



## CRITERION VII

### Gender Audit



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***GOVT. M. H. COLLEGE OF HOME SCIENCE  
AND SCIENCE FOR WOMEN, JABALPUR***



## GENDER AUDIT

Conducted by

**IQAC CLUSTER INDIA**

(Reg.No.MAH/236/2021/PUNE)

**FOR GOVT. M.H. COLLEGE OF SCIENCE AND HOME SCIENCE  
JABALPUR\_(AUTO.) COLLEGE (M.P)**

The Gender Audit Committee visited College/ University on:

Day: Monday	Date: 13/05/2024	Time: 10 p.m
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The External Peer committee members for Gender Audit appointed by IQAC Cluster India are:

No	Name	Designation	Address	Signature
1.	Dr. Amelia Antony	Chairman	Principal, St. Paul College, Associate Member IQAC Cluster	
2.	Dr. Ayub Shaikh	Member	ICS College, Khed Coordinator Audit Cell, IQAC Cluster, Chairman, AAA Audit	

Authorities of the organization who interacted with the Gender Audit team are:

No	Name	Designation	Address	Signature
1.	Prof. R.K. Mishra	Management representative	Government M. H. College of Home Science & Science for Women, Autonomous, Jabalpur, M. P.	
2.	Dr. Nandita Sarkar	Principal	Government M. H. College of Home Science & Science for Women, Autonomous, Jabalpur, M. P.	
3.	1.All HOD 2.Exam Controller 3. IQAC	CDC member	Government M. H. College of Home Science & Science for Women, Autonomous, Jabalpur, M. P.	
4.	Dr.B.K. Singh	IQAC In charge	Government M. H. College of Home Science & Science for Women, Autonomous, Jabalpur, M. P.	
5.	Jagdish Sen	Registrar or equivalent	Government M. H. College of Home Science & Science for Women, Autonomous, Jabalpur, M. P.	
6.	Dr.N.L. Patel	Teacher representative	Government M. H. College of Home Science & Science for Women, Autonomous, Jabalpur, M. P.	

The Gender Audit report has been submitted by IQAC Cluster India on: 13-05-2024

Chairman of Committee.

**CHAIRMAN**  
Audit Team IQAC CLUSTER  
Pune



Principal



## AAA and Gender Audit

### Visit Schedule

Govt. M II College of II.Sc and Sc for Women, Jabalpur

Date- 13/05/2024: 9:30 A.M.


Sr.NO.	Activity	Time
I	<b>Interactions Part-1</b> 1) Principal 2) Chairman, G.C. 3) Chairman, CDC. 4) IQAC 5) Registrar 6) Head of Departments.	9:30 A.M. To 10:30 A.M.
II	<b>Interactions part-2</b> 7) WDC 8) Women employee 9) Mandatory cells and committees. 10) Best practices and Institutional distinctiveness.	10:30 A.M. To 11:30 A.M.
III	<b>Visits</b> 1) Women's facilities 2) Academic departments (25%)(Verification of departmental documents). 3) ICT Infrastructure 4) Research Center 5) Library-ICT 6) Examination department. 7) NSS and NCC. 8) Facilities and infrastructure for physical disable. 9) Waste management system. 10) Sports and cultural.	11:30 A.M. To 1:00 P.M.
IV	<b>Lunch</b>	1:00 P.M. To 2:00 P.M.
V	<b>Document verifications</b>	2:00 P.M.

MEMBER  
Audit Team IQAC CLUSTER  
Pune

CHAIRMAN  
Audit Team IQAC CLUSTER  
Pune



	<p>1) IQAC Documentation.</p> <p>2) Students redressal, Ant ragging and Internal complaint cell.</p> <p>3) e- governance</p> <p>4) PO,PSO,CO Attainment</p> <p>5) Policy documents.</p> <p>6) Purchase committee.</p> <p>7) Teachers Diary</p> <p>8) Welfare scheme</p> <p>9) Students placement data and documents.</p> <p>10) Licensed software</p> <p>11) <b>Administrative office Documents:</b></p> <p>( Students admission records, scholarship, Grants and funding, Appointment, promotion and retirement records ,Service books, Salary records, financial audit reports etc.)</p>	<p>To</p> <p>3:30 P.M.</p>
VI	<b>Report writing.</b>	3:30 P.M. To 4:30 P.M.
VII	<b>Exit meeting</b>	4:30 P.M. To 5:00 P.M.

