Diversity, Equity and Inclusion Committee Policy

1. Purpose

To establish an institutional mechanism to promote diversity, equity, inclusion and equal participation among staff and students, monitor implementation of relevant policies, and recommend measures to address barriers and inequalities.

2. Scope

This policy applies to the University's staff, students, research scholars and relevant institutional functions. It covers institutional planning, policy review, awareness, accessibility, participation, grievance trend review and recommendations relating to diversity and equality.

3. Definitions

- **Diversity:** The presence and representation of people with different backgrounds, identities, experiences, abilities and perspectives.
- **Equity:** Fair treatment and the provision of appropriate support or adjustments to address barriers and enable meaningful participation.
- **Inclusion:** An institutional environment in which individuals are respected, can participate meaningfully and have equitable access to opportunities and services.
- **Committee:** The Diversity, Equity and Inclusion Committee constituted by the Competent Authority, or a designated officer where the University formally adopts that arrangement.

4. Policy Statement

VISTAS shall maintain an identifiable institutional mechanism—a Diversity, Equity and Inclusion Committee or a formally designated Diversity and Equality Officer—to guide, coordinate and review institutional efforts to promote diversity, equality and inclusion. The constitution, membership, tenure and reporting arrangements shall be approved and documented by the Competent Authority.

5. Policy Principles and Commitments

- The University shall constitute the Committee or designate an officer through a formal order stating the mandate, composition, tenure and reporting authority.
- The mechanism shall promote equitable participation of staff and students and identify barriers affecting under-represented or disadvantaged groups.
- The Committee shall coordinate with existing statutory and institutional bodies while respecting their independent mandates and confidentiality requirements.
- The Committee shall review the implementation of the Anti-Discrimination Policy, Reasonable Accommodation and Accessibility Policy and other relevant institutional measures.
- The Committee shall recommend awareness programmes, inclusive practices, accessible facilities and improvements in institutional procedures.
- The Committee shall consider anonymised and aggregated information, where lawfully available, to identify patterns and gaps without exposing personal or sensitive information.

- The University shall provide reasonable administrative support and place recommendations with resource implications before the appropriate authority for consideration.
- An annual report on activities, recommendations and action status shall be submitted to the Competent Authority.

6. Implementation Procedure

1. The Competent Authority shall issue an order constituting the Committee or designating the officer, with clear terms of reference.
2. The Committee shall prepare an annual activity plan covering policy awareness, consultation, inclusion barriers and review of institutional practices.
3. Relevant offices may provide non-identifying information and implementation updates required for the Committee's mandate.
4. The Committee shall conduct consultations or awareness activities with staff and students, ensuring accessible participation.
5. Recommendations shall be recorded with proposed action, responsible office, resource implications and target date.
6. Recommendations requiring approval or funding shall be placed before the Competent Authority or the appropriate finance / administrative authority.
7. The Committee shall review action taken at regular intervals and submit an annual report.

7. Roles and Responsibilities

Role	Responsibility
Competent Authority	Approve the Committee / officer, terms of reference, membership and institutional action.
Chairperson / Diversity and Equality Officer	Lead the work plan, convene meetings, coordinate recommendations and submit reports.
Committee members	Review institutional practices, consult stakeholders and recommend inclusive measures.
Human Resources Department	Support staff-related diversity and equality initiatives and provide relevant aggregate information.
Student Affairs / Student Welfare Office	Coordinate student engagement, awareness and student inclusion initiatives.
Finance and Administration	Examine and process approved resource and infrastructure requirements.
Schools / Departments	Implement approved recommendations and provide progress updates.

8. Records and Supporting Evidence

- Formal constitution order / designation order and terms of reference
- Approved membership list and tenure details
- Meeting notices, attendance and minutes

- Annual work plan, awareness programme records and consultation summaries
- Recommendations, action-taken reports and annual report
- Budget proposals, approvals and expenditure records where applicable

9. Review and Amendment

This policy shall be reviewed at least once every three years, or earlier if applicable law, University structures, identified risks or implementation reviews require amendment. The review date, approved amendments and responsible authority shall be recorded.

Created / Revised on: _____

Approved by: _____ Date: _____

Signature / Seal: _____