ANNAMACHARYA UNIVERSITY

(Estd. under AP Private Universities (Establishment and Regulation) Act, 2016)
(Recognized by UGC under Section 2(f) of the UGC Act, 1956)

RAJAMPET, YSR Kadapa District, AP – 516126, INDIA

Minutes of the SC/ST Cell Meeting held on 9 March 2026 at the Conference Hall, Annamacharya University.

Member Present:

1. Mrs K Nagamani
2. Dr Satyam
3. Mrs Vani
4. Ms B Saroja Naik
5. Mr Anil Kumar
6. Mrs C Uma devi
7. Mr E Ramesh
8. Ms V Nirmala
9. Ms B Kavitha
10. Dr K Sameer

Member Absent: Nil

All members of the SC/ST Cell participated in the meeting. The meeting commenced at 4:00 PM with the Chairperson welcoming all members of the SC/ST Cell. The agenda items were discussed in detail, and the members reviewed the relevant matters concerning the welfare, equal opportunities, academic progress, and grievance redressal of SC/ST students and staff.

Item No. 1: Welcome Address and Opening Remarks

The Chairperson welcomed all members and highlighted the role and responsibilities of the SC/ST Cell in safeguarding the interests of Scheduled Caste (SC) and Scheduled Tribe (ST) students and staff. The Chairperson emphasized the importance of ensuring equal opportunities, promoting an inclusive academic environment, addressing grievances, and coordinating with the concerned university departments for the effective implementation of welfare measures.

Resolution: The members ratified the observations and deliberations of the Chairperson and resolved to strengthen the functioning of the SC/ST Cell by promoting equality, inclusiveness, equal opportunities, and the overall welfare of SC/ST students and staff.

Item No. 2: Confirmation of the Minutes of the Previous Meeting and Review of the Action Taken Report

The minutes of the previous meeting were placed before the members for review. The committee examined the Action Taken Report and discussed the progress made in implementing the decisions and recommendations of the previous meeting.

Resolution: The minutes of the previous meeting were read, reviewed, and confirmed by the members. The Action Taken Report was reviewed and ratified. The members resolved that pending matters, if any, should be followed up periodically to ensure timely implementation of the decisions taken.

Item No. 3: Review of SC/ST Student Admissions for the Academic Year 2025–2026

The members reviewed the admission and enrolment status of SC/ST students for the academic year 2025–2026. The discussion covered programme-wise and category-wise admission records, verification of relevant certificates, enrolment procedures, and difficulties faced by eligible candidates during the admission process.

Resolutions:

1. The members ratified the need to maintain accurate and updated programme-wise and category-wise records of SC/ST student admissions and enrolment.
2. The Admissions Section shall provide appropriate guidance to eligible students regarding admission procedures, certificate verification, documentation, and enrolment formalities.
3. Admission-related issues shall be referred to the concerned authorities for timely resolution in accordance with applicable rules and regulations.
4. The SC/ST Cell shall periodically review admission-related issues requiring institutional intervention.

Item No. 4: Review of Scholarships and Financial Assistance for the Academic Year 2025–2026

The members reviewed the status of government scholarships, fee reimbursement, and other applicable financial assistance for eligible SC/ST students. The discussion included submission of applications, verification of documents, processing of claims, disbursement status, and difficulties faced by students in accessing financial assistance.

Resolutions:

1. The members ratified the need for regular monitoring of scholarship applications and fee reimbursement claims submitted by eligible SC/ST students.
2. The concerned section shall disseminate information regarding applicable scholarship schemes, eligibility criteria, documentation requirements, and prescribed deadlines.
3. Pending applications and delays in the disbursement of scholarships or fee reimbursement shall be followed up with the concerned authorities.
4. Necessary guidance and assistance shall be provided to students facing procedural difficulties in obtaining eligible financial benefits.

Item No. 5: Review of Grievances Received from SC/ST Students and Staff for the Academic Year 2025–2026

The members reviewed the grievance redressal mechanism available to SC/ST students and staff. The importance of impartial consideration, confidentiality, proper documentation, and timely resolution of grievances in accordance with university rules and applicable regulations was emphasized.

Resolutions:

1. The members ratified the need for an effective, transparent, and confidential grievance redressal mechanism for SC/ST students and staff.
2. All grievances received by the SC/ST Cell shall be systematically documented and handled with due regard to the privacy and dignity of the individuals concerned.
3. Grievances shall be examined objectively and referred to the appropriate university authorities wherever necessary for suitable action.
4. The status of pending grievances shall be reviewed periodically, and necessary follow-up action shall be initiated.
5. Awareness shall be created among SC/ST students and staff regarding the procedure for submitting grievances and obtaining assistance from the SC/ST Cell.

Item No. 6: Other Matters Relating to the Welfare and Development of SC/ST Students and Staff

With the permission of the Chairperson, the members discussed other matters relating to the academic progress, welfare, equal opportunities, and overall development of SC/ST students and staff. The Chairperson emphasized the importance of coordination among the concerned university departments and the effective implementation of applicable welfare measures.

Resolution: The members ratified the deliberations and recommendations made under this agenda item and resolved to continue coordinated efforts to promote inclusiveness, equal opportunities, academic support, student welfare, and effective grievance redressal. Matters requiring further consideration shall be placed before the Cell in subsequent meetings, as appropriate.

Conclusion and Vote of Thanks

There being no other matter for discussion, the Chairperson thanked all the members for their active participation, cooperation, and valuable suggestions. The Chairperson reiterated the collective responsibility of the members in ensuring the effective functioning of the SC/ST Cell and the timely implementation of its decisions.

The meeting concluded with a vote of thanks to the Chairperson and all members present.