

# **MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES**

**(Deemed to be University under section 3 of the UGC Act 1956)**



**Policy No. MRIIRS-IQAC-PL-GEP/2019-20 Version 2**

## **MRIIRS Policy for Gender Equity (Effective from the date of notification)**

**Notified vide MRIIRS/REGR/2020/018 dated: 23rd January 2020**

**MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND  
STUDIES**

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**HARYANA**



# **MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES**

**Deemed-to-be-University  
Accredited by NAAC with A Grade in the First Cycle**

## **MRIIRS Policy for Gender Equity**

**Number: MRIIRS-IQAC-PL-GEP/2019-20 Version 2**

**Committee Constituted for Preparation of draft on October 15, 2019**

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**Reviewed by IQAC: December 20, 2019**

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**Approval of BoM in its 31st meeting held on January 30, 2020**

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Policy Implementation a. ii)	Merger of Internal Complaints Committee with Prevention of Sexual Harassment Committee

# **POLICY FOR GENDER EQUITY**

## **1. PREAMBLE**

As an educational Institution MRIIRS plays an important role in the development and progress of the country through offering relevant and innovative academic programmes to students from diverse walks of life. In delivering on the promise of excellence the Gender Equity Policy guides the institutionalization of policies and practices that promote gender equity and equality and which ensure that no member faces discrimination or harassment on the basis of their gender. The overarching purpose of the Gender Equity Policy is to operationalize gender mainstreaming, thereby ensuring that all genders have equitable access to the resources and tools of development to better their lives. It ensures that all genders study and work in an environment that protects the fundamental rights and freedoms of all. For dealing with complaints the University has a special Internal Complaints Committee, Along with this the University has a Women and Gender Sensitization Committee and a Committee for Prevention of Sexual Harassment to empower and bring justice to the victim.

## **2. OBJECTIVES**

In particular the Policy aims at achieving the following objectives:

1. The policy covers all matters related to Gender mainstreaming and the prevention of gender based violence.
2. Facilitating the creation to enable full development of individual intellectual potentials of people of all genders.
3. Ensure the dignity and integrity of people of all genders so that all are equally respected and valued regardless of status.
4. Providing guidelines that will facilitate equality and equity of opportunities for people of all genders in terms of accessing knowledge, employment opportunities, services as well as equality and equity of treatment by employers and all service providers at this University. (Equality and Equity of treatment

means, meeting specific and distinct needs of different categories of people of all genders).

5. Advocate for a governance, administrative, teaching and research culture that is gender sensitive in all aspects of the university's operations including admissions, employment etc.
6. Establishing guidelines of the University to take actions in redressing the historical gender imbalances, such guidelines should include affirmative actions.
7. Proposing institutional transformation of values, norms and practices, which hinder promotion of gender equity and equality.
8. Providing guidelines that will support women empowerment as students and as members of staff so that they can demand gender accountability from office bearers.
9. Preventing discrimination and violence at work and in work related activities.
10. Ensure that all the staff and students are aware of their rights and responsibilities regarding gender based violence in the workplace.
11. Providing guidelines that will enable the University to institute measure that will ban discriminative practices, procedures and rules.

The policy guidelines, proposals, and provisions in this Gender Equity Policy Framework will apply specifically and directly to all departments, administration and other intuitional structures of the University.

### **3. DEFINITIONS**

#### **Affirmative Action**

It refers to the process by which institutions identify and take positive steps to enhance opportunities in education, training and employment of underrepresented people. It is often time bound, ending when the perceived imbalance has been addressed.

#### **Discrimination**

It refers to the biases, prejudices and intolerance that people suffer from on account of their sex, race, social status, religion, health condition or related factors. In higher education institutions, gender discrimination may manifest in systematic exclusion of women or men from executive authority, unfairness in the allocation of research, teaching and other resources, discouragement from pursuing specific courses and hostility to gender activism in higher education.

