

A.M. REDDY MEMORIAL COLLEGE OF ENGINEERING AND TECHNOLOGY

(Autonomous)

Approved by AICTE New Delhi, Permanently Affiliated to JNTU - Kakinada, Accredited by NAAC

Recognized by UGC 2(f), An ISO Certified 9001:2015

Vinukonda Road, Petturivaripalem, Narasaraopet, Palnadu District, Andhra Pradesh - 522 601.



Social Welfare (SC ST) Committee 2025-26

Purpose

To ensure the effective implementation of government policies and schemes for the welfare of students from Scheduled Caste (SC) and Scheduled Tribe (ST) communities. The committee aims to promote an inclusive environment, provide support for academic and social growth, and address grievances in a timely and sensitive manner.

Functions

- Monitor the effective implementation of scholarships, fee reimbursements, and other financial aid schemes for SC/ST students.
- Address grievances and complaints from SC/ST students regarding discrimination, harassment, or any other form of injustice.
- Organize mentoring and remedial coaching programs to enhance academic performance.
- Promote awareness of various welfare schemes and rights among SC/ST students.
- Liaise with government agencies and university officials for the smooth processing of benefits.
- Maintain confidential records of student profiles, grievances, and resolutions.
- Foster a culture of inclusivity and equality on campus

Objectives

- **Educational Empowerment:** Facilitate academic support and resources for SC/ST students to bridge any achievement gaps.
- **Financial Support:** Ensure timely and hassle-free disbursement of government scholarships and financial aids.
- **Grievance Redressal:** Provide a confidential and empathetic forum for resolving issues faced by SC/ST students.
- **Social Inclusion:** Organize events and workshops to promote integration and combat social discrimination.
- **Awareness & Advocacy:** Keep students informed about their rights and the various schemes available to them.
- **Compliance:** Ensure the institution's adherence to all statutory regulations concerning SC/ST welfare.

Committee Composition

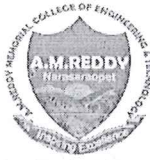
S.No	Name	Designation	Role in Committee
1.	Dr. Ch. Mallikarjun	Principal	Chairman
2.	Mrs. P.V. Padmavathi	Administrative Officer	Member
3.	Mr. K Sanjeeva Rao	SC/ST Cell Coordinator	Convener
4.	Dr.M. Anand Kumar	HOD -- CSE	Member (SC)
5.	Dr.K.Sreekar Chand	HOD -- CE	Member (SC)
6.	Ms. L. Kavitha	Faculty Representative	Member
7.	Mr. SkMahaboob Subhani	Student Affairs Coordinator	Member Secretary
8.	Mr. James	Student -- II Year EEE	Student Representative (SC)
9.	Ms. T. Sunita	Student -- II Year AG	Student Representative (ST)

Meeting Frequency

- **Biannual Meetings:** One at the start of each semester to plan activities and one at the end to review progress.
- **Special Meetings:** Convened as needed to address urgent grievances or to implement new government directives.

Reporting & Documentation

- **Minutes of Meeting (MoM):** Recorded for every meeting with attendance, agenda, and resolutions.
- **Grievance Register:** Confidential record of all complaints received, actions taken, and resolutions.
- **Scholarship & Aid Logs:** Track application status, disbursement, and pending issues for all students.



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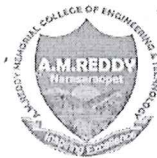
- **Awareness Program Reports:** Documentation of workshops, notices, and outreach activities.
- **Annual Report:** Comprehensive report submitted to the principal and governing bodies.

[Handwritten Signature]

Principal

PRINCIPAL

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ENGINEERING & TECHNOLOGY
(AUTONOMOUS)
PETLURIVARIPALEM,
NARASARAOPET (MD), PALNADU (DT) - 522601



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Estd : 2007

Office of the Principal

Ref: AMR/SW/2025-26/01

Date: 05-08-2025

CIRCULAR

All members of the **Social Welfare (SC/ST) Committee** are hereby informed that the first meeting for the academic year **2025-26** will be held as per the details below:

- **Date:** 12-08-2025
- **Time:** 02:30 PM
- **Venue:** Principal's Conference Hall

Agenda:

- Welcome and introduction of committee members.
- Review of scholarship applications and status for the current year.
- Planning for an orientation program on welfare schemes for new SC/ST students.
- Discussion on organizing remedial coaching classes for slow learners.
- Addressing any existing grievances.
- Any other matters with the permission of the chair.


Dr. Ch. Mallikarjun

Principal

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ENGINEERING & TECHNOLOGY

(Autonomous)

PETLURIVARIPALEM,

NARASARAOPET (MD), PIN-522601

- Dean -- Academics
- Administrative Officer
- SC/ST Cell Coordinator
- Student Affairs Cell

MINUTES OF THE MEETING

➤ **Date:** 12-08-2025

Venue: Principal's Conference Hall

Chairperson: Dr. Ch. Mallikarjun

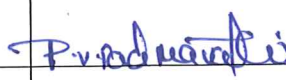
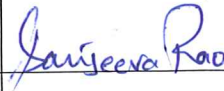
Discussion Summary

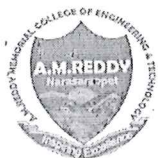
- The committee welcomed new student representatives.
- Reviewed the list of incoming SC/ST students and their scholarship application status. A few pending documents were noted.
- Planned a comprehensive orientation program to inform students about available scholarships, mentoring, and grievance procedures.
- Decided to identify subjects where remedial coaching is most needed through a faculty survey.

