



**Lloyd Business School**  
Ladder Of Success



**LLOYD BUSINESS SCHOOL**

Plot No.-11, Knowledge Park-II, Greater Noida, Uttar Pradesh-201306

# **SC/ST POLICY**

**Responsible Executive Convenors:** SC/ST Committee

**Constitution Date:** September 24, 2021

## **1. Introduction**

Lloyd Business School is committed to upholding the principles of equity, social justice, and equal opportunity for all members of its academic community. In alignment with the constitutional provisions of India and the guidelines issued by regulatory and statutory bodies such as the All India Council for Technical Education (AICTE), University Grants Commission (UGC), and the Government of India, the institution has formulated this SC/ST Policy. The policy is designed to safeguard the rights and interests of students, faculty, and staff belonging to the Scheduled Castes (SC) and Scheduled Tribes (ST). It aims to prevent any form of discrimination, promote inclusiveness, and foster a supportive and enabling environment conducive to academic excellence and personal development.

## **2. Objectives**

The SC/ST Policy of Lloyd Business School seeks to ensure fairness, dignity, and equal treatment in all institutional practices. The policy aims to provide equal opportunities to SC/ST students and employees and to ensure that no discrimination occurs on the basis of caste or social background. It also focuses on extending academic, financial, and career-related support to SC/ST students through appropriate guidance and facilitation. Another important objective of the policy is to promote awareness regarding constitutional rights, government welfare schemes, and financial assistance available to SC/ST communities. The policy further seeks to establish an effective monitoring and grievance redressal mechanism to address concerns in a timely and unbiased manner, thereby creating a safe, respectful, and inclusive campus environment.

## **3. Constitution of the SC/ST Cell**

In compliance with AICTE and Government of India norms, Lloyd Business School has constituted an SC/ST Cell under the supervision of the Director of the institution. The Cell functions as a dedicated body to ensure the effective implementation of the SC/ST Policy and to safeguard the interests of SC/ST students and employees. The Cell also ensures adherence to the provisions of the Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989 (Act No. 33 of 1989).

## Composition

The SC/ST Committee comprises senior faculty members, administrative staff, and student representatives to ensure balanced representation and effective functioning. The Committee is responsible for promoting a non-discriminatory academic environment and providing affirmative support to SC/ST students. The constitution of the committee is as follows:

S. No.	Name	Designation	Position	Mob. No.	E-Mail
1.	Dr. Satish Kumar Matta	Director & Professor	Chairperson	9811288869	skmatta@lloydcollege.in
2.	Dr. Neetu Karma	Associate Professor	Member	9818453024	neetu.kamra@lloydcollege.in
3.	Ms. Neha Issar	Assistant Professor	Member	9311407252	neha.issar@lloydcollege.in
4.	Abhay Kumar	Student	Member	8340555209	abhaykumarpadm24-26@lloydbusinessschool.edu.in
5.	Ajay Prakash Student	Student	Member	9336512031	Ajayprakashsonkerpgdm25-27@lloydbusinessschool.edu.in

SC/ST students, staff members, and their parents may approach the SC/ST Cell for any grievance falling within the purview of the Act or institutional policies. The composition of the Committee is reviewed annually and updated as required.

## 4. Roles and Responsibilities of the SC/ST Cell

### 4.1 Preventive and Supportive Functions

The SC/ST Cell is responsible for ensuring that no SC/ST student, faculty member, or staff employee is subjected to discrimination, harassment, or unfair treatment within the institution. The Cell offers academic guidance, counselling, and mentoring support to SC/ST students, facilitating their academic progress and personal well-being. It also helps students access scholarships, fellowships, and welfare schemes offered by the Central and State Governments. In addition, the Cell organizes awareness programmes, workshops, and sensitization sessions on constitutional rights, social justice, and inclusive practices for students and staff.

## **4.2 Monitoring and Complaint Handling**

The Cell maintains a systematic record of all grievances and complaints related to SC/ST matters. Complaints are handled in a prompt, confidential, and impartial manner to ensure fairness and transparency. After due examination, the Cell recommends appropriate corrective or disciplinary action to the Director in cases involving violation of institutional norms or statutory provisions.

## **4.3 Coordination and Documentation**

The SC/ST Cell coordinates with various institutional departments such as Administration, Examination Cell, Training and Placement Cell, and Academic Departments to ensure equitable practices across all academic and administrative processes. The Cell also prepares and submits periodic reports to the Director and other statutory authorities as and when required.

## **5. Scope of the Policy**

This policy is applicable to all students, including prospective and enrolled learners, as well as all teaching and non-teaching staff of Lloyd Business School. It covers all academic, administrative, co-curricular, and extra-curricular activities of the institution. The policy extends to processes related to admissions, assessments, examinations, placements, and all other campus-related operations.

## **6. Provisions and Facilities for SC/ST Students**

Lloyd Business School provides structured support mechanisms to promote the academic and professional development of SC/ST students. The institution offers guidance and assistance in applying for government scholarships, fee concessions, and reimbursement schemes. Academic support is provided through mentoring, counselling, and remedial assistance wherever required. During admissions and examinations, reservation norms are strictly implemented as per Government and AICTE guidelines, and fair evaluation practices are ensured. The institution also provides focused career guidance and placement support to SC/ST students. Awareness programmes and orientation sessions on constitutional rights, social equality, and sensitization are conducted periodically, including sessions facilitated by POSH-trained professionals.

## **7. Grievance Redressal Mechanism**

Any SC/ST student, faculty member, or staff employee who experiences discrimination or harassment may submit a written complaint to the SC/ST Cell either in person or through email. The Cell acknowledges receipt of the complaint within 48 hours. A preliminary enquiry is conducted within seven working days, and the recommended action is submitted to the Director within ten working days. Where necessary, the matter may be referred to the Internal Complaints Committee, Discipline Committee, or appropriate legal authorities. Strict confidentiality is maintained throughout the grievance redressal process.

## **8. Prohibition of Discrimination**

Lloyd Business School strictly prohibits caste-based discrimination in classrooms, hostels, mess facilities, or any other campus spaces. The use of insensitive language, discriminatory behavior, denial of services or opportunities, and biased academic or administrative practices are not tolerated. Any violation of this policy attracts disciplinary action in accordance with institutional rules and applicable laws.

## **9. Reporting and Review**

The SC/ST Cell submits an annual report to the Director detailing activities undertaken, support provided, and grievances addressed during the academic year. The policy is reviewed once every three years or earlier if required by statutory or regulatory authorities to ensure continued relevance and compliance.

## **10. Display and Communication**

The SC/ST Policy and details of the SC/ST Cell are displayed on the institutional website, notice boards, and included in the student and staff handbooks. Contact details of the Chairperson and committee members are communicated to all stakeholders to ensure easy accessibility.

## **11. Conclusion**

Lloyd Business School reaffirms its commitment to fostering an inclusive, equitable, and discrimination-free academic environment. Through this SC/ST Policy, the institution seeks to empower students from Scheduled Caste and Scheduled Tribe communities and ensure equitable access to education, resources, and opportunities, in alignment with national objectives of social justice and inclusive development.



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