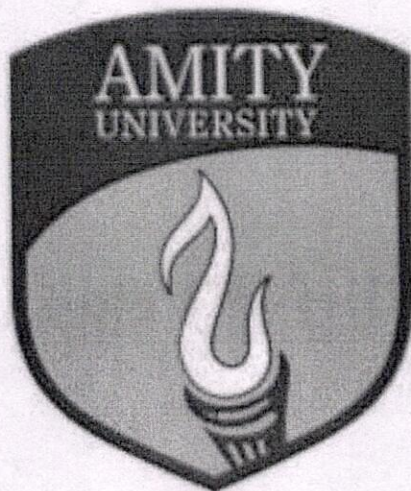
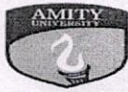


AMITY UNIVERSITY MADHYA PRADESH



**Standard Operating Procedures (SOP) for Policy For
Non-discrimination against women**

(Total 3 pages)



AMITY UNIVERSITY

MADHYA PRADESH

Established vide Government of Madhya Pradesh Act No. 27 of 2010

Ref. No. AUMP/RO/2019/477

Date :06.09.2019

1. Policy For Non discrimination against women-

Equality between women and men in the world of work has seen some encouraging improvements, but progress on closing gender gaps has hindered. The University is committed to promoting gender equity and avoiding all forms of discrimination based on race, gender, sexual orientation, difference of ability, age, class, caste, or religious or ethnic affiliation in all of its activities in India or anywhere else. Gender is to be understood in an intersectional manner throughout this policy.

Legal Compliance:

"The University complies with the directions contained in Para 7(I) of Chapter II of the *Madhya Pradesh Niji Vishwavidyalaya (Sthapna Avam Sanchalan) Adhiniyam, 2007*, which mandates that the University shall be open to all persons irrespective of gender, caste, creed, religion, or race, and that no discrimination or test of religious belief shall be imposed in employment or admission."

2. Objectives

- (a) To avoid and prevent the presence in any of the university Institute's activities, programmes and decisions, of any form of discrimination or inequity based on gender, sexual orientation, difference of ability, age, race, ethnicity, class or religious affiliation.
- (b) To promote the equal participation of women and men in all the activities of the university as decision-makers in shaping the sustainable development of their societies;
- (c) To support the full realization of the human rights of all those involved in or affected by the activities of the university.
- (d) To engage, when appropriate, in programmes and initiatives to reduce gender inequities in access to and control over the resources of the Institute and the benefits of its activities.
- (e) To show the public face of the Institute in a way that reflects the previous four objectives.

3. Principles

- (a) Discrimination or inequity based on gender, sexual or ientation, difference of ability, age, race, ethnicity, class, caste, or religious affiliation is never acceptable within any of the activities, policies, and initiatives of the Institute.
- (b) The promotion of gender equity is an integral part of all **AUMP** policies, programmes and projects.
- (c) Achieving gender equity requires the recognition that every policy, programme and project may affect individuals and communities differently.
- (d) Achieving gender equity often requires specific measures designed to eliminate gender inequities.
- (e) Sexual or gender-based violence or harassment of any kind will not be tolerated.

4. **Implementation**

- (a) Gender equity will be implemented explicitly in all decisions concerning the University programmes, awards, and other initiatives, as well as in the construction of all committees and panels.
- (b) Training in gender equity and non-discrimination will be made available to all staff and volunteers of the university.
- (c) Any complaint of discrimination based on gender, age, race, ethnicity, class, caste, or religious affiliation should be addressed to the **Chairperson, Committee against Sexual Harassment (CASH)**. If there is a compelling reason why the complaint cannot be addressed to either of those persons, then the complaint should be addressed to **Registrar or Pro VC**.
- (d) Language use will be gender-neutral and respectful, both in word choice and in discourse interaction.
- (e) The **Chairperson ,CASH** will comment in his Annual Report on the state of gender equity in the University, reporting on successes and where appropriate on shortcomings and plans to address those shortcomings. The **Chairperson, CASH** will also constitute an ad hoc committee to review, and if necessary recommend any updates to, this Gender Equity and Anti-Discrimination Policy at least every 3 years.

5. **ACTION PLAN for Gender equality in the university-**

- (i) **To uphold human rights and be inclusive, just and fair:** It is really as simple as that. Gender equality in the workplace, for Sustainable Development. It is good for society; it is good for the economy; and it benefits everyone.
- (ii) **To improve performance:** Women's equal participation at every level of the university – from the university floor to the various committees and Board – leads to better global exposure , Social, and financial performance .
- (iii) **To attract and retain talent:** with fair HR systems that respond to both women's and men's needs lead to inclusive recruitment practices, improved retention rates, reduced absenteeism and turnover rates, and an equitable promotion system.
- (iv) **To attract students and Recruiters :** Recruiters know that university that promote gender equality are more productive, more profitable and maintain a positive reputation.

