-charge of the Special Cell, will submit an Appraisal report duly countersigned 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 action-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.

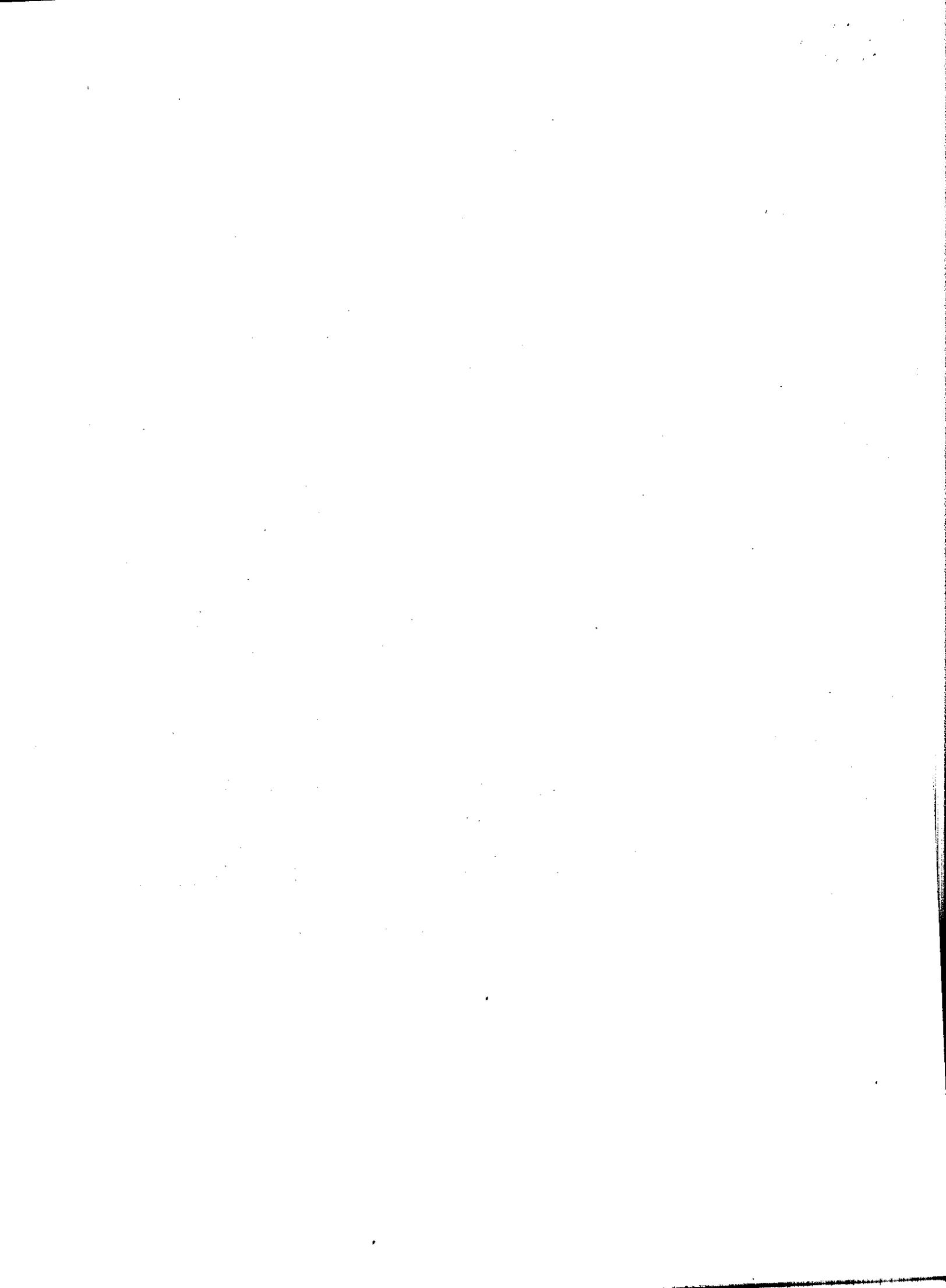
### Advisory Committee at University level

For effective implementation of policies and programmes of the reservation policy for the Scheduled Castes and Scheduled Tribes, University should appoint a liaison officer in the rank of Professor under whom the Cell may be placed, and a Standing Committee, with the Vice-Chancellor as a Chairman. The Committee will consist of Liaison Officer, 2 to 3 Heads of Departments, 2 to 3 faculty members (Professor, Reader and Lecturer level), 3 to 4 Principals of the under-graduate/post-graduate colleges affiliated to the University and Co-ordinator of the SC/ST Cell as a Member Secretary. Some of these members should belong to the SC/ST categories. The Committee should meet twice a year to review the position and to solve the problems. The work relating to the implementation of the reservation policy may be monitored by the above stated Committee.

