



Pal Shikshan Sanstha's

Affiliated to Mumbai University

St. Paul College

NAAC Accredited
ISO 9001:2015 Certified

**INSTITUTIONAL
DISTINCTIVENESS**

2019-2024

SC, ST & OBC CELL

The SC, ST & OBC Cell is dedicated to promoting the social welfare and educational advancement of students from Scheduled Castes (SC), Scheduled Tribes (ST), and Other Backward Classes (OBC). This cell plays a crucial role in ensuring equal opportunities for these students by implementing various programs and initiatives aimed at their overall development without facing much problem regarding caste and scholarship. Through its comprehensive support and initiatives, the cell ensures that SC, ST, and OBC students have equal opportunities to succeed academically and socially.

The continued efforts of the cell are essential in fostering an inclusive and equitable educational environment. The cell facilitates the application process for various scholarships available to SC, ST, and OBC students. This includes helping students understand eligibility criteria, complete application forms, and submit necessary documents. By doing so, the cell ensures that students receive financial support to continue their education.



In addition to scholarships, the cell assists students in accessing other forms of financial aid and grants provided by the government and non-government organizations. This helps students cover expenses related to tuition fees, books, and other educational materials. The cell has a robust grievance redressal mechanism to address any discrimination or harassment faced by SC, ST, and OBC students. It ensures that students' issues are resolved promptly and fairly, creating a safe and inclusive environment.

**Title: "SHASHKIYA" DOCUMENTS CAMP
&
"VINAMULYA" SCHOLARSHIP FORM FILLING**

Aims:

The aim of the SC, ST, and OBC Cell is to ensure the welfare and empowerment of students belonging to Scheduled Castes (SC), Scheduled Tribes (ST), and Other Backward Classes (OBC) within the institution.

Objectives:

1. To address issues related to discrimination, if any, faced by SC, ST, and OBC students.
2. To provide support and assistance to SC, ST, and OBC students for their academic and personal growth.
3. To promote awareness and sensitivity among the general student population regarding issues faced by SC, ST, and OBC communities.
4. To facilitate opportunities for skill development, career guidance, and holistic development of SC, ST, and OBC students.
5. To ensure the effective implementation of government policies and schemes meant for the welfare of SC, ST, and OBC communities.

Process:

"PHASE-I"

"SHASHKIYA" DOCUMENTS CAMP-2019-20

Organizing a documentation camp involves meticulous planning and execution to ensure that community members receive the support they need in preparing and organizing essential documents.

Here are the key steps to organize a successful documentation camp:

1. Planning and Preparation:

- **Identify Objectives:** This contains clearly define the objectives of the camp, such as assisting community members in obtaining identity documents, applying for scholarships, or accessing government benefits and any other services.
- **Form a Team:** We assemble a team of volunteers and group train them. Including educators, community leaders, and administrative staff, to help with various tasks.
- **Choose a Venue and Date:** College premises are suitable location that is easily accessible to the target community and select date as per suitable authority available.

- **Secure Resources:** Ensure you have the necessary resources such as forms, photo copying facilities, computers, internet access, and printing supplies.

2. Promotion and Outreach:

- **Engage Community Leaders:** Involve local community leaders and organizations to spread the word and encourage participation so that everyone can get benefit of scholarship.
- **Prepare Informational Materials:** We send notices in scholarship group as per the year end and provide all the detail information in advertising so information should reach maximum students. So every student able to get benefit of camp.

3. Setting Up the Camp:

- **Organize Stations:** Set up different stations for various services, such as form distribution, doubt solving, document verification, form filling, photocopying, and online applications
- **Equip Stations:** Ensure each station has the necessary equipment and materials, such as



computers, printers, scanners, forms, and writing supplies.

- **Information Desk:** Due to government rules and regulation and informative form filling process we set up an information desk at the entrance to guide participants and answer any questions they may have so, everyone can fill form with accuracy.

