



MAHARASHTRA INSTITUTE OF DENTAL SCIENCES AND RESEARCH,  
DENTAL COLLEGE, LATUR (MAHARASHTRA)



# Standard Operating Protocol

For

**Reserve & Minority Committee**

**MIDSR**

**Dr. Yogesh Kale**

**Chairman**

**Dr. Suresh Kamble**

**Principal**



### **Introduction :**

The Reserve & Minority committee of college was established in the year 2014 with the purpose of empowering reserve & minority students admitted in the college. The committee is very much keen to provide all facilities & services to the educational needs to these students from college, also it looks in overall development of reserve category students such as other backward classes (OBC), scheduled castes, scheduled tribes & minority community students.

### **Objectives :**

1. To deliver equal opportunities of education for reserve & minorities students admitted in the college.
2. To provide assistance in gaining financial support to students from reserve & minority communities from government.
3. To inform reserve & minority students regarding various scholarship programs of University, State Government & Central Government.
4. To implement the schemes initiated by university for Reserve & Minority students in the college.
5. To take follow up for achieving the objectives & targets laid down for the purpose by the GOVERNMENT OF INDIA / UGC and Government of Maharashtra.

### **Activities :**

1. Committee tries to gather more and more information from state government and ugc regarding various aspects of education, employment of Reserve & Minority candidates.
2. To collect the data of Reserve & Minority category students admitted in the college.
3. To help to communicate with respective Government offices regarding approval & follow up for sanctioning of eligible candidates.
4. The committee organises an orientation program for Reserve & Minority students to provide information on various schemes and facilities provided by government & university.
5. The committee conducts minimum three meetings on annual basis, along with emergency meeting if required.

### **Guidelines for Conduction of Meeting:**

1. The decision to call for meetings will be taken by chairman of the committee (with permission from the Principal).
2. The chairman and the convener should decide and discuss the agenda of the meeting

- beforehand and it should be well informed to the Principal of the institute in advance
3. The meetings should be conducted in either Office room or in the Principal Office
  4. The members should be informed beforehand about the time, date and the venue of the meeting along with the agenda of the meeting.
  5. It should be insured that at least 75% of the members should attend the meeting.

### **SOP for Conduction of Meeting:**

The meeting should be called and conducted as mentioned in the following steps.

The meeting should be called with the prior permission of chairman or Principal.



Circular to all the Members prior to meeting mentioning the Agenda



Members should do their homework on Agenda prior to meeting



Agenda & important points should be discussed in meeting



Minutes of meeting should be recorded by the clerk



Signature of attendance



Call off Meeting

### Composition of Reserve & Minority Committee :

The committee is constituted by Chairperson with the permission of Principal for the period of five years. The committee is constituted as chairman, Convener, 3 members from teaching staff, 1 member from non-teaching staff, 1 post-graduate student and 2 undergraduates as representatives of reserve & minority community.

### Functioning of RMC:

1. Organize and conduct the UG ,PG Orientations program.
2. To sensitize the concern Students for availing benefits of various schemes.
3. To encourage the concern students for their active enrollment in the scheme.
4. To follow the instructions provided by the University regarding the RMC programs

Sr. No.	Name	Designation
1.	Dr. Yogesh Kale	Chairman
2.	Dr. Gauri Ugale	Convener
3.	Dr. Ashwini Biradar	Member
4.	Dr. Amol Badgire	Member
5.	Dr. Nilofar Shaikh	Member
6.	Dr. Amruta Kendre	Member
7.	Dr. Surbhi Devidas Patil	Post Graduate Student Member
8.	Miss. Khaja Asma Fatema Khaja Nadeemuddin	Under Graduate Student Member
9.	Miss. Kachkalwad Vaishnavi Prabhakar	U.G. Student Member



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10.	Mr. Jadhav Tanaji	Clerk Student Section
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