The Commission has constituted Standing Committee on SC/ST to over-see the implementation of Reservation Policy in Universities, Deemed Universities and grant in aid Institutions. The Standing Committee on SC/ST will visit Universities to review and monitor the work of SC/ST Cells.

## 9. Annexure

- Proforma for submitting proposal for the Scheme of Establishment of Special Cell for SC/ST in Universities/Deemed to be Universities/IUCs and grant in aid Institutions.
- Consolidated Statistical Data
- Detailed Statistical Data
- A Proforma for submitting statement of expenditure incurred under the Scheme of Special Cell for Scheduled Castes and Scheduled Tribes.
- Utilization Certificate
- Details of Staff Appointed



**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 AND IUCs**

**SECTION-1 BASIC INFORMATION**

1. Name of the University/IUCs
2. Whether the university/IUCs is fit to receive Central Assistance under Section 12-B of the UGC Act, 1956? Yes/No
3. Whether the University/IUC is following the orders/instructions and guidelines issued by State Govt./Central Govt. and UGC for providing reservation to Scheduled Casts/ Scheduled Tribes in the matter of appointments, admissions and hostel facilities? Yes/No
4. Whether the University/IUC 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.2-1/88 (SCT). Date 26-03-88 if so, the constitution thereof may be indicated?
5. Present Status of representation of Scheduled Caste/ Scheduled Tribe in the prescribed proforma.
  - i) Consolidated Statistical data Annexure-II
  - ii) Detailed Statistical data Annexure-III
6. Faculty – wise enrolment in degree classes during current academic year :.....
7. Faculty Strength:
  - Professors
  - Readers
  - Lectures
  - Others
  - Total

## SECTION-II ( PROPOSAL )

8. Details of posts proposed to be filled up for the Special Cell for SC/STs:

S.No.	Name of the Post	Scale of pay
1.		
2.		
3.		
4.		
5.		

9. Financial implication: ( Year-wise )

10. It is certified that:

- a) The University/IUC 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 Casts/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/IUC.
- d) The University/State Govt. will maintain the Special Cell for Scheduled Caste/Scheduled Tribe on permanent basis from its resources after the cessation of the UGC financial assistance under the scheme.
- e) The staff as shown in col.8 above will exclusively deal with work pertaining to compliance of reservation policy 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.

( Signature of the Registrar )  
University Seal

Dated:.....

**ANNEXURE-II**

**UNIVERSITY GRANTS COMMISSION**  
**BAHADUR SHAH ZAFAR MARG**  
**NEW DELHI-2**

**CONSOLIDATED STATISTICAL DATA**

Information for the year : \_\_\_\_\_

Name of the University/IUC: \_\_\_\_\_

1) Enrolment : ( UG+PG+Other Courses )

General Seats	Reserved Seats			Total
	SC	ST	Others	
%	%	%	%	%

2) Teaching positions :

Lecturer :-

General	SC	ST	Others	Vacant Posts	Total
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%
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Reader :

General	SC	ST	Others	Vacant Posts	Total
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%
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Professor :

General	SC	ST	Others	Vacant Posts	Total
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%
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3) Non-Teaching :

General	SC	ST	Others	Vacant Posts	Total
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Group-A	%
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Group-B	%
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Group-C	%
---------	---

Group-D	%
---------	---

Group-E	%
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4) Whether Liaison Officer for SC/ST appointed, if yes, name and designation

Registrar/Principal

## ANNEXURE-III

### UNIVERSITY GRANTS COMMISSION Detailed Statistical Data

Name of the University/IUC.....Statistical Data for the year .....

