

**POLICY - STUDENT SC/ST, EQUAL OPPORTUNITY
Academic Year 2026–2027**

Policy Particular	Approved / Applicable Provision
Policy Reference	MBS/EOP/04/2026-27
Institution	MBS College, Dwarka, New Delhi
Affiliation	Guru Gobind Singh Indraprastha University (GGSIPU), New Delhi
Programmes Covered	BCA, B.Com., BBA, B.Tech. and B.Arch.
Regulatory Basis	Constitution of India (Articles 15, 16, 46 & 335); SC/ST (Prevention of Atrocities) Act 1989 & Amendment Rules 2016; AICTE Approval Process Handbook (APH) 2024–2027 Guidelines for SC/ST Cell & EOC; UGC Equity Regulations; Council of Architecture (CoA) Minimum Standards 2020; GGSIPU Reservation Directives.
Effective Date	16 August 2026
Review Cycle	Annual, and additionally whenever GGSIPU / AICTE / UGC / CoA issues a binding notification
Policy Authority	Director, MBS College, through the SC/ST Committee & Equal Opportunity Cell (EOC)

1. Purpose

MBS College, Dwarka recognizes that ensuring equal opportunity, promoting inclusivity, and safeguarding against caste-based discrimination are vital for maintaining a healthy, progressive, and equitable academic environment. This policy establishes a structured, transparent, non-discriminatory, and time-bound framework to guarantee equal educational access, welfare support, and grievance redressal for students and staff belonging to Scheduled Castes (SC), Scheduled Tribes (ST), OBC, EWS, Persons with Disabilities (PwD), and Minorities across all academic programmes for the Academic Year 2026–2027.

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2. Regulatory Hierarchy and Governing Framework

Programme / Area	Primary governing source	Institutional implementation
BCA, B.Com., BBA, B.Tech.	AICTE APH 2024–2027 Guidelines for SC/ST Cell & EOC; UGC Equity Regulations; GGSIPU Admission & Reservation Norms	SC/ST Committee & Equal Opportunity Cell (EOC) + HoDs / Academic Administration
B.Arch.	Council of Architecture (CoA) Minimum Standards 2020; UGC Equity Regulations; GGSIPU Reservation Policy	SC/ST Committee & EOC + Head of Department (Architecture) / Studio Facilitation Cell
University & Statutory Escalation	Constitution of India (Articles 15, 16, 46 & 335); SC/ST Act 1989; GGSIPU Statutes & Ombudsman Provisions	GGSIPU Liaison Officer / GGSIPU Ombudsman & National Commissions (SC/ST)

3. Scope and Definition of Equal Opportunity & Discrimination Grievances

Grievances and welfare functions eligible under this policy include matters regarding:

- **Caste-Based Discrimination & Harassment:** Prevention and resolution of complaints related to discrimination, victimization, marginalization, or verbal/mental harassment based on caste, tribe, category, or social background.
- **Admission & Reservation Compliance:** Monitoring and ensuring strict compliance with reservation quotas, fee concession norms, and document verification rules prescribed by GGSIPU and Government guidelines.
- **Scholarship Support & Financial Aid Facilitation:** Assisting eligible SC/ST/OBC/EWS/PwD students in applying for GoI, AICTE, and State Government schemes including Pragati (for female students), Saksham (for PwD), Swanath (for orphans/wards of armed forces), and National Scholarship Portal (NSP) entitlements.
- **Academic Remediation & Inclusivity:** Conducting remedial classes, skill enhancement workshops, and providing equal access to studio design facilities, library resources, and laboratory equipment.

