(5) ZEAL EDUCATION SOCIETY'S
ZEAL INSTITUTE OF BUSINESS ADMINISTRATION COMPUTER APPLICATION AND RESEARCH
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AISHE Code : C-41828 | DTE Code : MB-6152, MC-6152 | SPPU Pun Code : IMMP013170
NAAC ACCREDITED B++ | ISO:21001 Certified

Ref. No.: ZES/ZIBACAR/2025-26/3225(A)

Date : 04/10/2025

Office Order

Subject- Appointment of SC/ST Reservation Committee Cell

Ref: 1. UGC Guideline Letter No. F-5/2006(STC)
2. AICTE Approval Process Handbook 2024-25

As per the requirement of AICTE regarding formation of SC/ST Committee/ Cell at our Institute.
The following SC/ST Committee/Cell is constituted:

Sr. No	Name of the Faculty	Designation and Department	Duties to be Performed
1	Dr. B. J. Mohite	Director	Chairman
2	Prof. Pandurang Patil	Assistant Professor, MBA	Member
3	Dr. Madhavi Shamkuwar	Assistant Professor, MCA	Member Secretary
4	Prof. Kirti Samrit	Assistant Professor, MCA	Member
5	Dr. Tejaswinee Ingle	Assistant Professor, MBA	Member

The SC/ST committee/Cell monitor and endeavors to resolve issues/ grievances relation to SC/ST students and Staff at the Institute Level. The Complaint if any will be forwarded to the said Committee/Cell by the Director. The said Committee/Cell will look into the complaint and cell the concern Complaint personally for the hearing the grievance.

The coordinator of the Committee/Cell will forward their Report in the sealed envelope to the Principal within one week from the date of the receipt of Complaint.

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Director
Director
Zeal Institute of Business
Administration Computer Application
& Research, Pune-41 041.

SC/ST COMMITTEE

Preamble: India is a country of diversity. It is a hub of different religions, castes and cultures. However, the Indian society is characterized by a highly-entrenched system of social stratification. Social inequalities have led to denial of access to materials, cultural and educational resources to the disadvantaged groups of societies. Higher education is a tool for social and economic equality; therefore, the institute has constituted SC/ST Committee. which would help in eliminating the social disparities.

A Manual has been prepared by AICTE in order to guide the students to optimally utilize the benefits of the schemes offered by the Government of India.

Refer: UGC guidelines for establishing SC/ST Committee

http://www.aicte-india.org/adsccell.php

SC/ST committee: The scheduled Caste (SC) and Scheduled Tribes (ST) Cell in an institute promotes the special interest of students in the reserved category and to provide special inputs in areas where the students experience difficult.

The cell regularly has to conduct remedial coaching classes on life skills, personality development, writing assignments and making presentations and also have to organize interactive sessions and informal meetings with students to attend to their personal, social and academic problems.

The SC/ST/OBC/PWD students can approach the Section Officer/Liaison Officer of the Cell for redressal of any grievance(s) regarding academic, administrative or social problems. The Section Officer/Liaison Officer will meet the concerned students,

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understand their problem and take necessary action and/or render them necessary advice/help to resolve the matter.

Objectives of SC/ST committee: According to the UGC Guidelines of 1998, following are the objectives of the Committee is as follows

i. Circulate GOI 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 College.
ii. Analyze information on admissions, education, training and employment of SCs and STs; prepare reports for transmission to the Ministry of Human Resource Development/University Grants Commission and such other authorities as may be required.
iii. Function as a Grievances Redressal Cell for the grievances of SC/ST students and employees and render them necessary help in solving their academic as well as administrative problems.
iv. To promote higher education among these two communities suffering economic, social and educational deprivations.

Duties of Liaison Officer:

The Liaison Officer, on behalf of the Cell, facilitates the overall welfare of the students, staff and faculty as per the guidelines issued by AICTE.

Frequency of Meeting:

According to the regulations framed by AICTE, the Committee meets at least two times in a year and the decisions arrived at is mandatory to be implemented. The Committee functions under the Chairmanship of the Director.

Frequency of Meeting:

According to the regulations framed by AICTE, the Committee meets two times in a year in the month of January and August.

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SC/ST Committee at ZIBACAR:

ZIBACAR in compliance with the UGC and AICTE guidelines has constituted SC/ST Committee to help the SC/ST categories integrate with other communities of the institute and to remove difficulties, which they may be experiencing.

The members of the Committee for the Academic year 2025-26 is as follows:

Sr. No	Name of Member	Designation	Mobile No	Email Address	Caste	Gender
1	Dr. B. J. Mohite	Director	9850098225	babasaheb.mohite@zealeducation.com	Other	Male
2	Prof. Pandurang Patil	Member	8856930890	pandurang.patil@zealeducation.com	NT	Male
3	Dr. Madhavi Shamkuwar	Member Secretory (Liaison Officer)	7030777790	madhavi.shamkuwar@zealeducation.com	SC	Female
4	Prof. Kirti Samrit	Member	9359809742	kirti.samrit@zaleducation.com	OBC	Female
5	Dr. Tejaswini Ingle	Member	9422735526	Tejaswini.ingle@zealeducation.com	SC	Female

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