A Professional Courses	Level	Total Enrolment			Students belonging to SCs			Students belonging to STs		
		Male	Female	Total	Male	Female	Total	Male	Female	Total
1 Engineering & Tech.	UG									
	PG									
2. Medical	UG									
	PG									
3. Agriculture	UG									
	PG									
4. Management	UG									
	PG									
5. Education	UG									
	PG									
6. Commerce	UG									
	PG									
7. Law	UG									
	PG									
8. Computer Science ( B.Sc. M.Sc. MCA)	UG									
	PG									
9. Other ( Special Courses )	UG									
	PG									
<b>B. Arts &amp; Science Courses</b>										
1. Arts Courses	UG									
	PG									
2. Science Courses	UG									
	PG									
3. Other Courses	UG									
	PG									
<b>C. Research Fellowships</b>										
1. Research Scientists										
2. Research Associates										
3. Sr. Research Fellows										
4. Jr. Research Fellows										

D. Staff Quarters & Hostels	Total Inmates			Scheduled Castes			Scheduled Tribes		
	Male	Female	Total	Male	Female	Total	Male	Female	Total
(a) Staff Quarters									
1 Ownership									
2 Rental									
(b) Students Hostels									
1 Common Hostels									
2 SC/ST Hostels									
3 Women's Hostels									
E. Services Personnel	Total Strength			Scheduled Castes			Scheduled Tribes		
	Male	Female	Total	Male	Female	Total	Male	Female	Total
(a) Faculty									
1 Professors									
2 Readers									
3 Lecturers									
4 Demonstrator/ Sr.Tech.Asst/ Prog.Asstt. Etc.									
(b) Non-Teaching									
1 Category "A"									
2 Category "B"									
3 Category "C"									
4 Category "D"									

Registrar

ANNEXURE-IV

UNIVERSITY GRANTS COMMISSION

**PROFORMA FOR SUBMITTING STATEMENT OF EXPENDITURE INCURRED UNDER SC/ST CELL FOR SCHEDULED CASTES AND SCHEDULED TRIBES.**

1. Name of the University/IUC .....
2. No. & date of UGC's approval : No.F. date
3. Period to which the accounts relates to .....
4. Details of actual expenditure incurred :

S.No.	Items	Allocation Approved	Expenditure Incurred
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**Non-Recurring**

**Recurring**

1. **Staff Salary for SC/ST Cell**  
( For the posts sanctioned by the UGC )
2. **Contingency:**  
TA/DA for field work  
Data Collection,  
Analysis and Evaluation of Statistical Data

**Total ( Recurring )** : .....

**Total ( Non-Recurring + Recurring )** .....

**( Rupees** ..... )

**Signature**  
**Govt. Auditor/Chartered Accountant/**  
**Examiner Local Fund Accounts**

D. Staff Quarters & Hostels	Total Inmates			Scheduled Castes			Scheduled Tribes		
	Male	Female	Total	Male	Female	Total	Male	Female	Total
(a) Staff Quarters									
1 Ownership									
2 Renjal									
(b) Students Hostels									
1 Common Hostels									
2 SC/ST Hostels									
3 Women's Hostels									
E. Services Personnel	Total Strength			Scheduled Castes			Scheduled Tribes		
	Male	Female	Total	Male	Female	Total	Male	Female	Total
(a) Faculty									
1 Professors									
2 Readers									
3 Lecturers									
4 Demonstrator/ Sr.Tech.Asst/ Prog.Asstt.Etc.									
(b) Non-Teaching									
1 Category "A"									
2 Category "B"									
3 Category "C"									
4 Category "D"									

Registrar

**PROFORMA TO BE SUBMITTED FOR GIVING DETAILS ABOUT THE POSTS  
FILLED AGAINST SANCTIONED POSTS FOR THE SCHEME**

1.		Name of the University/IUC				
2.		Posts approved during X Plan				
3.		UGC approval letter No. & date				
4.		Give following details for each post separately				
	a	Name of the person appointed				
	b	Academic qualification and experience				
	c	Post held by the incumbent prior to his appointment against the post approved under the scheme, and the name of the Institute where he/she was working.				
	d	Date of Joining the post				
	e	Details of the monthly pay including allowances in the scale of pay offered.				
	f	Amount payable upto the end of the financial year.				
	g	Number of increments, if any, to be given,				
	h	Has action been taken to fill the resultant vacancy, in case the person appointed belongs to the same university ? if not, the reason therefore.				

Certified that the above appointment has been made in accordance with the procedure prescribed as per University/IUC rules.

**Signature of Registrar  
( with seal )**