4. Conducting the Camp:

- **Welcoming Participants:** Greet participants and provide them with an overview of the camp and the service available.
- **Assistance with Forms:** Our Volunteers assist participants in filling out forms accurately and completely, ensuring all required information is provided.
- **Document Verification:** Verify the authenticity of documents brought by participant's and help them identify any missing or incorrect information which may result in proper form filling and avoid any inaccuracy.
- **Photo copying and Printing:** Provide photo copying and printing services to ensure participants have multiple copies of their documents as needed no need to go here and there forth is process. This service also provide free of cost.
- **Applications:** Our group member assists participants with applications, ensuring they understand the process and have all necessary digital documents or hard copy of documents.

5. Counseling and Support:

Provide Guidance: Member Offer guidance on how to obtain missing documents and the steps involved in the application process for various services.

- **Educational Sessions:** Conduct brief educational sessions on the importance of maintaining proper documentation and how it can benefit participants in accessing services and opportunities.
- **Follow-Up Support:** Provide information on how participants can seek further assistance after the camp and all the information from where they can collect their documents for form filling.

6. Feedback and Evaluation:

- **Collect Feedback:** Group members collect feedback from the participants with videos and asking question so we can improve in next year.
- **Identify Improvements:** Identify areas for improvement and make note of any challenges faced during the camp to enhance future events.

7. Reporting and Follow-Up:

- **Prepare a Report:** at end of the camp document the outcomes of the camp, including the number of participants, types of documents processed, and feedback received.
- **Plan Future Camps:** Based on the feedback and evaluation, plan future documentation camps to continue supporting the community in their documentation needs.



PHASE-II

“VINAMULYA” SCHOLARSHIP FORM FILLING”

2019-20

1. Obtaining Information

- **Announcement:** Look for details about the camp through college notice boards, websites, or official communications.
- **Contact:** Reach out to your college’s SC/ST/OBC cell or the organizing committee for specific information.

2. Prepare Documents

- **Documents Checklist:** Ensure you have all necessary documents such as:
 - Caste Certificate
 - Income Certificate
 - Academic Transcripts/Mark Sheets
 - Identity Proof (e.g., Aadhar card)
 - Bank Account Details
- **Verify Requirements:** Check if there are any specific document requirements or formats needed.

3. Attend the Camp

- **Registration:** Arrive early to register if needed.
- **Assistance:** Take full advantage of the assistance provided by the camp, including help with filling out forms and understanding eligibility criteria.
- **Queries:** Ask any questions you have about the scholarship application process.



4. Complete the Application

- **Form Filling:** Work with the camp staff to accurately complete your scholarship application.
- **Verification:** Ensure that all documents are correctly verified and attached.

5. Submit Your Application

- **Submission Process:** Follow the camp's process for submitting your application.
- **Confirmation:** Obtain confirmation that your application has been received and is in order.

6. Follow Up

- **Application Status:** Keep track of your application status if possible, using the tracking systems or contacts provided by the camp

Participants:

SC,ST, and OBC students, Cell Coordinator, faculty members and stakeholder who are connected with the cell members of nearby area who support for promotion of cell.



Outcomes:

The SC, ST, and OBC Cell's activities aim to create a more equitable and inclusive educational environment where all students, regardless of their background, have equal opportunities to thrive and succeed. The outcomes achieved contribute not only to the personal development of individual students but also to the overall institutional ethos of diversity and social responsibility. The SC, ST, and OBC Cell's activities can have significant positive impacts on both individual students and the institution as a whole.

By addressing discrimination and providing a supportive environment, the Cell fosters more inclusive campus culture where SC, ST, and OBC students feel valued and respected.

Through targeted support mechanisms such as mentoring, skill development workshops, and academic assistance, SC, ST, and OBC students can experience improved academic outcomes and greater confidence in their studies.

Career counseling and skill development initiatives equip SC, ST, and OBC students with the necessary skills and knowledge to excel in their chosen careers, enhancing their employability.

Awareness programs and workshops not only educate SC, ST, and OBC students about their rights and opportunities but also sensitize the broader student and faculty community to the challenges faced by these communities.

Through advocacy and support, the Cell empowers SC, ST, and OBC students to actively participate in campus life, leadership roles, and decision-making processes, thereby promoting their overall empowerment.

