



SRI MUTHUKUMARAN MEDICAL COLLEGE HOSPITAL AND RESEARCH INSTITUTE

(Affiliated to the Tamil Nadu Dr.M.G.R. Medical University)

Chikkarayapuram, Near Mangadu, Chennai - 600069

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SC/ST/ OBC/ MINORITY CELL

STANDARD OPERATING PROCEDURE

1. Objective

The SC/ST/ OBC/ Minority Cell SOP aims to establish clear guidelines and procedures for addressing the needs and concerns of minority students within the medical college. It outlines the roles, responsibilities, and protocols to ensure a supportive and inclusive environment that promotes diversity and equal opportunities.

2. Composition of the SC/ST/ OBC/ Minority Cell

The SC/ST/ OBC/ Minority Cell comprises key members responsible for addressing minority-related matters. Members may include:

- Chairperson of the Cell (Appointed by the Dean)
- Faculty Representatives
- Student Representatives (from minority communities)
- Administrative Staff
- Counselor or Support Staff

Committee Members:

S.No	Name	Designation/Department	Position held
1.	Dr. S. Muthukumar	Vice Principal, Administration, Professor, Physiology	Chairperson/ Nodal Officer
2.	Dr. Jai vinod Kumar	Associate professor, General surgery	Coordinator
3.	Dr. Anshul Ramesh	Assistant professor, Psychiatry	Member
4.	Dr. G. Vasu	Dentistry	Member
5.	Dr. Safneedha	Associate professor, Anesthesiology	Member
6.	Dr. Karpagalakshmi. R	Assistant professor, Psychiatry	Counselor
7.	Yuvaraj M	Student 2022 batch	Student representative
8.	Kaviya Subramani	Student 2022 batch	Student representative



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3. Roles and Responsibilities

3.1 Chairperson of the SC/ST/ OBC/ Minority Cell

Provide leadership and direction to the Cell.

Advocate for the rights and interests of SC/ST/OBC/ minority students.

Represent the cell in discussions with college administration.

3.2 Faculty Representatives

Collaborate with the cell in addressing academic concerns of minority students.

Propose and support initiatives to promote diversity in academic programs.

Act as a bridge between faculty and SC/ST/OBC/minority students.

3.3 Student Representatives

Represent the interests and concerns of SC/ST/OBC/minority students.

Communicate issues related to academic, cultural, or social matters to the Cell.

Assist in organizing events and initiatives to celebrate diversity.

3.4 Administrative Staff

Handle administrative tasks related to the functioning of the Cell.

Maintain records and documentation related to minority student concerns.

Coordinate logistics for events and activities organized by the cell.

3.5 Counselor or Support Staff

Provide emotional and psychological support to minority students.

Address concerns related to mental health, stress, or discrimination.

Collaborate with external resources if needed.

4. Functions

- Ensuring an environment where students from these categories feel safe and secure.
- Making students from these communities aware of the various scholarship programs of the Govt. of Tamil Nadu and UGC.



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- Motivating and assisting students from these communities to apply for the various scholarships mentioned above
- Collecting data about students who have received scholarships
- Collection of reports and information of Govt. of Tamil Nadu. Govt. of India and UGC's orders on various aspects of education and employment of these categories of students.
- Carrying out capacity-building programs for these students, as per the need.
- Providing a mechanism to redress the grievance of students from these communities
- Sending reports to the respective Govt. Departments/Commissions about the number of students enrolled

5. Support Services

5.1 Academic Support

Identify and address academic challenges faced by SC/ST/OBC/minority students.

Facilitate additional tutoring or mentoring programs if needed.

Advocate for inclusive teaching practices.

5.2 Counseling Services

Provide counseling services for emotional well-being and mental health.

Organize workshops or seminars on stress management and resilience.

Collaborate with the college's counseling center.

5.3 Cultural and Social Integration

Organize cultural events and celebrations to promote diversity.

Facilitate interactions and networking opportunities for minority students.

Encourage the participation of SC/ST/OBC/minority students in college activities.

6. Grievance Handling

6.1 Establish Grievance Procedures

Develop clear procedures for handling grievances related to discrimination or bias.

Ensure confidentiality and sensitivity in grievance resolution.



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6.2 Reporting Mechanisms

Provide multiple channels for reporting grievances, including anonymous options.

Appoint a designated contact person for grievance resolution.

6.3 Resolution and Follow-Up

Investigate and resolve grievances promptly and fairly.

Implement corrective actions and follow up to ensure resolution.

7. Outreach and Awareness

7.1 Awareness Programs

Conduct awareness programs on diversity, inclusion, and SC/ST/OBC/minority rights.

Collaborate with faculty and students to organize workshops and seminars.

7.2 Community Engagement

Establish connections with local minority communities.

Organize outreach programs to engage with prospective SC/ST/OBC/minority students.

8. Schedule of Meetings

The committee shall meet twice in a year to review its activities.

The Committee shall formally meet at the start of the academic year to plan for the activities of SC/ST/OBC/Minority cell for the aforementioned year.

The last meeting for the academic year shall be conducted at the end of the academic year to review the activities of SC/ST/OBC/ SC/ST/OBC/ Minority cell in the institution.

Meetings can be conducted formally/informally in case of emergencies and minutes of the informal meetings need not be maintained

9. Record Keeping

Maintain accurate and confidential records of SC/ST/OBC/minority-related concerns and actions taken.

Archive documentation for auditing and reporting purposes.

10. Review and Revision

Periodically review the SOP to ensure its relevance and effectiveness.



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Revise the SOP as needed to accommodate changes in policies or address emerging concerns.

11. Approval

This SOP is approved by the Dean or relevant academic authority and will be reviewed annually or as needed.

IQAC COORDINATOR

DEAN
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