- (v) **To increase innovation capacity:** A diverse workforce fosters diverse ideas and generates dynamics that encourage creativity and lead to innovation among the workforce.

Approved By	Hon' ble Vice-Chancellor, AUMP
Date of Approval	06.09.2019
Review date	Reviewed on 09.01.2024


Registrar

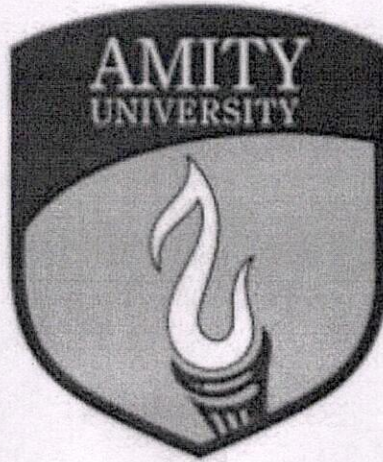
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AMITY UNIVERSITY MADHYA PRADESH



**Standard Operating Procedures (SOP) for Policy
to Protect those Reporting Discrimination
(Total 3 Pages)**



Ref. No. AUMP/RO/2025/463

Date :30.08.2019

Policy to protect those reporting discrimination

1. Objective

Amity University Madhya Pradesh is committed to create a work environment in which all employees including faculty, staff and outsourced staff and students are treated with respect and dignity. Each person has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, Amity University Madhya Pradesh expects that behaviour and conduct in University and its constituent offices will be business-like and free of explicit bias, prejudice and harassment.

2. Purpose

Amity University Madhya Pradesh has developed this policy to ensure that all its employees and students can work in an environment free from unlawful harassment, discrimination and retaliation. Amity University Madhya Pradesh will make every effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of such policies will be investigated and resolved appropriately.

3. Procedure

The law and the policies of Amity University Madhya Pradesh prohibit disparate treatment on the basis of gender, religion, race, colour, caste, language, disability, age, marital status or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

4. Equal employment opportunity

It is the policy of Amity University Madhya Pradesh to ensure equal employment opportunity without discrimination or harassment on the basis of gender, religion, race, colour, caste, language or any other protected characteristic, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law. Amity University Madhya Pradesh prohibits any such discrimination or harassment.

5. Retaliation

Amity University Madhya Pradesh encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of Amity University Madhya Pradesh to

thoroughly investigate such reports on immediate basis. Amity University Madhya Pradesh prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

6. Individuals and Conduct Covered

These policies apply to all students and employees, whether related to conduct engaged in by fellow employees or by someone not directly connected to Amity University Madhya Pradesh] (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

7. Reporting an Incident of Harassment, Discrimination or Retaliation

Amity University Madhya Pradesh encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with their immediate supervisor, or a representative of HR team. In case the offender is the own supervisor or HR representative, the incident may be reported to Vice Chancellor's office under strict confidentiality with a copy to Employee Help Desk.

In addition, Amity University Madhya Pradesh encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behaviour is unwelcome and to request that it be discontinued. Often this action alone will resolve the problem. Amity University Madhya Pradesh recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

8. Complaint Procedure

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with their immediate supervisor, human resources, or any ombudsman as stated above.

Amity University Madhya Pradesh encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Amity University Madhya Pradesh will maintain confidentiality throughout the investigation.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling or disciplinary action such as a warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, or termination, as Amity University Madhya Pradesh believes appropriate under the circumstances.

If a party to a complaint does not agree with its resolution, that party may appeal to [Name]'s Head Office at New Delhi.

False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.

Approved By:	Hon' ble Vice-Chancellor, AUMP
Date Approved:	30.08.2019
Review date	Reviewed on 09.01.2024


Registrar

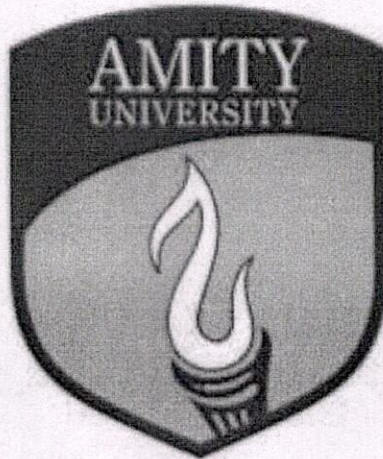
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AMITY UNIVERSITY MADHYA PRADESH



**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


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