The activities of the Cell facilitate the formation of a supportive community among SC, ST and OBC students, creating networks of mutual support and encouragement.

By ensuring the effective implementation of government policies and schemes, the Cell contributes to institutional compliance with legal and regulatory frameworks related to SC, ST, and OBC welfare.



Principal

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&
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Aims:

The aim of the SC, ST, and OBC Cell is to ensure the welfare and empowerment of students belonging to Scheduled Castes (SC), Scheduled Tribes (ST), and Other Backward Classes (OBC) within the institution.

Objectives:

6. To address issues related to discrimination, if any, faced by SC, ST, and OBC students.
7. To provide support and assistance to SC, ST, and OBC students for their academic and personal growth.
8. To promote awareness and sensitivity among the general student population regarding issues faced by SC, ST, and OBC communities.
9. To facilitate opportunities for skill development, career guidance, and holistic development of SC, ST, and OBC students.
10. To ensure the effective implementation of government policies and schemes meant for the welfare of SC, ST, and OBC communities.

Process:

"PHASE-I"

"SHASHKIYA" DOCUMENTS CAMP-2021-22

Organizing a documentation camp involves meticulous planning and execution to ensure that community members receive the support they need in preparing and organizing essential documents.

Here are the key steps to organize a successful documentation camp:

1. Planning and Preparation:

- **Identify Objectives:** This contains clearly defined objectives of the camp, such as assisting community members in obtaining identity documents, applying for scholarships, or accessing government benefits and any other services.
- **Form a Team:** We assemble a team of volunteers and group train them. Including educators, community leaders, and administrative staff, to help with various tasks.
- **Choose a Venue and Date:** College premises are suitable location that is easily accessible to the target community and select date as per suitable authority available.

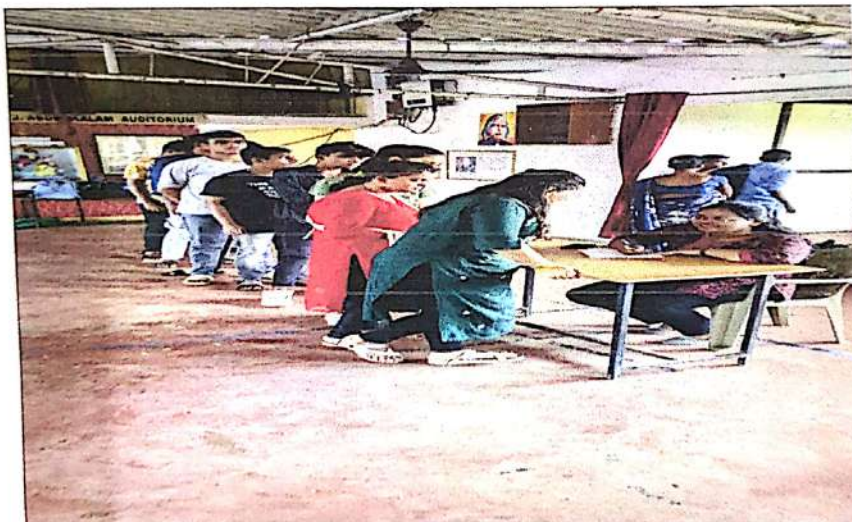
- **Secure Resources:** Ensure you have the necessary resources such as forms, photo copying facilities, computers, internet access, and printing supplies.

2. Promotion and Outreach:

- **Engage Community Leaders:** Involve local community leaders and organizations to spread the word and encourage participation so that everyone can get benefit of scholarship.
- **Prepare Informational Materials:** We send notices in scholarship group as per the year end and provide all the detail information in advertising so information should reach maximum students. So every student able to get benefit of camp.

3. Setting Up the Camp:

- **Organize Stations:** Set up different stations for various services, such as form distribution, doubt solving, document verification, form filling, photocopying, and online applications
- **Equip Stations:** Ensure each station has the necessary equipment and materials, such as computers, printers, scanners, forms, and writing supplies.
- **Information Desk:** Due to government rules and regulation and informative form filling process we set up an information desk at the entrance to guide participants and answer any questions they may have so, everyone can fill form with accuracy.