## **Gender**

Gender is used to describe those characteristics of men and women which are socially constructed, while sex refers to those which are biologically determined. It refers to the roles, privileges, resources, responsibilities that society gives assigns a person because they are born male or female.

## **Gender Analysis**

The identification, investigation and use of data to inform action to address inequalities that arise from the different roles of men and women, or the unequal power relationships between them and the consequences of these inequalities on their wellbeing.

## **Gender Awareness**

Gender awareness is consciousness and recognition by an institution of the importance of gender and its effect on their objectives, plans and programs.

## **Gender Blindness**

It refers to the conscious development of objectives, plans and program in an organization or institution with no effort to recognize or incorporate gender issues that might influence functioning of that organization, the production of plans, the implementation of programs or their outcomes.

## **Gender Budgeting**

This is the examination of all expenditures and revenues from a gender perspective. All expenditure is examined for its relevant accessibility, impacts and consequences for men and women. It involves scrutinizing the ways the resource expenditure can be made to reflect the institutional goal of gender equity.

### **Gender Dynamics**

The relationships and interactions between and among boys and girls, women, and men. Gender dynamics is informed by socio-cultural ideas about gender and the power relationships that define them. Gender dynamics either reinforce or challenge existing gender norms.

### **Gender Equality**

The absence of discrimination, on the basis of a person's sex, in providing opportunities, in allocating resources and benefits or in access to services. Gender ensures that both sexes have identical rights, freedom, conditions, and opportunities for realizing their full potential and for contributing to and benefiting from economic, social, cultural, and political development. It means society values males and females equally for their similarities and differences and the diverse roles they play.

### **Gender Equity**

Fairness and justice in the distribution of benefits and responsibilities between men and women. The concept recognizes that men and women have different needs and strengths and that these differences should be identified and addresses to rectify the imbalance between the sexes.

### **Gender Gap**

Gender gap is the difference in the scores between men and women on attitudes, interests, behavior, knowledge and perspectives on particular issues.

### **Gender Inequality**

The ways in which males and females are treated differently in relation to opportunities and responsibilities in the society.

### **Gender Mainstreaming**

Gender mainstreaming is the process of assessing the implications for men and women of any planned action, including legislation, policies or programs, in any area and at all levels. It is a strategy for making women's as well as men's concerns and experiences an integral dimension in the design, implementation, monitoring and evaluation of policies and programs in all political, economic and social spheres so that inequality is not perpetuated.

### **Gender Roles**

Clusters of socially or culturally defined or learned expectations about how male and female members of a society should behave in specific situations. Gender roles are usually based on stereotypical beliefs that males and females possess distinct, mutually exclusive physical and psychological characteristics which determine their behavior and characteristics.

### **Gender Sensitivity**

Gender sensitivity is the translation of gender awareness into practices that result in changes in the perceptions, plans and activities of institutions and organizations.

A gender sensitive institution not only has the awareness, but also demands gender responsiveness that includes acting on gender issues.

### **Gender Stereotype**

Gender Stereotype is a rigid and over-simplified definition of a group of people in which all members of that group are labeled with similar characteristics. Stereotypes produce behavior patterns that conform to expectations in a society and are used as standards for evaluating categories of people based on their gender.

## **Sex**

The biological differences between men and women which are normally universal and are determined at birth. It is the physiological state of being male or female.

## **Assault**

Assault represents a continuum of forcible physical forms of pressure that compel individuals to engage in any activity against their will.

## **Consent**

Freely and affirmatively communicated willingness to participate in particular activity or behavior, expressed either by words or clear, unambiguous actions. It assumes the ability of each party to communicate this willingness and not merely silence or the lack of protest. Similarly, the existence of a prior or current social relationship does not provide the basis for an assumption of consent. Consent shall only be implied when both parties are of similar social and professional standing, i.e. where there is no power held over one party.

## **Exploitation**

Taking non-consensual advantage of another person. Exploitation includes, but is not limited to: electronically recording, photographing, or transmitting sounds or images without the knowledge and consent of all parties involved, voyeurism, and distributing intimate or sexual information about another person without that person's consent.

