



SHRI SHANKARLAL SUNDARBAI
SHASUN
JAIN COLLEGE FOR WOMEN

A Unit of Sri S. S. Jain Educational Society | Reaccredited by NAAC
Affiliated to University of Madras | An ISO 9001:2015 Certified Institution

SHASUN POLICY DOCUMENT

Title	Particulars
Policy Name	Equal Opportunity Cell Policy
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Name of the Meeting : **College Committee Meeting**

Meeting No :

Meeting Date :

Approved By : **College committee Members**

S. NO	NAME	DESIGNATION
1	Sri B.C. Bohra	President, Sri S.S.Jain Educational Society
2	Sri Harish L. Metha	Hon.Secretary General, Sri S.S. Jain Educational Society
3	Sri . Abhaya Srisirmal Jain	Secretary
4	Sri . R. Ashok Kumar Mehta	Associate Secretary
5	Sri . S. Vimal Kumar	Member
6	Sri . Ajit Kumar Chordia	Member
7	Sri. Mohanchand Dadha	Member
8	Sri Navaratanmull Dugar	Member
9	Sri . Kailashmull Dugar	Member
10	Sri . Narendar Kumar Sakariya	Member
11	Smt. Manju Dugar	Member
12	Smt. Usha Abhaya Kumar	Member
13	Dr. S.Padmavathi	Principal
14	Dr. S. Karunanidhi	University Nominee



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TABLE OF CONTENTS

S.NO.	PARTICULARS	PAGE NO.
1.	PURPOSE	4
2.	POLICY	4



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Policy for Equal Opportunity Cell

Purpose:

- To ensure that all students are treated equally and to address any issues raised.
- To ensure even the disadvantaged/minority groups such as SC/ST/OBC are given equal importance in all aspects and do not get left behind in the learning process.
- To prevent any type of harassment against the minority/disadvantaged groups.
- To infuse unity in diversity, among the students, teaching and non-teaching staff and to eliminate the perception of discrimination.
- To ensure there is no discrimination in terms of religion, race, caste, disability, scheduled caste, Scheduled Tribes...etc.

Policy:

- The college would set up an Equal Opportunity Cell in the campus.
- The cell would consist of both faculty and students. There would be one main coordinator to facilitate the welfare of the minority groups and SC/ST/OBC students. Students to coordinate with the minority students and make them feel comfortable.
- The members of the cell to ensure equal treatment is meted out by all the students and to address the issues that arise in terms of discrimination.
- The cell to ensure there is no inequality in the college system.
- The cell should also arrange for special soft skill training programs for the minority and disadvantaged students-
- The cell to guide all the weaker sections (minorities/underprivileged/physically challenged) students and to ensure they avail all permissible scholarships and other financial assistance that is being offered to them.
- The cell to help the weaker sections in getting their Quota admission and scholarships without any hassle.
- The cell to ensure no ragging, bullying, name calling amongst these groups.

- The cell to help the students in terms of career counselling.
- The cell should create awareness amongst all students about the available opportunities and the benefits from time to time.
- The cell to ensure if any students require special attention or guidance by providing a needed support/special class through a teacher.
- The cell to ensure due respect to the SC/ST/OBC students and to prevent any discrimination being meted out to them.
- The cell to provide guidance, counselling and support with respect to academic, financial and social matters.
- The cell to create a healthy atmosphere among students from various social backgrounds and to infuse togetherness among them.
- The cell to address any grievances or issues amongst the weaker section of students and provide solutions and resolve the issues through their Grievance Cell confidentially.
- The cell to create awareness amongst every student in the college and sensitize them about the consequences and impending punishment (under Indian Penal code and SC/ST Prevention of Atrocities Act) on intended discrimination or boycott unleashed on SC/ST/OBC and other disadvantaged Students.
- The cell will also organize coaching classes for students of the weaker sections.
- The cell to educate the weaker/minority sections in terms of placement and ensure that equal opportunity is being provided to them.
- The cell will act as a Grievance Cell for any student who wishes to talk or raise any problem and will meet with them to understand the problem and help in resolving the matter.
- Any issue raised to the cell should be treated seriously and confidentially.
- The cell to obtain necessary proof if any complaint being raised and to seek the assistance of the advisor or the committee to resolve the issue.
- The cell shall be responsible for celebrating important days/festivals celebrated by the minority groups, disabled students and SC/ST/OBC students to show them solidarity.
- The cell to coordinate with the management and ensure reservation in terms of admission, scholarship, and hostel accommodation is being provided appropriately for the minority groups and SC/ST/OBC students.

- The cell shall act as a coordinator for these groups to check for any vacancies in the college including a teaching post and to guide them in getting the same.
- To conduct regular meetings and come up with new schemes or opportunities for the SC/ST/OBC students.
- To conduct regular meetings to check if there is any major issue or if any assistance is needed amongst the SC/ST/OBC students.
- The cell to obtain advice from the advisor after due consultation with the management before any new scheme is being brought into force for the minority and disadvantaged students.
- The advisor will act as a coordinator with the government and check for financial aid allotted to these minority groups and provide assistance in helping them to get the same; the financial aid will be used for their fees, books...etc.
- The cell to help disabled students in all aspects and to ensure no discrimination is shown to them in terms of academics, events, placement...etc.
- The cell should establish a book bank for the SC/ST/OBC students.
- The cell to ensure that any discrimination amongst these minority groups will be dealt with seriously and action taken against the offenders.
- The cell to also organize workshops, conferences or seminars separately for these groups to empower them educationally and culturally.

Committee Members:

Name	Designation
Dr.M. Anita Indu	Head of the Department
Ms. M. Parameswari	Assistant professor
Ms. S. Selvi	Head of the Department
Dr.K. Rajalakshmi	Head of the Department
Ms. Shashikala.R	Placement Assistant

Equal Opportunity Cell Complaint Form

Full Name	
ID No	
Department/Shift	

Date of the Incident		Time of the Incident	
Person(s) you allege committed the Incident			
Name	Shasun employee(Faculty or other) /student/ outsider		

Please describe the incident in detail, including your reaction to the incident:

Management reserves the right to modify this policy from time to time as well as change certain terms and conditions on a case to case basis.