4. Conducting the Camp:

- **Welcoming Participants:** Greet participants and provide them with an overview of the camp and the service available.
- **Assistance with Forms:** Our Volunteers assist participants in filling out forms accurately and completely, ensuring all required information is provided.
- **Document Verification:** Verify the authenticity of documents brought by participant's and help them identify any missing or incorrect information which may result in proper form filling and avoid any inaccuracy.
- **Photo copying and Printing:** Provide photo copying and printing services to ensure participants have multiple copies of their documents as needed no need to go here and there forth is process. This service also provide free of cost.
- **Applications:** Our group member assists participants with applications, ensuring they understand the process and have all necessary digital documents or hard copy of documents.

5. Counseling and Support:

Provide Guidance: Member Offer guidance on how to obtain missing documents and the steps Involved in the application process for various services.

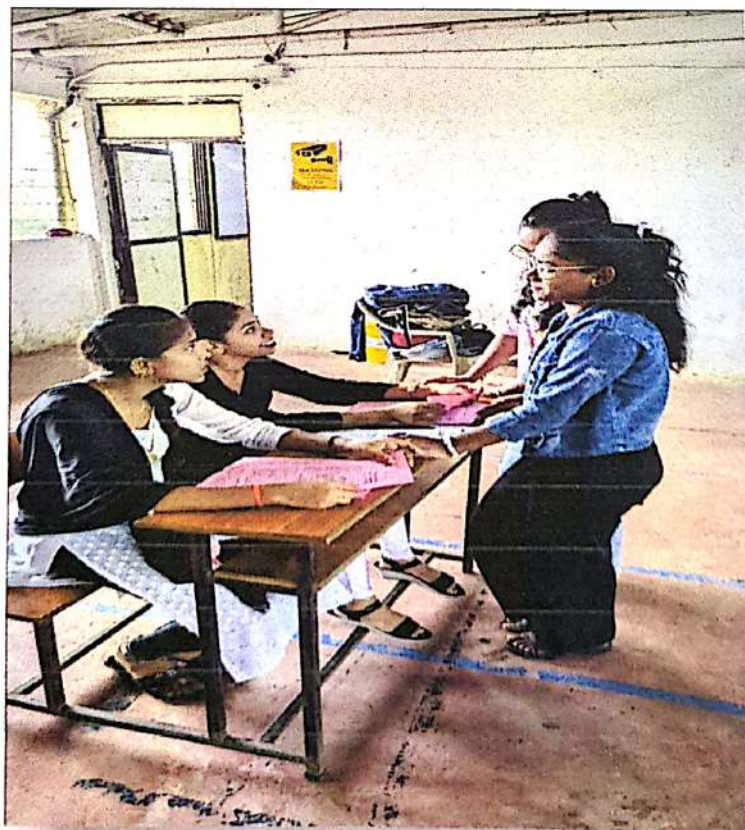
- **Educational Sessions:** Conduct brief educational sessions on the importance of maintaining proper documentation and how it can benefit participants in accessing services and opportunities.
- **Follow-Up Support:** Provide information on how participants can seek further assistance after the camp and all the information from where they can collect their documents for form filling.

6. Feedback and Evaluation:

- **Collect Feedback:** Group members collect feedback from the participants with videos and asking question so we can improve in next year.
- **Identify Improvements:** Identify areas for improvement and make note of any challenges faced during the camp to enhance future events.

8. Reporting and Follow-Up:

- **Prepare a Report:** at end of the camp document the outcomes of the camp, including the number of participants, types of documents processed, and feedback received.
- **Plan Future Camps:** Based on the feedback and evaluation, plan future documentation camps to continue supporting the community in their documentation needs.



