

CONSTITUTION OF THE CELL

SC/ST CELL OF CHANAKYA NATIONAL LAW UNIVERSITY

1. Purpose

SC/ST cell at Chanakya National Law University is committed to provide an environment that promote diversity and respect for everyone regardless of colour, caste, creed or culture or religious beliefs, while maintaining diversity of all kinds. It also commits to ensure the welfare of the marginalized communities. The cell is intended to remove social inequalities and seeks to achieve the goal of equality of status for the marginalized communities. It aims to sensitize the students and other staff members regarding the zero-tolerance policy towards discrimination and violation of dignity. In order to create a living and working environment where all employees and students feel safe and respected. All such things as are incidental, necessary or conducive to the attainment of all or any of the objects of the Cell.

2. Objective

- (1) To monitor and implement the guidelines issued by University Grant Commission from time to time.
- (2) To create Awareness among SC/ST students regarding various scholarships Schemes of State Governments and UGC.
- (3) To provide prompt information and acts as a counselling-cum-guidance to students for any emotional emergencies arising on account of any event at the campus.
- (4) To sensitize the campus community including students, staff -members, faculty - member towards further enhancing inclusivity.
- (5) To organize or conduct legal awareness seminars/workshops/conferences/exhibitions etc., from time to time on issues of contemporary significance for empowering students belonging to marginalized sections.
- (6) To ensure an environment where all students feel safe and secure.

3. Composition of the Cell

The Cell will be composed of the following persons namely-

- (1) Vice Chancellor, who shall be the ex-officio chair person.
- (2) Co-Ordinator, who shall be appointed by the chair person from the faculty members or from administrative person, as deemed appropriate for managing day-to-day operations and acts as the primary contact for the cell.

Provided that the Co-Ordinator shall be a person belonging to SC/ST community.

- (3) Student Members: Includes members from all courses of the university.

Provided that there shall be one (1) Convenor and two (2) Co-convenor who shall be elected from the student members.

Provided further that the membership composition shall ensure that not less than fifty percent of its total strength is represented by individuals belonging to Scheduled Castes and Scheduled Tribes.

- (4) Such other members as required for the smooth functioning of the cell.

4. Eligibility

Anyone, from the University who is

- (a) Teaching or non-teaching staff belonging to SC/ST,
 - (b) Students, from various courses and degrees,
- may become the member of the Cell.

5. Selection Process

- 1) The selection process of the cell shall consist of the following two stages.
 - (a) Online application form followed by CV and Statement of Purpose of the applicants, and
 - (b) Personal Interview.
- 2) The interview panel shall consist of the Co-Ordinator, Convenor and the Co-convenor.

6. Duration of Members

- (1) The membership for the cell shall be valid only for one academic year.
- (2) After expiry of one academic year, members shall be selected through a fresh selection process.

7. Removal of Members

No member shall be removed from the Cell, unless: –

- (a) The member voluntarily resigns from the Cell, with a proper justification, or
- (b) His/her tenure of one academic year is completed, or
- (c) He/she is found unfit for the cell, or
- (d) He/she fails to show his presence in three consecutive regular meeting, without reasonable justification.

8. Responsibilities

(1) Chairperson

- (i) Oversee the Cell's activities and ensure adherence to its objectives.
- (ii) Chair meetings and represent the cell at university functions and meetings.

(2) Co-Ordinator

- (i) Coordinate day-to-day activities and manage the cell's operations.
- (ii) Handle grievances and ensure timely resolution.
- (iii) Prepare reports on the cell's activities and submit them to the chairperson.

(3) Members

- (i) Participate in meetings and contribute to discussions and decision-making.
- (ii) Represent the interests of their respective departments or constituencies. Assist in organizing programs and activities.

9. Rights of Students

(1) Equal Opportunity:

- (i) Right to equal opportunity in admission, scholarships, and academic support.

(2) Grievance Redressal:

- (i) Right to file grievances related to discrimination or neglect and receive a fair resolution.

(3) Support Services:

- (i) Access to academic support, counselling, and career guidance.

10. Rights of Teaching and non-teaching Staff

(1) Equal Employment Opportunities:

- (i) Right to equal opportunity in hiring, promotions, and career development.

(2) Grievance Redressal:

- (i) Right to address grievances related to discrimination or unfair treatment.

(3) Support and Development:

- (i) Access to professional development and support services.

11. Right of Non-Teaching Staff

(1) Equal Employment Opportunities:

- (i) Right to fair treatment in hiring, promotions, and job conditions.

12. Procedures

(1) Meetings:

- (i) Subject to the academic calendar of the University,
 - (a) The Cell shall conduct regular meeting at least once in a week.
 - (b) As per the requirement of the Cell, a special meeting may be conducted by the cell, other than the regular meeting.
- (ii) A conclusive report of every meeting conducted by the Cell shall be communicated to the faculty coordinator.

(2) Grievance Procedure:

- (i) Filing:
 - (a) Complaints shall be filed through a written application or via an online portal.

(3) Processing:

- (i) Complaints shall be acknowledged within 2 days (48 hours) and investigated within 15 working days (about 2 weeks).

(4) Resolution:

- (i) The cell shall provide a resolution or action plan within 15 working days of receiving the complaint. Provided that an extension of 15 days may be granted by the permission of the chairperson on just and reasonable grounds.

(5) Reporting:

- (i) The cell will prepare and submit an annual report on its activities, achievements, and challenges to the university administration.

13. Advisory Boards

- (1) As per the requirement of the cell, the Chair Person may appoint a board to be known as the advisory board of the cell.
- (2) The board shall consist of the members from different department of the University which shall be inclusive of the students of the University.
- (3) The advice given by the board shall be of recommending nature and not binding on the cell.
Provided that the cell shall provide a reasonable justification for not accepting the recommendation of the board.

14. Amendment

- (1) Notwithstanding anything contained in this constitution, with the final approval of the Chair Person, the cell shall have power to amend this constitution.
- (2) Amendments to this constitution may be proposed by any members of the cell and shall be approved by a two-thirds majority of the cell members.
- (3) Proposed amendments shall be circulated to all members at least one week before the meeting where the amendment will be discussed.
Provided that any amendment passed by the cell, if found against the provision of the Constitution of India, or UGC guidelines, shall be declared *void ab initio*.

15. Dissolution

- (1) The cell may be dissolved by the decisions of all the members of the cell and by the university administration if deemed necessary but upon presenting a proper justification by all in writing.
- (2) Upon dissolution, all records and assets of the cell will be handed over to the university administration.