



College of engineering and Management, Kolaghat (CEMK)

Guidelines to Provide Equitable Opportunity for the Socio-Economically Disadvantaged Groups (SEDGs)

(In accordance with NEP 2020 and UGC Guidelines to Provide Equitable Opportunity for the Socio-Economically Disadvantaged Groups (SEDGs) in Higher Education Institutions, January 2024)

1. Preamble

The National Education Policy (NEP) 2020 emphasizes equity and inclusion as the cornerstone of quality higher education. It recognizes that certain groups of learners continue to face barriers in accessing, participating in, and completing higher education due to social, economic, geographical, cultural, linguistic, gender-based, or disability-related disadvantages.

The College of Engineering and Management, Kolaghat (CEMK) is committed to creating an inclusive educational ecosystem that ensures equal access, equal participation, and equal opportunities for academic success for all students, particularly those belonging to Socio-Economically Disadvantaged Groups (SEDGs).

These Guidelines are intended to institutionalize mechanisms that facilitate admission, retention, progression, employability, well-being, and overall development of students belonging to SEDGs through targeted interventions, support systems, and inclusive practices.

2. Vision

To build an inclusive and equitable educational ecosystem that empowers students from Socio-Economically Disadvantaged Groups through accessible, affordable, quality education and equal opportunities for academic excellence, innovation, employability, and personal growth.

3. Objectives

The objectives of these Guidelines are to:

1. Improve equitable access to quality higher education for students belonging to SEDGs.
2. Provide academic, financial, social, emotional, and career support mechanisms.
3. Create an inclusive, healthy, safe, and secure campus environment.
4. Promote participation and retention of SEDGs students in academic programmes.
5. Facilitate skill development, employability, and leadership opportunities.
6. Ensure implementation of constitutional safeguards and Government policies.
7. Establish an institutional mechanism for monitoring and grievance redressal.

4. Identification of Socio-Economically Disadvantaged Groups (SEDGs)

For the purpose of these Guidelines, SEDGs at CEMK will include students belonging to categories identified under NEP 2020 and UGC Guidelines, including:

Gender-Based Categories

- Women students
- Girls from underrepresented communities
- Transgender persons

Socially Disadvantaged Categories

- Scheduled Castes (SC)
- Scheduled Tribes (ST)

Educationally and Economically Disadvantaged Categories

- OBC (Non-Creamy Layer)
- Economically Weaker Sections (EWS)
- First-generation learners
- Students from vernacular-medium schools

Minority Communities

- Religious minorities
- Linguistic minorities

Persons with Disabilities

- Persons with Disabilities (PwD)
- Persons with Benchmark Disabilities

Vulnerable and Marginalized Groups

- Students from BPL families
- Orphaned students
- Children in vulnerable situations
- Migrant and nomadic communities
- Victims of trafficking and similar vulnerabilities

Geographically Disadvantaged Groups

- Rural and remote areas
- Aspirational districts
- Disaster-prone regions
- Border areas
- Scheduled and tribal areas

5. Institutional Commitment

CEMK will ensure:

- Equal opportunity in admissions and academic participation.
- Non-discrimination in all institutional activities.

- Respect for dignity, diversity, and inclusion.
- Safe and secure campus environment.
- Equal access to academic resources and support services.
- Fair implementation of reservation and welfare policies.
- Zero tolerance towards discrimination, exclusion, harassment, or victimization.

6. Inclusive Admission Practices

To enhance participation of SEDGs students, CEMK will:

6.1 Admission Support

- Provide admission guidance and counselling.
- Facilitate awareness of scholarships and financial aid.
- Offer admission assistance through dedicated help desks.
- Simplify access to admission-related information.

6.2 Outreach Activities

- Conduct awareness programmes in rural and underserved areas.
- Engage with schools and communities to encourage higher education participation.
- Promote engineering and management education among underrepresented groups.

6.3 Financial Awareness

Students will be informed about:

- Government scholarships
- Freeships
- Fee concessions
- Educational loans
- Institutional financial support schemes

7. Bridge Courses and Academic Support

Recognizing that many SEDGs students may face educational gaps, CEMK will organize Bridge Courses before and during the academic session.

Objectives of Bridge Courses

- Facilitate smooth transition into higher education.
- Improve foundational knowledge.
- Strengthen academic confidence.
- Reduce learning gaps.
- Enhance academic performance and retention.

Areas of Bridge Courses

- Mathematics
- Physics
- Basic Engineering Concepts
- Computing Fundamentals

- Communication Skills
- English Language Proficiency
- Quantitative Aptitude
- Digital Literacy

Bridge courses may be conducted in physical, online, or blended mode and may be offered in local languages wherever feasible.

8. Remedial Coaching and Mentoring

CEMK will provide:

Academic Mentoring

- Faculty mentoring
- Peer mentoring
- Academic advising

Remedial Support

- Subject-specific remedial classes
- Tutorial support
- Academic counselling
- Examination preparation support

Career Guidance

- Career counselling
- Placement readiness training
- Higher education guidance
- Competitive examination coaching

9. Earn While Learn Scheme

To support economically disadvantaged students, CEMK will implement an Earn While Learn (EWL) Scheme.