PHASE-II
“VINAMULYA” SCHOLARSHIP FORM FILLING”
2021-22

1. Obtaining Information

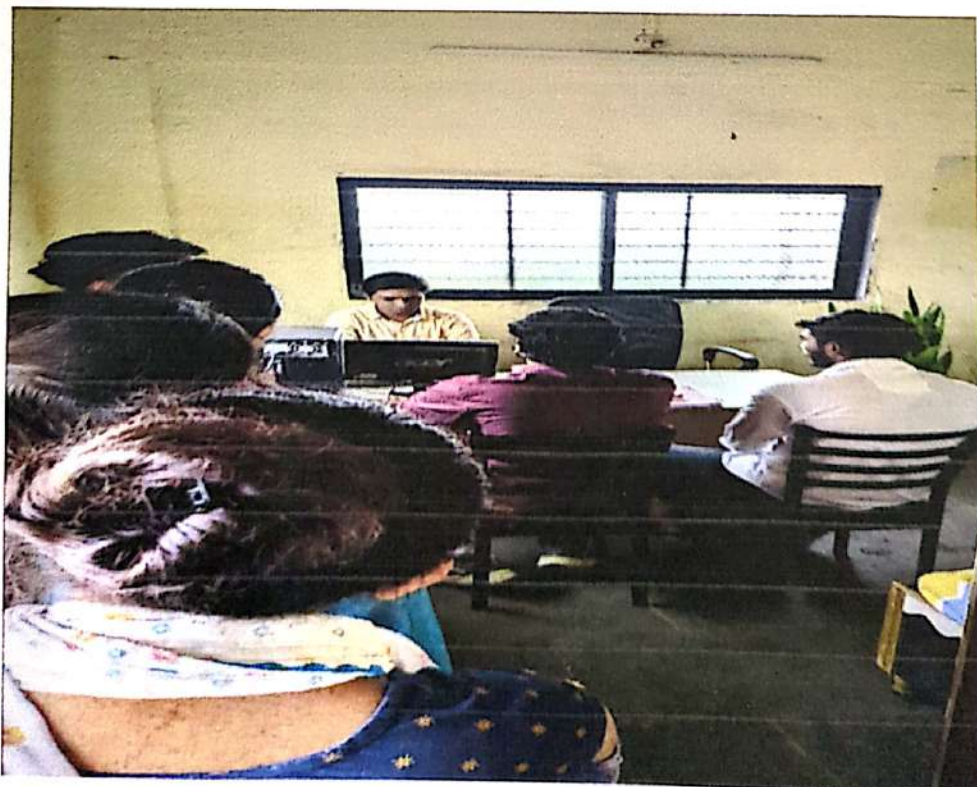
- **Announcement:** Look for details about the camp through college notice boards, websites, or official communications.
- **Contact:** Reach out to your college's SC/ST/OBC cell or the organizing committee for specific information.

2. Prepare Documents

- **Documents Checklist:** Ensure you have all necessary documents such as:
 - Caste Certificate
 - Income Certificate
 - Academic Transcripts/Mark Sheets
 - Identity Proof (e.g., Aadhar card)
 - Bank Account Details
- **Verify Requirements:** Check if there are any specific document requirements or formats needed.

3. Attend the Camp

- **Registration:** Arrive early to register if needed.
- **Assistance:** Take full advantage of the assistance provided by the camp, including help with filling out forms and understanding eligibility criteria.
- **Queries:** Ask any questions you have about the scholarship application process.



4. Complete the Application

- **Form Filling:** Work with the camp staff to accurately complete your scholarship application.
- **Verification:** Ensure that all documents are correctly verified and attached.

5. Submit Your Application

- **Submission Process:** Follow the camp's process for submitting your application.
- **Confirmation:** Obtain confirmation that your application has been received and is in order.

6. Follow Up

- **Application Status:** Keep track of your application status if possible, using the tracking systems or contacts provided by the camp

Participants:

SC,ST, and OBC students, Cell Coordinator, faculty members and stakeholder who are connected with the cell members of nearby area who support for promotion of cell.

Outcomes:

The SC, ST, and OBC Cell's activities aim to create a more equitable and inclusive educational environment where all students, regardless of their background, have equal opportunities to thrive and succeed. The outcomes achieved contribute not only to the personal development of individual students but also to the overall institutional ethos of diversity and social responsibility. The SC, ST, and OBC Cell's activities can have significant positive impacts on both individual students and the institution as a whole.

