



# **MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY**

(Approved by AICTE and Affiliated to Pondicherry University )

Kalitheerthalkuppam, Puducherry - 605107.



## **Standard Operating Procedure for Handling Gender Sensitization Issues**

Approved in the Governing body meeting held on **April 16, 2018**



# MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY

(Approved by AICTE and Affiliated to Pondicherry University )

Kalitheerthalkuppam, Puducherry - 605107.

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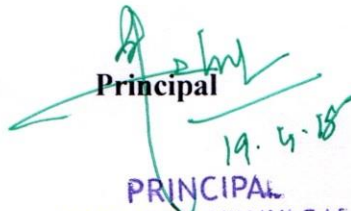
## NOTIFICATION

In pursuance of the approval passed in the Governing Body meeting held on April 16, 2018, It is hereby notified that Manakula Vinayagar Institute of Technology has published Standard Operating Procedure for handling Gender Sensitization.

The SOP for handling Gender Sensitization would serve as detailed guideline to be observed and followed with immediate effect.

**Dr.S.Malarkkan**



  
Principal  
19.4.18  
PRINCIPAL  
MANAKULA VINAYAGAR  
INSTITUTE OF TECHNOLOGY  
KALITHEERTHALKUPPAM  
PUDUCHERRY 605 107

## **PREFACE**

The principle of gender equality has been enshrined in the Indian Constitution in its Preamble, Fundamental Rights, Fundamental Duties and Directive Principles. The Constitution not only grants equality to women, but also enforces adoption of measures on positive discrimination in favour of women. In line with this, boys and girls of the institution should be given equal preference in all aspects such as admission, curricular, co-curricular, extra-curricular, training and placement activities. Responsibilities should be assigned to students irrespective of their gender which would inculcate them to show mutual respect and congenial relations.

The Supreme Court judgment on sexual Harassment of working women – August 1977 have included a legal definition of sexual harassment and has given pertinent guidelines on identification of this kind of prohibitive behavior and preventive steps to be initiated. The Pondicherry University have insisted all affiliated colleges to have a Women's Development / empowerment Cells. It has also given guidelines to colleges for establishment of exclusive committees / cells to attend and resolve of gender related issues. In line with this, the institution has Women Empowerment Cell, POSH Cell and Grievance Redressal Cell which would take care of Gender Sensitization in the institution.

## **STANDARD OPERATING PROCEDURE FOR GENDER SENSITIZATION COMMITTEE OF MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY, PUDUCHERRY**

The UNIVERSITY GRANTS COMMISSION, (Institution Deemed to be Universities) Regulation 2019, (herein after in this SOP referred as Regulations) has been published in the Gazette Notification of India by the Authority, University Grants Commission.

The making of provisions enable the Departments of the Institute to ensure that, every individual inside the campus exercise equal rights and acquire in the process of offering or receiving education without any Gender Discrimination.

As per UGC Regulations 2019 vide clause No. 19.0 (X) (c), Manakula Vinayagar Institute of Technology, Puducherry should constitute the Gender Sensitization Committee. The Committee should meet at least once in a year or as and when necessary and actions taken on decisions are to be reviewed in the subsequent meeting.

The Committee for Gender Sensitization was formed in accordance with the guidelines on sexual harassment prevention in the workplace, issued by the Honorable Supreme Court of India in 1997 and in accordance with the VISHAKHA guidelines of Supreme Court and endorsed in SAKSHAM report of the University Grants Commission. The Committee should aim to sensitize and create awareness about gender justice among the academic and non-academic community in this educational institution.

