



Ref. No.: SVFGC/SCST/2025-26/01

Date: 13/09/2025

## CIRCULAR

**Sub:** Reconstitution of SC/ST Grievance Redressal & Welfare Committee.

This is to inform all the concerned members that a **meeting of the SC/ST Grievance Redressal and Welfare Committee** is scheduled as per the details given below:

**Meeting:** SC/ST Grievance Redressal and Welfare Committee

**Date:** 18/09/2025

**Time:** 12:30 PM

**Venue:** Conference Hall

## AGENDA

1. To discuss and approve the reconstitution of the SC/ST Grievance Redressal and Welfare Committee for the academic year 2025-26.
2. To define the roles and responsibilities of the reconstituted committee members.
3. To plan welfare measures and support systems for SC/ST students in the college.
4. To review grievance redressal mechanisms and reporting procedures.
5. To discuss scholarship awareness, academic support, mentoring, and counselling for SC/ST students.
6. To plan awareness programmes on constitutional rights, social justice, and anti-discrimination policies.
7. Any other matter with the permission of the Chair.

All the members are requested to attend the meeting without fail.

## Reconstitution of SC/ST Grievance Redressal and Welfare Committee (2025–26)

The SC/ST Grievance Redressal and Welfare Committee of Sai Vidya First Grade College is hereby **reconstituted** for the academic year **2025–26** with the following members:

Sl. No.	Name	Designation	Role
1	Dr. D Jogish	Principal	Chairperson
2	Mr. Pavan Kumar R	Senior Faculty Member	Member
3	Mrs. Mary M	Senior Faculty Member (SC/ST Representative)	Member
4	Mr. Abhinandan	Administrative Officer	Member
5	Ms. Jhanavi	Student Representative	Member
6	Mr. Rajesh	Student Representative (SC/ST)	Member
7	Mr. Mahesh N B	IQAC Coordinator	Member

The committee shall function in accordance with **UGC / Government of Karnataka guidelines** and address issues related to grievance redressal, welfare, and inclusive development of SC/ST students.

  
Principal

**PRINCIPAL**  
SAI VIDYA FIRST GRADE COLLEGE  
Rajanukunte, Bengaluru - 64.



Ref. No.: SVFGC/SCST/2025-26/01/02

Date: 19/09/2025

## MINUTES OF THE MEETING

Date: 18/09/2025

Time: 12:30 PM

Venue: Conference Hall

### Members Present

(As per the reconstituted committee list).

### Proceedings

The meeting commenced at 12:30 PM with the permission of the Chair. The Principal and Chairperson, Dr. D Jogish, welcomed all the members and emphasized the institution's commitment towards social justice, equality, and inclusive education.

### Agenda-wise Discussions

#### Agenda 1:

The Chair proposed the **reconstitution of the SC/ST Grievance Redressal and Welfare Committee** for the academic year 2025-26.

The proposal was **unanimously approved** by all members.

#### Agenda 2:

Roles and responsibilities of committee members were discussed. It was resolved that the committee shall ensure **confidential, transparent, and time-bound grievance redressal**.

#### Agenda 3:

The committee discussed various **welfare measures** such as:

- Academic mentoring and remedial classes
- Counselling support
- Facilitation of government scholarships and financial aid

#### Agenda 4:

The grievance redressal mechanism was reviewed. It was resolved to:

- Maintain a **Grievance Register**
- Provide **email-based grievance submission**
- Ensure periodic review meetings

### **Agenda 5:**

The committee resolved to conduct **awareness programmes** on:

- Constitutional safeguards for SC/ST communities
- Prevention of discrimination
- Government welfare schemes

### **Agenda 6:**

The committee decided to collaborate with IQAC for **documentation and compliance** under NAAC and statutory requirements.

### **Resolution**

All agenda items were discussed in detail and approved. The committee resolved to meet **at least once every semester** and whenever required.

The meeting concluded with a **vote of thanks to the Chair.**

  
Principal

**PRINCIPAL**  
SAI VIDYA FIRST GRADE COLLEGE  
Rajanukunte, Bengaluru - 560075



Sri Sai Vidya Vikas Shikshana Samithi®  
**SAI VIDYA FIRST GRADE COLLEGE**

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## ACTION TAKEN REPORT

**SC/ST Grievance Redressal and Welfare Committee**  
**Academic Year: 2025-26**

### Reference

Action Taken Report based on the resolutions passed in the SC/ST Grievance Redressal and Welfare Committee Meeting held on 18/09/2025 at 12:30 PM in the Conference Hall.

### AGENDA-WISE ACTION TAKEN REPORT

Sl. No.	Agenda	Resolution Taken	Action Implemented
1	Reconstitution of SC/ST Committee	Committee to be reconstituted for AY 2025-26	Committee reconstituted and notification issued with approval of the Principal
2	Roles & Responsibilities	Define clear roles for grievance handling	Roles communicated to all members; confidentiality and time-bound redressal emphasized
3	Welfare Measures for SC/ST Students	Provide academic, emotional, and financial support	Mentoring support initiated, counselling access facilitated, and welfare focus integrated
4	Grievance Redressal Mechanism	Establish structured grievance process	Grievance Register maintained and grievance reporting mechanism activated
5	Scholarship & Financial Aid Awareness	Improve awareness of government schemes	Students informed about SC/ST scholarships and assistance schemes during orientation
6	Awareness Programmes	Conduct programmes on social justice and rights	Awareness sessions planned on constitutional rights and anti-discrimination policies
7	Documentation & NAAC Compliance	Ensure proper records and compliance	Committee records maintained, minutes and ATR filed for NAAC/IQAC
8	Periodic Review	Regular monitoring of issues	Committee resolved to meet once every semester and as required

### **Outcome**

- Strengthened institutional mechanism for SC/ST grievance redressal
- Improved student confidence and inclusiveness
- Enhanced compliance with UGC, Government of Karnataka, and NAAC requirements
- Transparent and accountable welfare governance structure established.

### **Conclusion**

The SC/ST Grievance Redressal and Welfare Committee has effectively implemented all resolutions passed during the meeting. Continuous monitoring and student-centric welfare initiatives shall remain a priority of the institution.