By addressing discrimination and providing a supportive environment, the Cell foster more inclusive campus culture where SC, ST, and OBC students feel valued and respected.

Through targeted support mechanisms such as mentoring, skill development workshops, and academic assistance, SC, ST, and OBC students can experience improved academic outcomes and greater confidence in their studies.

Career counseling and skill development initiatives equip SC, ST, and OBC students with the necessary skills and knowledge to excel in their chosen careers, enhancing their employability.

Awareness programs and workshops not only educate SC, ST, and OBC students about their rights and opportunities but also sensitize the broader student and faculty community to the challenges faced by these communities.

Through advocacy and support, the Cell empowers SC ,ST ,and OBC students to actively participate in campus life, leadership roles, and decision-making processes, there by promoting their overall empowerment



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Process:

"PHASE-I"

"SHASHKIYA" DOCUMENTS CAMP-2022-23

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- **Form a Team:** We Assemble a team of volunteers and group train them. Including educators, community leaders, and administrative staff, to help with various tasks.
- **Choose a Venue and Date:** College premises are suitable location that is easily accessible to the target community and select date as per suitable authority available.

- **Secure Resources:** Ensure you have the necessary resources such as forms, photo copying facilities, computers, internet access, and printing supplies.

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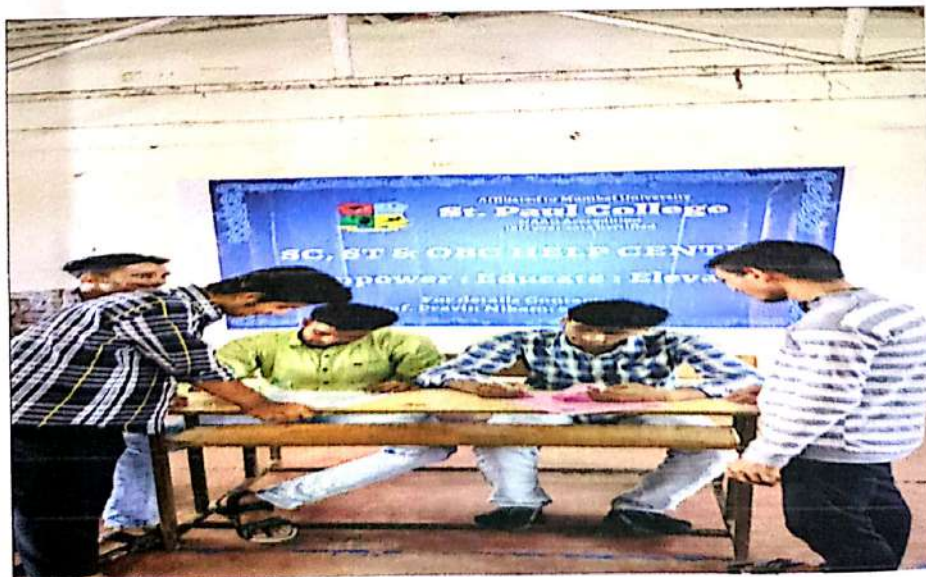
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- **Prepare Informational Materials:** We send notices in scholarship group as per the year end and provide all the detail information in advertising so information should reach maximum students. So every student able to get benefit of camp.

3. Setting Up the Camp:

- **Organize Stations:** Set up different stations for various services, such as form distribution, doubt solving, document verification, form filling, photocopying, and online applications
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PHASE-II

“VINAMULYA” SCHOLARSHIP FORM FILLING”

2022-23

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Outcomes:

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[Signature]

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Process:

"PHASE-I"

"SHASHKIYA" DOCUMENTS CAMP-2023-24

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PHASE-II

“VINAMULYA” SCHOLARSHIP FORM FILLING”

2023-24

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The activities of the Cell facilitate the formation of a supportive community among SC, ST and OBC students, creating networks of mutual support and encouragement.

By ensuring the effective implementation of government policies and schemes, the Cell contributes to institutional compliance with legal and regulatory frameworks related to SC, ST, and OBC welfare.



Principal

PRINCIPAL
St. Paul College
(Affiliated to University of Mumbai)
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