  
**CHAIRMAN**  
**Audit Team IQAC CLUSTER**  
**Pune**



  
**MEMBER**  
**Audit Team IQAC CLUSTER**  
**Pune**

**Section I: Basic Details of the Organization:**

<b>I</b>	<b>Name of the Trust/ Society</b>  Address  Phone no:  E-mail  Year of Establishment:	-
<b>II</b>	<b>Name of the College/ Institute:</b>	Government M. H. College of Home Science & Science for Women, Autonomous, Jabalpur, M. P.
	<b>Address:</b>	Napier Town , Jabalpur
	<b>Year of Establishment</b>	1954
	<b>Authority Name&amp; phone No.:</b>	Dr. Nandita Sarkar  0761-2407326
	<b>Coordinators name &amp; Phone no</b>	Prof. R.K. Mishra  9977000913
	<b>Contact Details:</b>  1. Telephone no with STD code  2. Fax no:  3. Mobile no of the organization  4. Organizational email:  5. Website address:	0761-2407326  0761-4005716  9977000913  <a href="mailto:principal@gmhcollege.nic.in">principal@gmhcollege.nic.in</a>  <a href="http://www.gmhcollege.org.in">www.gmhcollege.org.in</a>

<b>III.</b>	<b>Institutional Status</b>  1. Affiliating University:  2. Affiliation Status:  3. UGC Approval  4. Financial Status:	Temporary  Yes  Yes  Govt. College
<b>IV.</b>	<b>Type of College:</b>	a) Autonomous  b) Women's College  c) Urban
<b>V.</b>	<b>Type of Faculty/Programme</b>	Multi faculty/ Home Science and  Science
<b>VI.</b>	<b>Special status conferred</b>  <b>UGC-Special Assistance</b>  <b>Programme</b>	UGC  UGC-CPE



## Gender Audit Format for College



### Part I

#### Organization Information on gender Aspects

(Brief precise information needed. Please use charts/ bullet points/ in shorts for description.)

#### Governance Bodies, Key Actors & Decision makers:

1. Gender Ratio & category wise data of students, teaching, nonteaching faculty. (*Data of last TWO completed Academic years*).

	Teaching	Non-teaching	students	Total
<b>Academic Year 1</b>	<b>2022-23</b>			
Male	14	38	0	52
Female	102	33	3132	3267
Others	0	0	0	0
<b>Academic Year 2</b>	<b>2023-24</b>			
Male	17	38	0	55
Female	82	32	3295	3409
Others	0	0	0	0

2. Whether banners about respect of all genders is showcased on campus on website and in prospectus?

Location of the banners/ boards	Main gate/ entrance/ prime location/ notice board/ library/ canteen/ departments/ washrooms/ website/ prospectus/reading room.		
Viewership of the banners/ boards (possible % viewership each day)	No of banners with prime location (viewership 100%):	yes	
	No of Banners at other locations (viewership: 60 to 80%)	yes	
Year of posting the banners/ boards.	yes		
Banner link on college website	yes		

3. Gender ratio of management staff (Principal/ Vice Principal/ In charges/ office in-charge and governing body).

	Governing / Apex body	Principal/ Vice Principals/ In charges/ Heads of Department/ IQAC incharge	Office/ Admin incharge/ Accounts head/ other office authority	Total
<b>Academic Year 1</b>	<b>2022-23</b>			
Male	03	02	25	30
Female	05	10	16	31
Others	0	0	0	0
<b>Academic Year 2</b>	<b>2023-24</b>			
Male	03	02	25	30
Female	05	10	16	31
Others	0	0	0	0

4. Student council representation Gender wise:

Year	Male	Female	Other
<b>Academic Year 1 2022-23</b>	0	07	0
<b>Academic Year 2 2023-24</b>	0	07	0

5. No of single parent children and their genders (details of the last two completed Academic years to be given).

No of students with mother as single parent	50
No of students with father as single parent	45
No of students with neither parent	35
Students who have lost their one/ both parents in Covid.	20
Total number of such students	150

6. Gender Policy on website.

Gender Policy Link:	<a href="http://www.gmhcollege.org.in/AQAR/gender%20policy%20college.pdf">http://www.gmhcollege.org.in/AQAR/gender%20policy%20college.pdf</a>
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**Government M. H. College of Home Science & Science for Women,  
Autonomous, Jabalpur**

**Gender policy**

**Government M. H. College of Home Science & Science for Women**, Autonomous, Jabalpur has its Gender policy. Ours institution is the most preferred institute for girls. Girls from Jabalpur city and different other parts of country take admission to our college. Our institution works towards the overall development of students. Our institution has developed safe, secure and organized learning environment for girls.

