Policy on Tracking Application and Admission Rates of Under-Represented Groups

Preamble

Kristu Jayanti (Deemed to be University) is committed to equitable access to higher education. To know whether its admission processes are reaching and serving all sections of society, the University systematically tracks, analyses and reports application and admission rates of under-represented groups, and uses the findings to improve access, in line with Sustainable Development Goal 10 (Reduced Inequalities).

Objectives

- To record applications, offers and admissions of under-represented groups at each stage of the admission process.
- To identify gaps and barriers and to set evidence-based improvement targets.
- To protect the confidentiality and dignity of every applicant whose data is recorded.

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.

Data Collection and Tracking

- The application form shall provide an optional, voluntary self-declaration for each group listed above.
- Data shall be tracked at each stage: applications received, applicants shortlisted/eligible, offers made, admissions confirmed and students enrolled.
- Data shall be disaggregated by programme, department, campus and gender, and compared year on year.

- ➢ Data shall be used only for monitoring and improvement, shall not influence admission decisions unfairly, and shall be kept confidential in line with applicable data-protection law.

Use of Findings

- ➢ An annual report shall be prepared and submitted to the Vice Chancellor and the Advisory Committee.
- ➢ Where application or admission rates of any group are low, the University shall plan outreach, scholarship and support measures through the policy on planned action for recruitment of under-represented groups.
- ➢ A summary of the aggregate, non-identifiable figures shall be made available on the University website.

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

Details of the Committee: -

1. Chairperson - Senior Dean
2. Member – Head, Admissions
3. Member – Student Welfare Officer
4. Member – IQAC Representative
5. Member – Representative from Administrative Staff / Data Management
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. Ensuring that the application and admission systems capture the data required for tracking, with consent.
2. Compiling the annual data on applications and admissions of under-represented groups, programme-wise and gender-wise.
3. Analysing trends, identifying barriers and recommending improvement targets.
4. Ensuring confidentiality and secure storage of the data collected.
5. Submitting the annual report to the Vice Chancellor and publishing a summary of aggregate figures.
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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