



**MAHATMA GANDHI UNIVERSITY**  
*of*  
**MEDICAL SCIENCES & TECHNOLOGY**  
JAIPUR

No. MGUMST/Acad/2023/1941-16

October 19, 2023

**OFFICE ORDER**

In partial modification of earlier Office Order No. MGUMST/Acad/2022/880 dated October 7, 2022, the President of University has been pleased to re-constitute the **Special Cell for Scheduled Castes and Scheduled Tribes** as under -

1.	Dr S.K. Meena, Principal, MGOTC and Director, MGIAHS	Coordinator
2.	Dr Tarun Ojha, PHOD, Dept. of Otorhinolaryngology, MGMC&H	Member

One Statistical Officer, Mr Sandeep Garg, Statistician cum Tutor, Department of Community Medicine, MGMC&H and one Data Entry Operator of Mahatma Gandhi Occupational Therapy College shall assist the cell.

**Objectives and Functions of the Cell -**

1. To implement the reservation policy for SC/ST candidates in admissions to various courses in the colleges of the University.
2. To collect data regarding the implementation of the policies in respect of admissions and analyze the data showing the trends and changes towards fulfilling the required quota.
3. To take such follow up measures for achieving the objectives and targets laid down for the purpose by the Government of Rajasthan, Government of India and the UGC.
4. To implement, monitor and evaluate continuously the reservation policy and plan measures for ensuring effective implementation of the policy and program of the Government of Rajasthan, Government of India and the UGC.
5. To circulate decisions of the Government of India and SC/ST Commission and to collect regularly, on annual basis information regarding course wise admissions to candidates belonging to the Scheduled Caste and Scheduled Tribe in the University Colleges in forms prescribed by stipulated date and to take follow up action, where required.
6. To analyze the information collected above and prepare reports for onward transmission to Ministry of Human Resource Development, University Grants Commission and such other authorities as may be required.
7. To deal with representations received from Scheduled Castes and Scheduled Tribes candidates regarding their admission, scholarship and other similar matters in University Colleges.
8. Any other work assigned from time to time to promote higher education among these communities suffering economic, social and education deprivations.
9. The SC/ST Cell shall exclusively look after the work related to SC/STs matters.

  
**Registrar**

**Copy for information and necessary action to -**

1. PS/EA to the Chairperson, MGUMST.
2. PS to the President, MGUMST.
3. PS to the Pro-President, MGUMST.
4. CEO & CF&AO, MGUMST.
5. All Principals of the constituent colleges of MGUMST.
6. Coordinator and Member, Special Cell for SC & ST, MGUMST.
7. Medical Superintendent, MGMC&H.
8. Director, IQAC, MGUMST..
9. Director, HR Department, MGUMST.
10. Chief Warden, Girls & Boys Hostels, MGUMST.

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