

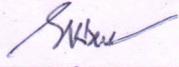
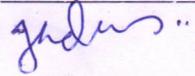
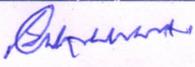
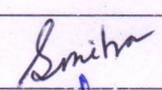
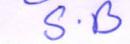
## Minutes of the SC & ST committee

A meeting was held on 20<sup>th</sup> July, 2016 at the Director's Room of GNIT. The following agenda were discussed:

Agenda:

1. Welcome of the selected members list of SC & ST Committee
2. Discussion about the functions and related activities of the committee
3. Suggestions

**Members Present:**

Sl. No.	Name	Designation	SC & ST Committee Designation	Signature
1	Prof (Dr.) Santanu Kr. Sen	Principal	Chairman	
2	Dr. J. K. Das	HOD, EE Dept.	Convener	
3	Mr. Adhish Kumar Chakrabarty	Registrar	Member	
4	Dr. Sucharita Chakraborti	HOD, ASHU Dept.	Member	
5	Mr. Sourish Mitra	Assistant Professor, CSE Dept.	Member	
6	Mr. Pijush Chandra	Office Admin	Member	
7	Mr. Kallol Paul	Account Officer	Member	
8	Ms. Sumana Bhattacharjee	Office Admin	Member	

**Agenda 1:** Welcome of the selected members list of Grievance Redressal Committee

The Chairman gave a welcome message to the aforesaid committee members and made them aware about the functionalities of the committee.

**Agenda 2:** Discussion about the functions and related activities of the committee

The function of the committee is as follows:

- The Cell associated with Library will monitor the Book distribution and assure to provide Reference books to the students whenever required.
- It is expected to provide special inputs in areas where the students experience difficulties.
- The Cell may conduct regular remedial coaching classes on life skills, personality development, writing assignments and making presentations.
- The Cell also is expected to organize interactive sessions and informal meetings with students to attend to their personal, social and academic problems.

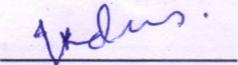
**Agenda 3: Suggestions**

Convenor also mentioned that The SC & ST Cell in the institute promotes the special interests of students in the reserved category and to guide the students to optimally utilize the benefits of the schemes offered by the Government of India.

Also motivate students to participate in extracurricular activities.

The meeting ended with vote of thanks.

With Regards,



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Dr. J. K. Das,  
Convenor, SC & ST Committee  
H.O.D., EE