



**FAROOK INSTITUTE OF
MANAGEMENT STUDIES**
(Promoted by Farook College-Estd. 1948)

Approved by AICTE & Affiliated to the University of Calicut

FIMS/SC-ST/2021

September 30, 2021

OFFICE ORDER No. FIMS/SC-ST/01/2021

SC/ST Cell

SC/ST cell with the following composition is constituted in the Institute to resolve all the affairs and problems related to SC/ST employees and students of the Institute:

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|---------------------------------|---|----------|
| 1. Dr. Saji Kuriakose, Director | - | Chairman |
| 2. Asst. Prof. Sujith Sebastian | - | Member |
| 3. Mr. Nimesh VC, Librarian | - | Member |
| 4. Mr. Sanildas K., Accountant | - | Member |
| 5. Ms. Shyni A, Asst. Librarian | - | Member |
| 6. Ms. Adhithya K., Student | - | Member |

The SC/ST Cell shall:

- Look into reservation of SC/ST students in admission to MBA Post Graduate course in the Institute in the Institute as per AICTE/UGC guidelines.
- Look into reservation of SC/ST employees in the posts/cadres wherever applicable as per the orders, rules and regulations of FIMS.
- Deal with representations and discriminating complaints received from the SC/ST Students/Teachers/Non-Teaching staff regarding their admission, recruitment, promotion and other similar matters and submit remedial recommendations thereof to registrar and maintain a complaint register.
- Make suggestions/recommendations to provide congenial atmosphere in the campus to SC/ST students to concentrate on their studies for their successful passing in the examinations.
- Function as a Grievances Redressal Cell for the grievances of SC/ST students and employees of the Institute and render them necessary help in solving their academic as well as administrative problems.
- Focus on activities to promote higher education among these two communities suffering economic, social and educational deprivations.
- Liaison with Heads of Departments in all discipline to provide post admission orientation and capacity building sessions to SC/ST students.
- Organize Dr. BR Ambedkar Birthday celebrations & anniversary programs.

SC/ST Cell may meet as often as possible depending on the situation and the need.


Dr. Saji Kuriakose
Director




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