## **Gender Based Violence**

An umbrella term for any harmful act that is perpetrated against a person's will based on abuse of power and privilege of the socially ascribed (gender) differences between males and females. It takes the form of actions that result in physical, sexual and psychological harm or suffering to a person and affront to their human dignity, whether

occurring in public or private life. It is men who predominantly carry out such violence, and women who are increasingly becoming victims of Gender based violence.

### **Harassment**

Threatening to commit an action against another person, stalking and cyber-stalking. Sexual harassment includes, but is not limited to words, persistent requests for sexual favors or dates, gestures, touching, unwanted sexual overtures, engaging in indecent exposure, coerced sexual intercourse and rape.

### **Intimidation**

Workplace intimidation is an intentional and malicious attempt to cause a coworker/student to feel inadequate or afraid. Intimidation includes verbal threats, unjust criticism, sabotage or sexual harassment and physical violence.

### **Perpetrator**

Any staff or student who engages in gender based workplace violence.

### **Risk factors**

Contextual, individual, societal and workplace factors that predispose individuals to being victims of gender based violence.

### **Sexism**

Conduct by members of the administrative or the academic staff, or of students, that is offensive in nature, leading to alienation of members of both sexes. Alienating messages may be overt and intentional or subtle and unintentional, but they denigrate the working or learning experiences of both men and women.

### **Sexual Misconduct**

Any unwelcome behavior of a sexual nature that is committed without consent or by force, intimidation, coercion, or manipulation. The term includes gender based violence,

sexual assault, sexual exploitation and sexual intimidation. Sexual misconduct can be committed by men or women, and it can occur between people of the same or different sex.

### **Survivor**

A person who has experienced gender based violence and is taking medical, legal and psychological steps to overcome their trauma.

### **Victim**

Any staff or student who is the object of gender based workplace violence. A victim is compelled to behave as expected out of fear.

### **Violence**

A means of control and oppression that ranges from emotional, social or economic force, coercion or pressure to physical harm. It may be overt in the form of physical assault or covert in the form of intimidation, threats and deception. Violence can be a one-time incident or repeated over time.

### **Workplace**

All places where staff and students need to be or go to by reason of their work and studies and which are under the direct or indirect control of Manav Rachna International Institute of Research and Studies. This covers physical premises including constituent departments and faculty affiliated to the University. Premises include both physical and virtual settings including, but not limited to offices, stores, farms, out-of-doors, classrooms, hostels, cyber space and in any location where work is performed.

## **4. ROLES AND RESPONSIBILITIES**

- a. Roles and Responsibilities of the Board of Management and Academic Council

- i) The Council and Board shall ensure the sustenance of gender friendly environment by promoting gender equity and eliminating discrimination across all constituents departments and Faculty by formulating and enforcing such policies
- ii) The Council and Board shall receive and consider bi-annually a progress report from the Vice Chancellor on steps taken or being taken to provide a gender friendly environment in the University.

b. Roles and Responsibilities of the University Management

The Vice Chancellor, Pro Vice Chancellors and other Executive Directors, Deans, Directors, Chairpersons, Head of the Departments, all Academic and Administrative units

- i) Shall facilitate the processes relating to monitoring compliance with gender policies.
- ii) Shall address gender differences and inequalities in the planning, implementation, monitoring and evaluation of the university's work policy.
- iii) Shall support and sustain incorporation of a gender perspective into the mainstream of the University policies, programs and governance.
- iv) Include gender analysis and planning in strategic and operational planning and budget planning
- v) Formulate strategies for addressing gender issues in policies, programs and projects of departments, institutes, schools.
- vi) Lay emphasis on training and sensitization on, and promotion of, gender sensitive practices in order to ensure that a gender –equality and equity perspective is incorporated in all levels.
- vii) Review curriculum to mainstream gender into all core university programs

## **5. POLICY STATEMENTS**

### **a. Governance**

- i) Establish policies and procedures that ensure gender equity and equality in the management of the university.

