Office of the Principal
Govt. Polytechnic Sheikhpura
(At-Khuriya, Sheikhopur Sarai, Sheikhpura – 811103)
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Letter No:- SC-ST/01 Date:- 17 / 01 / 2024

Office Order

NOTICE OF MEETING – SC/ST COMMITTEE

A meeting of the **SC/ST COMMITTEE** of **Govt. Polytechnic, Sheikhpura** will be held on 20 / 01 / 2024 at 3.00 PM to 4.30 PM in the Conference Hall under the chairmanship of the Principal. All the members of the committee are requested to attend the meeting without fail.

Agenda of the meeting:

1. Constitution and Functions of the SC/ST Committee.
2. Identification of SC/ST Students.
3. Procedure for Submitting Grievances.

Principal-Incharge
Govt. Polytechnic Sheikhpura

Principal
Govt. Polytechnic
Sheikhpura

Copy to: All members of the committee, for information and necessary action.

Date: 20/02/2024

Time:- 03:00 PM to 04:30 PM

Chairperson :- Principal

Members Present:- Principal, SC/ST committee members:

Mom:-

The SC/ST Committee meeting was held on 20/02/2024 in the Conference Hall under the chairmanship of the Principal. The members discussed the Committee's functions, identification of SC/ST students, and grievance redressal procedures. It was decided to display committee details and grievance procedures on the notice board and collect students list from all departments.

Next meeting was proposed for :- 17/04/2024

Signature of Principal

20/02/2024

Principal
Govt. Polytechnic
Sheikhpura

Signature of SC/ST committee

(I) 20/02/2024

(II)

(III)

(IV)

(V)

Date:- 17/04/2024

Time:- 3:00 PM to 4:30 PM

Chairperson:- Principal

Members Present:- Principal, SC/ST Committee member

Mom:-

The SC/ST Committee was held on 17/04/2024 in the Conference Hall, under the chairmanship of the Principal. The Committee reviewed scholarship facilities, financial assistance and student grievances. It was decided ~~among~~ to ~~students~~ coordinate with the scholarship Nodal officer, resolve reported grievances, and create awareness among students about available schemes and facilities through departmental notice and classroom communication.

Next meeting was Proposed for:- 15/07/2024

Signature of Principal

Principal
Govt. Polytechnic
Sheikhpura

Signature of SC/ST Comm

(1) 17/04/2024

Date. 15/07/2024

Time :- 03:00PM to 4:30PM

chairperson : Principal, SC/ST Committee members.

MOM :-

The SC/ST committee meeting was held on 15/07/2024 in the Conference Hall under the chairmanship of the Principal. The members discussed admission and reservation norms, academic support for SC/ST students, and the review of previous decisions. It was decided to verify reservation compliance during admissions, identify students requiring academic assistance, arrange remedial support through mentors, and review action taken in the next meeting.

Next meeting was proposed for :- 03/12/2024

Signature of Principal

Principal
Govt. Polytechnic
Sheikhpura

Signature of SC/ST Committee.

(i) 15/07/2024

(ii)

Date :- 03/12/2024

Time :- 03:00 PM to 4:30 PM

chairperson :- Principal

Members Present :- Principal, SC/ST Committee members

MOM :-

The SC/ST Committee meeting was held on 03/12/2024 in the Conference Hall under the chairmanship of the Principal. The members discussed prevention of discrimination, Carreer, guidance, placement support, and confidentiality of Complaints. It was decided to monitor the Campus and hostel for discrimination, coordinate with the Training and placement officer (TPO) to provide Carreer guidance and placement support to SC/ST students, and maintain strict confidentiality of all complaints.

The nex meeting was proposed for 14/01/2025

Signature of Principal

Principal
Govt. Polytechnic
Sheikhpura

Signature of SC/ST Committee

(i) 03/12/2024

(ii)

Date: - 14/01/2025

Time: - 03:00 PM to 4:30 PM

Chairperson: - Principal

Member Present: - Principal, SC/ST Committee members:

MOM: -

The SC/ST committe meeting was held on 14/01/25 in the conference hall under the chairmanship of the Principal. The members reviewed scholarship applications of eligible students, discussed their participation in co-curricular and extracurricular activities, and reviewed committee records. It was decided to follow up on pending scholarship applications, encourage and record student participation in institutional activities, and maintain a proper register of committee activities and actions.

