

Date : 01.01.2022

## CIRCULAR

- Ref. 1. Circular no. NU-3957 dated 09.11.2016 on formation of Equal Opportunity Cell  
 2. Circular dated 30.05.2021 on constitution of Equal Opportunity Cell

Sub. Revised constitution of Institute level Equal Opportunity Cell

It is circulated for the information of all concerned that vide circular referred at Sr. No. (ii) above, the Institute of Design constituted a committee of Institute level Equal Opportunity Cell wherein Prof. Krishna Patel was nominated as Advisor (Member Secretary) of the said committee.

In continuation to that it is now decided & circulated for information of all concerned that Dr. Suchitra Balasubrahmanyam appointed as Professor at the Institute of Design be nominated in place of Prof. Krishna Patel. Accordingly, the revised constitution will be as under ;

Sr. No.	Category of nomination	Name of member	Position
1	Chairperson	Prof. Sangita Shroff Director, Inst. of Design	Ex. Officio
2	Nominated by Head of the Institute	Mr. Sarojkumar Das Asst. Professor	Member
		Ms. Snehal Balapure Asst. Professor	Member
3	Co-ordinator (Students Activity)	Mr. Priyam Parikh Asst. Professor	Member
4	Advisor	Dr. Suchitra Balasubrahmanyam Professor	Member Secretary

### **(A) FUNCTIONS OF EQUAL OPPORTUNITY CELL**

- i) To create a socially congenial atmosphere for academic interaction and for the growth of healthy interpersonal relationships among the students coming from various social backgrounds.
- ii) To make efforts to sensitize the academic community regarding the problems associated with social exclusion as well as aspirations of the marginalized communities.

- iii) To help individuals or a group of students belonging to the disadvantaged section of society to contain the problems related to discrimination.
- iv) To look into the grievances of the weaker section of society and suggest amicable solution to their problems.
- v) To disseminate the information related to schemes and programmes for the welfare of the socially weaker section as well as notifications/memoranda, office orders of the (Government, or other related agencies/organizations issued from time to time.
- vi) To prepare barrier free formalities/procedures for registration of students belonging to the disadvantaged groups of society for various programmes in respective semester/terms as per University rules. (subject to the norms applicable to the respective programmes)

#### **(B) FUNCTIONS OF ADVISOR**

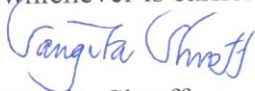
- (i) to oversee/monitor various welfare schemes/programmes sponsored by the Government of India/State Government, UGC or any agency/organization as well as those devised by the University for the disadvantaged groups for their effective implementation.
- (ii) to work as member secretary for Institute level EOC
- (iii) to prepare the agenda within the framework of EOC
- (iv) to review the problems of different groups as mentioned under the functions of EOC and process the same at appropriate level
- (v) to prepare report of action taken by the Institute level committee and to report the same to University level Advisory committee through HoI concerned
- (vi) to maintain the record of Grievance, action taken including the final conclusion arrived at the Grievance concerned
- (vii) to convene the meetings of incharge of other committees/programmes dealing with social issues such as Gender Sensitization Committee against sexual harassment (GSCASFI), National Service Schemes (NSS) etc. to review their activities.
- (viii) the Advisor shall submit the progress/review report to the committee. The coordinators of SC/ST Cell; Remedial Coaching and other schemes/women's study centre, Population Education Cell etc. shall be closely associated with the EOC

#### **(C) FREQUENCY OF THE MEETING**

The committee shall meet once in a month or as per the requirement.

#### **(D) TERM OF NOMINATION**

The term of the nominated members shall be for a period of one year or till further order, whichever is earlier.

  
Prof. Sangita Shroff  
Director, Inst. Of Design

Copy to: All members of EOC – Institute level

c.f.w.c. to : VP, DG & ER - NU