Policy on Planned Action to Recruit Students and Staff from Under-Represented Groups

Preamble

Kristu Jayanti (Deemed to be University) believes that a diverse community of students and staff enriches learning, research and campus life. The University therefore takes planned and proactive action to attract, recruit and retain students and staff from under-represented groups, in line with Sustainable Development Goal 10 (Reduced Inequalities) and applicable laws.

Objectives

- ➢ To widen participation by attracting applicants from under-represented groups to programmes and posts.
- ➢ To make admission and recruitment processes fair, accessible and free from discrimination.
- ➢ To set targets and review progress in recruiting students and staff from under-represented groups.

Under-Represented Groups

For the purpose of this policy, under-represented groups include:

- ➢ Women, transgender persons and other gender minorities, where under-represented in a programme or role.
- ➢ Persons from Scheduled Castes, Scheduled Tribes, Other Backward Classes and Economically Weaker Sections.
- ➢ Persons from linguistic and religious minority communities.
- ➢ Persons with disabilities (Divyangjan).
- ➢ First-generation learners, and students from rural, remote or economically disadvantaged backgrounds.
- ➢ Students from developing countries, and newly settled refugees.

Planned Action for Students

- ➢ Outreach to schools, colleges, community organisations and civil-society partners serving under-represented groups.
- ➢ Information on admissions, scholarships and support services in accessible formats and in regional languages.
- ➢ Scholarships, fee concessions and financial support, in addition to statutory and Government schemes.

- ➢ Bridge and orientation programmes to help students from under-represented groups transition into University study.
- ➢ Admission procedures as per the University Regulation and applicable statutory provisions.

Planned Action for Staff

- ➢ An equal opportunity statement and an invitation to apply from under-represented groups in every job advertisement.
- ➢ Advertising of posts through channels that reach under-represented groups.
- ➢ Diverse and sensitised selection panels, and selection based on the essential requirements of the post.
- ➢ Reasonable accommodation during recruitment, and equal access to induction, training and career progression.

Procedures and prerequisites in this regard will be as per the University Regulation.

Details of the Committee: -

1. Chairperson - Registrar / Senior Dean
2. Member – Head, Admissions
3. Member – Head, Human Resources
4. Member – Student Welfare Officer
5. Member – Senior Faculty Member
6. Member – Representative of the Equal Opportunity Cell
7. Parents Representative – (name)
8. Students Representative – Student Council Member (Male)
9. Students Representative - Student Council Member (Female)

All the members of the Committee shall be nominated by the Vice Chancellor.

Functions of the Committee

1. Preparing and reviewing an annual outreach and recruitment plan for students and staff from under-represented groups.
2. Coordinating outreach activities, information sessions and partnerships.
3. Recommending scholarships, concessions and bridge programmes to improve access.
4. Setting targets, using data from the admission tracking and HR records, and reviewing progress every year.
5. Ensuring that recruitment advertisements and processes follow the equal opportunity commitments of the University.
6. Consulting and seeking guidance from the Equal Opportunity Cell, and submitting quarterly reports of grievances to the Advisory Committee for suitable action.

7. Addressing the difficulties/grievances of persons who approach the Committee and recommending unresolved issues to the Anti-Discrimination Officer.

Review of the Policy

This policy shall be reviewed at least once every three years, or earlier if required by changes in law or University Regulations.

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