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4. SC/ST Committee & Equal Opportunity Cell (EOC) Composition

In accordance with AICTE APH 2024–2027 norms, UGC directives, and GGSIPU guidelines, MBS College has constituted the SC/ST Committee and Equal Opportunity Cell (EOC) with the following composition:

Designation in SGRC	Cadre / Representation	Term & Status
Convener (SC/ST Committee)	Senior Faculty Member (preferably from SC/ST community)	2-Year Term
Faculty Representatives (2 Nos.)	Senior Faculty Members nominated from Technical, Management, and Architecture departments	2-Year Term
Administrative Representative	Registrar / Senior Administrative Officer	Ex-officio
SC/ST Student Representatives (2 Nos.)	Two enrolled SC/ST student representatives nominated based on academic merit and leadership	1-Year Term

5. Multi-channel Grievance submission Framework

Students and staff may submit complaints of caste discrimination or equal opportunity grievances through any of the following mandatory channels:

- Mandatory Online Portal:** Online Anti-Discrimination / SC/ST Grievance Portal on the official College website.
- National Portal:** AICTE Web Portal / UGC Centralized Grievance Redressal Portal.
- Institutional Email:** Designated email ID: grievance@mbscollege.org.
- Physical Submission:** Written complaint submitted directly to the Director's Office / SC/ST Committee Convener.
- Physical Suggestion/Complaint Box:** Secure complaint boxes installed outside the Main Administrative Office and Library.
- University & Statutory Escalation:** Escalation to GGSIPU Liaison Officer / GGSIPU Ombudsman or National Commission for SC/ST.

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6. Standard Operating Procedure & Timelines for Redressal

Stage	Action Required	Mandated Timeline
Stage 1	Receipt, acknowledgement of complaint, registration, and notice to SC/ST Committee	Within 48 hours
Stage 2	Preliminary inquiry, verification of documents/evidence, and fact-finding gathering	Within 5 working days
Stage 3	Formal hearing by SC/ST Committee (hearing complainant, respondent, and witnesses)	Within 10 working days
Stage 4	Final investigation report, committee decision, approval by Director, and order issuance	Within 15 working days
Appeal Stage	Escalation to GGSIPU Liaison Officer / Ombudsman or National Commission for SC/ST	Within 15 days of order

7. Confidentiality & Protection against Retaliation

Confidentiality: All complaints and proceedings submitted to the SC/ST Committee and EOC shall be handled with strict confidentiality. The identity of the complainant and witnesses shall not be disclosed without written consent, unless mandated by legal authorities.

Non-Retaliation Policy: No student or employee filing a grievance or reporting discrimination in good faith shall be subjected to victimization, discrimination, lower evaluation, or harassment by any faculty or staff member. Any retaliatory act shall be treated as a severe disciplinary offence under institutional rules.

8. Annual Reporting, Audit & Mandatory Disclosures

The SC/ST Committee and EOC shall compile a comprehensive annual compliance report summarizing all activities, scholarship applications processed, remedial workshops conducted, and grievances resolved or pending. This report shall be submitted to the Director, MBS College, and uploaded to the AICTE Mandatory Disclosure Portal, UGC Portal, and GGSIPU Equal Opportunity Cell as required by statutory norms.

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9. Approval & Implementation

This Policy is hereby approved by the Director, MBS College, Dwarka, and is issued by the Registrar for institutional implementation across all academic departments with effect from 16th August 2026.

Prepared by	Reviewed by	Approved by	Effective date
SC/ST Committee	Ms. Sarita Nehra, Convenor (SC/ST Committee)	Director, MBS College	16 th August 2026

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16/8/2026
Prof.(Dr) Namita Gupta
Director



Toshi Dube
16/08/2026
Ar. Toshi Dube
Registrar

Regulatory References Consulted for Revision

1. MBS College, Equal Opportunity & SC/ST Policy, Policy Reference MBS/EOP/04/2026.
2. Constitution of India (Articles 15, 16, 46 & 335) & SC/ST (Prevention of Atrocities) Act 1989.
3. AICTE Approval Process Handbook (APH) 2024–2027 – Mandatory SC/ST Cell and EOC Norms.
4. Council of Architecture (CoA) Minimum Standards of Architectural Education Regulations, 2020.
5. UGC (Promotion of Equity in Higher Educational Institutions) Regulations & GGSIPU Directives.