



SESHADRIPURAM EDUCATION TRUST

SESHADRIPURAM INSTITUTE OF COMMERCE & MANAGEMENT

Permanently affiliated to Bengaluru City University/ NAAC accredited "A" Grade

AICTE Approved & ISO 9001:2015 certified

#No. 39 & 40, Girls' School Street, Seshadripuram, Bangalore-560020

Ph. 080-22955382 Fax: 080-23462472: info@sicm.edu.in www.sicm.edu.in

EQUAL OPPORTUNITY CELL

Policy Document AY 2024-25

Equal Opportunity cell

The Equal Opportunities Cell (EOC) is established to preserve the principles of equal opportunities, inclusivity, and diversity within our organization. Individuals with disabilities and marginalized communities often face significant challenges due to disabling environments and socio-cultural and economic barriers. Discrimination based on disability, physical limitations represent a severe violation of principles of equality, human rights, and constitutional obligations. The Equal Opportunities Cell (EOC) is established to preserve the principles of equal opportunities, inclusivity, and diversity within our organization. Individuals with disabilities and marginalized communities often face significant challenges due to disabling environments and socio-cultural and economic barriers. Discrimination based on disability, physical limitations represent a severe violation of principles of equality, human rights, and constitutional obligations.

The Equal Opportunities Cell (EOC) is dedicated to promoting affirmative action for marginalized sections of society, including individuals who are not eligible for scholarships belonging to SC, ST, OBC categories, religious and linguistic minorities, differently-abled individuals, and women.

Objectives:

- **Promote Equal Opportunities:** To ensure equal access and opportunities for all individuals, regardless of their background, gender, race, religion, disability, or any other characteristic protected by law.
- **Prevent Discrimination:** To prevent and address any form of discrimination, harassment, or bias within the campus.
- **Inclusive Environment:** To create an inclusive environment where diversity is celebrated, and all members feel valued and respected.
- **Raise Awareness:** To raise awareness about issues related to equal opportunities, diversity, and inclusivity among the campus community.

Responsibilities:**1. Awareness and Training:**

- * Organize awareness programs, workshops, and training sessions on equal opportunities, diversity, and inclusion.

- * Facilitate sensitivity training for staff, faculty, and students.

2. Policy Development and Implementation:

- * Develop and implement policies and procedures that promote equal opportunities and prevent discrimination.

- * Ensure compliance with all relevant laws and regulations.

3. Grievance Handling:

- * Addressing complaints related to discrimination, harassment, or bias.

- * Ensure prompt and confidential resolution of grievances.

4. Support and Accommodation:

- * Provide support and reasonable accommodations to individuals with disabilities to ensure their full participation in academic and non-academic activities.

5. Reporting:

- * Preparation of reports and Minutes of the Meetings and submit regularly.

Guidelines

1. The Equal Opportunities Cell shall consist of a coordinator and members appointed by the Principal. The cell may include representatives from various departments

2. Hold regular meetings to review activities and develop strategies for promoting equal opportunities and diversity. Meetings should be conducted at least quarterly.

3. Maintain strict confidentiality regarding all complaints, grievances, and personal information related to individuals involved in EOC matters.

Review and Amendments

This policy shall undergo annual or as-needed review to ensure its continued relevance and effectiveness. Amendments may be proposed to align with changing circumstances, regulations, or organizational needs.

Working Mechanism:

1. The essential information about the provisions / privileges is provided to all the students in the orientations to the First-year students.

2. The Cell in charge passes the information regarding all the cell's initiatives to all the students through circulars/notice boards and announcements through Public address system.

3. The guidance is provided to the students to apply for scholarship in SSP/NSP Portals.

4. The Maker (from admin wing) of scholarships guides the students in submitting the applications with necessary documents and verification of the documents are done by Checker (admin wing).