The Gender policy is integral part of all institutional policies and programmes. Gender equality and equity aims at ensuring both women and men including staff and students are considered equal and treated equally in terms of dignity and rights. It aims to empower the girl students. The atmosphere in the college is such that there is not any kind of discrimination particularly based on sex. The Gender policy provides guidelines and frameworks for promoting gender equality. The institute raises awareness regarding gender sensitization by organizing various events. The college has formed the Women Empowerment cell, Grievance Redressal cell. The Gender Equity Policy in the college provides a framework of principles and practices that will improve the opportunities to all the students regardless of whether they are males or females. The Gender Equity Policy has been developed so that no students in the college campus are disadvantaged on the basis of gender.

The Indian constitution provides equality before law for women under Article 14. The Article 15 prohibits discrimination on the grounds of religion, race, caste, sex, place of birth. Framing a Gender policy is a commitment towards our Indian Constitution. The overall effort is to promote gender equality within the institution and to strengthen the gender sensitivity among students and staff. The institution is taking conscious and continuous efforts to maintain a balanced and equal environment..

**Objectives:**

- To provide equal opportunities to both female students and male/female staff members & to create conducive environment for women and men at work place.
- To create awareness amongst the students and staffs members about their social, cultural, economic, political and institutional rights.
- To empower the girls with healthcare, physical, moral, cultural and skill development of students.

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*upload on Website  
Harsh*

7. Internal Complaints Committee & Vishakha committee (objectives and composition, meeting minutes).



Adobe Acrobat Document



Adobe Acrobat Document



Adobe Acrobat Document

- Number and nature of cases received (brief description) (names not expected)

File name, file no.( <i>Composition, Minutes of meeting, Cases received and resolved, awareness programs</i> )	GE232407
Link of the committee details on website:	<a href="http://www.gmhcollege.org.in/AQAR/internal%20complaint%20committee%20.pdf">http://www.gmhcollege.org.in/AQAR/internal%20complaint%20committee%20.pdf</a>

8. Sexual harassment act 2013 copy and UGC regulations for sexual harassment are available with the college for reference.

File name, file no :	GE232407
Link of act hosted on College website:	<a href="http://www.gmhcollege.org.in/AQAR/anti%20sexual%20harrasment%20policy.pdf">http://www.gmhcollege.org.in/AQAR/anti%20sexual%20harrasment%20policy.pdf</a>



Adobe Acrobat Document



Adobe Acrobat Document

9. The grievance redressal cell has a time bound action program displayed on the website. **(Data of last two completed Academic years needed)**

- File with details of authority name, position, phone numbers, grievance policy, minutes of the meetings.) **FILE NUMBER- GE232407**
- Link of above details on the website... **PASTE LINK-**  
<http://www.gmhcollege.org.in/AQAR/grievance%20redressal%20cell.pdf>

- Grievance redressal policy on the website...**PASTE LINK-**  
<http://www.gmhcollege.org.in/AQAR/grievance%20redressal%20cell.pdf>



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Document

**Part A: Standard grievances:**










No.	Type of grievance	Duration of redressal	Authority of responsibility for the grievance.
	*copies attached		







**Part B: Specific grievances and action taken (not to be showcased on the website).**

10. Gender sensitization plan and nature of activities included as per the plan  
(Last two years work to be showcased year wise).

S.N.	Name of Activity	Nature of the activity	Date, day & duration	Number of participants	Link of the report and photos
1.	Gender Equality today for a sustainable tomorrow International Women's Day	Promoting gender equality/ Gender sensitization	08/03/2022	250	 Adobe Acrobat Document
2.	Women Equality Day Program	Promoting gender equality/ Gender sensitization	26/08/2022	230	 Adobe Acrobat Document
3.	Awareness Programme on Beti Bachao- Beti Padao	Promoting gender equality/ Gender sensitization	08/02/2023	300	 Adobe Acrobat Document
4.	National Education Policy	Promoting gender equality/ Gender	26/07/2023	60	 Adobe Acrobat Document



