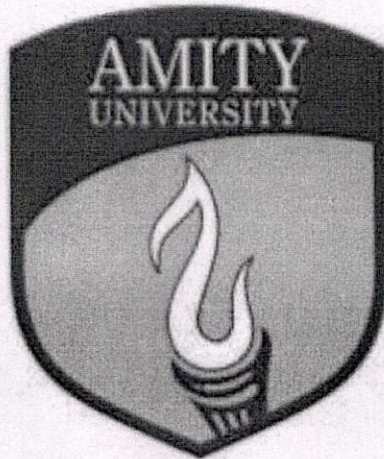


AMITY UNIVERSITY MADHYA PRADESH



**Standard Operating Procedures (SOP) for Women
Application and Entry
(Total 03 pages)**



Ref. No. AUMP/RO/2019/502

Date :18.09.2019

1. Policy on Women Representation

Amity University promotes an organisational culture that values equity and inclusiveness and believes strongly in social responsibility and transformation. The University strives to provide a vibrant and inclusive intellectual community, including a safe and supportive working and learning environment for people of all genders. To realise these objectives, the University implements a range of measures to prevent gender-based discrimination and adopts flexible and inclusive provisions for students, staff and faculty members.

The University is committed to improving and promoting gender equality and diversity in the through strengthening recruitment and retention practices to foster a high-quality workforce reflective of the gender diversity and promoting gender inclusive and participatory decision-making. In addition, University also promotes women education in various fields through its equal opportunity admission policy. However, for women students pursuing higher degree programmes (such as PhD), a special concessional approach is also adopted to accommodate the changing needs in the life of a women student. The details on PhD policy are available with Registrar Office and is subject to amendments from time to time. It is envisaged achieving gender equality will enable the University to attract, motivate and retain a diverse and high performance workforce, reduce the incidence and costs of staff turnover, improve productivity, innovation and creativity, and build social inclusion.

The Amity University Madhya Pradesh seeks to provide equal opportunity to permanent, contractual and visiting (outsourced) staff members and officers by addressing issues, attitudes, practices, and structures which negatively impact on gender-based workforce participation and progression.

In particular, the University acknowledges that some women from under-represented backgrounds may face disadvantage in gaining equal employment opportunities. In seeking to redress this age old and persistent inequity, the University will actively work with and specifically include women in its gender equity initiatives and strategic planning.

This policy applies to all employees, officers, and members of University committees.

2. Definitions

For the purposes of this policy, the following definitions apply:

- a. Committees include University committees, sub-committees, advisory groups, task forces, working groups and reference groups;
- b. Employee means any person who is a current employee of the University, and includes permanent, fulltime, part-time, outsourced and contracted staff;
- c. Gender* refers to the social, behavioural and cultural attributes, expectations, and norms associated with being female, male, intersex, transgender or gender diverse;
- d. Gender Equality in the workplace means ensuring all employees are able to access and enjoy the same rewards, resources and opportunities regardless of their gender.
- e. Gender Equity* means fair treatment for all according to their respective needs. It may include equal treatment or treatment that is different but which is considered equivalent in terms of rights, benefits, obligations and opportunities;

3. Policy Statement

The Amity University Madhya Pradesh values the diverse skills and perspectives people bring to the workplace because of their gender, age, language, ethnicity, cultural background, disability, religious belief, sexual orientation, working style, educational level, professional skills, work and life experiences, job function, socio-economic background, geographical location, marital status and family responsibilities.

The University acknowledges:

- a. the disadvantaged position some individuals have had historically in the workplace and general community because of their gender; and
- b. that achieving gender equality may require different treatment of men, women, intersex, transgender and gender diverse people in some circumstances to achieve similar outcomes.

The University aims to:

- a. engage fairly and equitably with all staff and members of our University community, regardless of their gender, in a positive, respectful and constructive manner;
- b. promote a gender-aware and gender-responsive culture throughout the organisation that values gender equality and integrates gender considerations in each aspect of the workplace;

- c. overcome barriers to gender equality in the workplace, including gender biases and gender-based stereotypes;
- d. ensure all employees and officers have an understanding of gender issues and the objectives of this policy; and
- e. ensure all employees and officers have equal opportunity to participate in and contribute at all levels of the University and to receive appropriate acknowledgement and equitable reward for that participation and contribution.

All members of the AUMP community are responsible for supporting gender equality in the workplace, and providing services and conducting their operations with a view to eliminating gender inequality and unconscious bias.

Approved By:	Hon' ble Vice-Chancellor, AUMP
Date of Approval	18.09.2019
Review date	Reviewed on 09.01.2024


Registrar

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