The next meeting was proposed for: - 05/05/25

Signature of Principal Signature of SC/ST members

1)

2)

Principal
Govt. Polytechnic
Sheikhpura

Date:- 05/05/2025

Time: 03:00 PM to 4:30 PM

chairperson:- Principal

Members Present: Principal, SC/ST Committee members

MOM:

The SC/ST committee meeting was held on 05/05/2025 in the Conference Hall under the chairmanship of the Principal. The members reviewed the academic performance of SC/ST students, discuss orientation for new students, and reviewed student grievances. It was decided that mentors would provide academic support to students requiring assistance, new students would be informed about committee activities and available welfare schemes, and pending grievances would be addressed promptly.

The next meeting was proposed for: 16/07/25

Signature of Principal

05/05/2025

Principal
Govt. Polytechnic
Sheikhpura

Signature of SC/ST member

05/05/2025

Date: 16/07/2025
Time: 03:00 PM to 4:30 PM

Chairperson: Principal

Members Present:- Principal, SC/ST Committee members.

Mom:

The SC/ST Committee meeting was held on 16/07/2025 in the Conference Hall under the chairmanship of the Principal. The members discussed preparations for the new academic session, admission and scholarship support, and the availability of hostel facilities for SC/ST students. It was decided to update the list of eligible students, display relevant information on notice boards, report any requirements regarding hostel facilities to the Principal, and review the implementation of previous meeting decisions in the next meeting. The next meeting was proposed for 03/12/2025

Signature of Principal

Principal
Govt. Polytechnic
Sheikhpura

Signature of SC/ST Committee

(1) 16/07/2025

(2)

Date: 03/12/2025

Time: 03:00 pm to 4:30 pm

Chairperson: - Principal

Members Present: Principal, SC/ST Committee members

Mem:

The SC/ST Committee was held on 03/12/2025 in the Conference Hall under the chairmanship of the Principal. The members reviewed the annual activities of the Committee and the scholarship status of eligible students. Discussion were also held regarding awareness programmes on students rights and available welfare schemes, it was decided to follow up on pending scholarship applications, prepare the annual committee report, and coordinate with all departments to organize awareness programmes for SC/ST students.

The Next meeting proposed for: - 12/01/2025

Signature of Principal — Signature of SC/ST member

03/12/2025

Principal
Govt. Polytechnic
Sheikhpura

Date: 12/01/2026

Time: 03:00 pm to 4:30 pm

Chairperson: Principal

members Present: - Principal, SC/ST Committee members

MOM:

The SC/ST committee meeting was held on 12/01/2026 in the Conference Hall, under the chairmanship of the Principal. The SC/ST committee reviewed academic support, student complaints, and career guidance. It was decided to provide academic assistance, maintain grievance records, and coordinate with the TPO for higher studies and employment guidance.

The Next meeting was proposed for: 14/04/2026

Signature of Principal

Principal
Govt. Polytechnic
Sheikhpura

Signature of SC/ST Committee members

(I) 12/01/2026

(II)

Date: 14/04/2026

Time: 03:00 PM to 04:30 PM

Chairperson: Principal

member Present:- Principal, SC/ST Committee members.

MOM:

The SC/ST Committee meeting was held on 14/04/2026 in the Conference hall. under the chairmanship of the Principal. The SC/ST Committee reviewed admission support for SC/ST candidates and Committee records. It was decided to assist students with admission documents, update Committee records and display Contact details on the notice board and institutional website.

The Next meeting proposed for: 21/07/2026

Signature of Principal

Principal
Govt. Polytechnic
Khoura

Signature of SC/ST Committee member

(i) 14/04/2026

(ii)

Date: 21/07/2026

Time: 05:00 pm to 06:30 pm

Chairperson: Principal

members Present:- Principal, SC/ST Committee members

MoM:-

The SC/ST Committee meeting held on 21/07/2026 in the Conference hall under the chairmanship of the Principal. The members reviewed the Committee's annual activities, discussed pending matters, and planned activities for the next semester. it was decided to resolve pending issues and continue necessary support and welfare measures for SC/ST students.

The Next meeting Proposed for:- 02/12/2026

Signature of Principal

Principal
Govt. Polytechnic
Sheikhpura

Signature of SC/ST Committee members.

21/07/2026