- ii) Ensure gender equity in appointment and promotions to senior positions in the university, as deans and directors, Pro-Vice Chancellors and administrative staff.

**b. Academic Programs**

- i) Implement affirmative action in the admission of male and female students in programs where either gender is underrepresented.
- ii) Institute grants scholarships to assist the disadvantaged gender
- iii) Ensure the use of gender responsive teaching and learning strategies to eliminate bias in language, attitudes and instructional processes, including in academic research.
- iv) Promote gender responsive practice in hiring and appointment of academic staff.

**c. Work Settings**

- i) Create an environment that fosters participation of people of all genders in safety and free from harassment
- ii) Address gender issues related to sexual offences
- iii) Provide adequate, appropriate and gender responsive facilities and amenities for all students and staff.

**7. STRATEGIES**

- i) Disseminate the Gender Equity Policy document to all members of the University.
- ii) Conduct awareness training to all staff and students on their gender rights and responsibilities.
- iii) Use sex disaggregated data to enhance gender awareness and responsiveness.
- iv) Ensure parity in appointments to management positions without prejudice to merit.
- v) Ensure the gender rule is achieved by enforcing terms of appointment and limitations to terms of appointment, thereby ensuring rotation of responsibilities.

- vi) Implement affirmative action without compromising competence as a means of redressing gender imbalances in the recruitment and capacity development of staff where there are gender equity gaps.
- vii) Implement affirmative action for admitting qualified students in programs with an underrepresentation of either gender
- viii) Source for scholarships for students from disadvantaged backgrounds in programs where either gender is underrepresented.
- ix) Include tenets of the gender mainstreaming policy in orientation programs for new students.
- x) Mobilize resources for research on gender issues.
- xi) Disseminate the policy document to all members of the University.
- xii) Display information on gender based violence and available resources in places where staff or students can obtain it without having to request for it or be seen removing it, such as staff or student rest rooms, notice boards in hostels, schools and institutes, the health services unit, students center and administration blocks. Such information shall include available resources of assistance such as gender based violence focal person(s), complaints mechanism and information on support and referral. Information shall also be made available on the official University website and newsletters, as appropriate.
- xiii) Conduct awareness training for all staff and students on their rights and responsibilities in preventing gender based violence in the workplace.
- xiv) Create an environment that fosters participation of all genders in safety and free from gender based violence in any form.
- xv) Provide adequate, appropriate and gender responsive facilities and amenities for all staff and students.
- xvi) Address issues related to gender based violence in the workplace. The response shall include, but not limited to: identifying a focal person to whom staff or student can go to seek help; resource and referral information; work schedule adjustments or leave as needed to obtain assistance; and workplace relocation, if

feasible. Appropriate assistance will be provided based on individual need and availability.

- xvii) When any staff or student needs to take time off for medical assistance, legal assistance, court appearances, counseling stemming from gender based violence, relocation or to make other necessary arrangements to create a safe situation, the University shall, to the extent legally possible, facilitate the process with no prejudice to the victim.

## **6. POLICY PROVISIONS**

Manav Rachna International Institute of Research and Studies shall, to the fullest extent possible without violating any existing rules, regulations, statutory requirements, contractual obligations and collective bargaining agreements, designate and direct all staff and students to follow these guidelines.

- a) There shall be zero tolerance to any form of gender based violence in the workplace.
- b) The University will take all reasonable measures to foster a safe work environment for all staff and students.

In accordance with existing statutes and regulations, the University shall hold staff or students accountable under this policy who engages in the following confirmed behavior:

1. Misuse University resources to commit an act of gender based violence;
2. Commit an act of gender based violence from or at the workplace or from any other location while on official business ;or
3. Misuse their job-related authority and/or resources in order to negatively affect victims and/or in perpetrating an act of gender based violence;
4. Threaten, harass or abuse a person at the workplace, from the workplace, or on University business using any workplace resources such as work time, workplace phones, fax machines, mail, email, or other means;

