

No. : SOP/CEC / OC /2023/1134

Date: 13.09.2023

## OFFICE ORDER

### Minority Committee for the session 2023-24

#### Introduction

Minority cell of the college was established with the purpose of empowering the minority communities in the college. The College has been very much keen to provide services to the educational and cultural needs of the Minority community along with other caste, creed and Nationality. The Minority Cell basically helps minority students including Christian, Muslim etc. for their academic development.


#### Objectives

- To ensure provisions for an environment where all such students feel safe and secure.
- To facilitate financial support to students from minority communities from governmental agencies and other sources.
- To be aware of the minority students regarding various scholarships program of State and Central Government.
- To ensure protection and reservation as provided in the Constitution of India.
- To encourage in career orientation programs that would empower and equip them with the necessary skills to choose career options.
- Focusing on students mental health by conducting online and offline seminars from world renowned scholars
- Improving their communication skills in spoken English and other major languages
- Updating them on all scholarships and helping them to benefit from it.
- Teaching them about moral values to take care of their family and the society
- To gain awareness about their rights and their contributions in politics

#### Roles and Responsibilities

- To function as a Grievances Redressal Cell for the grievances of minority students to render them necessary help in solving academic as well as administrative problems.
- To arrange special opportunities to enhance the carrier growth of these students.
- To conduct the program for disseminating the scholarship schemes provided by governmental agencies and other sources.

Sr. No.	Name	Designation	Position	Mobile Number
1	Dr. Ritesh Jain	Proessor & Head	Chairman	9977647323
2	Mr. Anish Chandy	Associate Professor	Member	9907171879
3	Dr. Manisha Masih Singh	Associate Professor	Member	9713301976
4	Dr. Pankaj Masih	Associate Professor	Member	9424158001
5	Mr. Pravin Sahu	Assistant Professor	Member	9806549740

  
Principal  
School of Pharmacy  
Chouksey Engineering College  
Bilaspur (C.G.)

**PRINCIPAL**  
**SCHOOL OF PHARMACY**  
**C.E.C., BILASPUR (C.G.)**

Copy to:-

1. Managing Director sir for kind information.
2. All concerned persons.
3. Notice through wide circulation and display in notice board.
4. Office file.



**SCHOOL OF PHARMACY, CHOUKSEY ENGINEERING COLLEGE  
BILASPUR, C.G.**

**Minority Committee (Meeting Minutes)**

Cell Name: **Minority Committee**

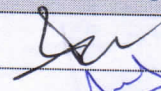
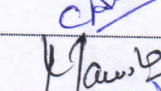
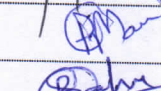


Date of Meeting: **07.10.2023**

Minutes Prepared By: **< Dr. Manisha Masih Singh >**

**1. Purpose of Meeting**

- **Minority Cell Committee**

**2. Names of Attendees**

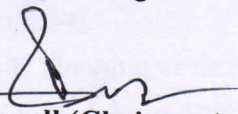
Name	Signature
Dr. Ritesh Jain	
Mr. Anish Chandy	
Dr. Manisha Masih Singh	
Dr. Pankaj Masih	
Mr. Pravin Sahu	

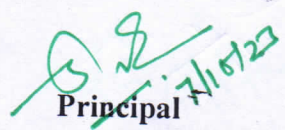
**3. Agenda**

1. Regarding Online application for new users
2. Documents required for Scholarship
3. Who is eligible for the Scholarship ?
4. Whether the students can avail other scholarship benefits.
5. Last date of submission of hard copy documents.
6. For renewal cases how to search the ID and password, if student forgets.

**4. Decisions**

1. The minority cell helped students to obtain financial support from minority communities from governmental agencies.
2. All the necessary information was given to office regarding minority students
3. The planning of next year academic year was made

  
**Minority cell (Chairman)**  
SOP,CEC, Bilaspur(C.G)

  
**Principal**  
SOP,CEC, Bilaspur(C.G.)

**PRINCIPAL**  
**SCHOOL OF PHARMACY**  
**C.E.C., BILASPUR (C.G.)**



**SCHOOL OF PHARMACY, CHOUKSEY ENGINEERING COLLEGE  
BILASPUR, C.G.**

**Minority Committee (Meeting Minutes)**

Cell Name: **Minority Committee**



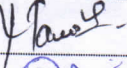
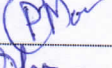

Date of Meeting: **01.05.2024**

Minutes Prepared By: **< Dr. Manisha Masih Singh >**

**1. Purpose of Meeting**

- Minority Cell Committee

**2. Names of Attendees**

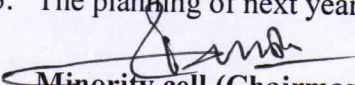
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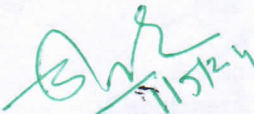
**3. Agenda**

1. The chairman put forth the aim and objectives of this committee.
2. The review of last term meeting was taken.
3. Follow-up of scholarship was taken.
4. Panning of to organize a program on guidance of scholarship for the minority's students.
5. Whether the students can avail other scholarship benefits.

**4. Decisions**

1. The minority cell helped students to obtain financial support from minority communities from governmental agencies.
2. Cell gives the necessary information given to the office staff regarding minority's students.
3. The planning of next year academic year was made.

  
**Minority cell (Chairman)**  
SOP,CEC, Bilaspur(C.G)

  
**Principal**  
SOP,CEC, Bilaspur(C.G.)

**PRINCIPAL  
SCHOOL OF PHARMACY  
C.E.C., BILASPUR (C.G.)**