5. To be in touch with concerned offices/ departments for communication related to e-authorization.

6. The scholarship money is remitted directly to the recipients account through DBT.

Composition of Committee for Equal Opportunity cell

Sl.No.	Name	Designation
1	Prof.Vidya Shivannavar	Principal, Chairperson
2	Assoc. Prof Punitha G	HOD- Commerce and Management E-attestation officer
3	Assoc. Prof Bhuvaneshwari R S	IQAC Co-Ordinator-attestation officer
4	Asst.Prof Asha.S	Student Welfare Officer-attestation officer
5	Smt.Kumkum Kadam	Office Superintendent, Checker
6	Kum.Dhakshayini R.K	Office Assistant, Maker


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EQUAL OPPORTUNITY CELL

Annual Report – 2024-25

The EOC Cell for the AY -24-25 was constituted with the following members.

Sl.No.	Name	Designation
1	Prof.Vidya Shivannavar	Principal, Chairperson
2	Assoc. Prof Punitha G	HOD-Commerce and Management, E-attestation officer
3	Assoc. Prof Bhuvaneshwari R S	IQAC Co-Ordinator-attestation officer
4	Asst.Prof Asha.S	Student Welfare Officer-attestation officer
5	Smt.Kumkum Kadam	Office Superintendent, Checker
6	Kum.Dhakshayini R.K	Office Assistant, Maker

The committee members held two meetings in the odd semester to discuss the EOC Cell Composition, nominated members for 2024-25 and planned activities for 2024-25. In the first meeting, it was decided to collect the list of the students from the office and assist them with applying for government scholarships announced through NSP and SSP.

Mr. Darshan K, Team lead- Operations, State Scholarship Portal conducted a session to raise awareness about scholarships and the application process for all students. Announcements were done accordingly as per the openings of the scholarships both NSP and SSP along with submission deadlines.

In the third meeting held in the even semester, the committee concluded the semester's discussions. No Grievances were received from the students in the academic year regarding any inconvenience caused.

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SICM/EOC/01/2024-25

Date -19/06/2024

EQUAL OPPORTUNITY CELL

Circular

It is hereby informed that meeting is scheduled on 21/06/2024 in principal chamber at 12.00 pm. The following members are directed to attend the meeting to discuss the following agenda.

Agenda:

1. Orientation regarding government and non-government scholarships for students.
2. Any other matter with the permission of chairperson

Sl.No.	Name	Designation	Sign
1	Prof.Vidya Shivannavar	Principal, Chairperson	
2	Assoc. Prof Punitha G	HOD- Commerce and Management E-attestation officer	
3	Assoc. Prof Bhuvaneshwari R S	IQAC Co-Ordinator-attestation officer	
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EQUAL OPPORTUNITY CELL

Minutes of meeting

Agenda

1. Orientation regarding government and non-government scholarships for students.
2. Any other matter with the permission of chairperson

Minutes of Meeting

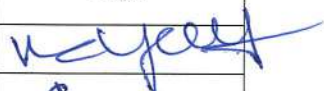
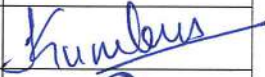
The meeting was scheduled on 21/6/2024 at 12.00 pm in Principal's chamber.

The convener of the Cell introduced the member and welcomed them for the meeting to discuss the above-mentioned agenda.

In the meeting the members discussed the schemes available for students and should be oriented to the students about the schemes.

A suggestion was given by the members that students should be aware of scholarships and announcement related to the scholarships should be done in public address system on regular basis.

Members Present

Sl.No.	Name	Designation	Sign
1	Prof.Vidya Shivannavar	Principal, Chairperson	
2	Assoc. Prof Punitha G	HOD- Commerce and Management E-attestation officer	
3	Assoc. Prof Bhuvaneshwari R S	IQAC Co-Ordinator-attestation officer	
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SICM/EOC/02/2024-25

Date: 22/08/2024

EQUAL OPPORTUNITY CELL

Circular

It is hereby informed that meeting is scheduled on 24/08/2024 in AV room at 12.00 pm. The following members are directed to attend the meeting to discuss the following agenda.