## **CONSTITUTION OF COMMITTEES / CELLS TO HANDLE GENDER SENSITIZATION ISSUES**

The following Committees / Cells have been empowered to handle Issues relating to Gender Sensitization

1. Women Empowerment Cell
2. Prevention of Sexual Harassment (POSH) Cell
3. Grievance Redressal Committee

### **OBJECTIVES**

The Committee / Cells listed in this SOP of MVIT, should also adhere the following objectives based on its relevance and applicability:

1. To Create awareness on equal rights / opportunities irrespective of Gender (for both men and women).
2. To bring about an attitudinal and behavioral change amongst adolescent youth through Counseling and other initiatives.
3. To ensure a harassment free working / living atmosphere in the Institute, by identifying and fixing responsibility on concerned persons for ensuring equal treatment and participation in all activities conducted / organized by the Departments.
4. To Conduct programmes especially for women / girls to empower them financially, emotionally, mentally and physically.
5. To deal impartially with reported cases (or grievances) of sexual harassment, abuse or discrimination and initiate remedial / corrective actions in respect of unfair treatments, if any.

## **FACILITIES FOR PROVIDED BY CONSIDERING GENDER SENSITIVITY**

- Our institute has a separate common room for boys and girls, which would be furnished with cots, mattresses and pillows.
- For every 20 students, a student counselor/mentor should be allotted by the HoD. As a Counselor/ Mentor, the faculty would advise / counsel the student (mentee) on all the academic matters. The Counselor/ Mentor should meet the mentees at least once in every fortnight to discuss about their difficulties. Counseling would be given as per individual needs, followed by continuous monitoring and assessment. The counselor should keep the parents apprised about the academic progress and general behavior of their wards. The mentor should act as friend, philosopher and guide to enable the students' participation in co-curricular and extracurricular activities irrespective of the gender.
- The institution should arrange motivational programmes and expert counseling regularly to aid and ensure good mental health among the students.
- The entire college premises have been supervised by using CCTV surveillance cameras.
- Female Security Guards would work 24/7 in College Women Hostel / Campus.

## ACTION PLAN

S.No	Month	Action Planned
1	January	Organize women empowerment programmes
2	February	Conduct Programmes for nearby social communities to sensitize gender equality
3	March	Women's Day celebration
4	April	-
5	May	-
6	June	Conduct gender awareness programmes
7	July	Conduct Seminar on Domestic Violence/
8	August	Organize a seminar or interactive sessions by a eminent speaker for Creating awareness against Gender Biasness,
9	September	Organize women empowerment programmes
10	October	Conduct gender awareness programmes
11	November	-
12	December	-

**In view of the above, Manakula Vinayagar Institute of Technology, Puducherry aims at:**

- Students' interests / preferences should be Safeguarded without any prejudice to their gender.
- Eliminating / Prohibiting discrimination against harassment / unfair treatment of any student in any form, by initiating preventive and protective measures with serious punishments / penalties to facilitate its eradication.
- Promote equality among students of all sections of the society.
- Any student or their parents/guardians who want to bring, any act of discrimination faced by them, to the notice of College authorities, should write their complaints to the Gender Sensitization Committee/Grievance Redressal Cell.

It may be noted that:

- A complaint about the discrimination or harassment must be made in writing by the student or their parent irrespective of whether the discrimination or harassment would be alleged to have taken place within the campus or outside.
- The complaint should include sufficient details of the alleged act of discrimination or harassment.



## **PENALTY CLAUSE**

If the person found guilty against whom the complaint is filed, the Disciplinary Authority as per the Bye Law No.04/2015 clause No. 4.16, may impose the following penalty;

### **1. Minor Penalties:**

- Warning or, Caution in case of both student and staff
- Cancellation/ Withheld any scholarship
- Withdrawal of hostel accommodation for a short period
- Withholding or stoppage of increment.
- Withholding promotion for a period not exceeding one year

Penalty in Case of a Second Offence, or repeated offence, may, on the recommendation attract a major penalty.

### **2. Major Penalties:**

- Suspension from Institution/Hostel.
- Expulsion from the Institution/Hostel.
- Termination, by way of removal, dismissal from service.

**Sd/-**

**Dr. S.Malarkkan**

**Principal**



MIT-Manakula Vinayagar  
Institute of Technology