		sensitization			
5.	Breast feeding week program	Promoting gender equality/ Gender sensitization	04/08/2023	150	 Adobe Acrobat Document
6.	Awareness Program	Promoting gender equality/ Gender sensitization	17/08/2023	150	 Adobe Acrobat Document
7.	National Webinar on YOGA	Promoting gender equality/ Gender sensitization	23/08/2023	175	 Adobe Acrobat Document
8.	National Webinar on YOGA	Promoting gender equality/ Gender sensitization	23/08/2023	210	 Adobe Acrobat Document
9.	Demonstration of Machine	Promoting gender equality/ Gender sensitization	25/09/2023	25	 Adobe Acrobat Document
10.	Sikho Kamao Yojana	Promoting gender equality/ Gender sensitization	04/11/2023	105	 Adobe Acrobat Document
11.	World Health Day Theme-“ My Health My Sight”	Promoting gender health and wellness	09/12/2023	250	 Adobe Acrobat Document
	Eye checkup camp by centre for sight			230	 Adobe Acrobat Document
12.	Health Awareness Program	Promoting gender equality/	05/01/2024	200	 Adobe Acrobat Document

		Gender sensitization			
13.	Cyber Security awareness training Programme		05/01/2024	135	 Adobe Acrobat Document
14.	Awareness Activity in Health and Hygiene	Promoting gender equality/ Gender sensitization	08/01/2024	140	 Adobe Acrobat Document
15.	Beti Bachao, Peti Pado	Promoting gender equality/ Gender sensitization	08/01/2024	200	 Adobe Acrobat Document
16.	National Education Policy	Promoting gender equality/ Gender sensitization	08/01/2024	82	 Adobe Acrobat Document
17.	National girl Child Day	Promoting gender equality/ Gender sensitization	24/01/2024	250	 Adobe Acrobat Document
18.	Six Days Faculty Development Program On Computer Skill for teaching staff	Promoting gender equality/ Gender sensitization	01 to 08 May 2024	60	 Adobe Acrobat Document

11. Facilities provided to genders: (at least 4) **YES/NO**

*(verified by Auditor during physical visit)*

- Rest rooms- **Yes**
- Medical facilities- **Yes**
- Gender counseling- **Yes**
- Separate washrooms- **Yes**

- Women’s washrooms with sanitary pad dispensers and sanitary pad incinerators- **Yes**
- Separate dining spaces for women in canteen- **Yes**

12.Safety features provided for genders.**YES/NO**  
(*verified by Auditor during physical visit*)

- Male and female guards at gate- **Yes**
- CCTV cameras- **Yes**
- Counselling /Counselor appointed- **Yes**
- Any other.

13. Gender based participation in NSS/NCC/ Sports/Cultural.(Last two years)

No	Activity	Male participants	Female participants
	NSS	0	400
	NCC	0	214
	Sport	0	306
	Cultural	0	126

(Though only numbers has been mentioned here the file must showcase the details of students during the visit/ showcase it on the website. A two year data for average necessary.)...**FILE NUMBER---** GE232407----

14.Initiatives taken for gender equity (make a list): list attached

Male:

Female:

Others:



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Document

15.The duties of the employer are available with the organization as per the UGC act 2013.....**FILE NUMBER--** GE232407

### **DUTIES OF THE EMPLOYER**

#### **Introduction**

It is important to give employees a secure and pleasant atmosphere where they do not feel threatened or intimidated because they spend more time at work than at home. Numerous things, including workplace discrimination, a hostile work environment, a lack of a code of behaviour, and sexual harassment by coworkers or the company, can



make an employee feel uneasy. Under the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act of 2013, an employer must create a safe workplace for women employees and act quickly to record and address any complaints of sexual harassment at work. Under India's POSH rules, employers are also held accountable for various additional duties.

An employer's responsibilities include these:

The workplace or branch where at least ten employees are employed must have an internal complaints committee (ICC) for a company to do so. Every office or branch of the business with ten or more workers requires the Employer to set up an ICC. Even if there are currently no women working at the institution, an ICC must be established.

Implementing a well-written POSH Policy: The Employer is required to execute a well-written, specifically tailored anti-sexual harassment policy that was created by Indian employment and labour lawyer with expertise. Copying and pasting a policy or using one of the online POSH template policies would not be effective as these policies do not adhere to the guidelines established by the 2013 Prevention of Sexual Harassment Act.

