

MINORITY & OBC CELL	Doc. No. 01
	Rev No.00

2.0 Scope & Coverage: This policy covers all Employees & Students of Sikkim Manipal University & its constituent units.

### 3.0 Objectives:

- To ensure provisions for an environment where all such students feel safe and secure.
- To empower the faculty and students belong to minority and other backward communities (OBC).
- To handle the issues and short and long-term needs of the minorities and OBC.

### 4.0 Responsibility:

- The Minority and OBC cell helps students and faculty belong to minority religion including Christian, Muslim, Jain etc. and OBCs for their spiritual requirement and academic development.
- To provide the facilities for Namaz for Islam faculty and students in the college campus.

### 5.0 Composition of Members of the Minority & OBC Cell:

Chairperson	-	Dr. Binod Kumar Tamang, <i>SMIMS</i>
Convener	-	Ms. Pema Lamu Bhutia, <i>Nursing</i>
Member	-	Dr. Forhad Akhtar Zaman, <i>SMIMS</i>
Member	-	Mr. Yogesh Baraily, SMIMS ✓
Member	-	Dr. Annet Thatal, SMIMS ✓
Member	-	Prof. Yogen Ghatani, SMIMS ✓
Member	-	Student Representative detailed by the Registrar

### 6.0 Powers:

The members of the cell are empowered to sort out the problems of the Employees & Students at their level through discussion. In case the members fail to resolve the issues, then the matter shall be referred to the Dean/Director/Medical Superintendent/Registrar of the University. If any person/student referred in the case is found guilty, appropriate action/punishment shall be initiated after obtaining necessary approvals from the Institute/College/University.

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**9.0 General Guidelines**

- The complainant shall complain only genuine problems as stated in the above policy
- The Minority & OBC cell shall handle the case with utmost care by providing natural justice without any biases.
- The cases shall be attended promptly as per timelines mentioned in the policy

**10.0 Input/Output:**

Supplier	(S)	Complainant
Input	(I)	Complaint/Grievance
Process	(P)	Process & Procedure as per Minority & OBC Policy
Output	(O)	Grievance Redressal
Customer	(C)	Complainant

**11.0 Reference Documents:**

S. No.	Document Description	Document No.	
1	Enquiry Format		

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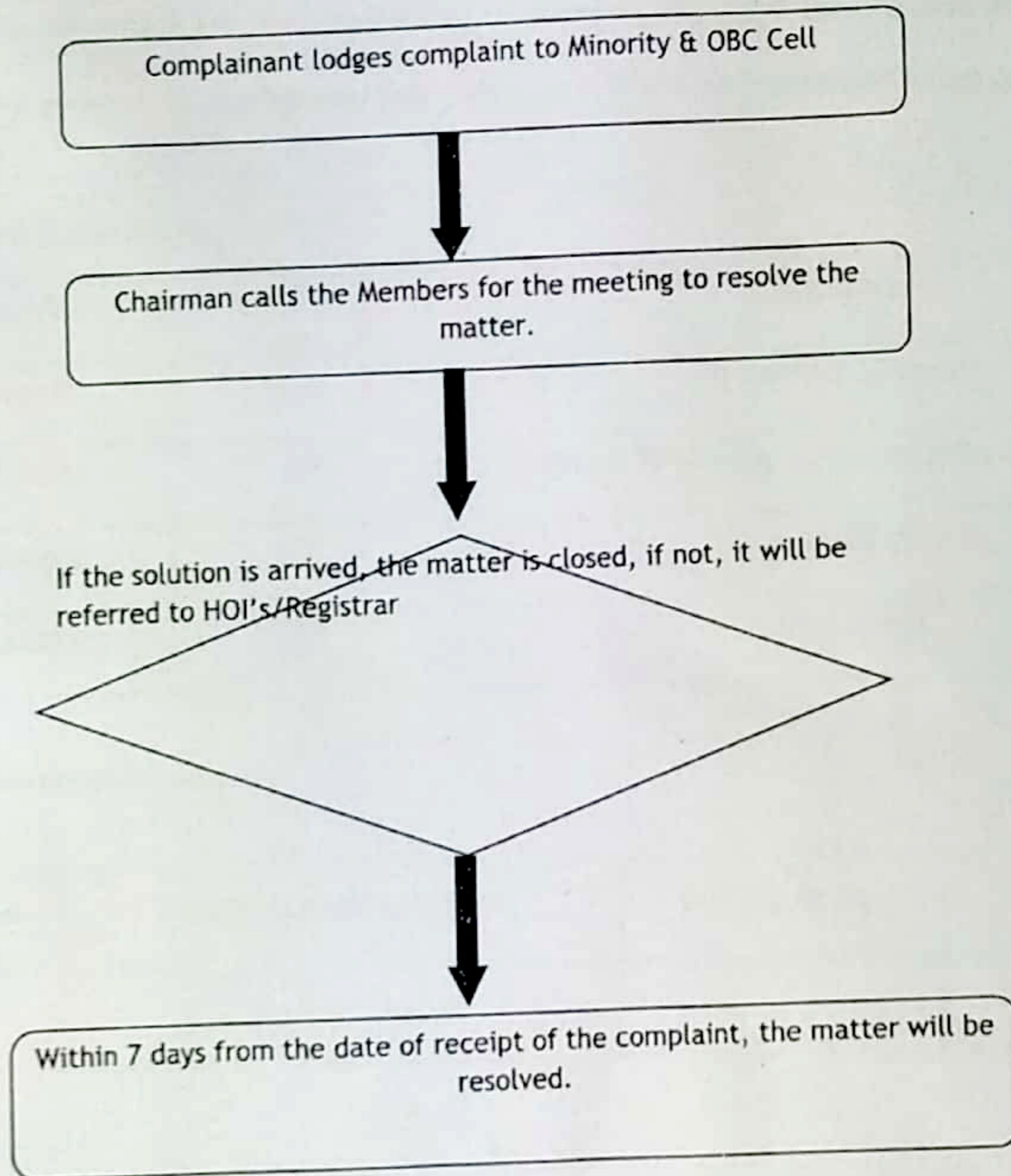
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**7.0 Process (General overview & Flowchart)**



**8.0 Procedure (step wise description):**

- The complainant (student/faculty) within 2 days of the incident shall file a written complaint to the Chairperson of the Minority & OBC Cell.
- The Chairperson of the Cell shall conduct the enquiry and within 7 days from the receipt of the complaint shall furnish report to the complainant.
- If the matter is not escalated within 3 working days of receipt of the report then the matter is deemed to be as closed. If the complainant/student is not satisfied with the report, then he/she can go for appeal within 3 days from the report received to the next level i.e. Vice Chancellor.

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