

**Swami Rama Himalayan University**  
**Office of the Registrar**

SRHU/Reg/OO/2018-124(A)

Date: 8<sup>th</sup> December, 2018

**OFFICE ORDER**

I am directed to inform that in accordance with UGC guidelines, 'SC/ST/OBC/Minority Cell' is hereby constituted for welfare of the SC/ST/OBC/Minority students & employees of the University, comprising of the following:

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| 1 | Dr. Jayanti Semwal, Professor,<br>Department of Community Medicine,<br>HIMS                    | Anti-Discrimination<br>Officer & Chairperson |
| 2 | Dr. (Brig.) Ravinder Singh Saini,<br>Professor, Department of Hospital<br>Administration, HIMS | Member                                       |
| 3 | Dr. Grace Madona Singh,<br>Assoc. Professor, HCN   | Member                                       |
| 4 | Dr. Sanad Kumar, Asstt. Professor,<br>Department of Orthopaedics, HIMS                         | Member                                       |
| 5 | Mr. Amar B. Sathe,<br>Assistant Professor, HSMS  | Member                                       |
| 6 | Mr. Dinesh Chand Meena,<br>Staff Nurse, Himalayan Hospital                                     | Member                                       |
| 7 | Ms. Farzana Ansari, Medical Social<br>Worker, Department of Community<br>Medicine, HIMS        | Member                                       |
| 8 | Dr. Nikku Yadav, Asstt. Professor,<br>Department of Community Medicine,<br>HIMS                | Member Secretary                             |

The **role and responsibilities** of the 'SC/ST/OBC/Minority Cell' shall be as follows:

1. To protect the welfare of the SC/ST/OBC/Minority students and staff.
2. To help the SC/ST/OBC/Minority categories to integrate with the mainstream of the University.

*Neha Anand*

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3. To remove difficulties, if any, faced by the SC/ST/OBC/Minority student & employee.
4. To educate and develop awareness amongst the SC/ST/OBC/Minority student & employee about the various policies and programmes launched by the Central Govt., MHRD, UGC and State Govt. for the benefit of these students.
5. To announce details of Govt. Scholarships through Circulars to the SC/ST/OBC/Minority students.
6. Wherever required, to take up the problems of the SC/ST/OBC/Minority students and employees with the University authorities for amicable settlement.
7. To act as a 'Friendly Counsellor' to all SC/ST/OBC/Minority students and employees.
8. To improve the learning levels of SC/ST/OBC/Minority candidates in order to bring them up to the general level of the other communities.
9. Any other work assigned from time to time to promote higher education among SC/ST/OBC/Minority communities suffering economic, social and educational deprivations.
10. To resolve the grievances of SC/ST/OBC/Minority students & employees and render them necessary help in solving their academic as well as administrative problems.

**Mechanism for Grievance Redressal**

- (a) Any student & employee of SC/ST/OBC/Minority category may submit a written complaint to the Chairman, SC/ST/OBC/Minority Cell for the redressal of any of their grievance(s) regarding academic, administrative or social problems
- (b) The Chairman of the SC/ST Cell shall call the meeting of SC/ST/OBC/Minority committee and intimate the person concerned to appear before the committee for recording the statement of the person.
- (c) The Committee understand his/her problem and takes necessary remedial action and/or renders them necessary advice/help to resolve the matter.

This bears the approval of the competent authority.

By Order,

*Neha Bhatnagar*  
Registrar

Copy to: Hon'ble Chancellor  
Hon'ble Vice Chancellor  
Pro Vice Chancellor } for kind information please  
Principals of all constituent colleges/schools  
Head, IT Deptt. - to upload on the University website and to create complaint section  
IQAC Cell  
All above Concerned