Resolutions Passed

- Orientation program for SC/ST students to be held on 20-08-2025.
- Faculty survey for remedial coaching to be completed by 19-08-2025.
- The Admin Officer to follow up on pending scholarship documents by 16-08-2025.
- A dedicated grievance email ID to be created and publicized.

Members Present

S. No.	Name	Designation	Role in Committee	Signature
1	Dr. Ch. Mallikarjun	Principal	Chairman	
2	Mrs. P.V. Padmavathi	Administrative Officer	Member	
3	Mr. K Sanjeeva Rao	SC/ST Cell Coordinator	Convener	
4	Dr.M. Anand Kumar	HOD -- CSE	Member	



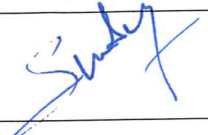
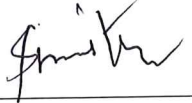
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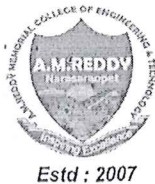
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4	Mr. P. Sudheer Kumar	HOD -- ECE	Member	
5	Ms. L. Kavitha	Faculty Representative	Member	
6	Mr. SkMahaboob Subhani	Student Affairs Coordinator	Member Secretary	
7	Mr. James	Student -- II Year EEE	Student Representative (SC)	
8	Ms. T. Sunita	Student -- II Year AG	Student Representative (ST)	

Action Items

Task	Responsible Person	Deadline
Organize Orientation Program	SC/ST Cell Coordinator	20-08-2025
Circulate Faculty Survey for Remedial Coaching	Member Secretary	19-08-2025
Follow-up on Pending Scholarship Documents	Administrative Officer	16-08-2025
Create Grievance Email ID	Admin IT Department	15-08-2025



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Meeting Concluded at: 04:00 PM

Next Meeting Scheduled: 15-01-2026

Prepared by:

Mr. K Sanjeeva Rao

SC/ST Cell Coordinator

Sanjeeva Rao

Approved by:

Dr. Ch. Mallikarjun

Principal – Chairman.

[Signature]

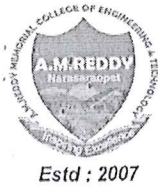
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Office of the Principal
Ref: AMR/SW/2025-26/02
Date: 08-01-2026

CIRCULAR

All members of the **Social Welfare (SC/ST) Committee** are requested to attend the second meeting for the academic year **2025--26** as per the details below:

- **Date:** 15-01-2026
- **Time:** 02:30 PM
- **Venue:** Principal's Conference Hall

Agenda:

- Review of the scholarship disbursement status for Semester I.
- Feedback on the orientation program and remedial classes.
- Discussion on grievances received and actions taken.
- Planning for Semester II activities and preparatory measures for final-year students.
- Any other matters with the permission of the chair.


Dr. Ch. Mallikarjun

Principal

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Copy to:

- All HODs
- Dean – Academics
- Administrative Officer
- Student Affairs Cell
- College Office

Minutes of the Meeting

➤ **Date:** 15-01-2026

Venue: Principal's Conference Hall

Chairperson: Dr. Ch. Mallikarjun

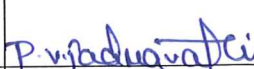
Discussion Summary

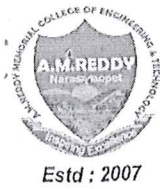
- It was reported that 95% of scholarships for Semester I had been successfully disbursed. Cases with banking issues were being individually resolved.
- Feedback on the remedial classes was positive, with noted improvement in mid-semester grades for participating students.
- Two grievances were received via the new email ID, both related to peer interaction, and were successfully mediated by the committee.
- Plans were made to host a career guidance workshop for final-year SC/ST students.

Resolutions Passed

- The Admin Officer to resolve all pending scholarship disbursements by 22-01-2025.
- Remedial classes to continue in Semester II, based on end-semester results.
- A career guidance workshop to be organized in the first week of February 2025.

Members Present

S.No.	Name	Designation	Role in Committee	Signature
1	Dr. Ch. Mallikarjun	Principal	Chairman	
2	Mrs. P.V. Padmavathi	Administrative Officer	Member	
3	Mr. K Sanjeeva Rao	SC/ST Cell Coordinator	Convener	
4	Dr.M. Anand Kumar	HOD -- CSE	Member	
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Circulate Faculty Survey for Remedial Coaching	Member Secretary	19-08-2025
Follow-up on Pending Scholarship Documents	Administrative Officer	16-08-2025
Create Grievance Email ID	Admin IT Department	15-08-2025

Meeting Concluded at: 04:00 PM

Next Meeting Scheduled: 15-01-2026

Prepared by: Mr. K Sanjeev Rao SC/ST Cell Coordinator	
Approved by: Dr. Ch. Mallikarjun Principal – Chairman.	