Objectives

- Reduce financial burden.
- Enhance employability skills.
- Provide practical work experience.
- Reduce dropout rates.
- Promote self-reliance.

Possible Engagement Areas

Students may be engaged in:

- Library assistance
- Laboratory assistance
- Computer centre support
- Data entry assignments

- Research assistance
- Documentation work
- Event management support
- Technical support activities

Operational Guidelines

- Engagement will not interfere with academic activities.
- Transparent selection procedures will be followed.
- Priority will be given to financially needy students.
- Remuneration will be provided as per institutional norms.
- Participation certificates may be issued.

10. Financial Assistance and Scholarships

CEMK will facilitate access to:

Government Schemes

- Central Government Scholarships
- State Government Scholarships
- Post-Matric Scholarships
- Minority Scholarships
- National Fellowship Schemes

Institutional Support

Subject to availability of funds:

- Fee concessions
- Emergency financial assistance
- Student welfare support
- Merit-cum-means assistance

Resource Mobilization

The institution will explore:

- CSR support
- Alumni contributions
- Philanthropic donations
- Industry sponsorships

for welfare and educational support of SEDGs students.

11. Inclusive Campus Environment

CEMK will ensure:

Physical Accessibility

- Barrier-free infrastructure
- Accessible classrooms
- Accessible laboratories

- Accessible library facilities

Digital Accessibility

- Accessible learning resources
- Assistive technologies
- ICT-enabled support systems

Safety and Security

- Safe campus environment
- Gender-sensitive facilities
- Anti-ragging measures
- Anti-discrimination mechanisms

12. Counselling and Well-being Support

The institution will establish mechanisms for:

Psychological Support

- Mental health counselling
- Stress management support
- Emotional well-being services

Social Support

- Adjustment counselling
- Inclusion support
- Peer support programmes

Academic Counselling

- Learning support
- Time-management guidance
- Academic progression support

A dedicated team of counsellors, mentors, and faculty members will support SEDGs students.

13. Outreach and Community Engagement

CEMK will organize outreach programmes aimed at:

- Educational awareness
- Community engagement
- Career awareness
- School outreach
- Skill development initiatives

The institution may collaborate with:

- Government agencies
- NGOs
- Industries
- Community organizations

for implementing outreach activities.

14. Sensitization and Awareness Programmes

CEMK will conduct periodic sensitization programmes for:

Faculty Members

- Inclusive teaching practices
- Diversity and equity awareness
- Student support mechanisms

Staff Members

- Student-friendly administrative practices
- Sensitivity towards disadvantaged groups

Students

- Diversity and inclusion
- Constitutional values
- Respect and dignity
- Gender sensitivity
- Prevention of discrimination

The institution will promote an inclusive culture that values diversity and equal opportunity.

15. Establishment of SEDGs Cell

CEMK will establish a **Socio-Economically Disadvantaged Groups (SEDGs) Cell** as an independent institutional body.

Objectives of the SEDGs Cell

The Cell will:

- Protect constitutional rights of SEDGs students.
- Ensure inclusiveness and equity.
- Monitor implementation of support programmes.
- Facilitate welfare schemes and scholarships.
- Provide counselling and mentoring support.
- Redress grievances.
- Promote awareness and sensitization activities.

16. Composition of SEDGs Cell

The SEDGs Cell at CEMK will comprise:

Position	Role
Director/Nominee	Chairperson
Senior Faculty Member	Member
Presiding Officer, Internal Complaints Committee	Member
IQAC Coordinator	Member
SC/ST Representative	Member
OBC Representative	Member
Two Student Representatives belonging to SEDGs (One Male and One Female)	Members
Registrar/Administrative Officer	Member Secretary

The Director will nominate the Chairperson and members.

17. Functions of SEDGs Cell

The Cell will:

- Coordinate welfare initiatives.
- Facilitate scholarships and fellowships.
- Monitor bridge courses and Earn While Learn programmes.
- Provide mentoring and counselling.
- Act as a Single Window Support System.
- Disseminate Government and UGC schemes.
- Maintain records and databases.
- Assess emerging needs of SEDGs students.
- Promote participation in curricular and co-curricular activities.
- Recommend institutional improvements.

18. Grievance Redressal Mechanism

SEDGs students may submit grievances relating to:

- Discrimination
- Denial of facilities
- Harassment
- Scholarship-related issues
- Accessibility concerns
- Welfare-related matters

The SEDGs Cell will constitute a Grievance Redressal Committee and endeavour to resolve grievances within 15 days, while ensuring confidentiality, dignity, privacy, and safety of the complainant.

19. Monitoring and Review

The SEDGs Cell will:

- Hold periodic review meetings.
- Monitor implementation of welfare schemes.
- Maintain annual records and reports.
- Conduct impact assessments.
- Recommend corrective measures to institutional authorities.

The Cell will coordinate with IQAC to ensure continuous quality improvement in inclusion and equity initiatives.

20. Commitment Statement

The College of Engineering and Management, Kolaghat (CEMK) is committed to fostering an equitable, inclusive, and supportive academic environment where every student, irrespective of socio-economic, cultural, educational, gender, disability, or geographical

background, receives equal opportunities to learn, grow, innovate, and succeed. The institution will uphold constitutional values of equality, dignity, justice, and social inclusion in all its academic and administrative processes.