To see sexual harassment as improper behaviour: Any incidence of sexual harassment must be handled as misbehaviour, according to the Anti-Sexual Harassment Act. Sexual harassment must be explicitly defined as misbehaviour in all employment agreements, service rules, policies, and standing orders. The consequences of sexual harassment must also be made very apparent, including salary deductions, job termination, further fines, etc.

The order of the Internal Complaints Committee and the criminal penalties for sexual harassment must be shown by the Employer in a prominent location at the place of employment, respectively.

To educate staff members about workplace sexual harassment: All companies must inform and sensitize workers to the problem of sexual harassment. To educate the workforce on workplace sexual harassment, the companies must provide seminars and hold workshops.

The following actions are mandated by Central Government regulations under the Sexual Harassment Act on the part of the Employer:

Distribute the POSH workplace sexual harassment policy

Conduct orientation programmes for the Internal Complaints Committee's members

Conduct seminars to help ICC members develop their abilities and skills.

Organize seminars and awareness campaigns with women's organizations, Panchayati raj, local authorities, etc.

Include the ICC members names and contact information in the Prevention of Sexual Harassment (POSH) Policy.

To prepare the Annual Report: Companies, organizations, and trusts are expected to provide an annual report detailing the sexual harassment claims they have received and where they stand at the time. The Registrar of Companies must receive this yearly report from all Indian corporations; the Charity Commissioner or Registrar of Organizations must get it from all societies and trusts. However, sole proprietorships, partnership businesses, and LLPs must advise the District Officer designated under the POSH Act 2013 of the sexual harassment complaints filed with the organization and their current status rather than submitting this yearly report

To support the employee in reporting a sexual harassment occurrence, the Employer must also help the employee file a complaint against the alleged harasser and assist her in pursuing legal action, including a criminal sanction. If the female Employer chooses, the Employer may also decide to file a complaint against the alleged offender.

It has been determined that sexual harassment violates constitutional rights such as the right to equality, dignity, and personal liberty. Any organization's bosses have a critical role in eliminating even the tiniest instances of sexual harassment and guaranteeing a safe environment for female employees. The POSH programme only establishes the minimal requirements for protecting female employees from workplace sexual harassment, the rest is up to the employers to uphold their obligations and prevent women from being encouraged to use the #MeToo hashtag.

Every business with more than ten workers is required under the Sexual Harassment of Women at the Workplace (Prevention, Prohibition, and Redressal) Act of 2013 to establish a sexually harassment-free office that also ensures the safety of visitors to the workplace. The Act outlines the following as employers' responsibilities for preventing and outlawing occurrences of sexual harassment at work:

1: Establishing a Specific Sexual Harassment Policy and Disseminating It to All of Its Employees:

Since the Act went into effect, all companies with more than ten workers are required to establish a distinct POSH law (Prevention of Sexual Harassment) policy and to distribute the same to all of their current employees and all new hires as part of their orientation into the firm.

2: Change Its Service Rules

To comply with the Act's requirements, all employers must make specific changes to their current service rules. Several suggested adjustments include:

to define the means or actions that may be taken to stop such misconduct,

Define the repercussions of making a false complaint, and

Include sexual harassment as chargeable misbehaviour under the service standards.

3: Constitute an Internal Committee (IC).

The business must establish an IC at every branch with more than ten employees, not merely at the head or regional office, with a woman serving as its presiding member. The IC should have at least one external member and most female members. Many organizations do not have the external committee members required by the Act on their ICs. This violation puts the IC's impartiality and objectivity in grave danger and invites accusations of prejudice and injustice about the IC's members and procedures.

4: Display the Policy -

The Employer is also obligated to post the separate POSH law policy in visible locations in the workplace, together with information about the repercussions of sexual harassment when it has been developed and distributed to the workforce. Employers must also prominently display the members of the internal committee and the means of communication (email, etc.) for anybody who feels they have been wronged.

5: Regularly Hold Awareness Sessions-

The Act requires all employers to regularly hold seminars and programmes to make all their staff aware of this. The government has developed suitable POSH training for employees materials that may be used to inform workers. It has provided employers with a list of qualified facilitators and trainers to lead such awareness-raising workshops.

6: Equipping the IC-

The Employer is responsible for making sure the Internal Committee receives regular training and is made aware of how to handle complaints addressed to it. To educate and upskill the IC members in this respect, the Employer must regularly undertake orientation and capacity development programmes.