5. Falsely accuse any staff or student of Manav Rachna International Institute of Research and Studies of gender based violence.
6. No staff or student will be penalized or disciplined in the workplace solely for being a victim of gender based violence. The Institute is committed to working with victims of gender based violence to prevent abuse and harassment from recurring in the workplace.
7. Victims of gender based violence shall be provided with appropriate support and assistance, including legal, medical and psychological support.
8. Staff or students who are indentified as perpetrators of gender based violence will face an investigation that may culminate in disciplinary measures instigated against them.
9. Any staff or student found to have threatened, harassed, or abused someone at the workplace, or from the workplace, is subject to corrective or disciplinary action, up to and including dismissal.

## **7. POLICY IMPLEMENTATION**

The University based on the policy has formed **formal bodies** for awareness and for redressal of complaints. These constituent bodies are:

- i) **Women and Gender Sensitization Committee** – It will focus on two areas -
  - a) **Women** - It is the task force specifically for all issues related to women i.e. staff, faculty and students in the university. It is a platform for women to voice their concerns and issues they face specific to their gender.

It aims for empowerment of women and encouraging them to pursue their work with dignity and reassurance and assisting them in achieving equality in all spheres of life.

It aims to help women in securing her due rights and entitlement.

It would work to effectively meet the psychological, physical, nutritional, health and emotional needs and requirements of the women staff and students of the university.

The committee would organize awareness drives, campaigns, seminars, panel discussions, workshops etc for this purpose.

- b) **Other Genders** - The aim is to create awareness on gender related issues, gender equality and equity and to understand the importance of affording all genders equal opportunities and treatment. It provides a platform for students to voice their concerns with regard to gender issues. It aims to work towards sensitization of gender issues. The main focus is to make the youth, faculty and staff gender sensitive and create positive values that support people of all genders and their rights. This would be through trainings, awareness drives, panel discussions, seminars, workshops etc.
- ii) **Internal Complaints Committee** – In pursuance of UGC ( Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions ) Regulations, 2015 with Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act 2013, Internal Complaints Committee is constituted to deal with complaints related to sexual harassment at work place.

The policy of the University encompasses people from all genders and any aggrieved person belonging to any gender from Manav Rachna International Institute of Research and Studies can approach the committee. The SOP's are detailed and are to be strictly adhered to by all the stakeholders failing which even legal action may be taken. **By the 2019 amendment, Committee for Prevention of Sexual Harassment has been merged with Internal Complaints Committee.**

The Internal Complaints committee to be formed by the Vice Chancellor would be formed as per the UGC /Govt. of India guidelines.

- iii) **Psychological Counseling Cell** – is a critical and pioneering undertaking for enhancing psychological, mental, emotional and spiritual health and wellness.

The Psychometric lab and Psychological Counseling Cell consisting of clinical and counseling psychologists of the University will undertake counseling sessions for women and people of all genders to help them cope and deal with various issues they are facing with respect to gender. It would also undertake training for the issue.

The Women and Gender Sensitizing Committee and Internal Complaints Committee appointed by the Vice-Chancellor shall oversee the implementation of this policy by:

- i) Monitoring and evaluation of the implementation of the policy.
- ii) Collecting and analyzing sex disaggregated and other relevant data to guide in planning and programming.
- iii) Sensitizing employees on gender mainstreaming and on prevention of gender based violence.
- iv) Reviewing and advising on all university policies and procedures that may impact on gender equality and equity.
- v) All information relating to staff or student's involvement in a situation relating to gender based violence, to the extent possible, shall be kept confidential and shall not be made part of any staff or student's personnel file

## **8. BREACH OF POLICY**

All staff, faculty, management and students are mandated to adopt a work ethic that adheres to the letter and spirit of this policy. Any member who contravenes this policy shall be subject to the appropriate University disciplinary procedures. Service providers, contractors, visitors to the university shall recognize and ensure conformity to the university gender policies in their undertakings in relation to the university. Any other person who has a responsibility for ensuring compliance with the policy and contravenes any of the rules will be subjected to appropriate action by the relevant authority.