

Government of India
Department of Space
INDIAN INSTITUTE OF SPACE SCIENCE AND TECHNOLOGY
(Declared as deemed to be University under Section 3 of the UGC Act 1956)
Valiamala PO, Thiruvananthapuram 695 547

IIST:DIR:2016

August 10, 2016

OFFICE ORDER No.450

I SC/ST Cell

SC/ST cell with the following composition is constituted in the Institute to resolve all the affairs and problems related to SC/ST employees and students of the Institute:

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| 1. Dr. Kuruvilla Joseph, Dean (Student Activities) | - | Chairman |
| 2. Dr. J. Mary Gladis, Assistant Professor (Chemistry) | - | Member |
| 3. Shri M. Narasimha Murthy, Sci. Assistant B (Physics) | - | Member |
| 4. Shri V. Satish Kumar, Tech. Assistant B, Aerospace | - | Member |
| 5. Shri TS Thilakan, Technician D, CMD | - | Member |
| 6. Shri S. Ramanathan, Sr. Amin. Officer (Recruitment) | - | Member |
| 7. Shri V. Sennaraj, Liaison Officer for SC/ST | - | Member Secretary
/Convener |

The SC/ST Cell shall:

- Look into reservation of SC/ST students in admission to Undergraduate and Post Graduate courses in the Institute as per UGC guidelines.
- Look into reservation of SC/ST employees in the posts/cadres wherever applicable as per the orders, rules and regulations of Department of Space/ISRO.
- Deal with representations and discriminating complaints received from the SC/ST Students/Teachers/Non-Teaching staff regarding their admission, recruitment, promotion and other similar matters and submit remedial recommendations thereof to Registrar and maintain a complaint register;
- Make suggestions/recommendations to provide congenial atmosphere in the campus to SC/ST students to concentrate on their studies for their successful passing in the examinations.

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- d) Function as a Grievances Redressal Cell for the grievances of SC/ST students and employees of the Institute and render them necessary help in solving their academic as well as administrative problems.
- e) Focus on activities to promote higher education among these two communities suffering economic, social and educational deprivations.
- f) Liaison with Heads of Departments in all discipline to provide post admission orientation and capacity building sessions to SC/ST students.
- g) Organise Dr. BR Ambedkar Birthday celebrations & anniversary Programmes

SC/ST Cell may meet as often as possible depending on the situation and the need.

II. **ADVISORY COMMITTEE**

For effective implementation of policies and programmes for the welfare of the SC/ST employees and students in the Institute, an Advisory Committee is constituted as under:

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|----|---------------------------|---|----------|
| 1. | Director | - | Chairman |
| 2. | Registrar | - | Member |
| 3. | All the Deans | - | Members |
| 4. | All the HoDs | - | Members |
| 5. | Liaison Officer for SC/ST | - | Convenor |

Advisory Committee will, inter-alia, review capacity building programmes for SC/ST students for their successful passing in examinations and for other related issues.

Vkdadhwal
(VK Dadhwal) 10-8-16
Director

To: Chairman and Members of SC/ST Cell
Chairman and Members of Advisory Committee

Cc: Deans/HoDs/Officers/Dy.Registrars/Consultants/Advisor,
Head, CMD
Standard circulation.