7: Enabling a Fair Investigation-

According to the Act, the Employer must give the IC the tools it needs to handle complaints and conduct investigations. The Employer must provide the IC with any information from its records that the IC may need to undertake an investigation.

8: Implement IC's Suggestions -

The Employer must implement the Internal Committee's suggestion within 60 days after receiving its report. In addition, if the aggrieved



decides to file an FIR regarding the offence, the Employer will support her.

#### 9: Prepare a Detailed Annual Report -

Under the terms of this Act, the IC must submit yearly reports to the relevant authorities and the Employer that contain the following information:

the number of complaints received, the complaints that were resolved, the IC's recommendations in each case.

any cases that have been open for more than 90 days.

the reasons for the delay, any action the Employer took in response to the IC's recommendations.

number of employee and IC awareness seminars held throughout the year.

The Employer is Responsible for Ensuring the IC's Yearly Report is Submitted on Schedule.

Employers will benefit from immunity from unjustified scenarios and safer workplaces if they abide by the Act's stipulations. The first-time penalty of Rs. 50,000 is assessed for failure to comply with those mentioned earlier. In addition to possible criminal charges being brought against the Employer, the fee might treble, and the company's operating license could be revoked for persistent non-compliance.

Under the Act, Who Qualifies as an Employer?

A person in charge of managing, supervising, or controlling a workplace is referred to by the law as an employer. Management includes the person, board, or committee in charge of creating and enforcing the organization's regulations. Since sexual harassment violates the human dignity of women protected by Articles 14, 15, and 21 of the Constitution, the Employer must take disciplinary action against the offending officer. The investigation must also be fair and reasonable.

Roles of Employers Under POSH ACT 2013

The legislation has established several obligations for the Employer. These obligations start when an employer is required to establish an internal complaints committee to make sure that those who have been wronged can file complaints and seek redress for those complaints. They end when the Employer has included specific information about sexual harassment in its annual report under the law's requirements. In addition, the legislation stipulates that companies must focus on the "prevention" of sexual harassment and implement specific preventative steps in addition to treating sexual harassment as misbehaviour and taking appropriate disciplinary action.

As a result, the law has established obligations for employers, some of which are listed below.

- a) Establish a secure working environment, including protection from other people who may come into touch with you there.
- b) Display the internal committee's composition and the criminal penalties for sexual harassment in any prominent workplace.
- c) Arrange seminars, awareness campaigns, and orientation programmes for the members of the Internal Committee regularly to educate staff members on the Act's requirements.

Create and publicly distribute an internal charter, policy, resolution, or statement for the prohibition, prevention, and redress of Posh at work to promote gender-sensitive safe spaces and remove underlying causes of a hostile work environment for women.

Conduct orientation sessions and seminars for the Internal Committee members.

Implement programmes to raise employee awareness, and establish forums for discussion with Gram Sabha, women's groups, mothers' committees, teenage groups, urban local bodies, and any other entity deemed essential.

POSH training for employees: Conduct training programmes to increase the members of the internal committee's capability and expertise.

Declare each Internal Committee member's name and contact information.

Use the materials created by the State Governments to run training and awareness campaigns to familiarize the staff with the Act's requirements.

d) Give the Internal Committee the tools to handle the complaint and launch an investigation.

c) Assist in obtaining respondents' and witnesses' appearances before the Internal Committee.

1) Provide the Internal Committee with any information it might need about the complaint.

g) Assist the lady in filing a complaint concerning the offence under the Indian Penal Code if she chooses to do so.

h) Justification for bringing legal action under the Indian Penal Code or any other current legislation against the offender, or, if the victimized lady so chooses, against the perpetrator in the workplace where the sexual harassment occurred.

1) Treat sexual harassment as a violation of the service regulations and take appropriate legal action.

j) Inspect the Internal Committee's timely submission of reports.

In *Yamaguchi vs Widnall*, [1997] 109 F. 1475, the 9th US Court of Appeals held that an employer is only responsible for a coworker's sexual harassment if the Employer fails to take appropriate corrective action after being aware of the alleged conduct. These steps must involve

quick remedial action to stop the current harassment and prevent further harassment from the same offender or others.

Why Should Employers Comply With the Women Harassment Act?

An annual report must be created by the internal complaints committee established in your company and sent to the district officer and Employer each calendar year. The number of complaints made, how many were resolved, and how many seminars or awareness campaigns the organization ran to combat sexual harassment must all be mentioned in the annual report.

