



Your Dreams Our Goal
POORNIMA
UNIVERSITY

Member of Association of Indian Universities & Approved by UGC (Govt. of India) under 2(f) & 12(B)

POORNIMA UNIVERSITY

STANDARD OPERATING PROCEDURE (SOP)

For

THE EQUAL OPPORTUNITY CELL (EOC)

Poornima University is committed to ensuring a **non-discriminatory, equitable, and inclusive** educational and work environment for all students, faculty, and staff. Higher educational institutions play a crucial role in fostering **diversity, tolerance, and equity**, in accordance with the **UGC (Promotion of Equity in Higher Educational Institutions) Regulations, 2012**, and other relevant legal frameworks.

Objectives of the Equal Opportunity Cell (EOC):

- ✓ **Prevent discrimination** on the basis of caste, gender, religion, disability, socio-economic background, or any other protected category.
- ✓ **Promote inclusivity** in academics, research, co-curricular activities, and employment.
- ✓ **Address grievances** related to inequality, bias, and unfair treatment.
- ✓ **Ensure compliance** with national and international anti-discrimination laws and policies.
- ✓ **Conduct sensitization programs** to create awareness about diversity and inclusion.

Legal Framework & Governing Acts

The EOC at Poornima University functions under the following national and international legislations:

National Legislations:

- **UGC (Promotion of Equity in Higher Educational Institutions) Regulations, 2012**
- **The Constitution of India** – Articles 14, 15, 16, 21, 29 & 30
- **The Rights of Persons with Disabilities (RPWD) Act, 2016**

- **The Scheduled Castes and Scheduled Tribes (Prevention of Atrocities) Act, 1989**
- **The Protection of Civil Rights Act, 1955**
- **The Equal Remuneration Act, 1976**
- **The Transgender Persons (Protection of Rights) Act, 2019**

International Conventions & Agreements:

- **United Nations Universal Declaration of Human Rights (UDHR), 1948**
- **UN Convention on the Rights of Persons with Disabilities (UNCRPD), 2006**
- **UN Sustainable Development Goals (SDGs) – Goal 4 (Quality Education) & Goal 10 (Reduced Inequalities)**

Composition of the Equal Opportunity Cell (EOC)

The Equal Opportunity Cell (EOC) at Poornima University shall consist of the following members:

Core Committee Members	
Chairperson	Dr. Devendra Somwanshi (Registrar, Poornima University)
Coordinator	Mr. Abhishek (FMC)
Faculty Representatives	Dr. Ajay Khunteta (Dean,FCE) Dr. Priti Kaushik (Dean,FSH) Dr. Jitendra Sharma (Dean,FDA) Dr. Ankush Jain (Dean,FET) Ar. Neeti Khanna (HoD,FPA) Dr. Pallavi Singh (FPH) Dr. Urvashi Bamboo (HoD,FMC) Dr. Pooja Gupta (HoD, FIRE) Mr. K.K. Parihar (Principal, PIHM)
Student Representatives	Ms. Neelam Meena (BCA, 2023/15911) Ms. Jagrati Kumawat (B.Tech 2023/15319) Mr. Rajat Kumar (B.Tech 2023/16479) Mr. Pranav Lata (B.Tech 2022/12074) Mr. Garv Verma (B.Sc Gaming 2024/17614)
Non-Teaching Staff Representative	Dr. Ajay Kumar Pagare (Associate Dean, IQAC)
Record Keeping & Maintenance	Dr. Rakesh Gupta (Dean, Student Welfare)

Grievance Redressal Mechanism

Step 1: Filing a Complaint

Any individual facing discrimination, bias, or unfair treatment can report their grievance through the following channels:

- **Online:** University grievance portal or email
- **Offline:** Written complaint submitted to the **Dean, Student Welfare (DSW) Office**
- **In-person:** Directly reporting to the DSW Office or EOC members
- **Anonymous:** Secure complaint drop-boxes placed on campus

Step 2: Initial Review by the Dean, Student Welfare (DSW) Office

- **All complaints will first be reviewed by the Dean, Student Welfare (Dr. Rakesh Gupta) to assess the nature and severity of the case.**
- Based on the complaint, the Dean may:
 - ✓ Directly resolve minor grievances through counselling or mediation.
 - ✓ Constitute a **Fact-Finding Committee (FFC)** if a detailed investigation is required.

Step 3: Formation of Fact-Finding Committee (If required)

If the case requires further investigation, the **Dean, Student Welfare, will form a Fact-Finding Committee (FFC)** by appointing relevant EOC members based on the specific nature of the case.

Step 4: Investigation & Resolution

- The FFC will conduct:
 - ✓ Confidential interviews with the complainant, accused, and witnesses.
 - ✓ Collection of supporting evidence and case documentation.
- Based on the findings, appropriate corrective actions will be recommended:
 - ✓ **Warning/Counselling** (For minor offenses)
 - ✓ **Mediation & Apology** (If mutually agreed upon)
 - ✓ **Strict Disciplinary Action** (For severe offenses)

Step 5: Appeal Process

- If dissatisfied with the resolution, the complainant may appeal to the **President's Office** within **10 days**.

Awareness & Sensitization Initiatives

✦ **Diversity Training:** Conducting workshops for faculty, staff, and students on equality and inclusion.

✦ **Legal Awareness Workshops:** Educating stakeholders about UGC regulations and anti-discrimination laws.

✦ **Annual Inclusivity Reports:** Documenting the university's efforts towards equal opportunity and diversity.

Campus Accessibility & Inclusion Measures

☑ **Accessible Infrastructure:** Installation of ramps, tactile pathways, Braille books, and sign language interpreters.

☑ **Scholarships & Financial Aid:** Providing financial assistance to students from marginalized backgrounds.

☑ **Mentorship & Career Counselling:** Special mentorship programs for underprivileged groups.

Monitoring & Compliance

✦ **Annual Reports** – Submitted to the **President's Office**.

✦ **Equity Audits** – To assess and improve the effectiveness of university policies.

✦ **Feedback Surveys** – Engaging students and faculty to ensure continuous improvement.

The **Equal Opportunity Cell (EOC)** at **Poornima University** is dedicated to creating an **inclusive, fair, and discrimination-free** environment for all students, faculty, and staff. The university remains committed to providing **equal access to education, employment, and institutional resources**.