Agenda

1. SSP Scholarship
2. Eligibility criteria
3. Training to students

The following members are directed to attend the meeting

Sl.No.	Name	Designation	Sign
1	Prof.Vidya Shivannavar	Principal, Chairperson	
2	Assoc. Prof Punitha G	HOD- Commerce and Management E-attestation officer	
3	Assoc. Prof Bhuvaneshwari R S	IQAC Co-Ordinator-attestation officer	
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EQUAL OPPORTUNITY CELL

Minutes of meeting

Agenda

1. SSP Scholarship
2. Eligibility criteria
3. Training to students

Minutes of Meeting

The meeting was scheduled on 24/08/2024 in A V Room at 12.00 pm.

The Student Welfare Officer welcomed the members for the meeting and discussed pervious minutes of meeting which was held on 21/06/2024.

In the meeting principal addressed the gathering and informed the working mechanism of the scholarship.

In the meeting it was also discussed that students with reserve categories as per the Karnataka Government are eligible to apply

It was discussed and decided that students should be trained by office assistant who are willing to apply

It was directed by the principal that the information related to the scholarship should be announced in public address system for the students.

Members Present

Sl.No.	Name	Designation	sign
1	Prof.Vidya Shivannavar	Principal, Chairperson	
2	Assoc. Prof Punitha G	HOD- Commerce and Management E-attestation officer	
3	Assoc. Prof Bhuvaneshwari R S	IQAC Co-Ordinator-attestation officer	
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SICM/EOC/03/2024-25

Date -14/02/2025

EQUAL OPPORTUNITY CELL

Circular

It is hereby informed that meeting is scheduled on 17/02/2025 in AV room at 12.00 pm. The following members are directed to attend the meeting to discuss the following agenda.

Agenda

1. NSP Scholarship
2. Eligibility criteria
3. Training to students

Sl.No.	Name	Designation	Sign
1	Prof.Vidya Shivannavar	Principal, Chairperson	
2	Assoc. Prof Punitha G	HOD- Commerce and Management E-attestation officer	
3	Assoc. Prof Bhuvaneshwari R S	IQAC Co-Ordinator-attestation officer	
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EQUAL OPPORTUNITY CELL

Minutes of meeting

Agenda

1. NSP Scholarship
2. Eligibility criteria
3. Training to students

Minutes of meeting

The meeting was held on 17/02/2025 at 12.00pm in AV room.

The convener welcomed the members for the meeting and discussed pervious minutes of meeting which was held on 24/08/2024.

In the meeting the members of the committee bought to the notice of principal the regarding the announcements of the call for application of scholarships and it was also decided that circular should be drafted immediately in circulate it for the students.

It was decided in the meeting students should be trained by the office assistant for applying the scholarships.

Members Present

Sl.No.	Name	Designation	Sign
1	Prof.Vidya Shivannavar	Principal, Chairperson	
2	Assoc. Prof Punitha G	HOD- Commerce and Management E-attestation officer	
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SICM/EOC/04/2024-25

Date: 27/05/2025

EQUAL OPPORTUNITY CELL

Circular

It is hereby informed that meeting is scheduled on 29/05/2025 in AV room at 12.00 pm. The following members are directed to attend the meeting to discuss the following agenda.

Agenda

1. Update on SSP
2. Update on NSP
3. Any other matter with permission of chair.

Sl.No.	Name	Designation	Sign
1	Prof.Vidya Shivannavar	Principal, Chairperson	
2	Assoc. Prof Punitha G	HOD- Commerce and Management E-attestation officer	
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EQUAL OPPORTUNITY CELL

Minutes of meeting

Agenda

1. Update on SSP
2. Update on NSP
3. Any other matter with permission of chair

Minutes of meeting

The meeting was scheduled on 29/05/2025 at 12.00pm in AV Room.

The convener welcomed the members for the meeting and discussed previous minutes of meeting which was held on 17/02/2025.

Members Present

Sl.No.	Name	Designation	Sign
1	Prof.Vidya Shivannavar	Principal, Chairperson	
2	Assoc. Prof Punitha G	HOD- Commerce and Management E-attestation officer	
3	Assoc. Prof Bhuvaneshwari R S	IQAC Co-Ordinator- attestation officer	
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