The organization must maintain a record of this data for the following three reasons:

(1) The number of Women Harassment claims filed and resolved must be disclosed by the Employer each year in the organization's annual report. If the Employer is exempt from preparing an annual report, he must inform district officer of the number of cases.

(2) The government may request information on Women's Harassment from any workplace. All employers must participate, and it has the authority to investigate documents and the workplace.

(3) The legislation stipulates that an employer's failure to comply with the law might result in fines of up to Rs. 50,000 and the revocation of their business license (in case of repeat offence).

16. Any other features to be added. (make a list):

**Vision:**

To be a transformative educational institution that champions gender equity and equality by fostering an inclusive environment where all individuals, regardless of gender, have equal access to opportunities, resources, and support systems that enable their full potential.

**Mission:**

1. **Pay Equity:** Ensure fair and transparent compensation practices that eliminate gender-based wage disparities, promoting equal pay for equal work across all levels of the institution.
2. **Equal Opportunities:** Provide equal access to academic, extracurricular, and professional development opportunities, empowering every individual to achieve their goals regardless of gender.
3. **Professional Growth:** Support the continuous professional growth of all staff and students by offering mentorship, training, and career advancement programs that are free from gender bias.
4. **Healthy Work Environment:** Create and maintain a safe, respectful, and supportive work environment that prioritizes the well-being and dignity of all, fostering a culture of inclusivity and mutual respect.
5. **Inclusive Leadership:** Promote gender diversity in leadership roles by implementing policies and practices that encourage the representation of all genders in decision-making positions, ensuring a balanced and fair governance structure.

**Remark -** Government M. H. College of Home Science & Science for Women, an autonomous institution in Jabalpur, M.P., is a women's college with a student body consisting entirely of women.



## Part II

### Gender Recruitment, Career Progression and Retention:

#### A) Total recruitments done in last two years:

Year	Existing number	Teaching	Administration	Non-teaching	total
Academic Year 1	34	25 approx.	2	14 approx.	34
Academic	46	29	3	17	46



Year 2		approx.		approx.	
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(Details to be available in the file)....

FILE NUMBER-GE232407

**B) Gender wise Student recruitments/Placement FILE NUMBER-GE232407**

*(Last Two years data)*



**Part III: How is the Gender dimension in curriculum?**

**(A statement needed from the Principal/ Director in 500 words)**

Gender is widely acknowledged as a construct shaped by societal and cultural influences, with distinct behaviors in boys and girls molded by these practices. A significant bias pervades the educational curriculum, where STEM (Science, Technology, Engineering, and Mathematics) disciplines are frequently perceived as masculine domains, while the humanities and languages are often relegated to feminine associations. The attitudes and expectations held by individuals are pivotal in challenging and dismantling these entrenched gender role stereotypes. To cultivate a generation of proactive and responsible citizens, it is imperative to infuse the curriculum with inclusive ideas and values that empower all students, fostering a sense of confidence irrespective of gender. Recognizing and valuing the unique abilities of each gender, rather than perpetuating fallacies that designate one as inherently superior or more capable than the other, is crucial. The curriculum should serve as a mirror of societal culture, thoughtfully curated to encompass various life aspects, knowledge, attitudes, and values that warrant transmission from one generation to the next. In a progressive educational landscape, it is essential to dismantle the gendered biases that have historically influenced the perception and teaching of different subjects. STEM fields, often seen through a masculine lens, must be made accessible and appealing to all students, irrespective of gender. Concurrently, the humanities and languages, traditionally associated with femininity, should be presented as equally valuable and significant. By doing so, we can break down the barriers that hinder students from exploring their full potential based on their interests and abilities rather than conforming to societal expectations. Inclusive education necessitates a comprehensive approach that addresses the underlying stereotypes and



biases ingrained in the curriculum. Educators and policymakers must collaborate to create a learning environment where all subjects are presented in a gender-neutral manner, allowing students to make choices free from societal pressures. This involves not only revising the content but also rethinking teaching methodologies and assessment strategies to ensure they do not reinforce gender stereotypes. Furthermore, fostering an inclusive curriculum requires a commitment to continuous professional development for educators. Teachers play a crucial role in shaping students' perceptions and attitudes toward different subjects. Providing educators with the tools and training needed to recognize and counteract gender biases can significantly impact students' experiences and outcomes. By promoting a culture of inclusivity and respect, educators can help students develop a balanced view of their abilities and interests.

The impact of an inclusive curriculum extends beyond the classroom. By instilling values of equality and respect from an early age, we lay the foundation for a more equitable society. Students who are exposed to a diverse range of perspectives and encouraged to challenge stereotypes are better equipped to navigate a world that values diversity and inclusivity. They become more empathetic and understanding individuals, capable of contributing positively to their communities. In conclusion, reimagining the curriculum to reflect a balanced and inclusive portrayal of gender roles is essential for nurturing the next generation of proactive and responsible citizens. By valuing the unique abilities of each gender and eliminating biases that have long plagued educational systems, we can create a learning environment that empowers all students to achieve their full potential. This holistic approach to education not only benefits individual students but also contributes to the broader goal of fostering a more equitable and inclusive society.

## **Part IV**

### **Survey (Gender Equality & Gender Perspective)**

*(Student/ Teacher/ Administrative staff/ non-teaching)*

*Should be conducted by Institute before physical visit*

<b>No</b>	<b>Question</b>	<b>Agree</b>	<b>Disagree</b>
<b>1.</b>	The institution has a gender policy and is clearly visible on the website and at important places.	<b>Yes</b>	
<b>2.</b>	The admission form clearly asks about the gender of the prospective student.	<b>Yes</b>	
<b>3.</b>	The college conducts gender sensitization programs as a part of its curriculum.	<b>Yes</b>	
<b>4.</b>	The college conducts gender awareness program each year.	<b>Yes</b>	
<b>5.</b>	You are aware of the Internal Complaints Committee and Vishakha Samiti is present in the college.	<b>Yes</b>	
<b>6.</b>	The women empowerment committee is setup in the college and displayed on the college website.	<b>Yes</b>	
<b>7.</b>	Lady faculty members are appointed in the women empowerment committee	<b>Yes</b>	
<b>8.</b>	The organization takes initiatives to work out on gender related issues proactively.	<b>Yes</b>	
<b>9.</b>	The organization has a sexual harassment cell.	<b>Yes</b>	
<b>10.</b>	The organization has a grievance redressal cell. Its working is time bound.	<b>Yes</b>	
<b>11.</b>	The college has adequate security personnel and technological support/ surveillance.	<b>Yes</b>	
<b>12.</b>	Safety guards employed on the gate also have women guards	<b>Yes</b>	
<b>13.</b>	The remote areas on the campus are well protected and safe.	<b>Yes</b>	
<b>14.</b>	There is a mechanism to assess the entry of strangers on the campus.	<b>Yes</b>	
<b>15.</b>	There are adequate number of toilets on the campus for men and women.	<b>Yes</b>	
<b>16.</b>	The toilets are hygienic, clean, and well maintained.	<b>Yes</b>	
<b>17.</b>	The women's toilets have sanitary pad vending machines at convenient places.	<b>Yes</b>	
<b>18.</b>	Sanitary incinerating machinery is available in the women's washrooms. .	<b>Yes</b>	
<b>19.</b>	The classrooms / Library offers equal opportunities to all genders.	<b>Yes</b>	
<b>20.</b>	Common rooms are available to boys and girls.	<b>Yes</b>	



21.	Healthcare section of the organization takes special care in gender related illnesses.	Yes	
22.	The University/ College has an insurance for the students in case of death/ emergency?	Yes	
23.	Gender related counselling facility exists in the organization.	Yes	
24.	Transportation by the organization is safe and efficient	Yes	
25.	<p>Three suggestions by students on gender related issues of the campus:</p> <ol style="list-style-type: none"> <li>1. Demand for increase in the total number of sophisticated toilets for girls.</li> <li>2. To have girls common room at all floors.</li> <li>3. Availability of ATM within the campus specially for hostlers.</li> </ol>		

**Part V: Actual one to one interaction with cross section of stakeholders.**

**(Conducted by Auditor during physical visit)**

**For Authorities?**

1. Facilities specific for genders. (Health, counseling, career, training, jobs)
2. Is there a counseling center in the college?
3. What are the mechanisms of Prevention of physical/ psychological/ Sexual Abuse?



4. Complaint mechanisms existing within and outside the organization?
5. Methods to improvise the working conditions of the employees in the organization
6. Workplace level policies to curb violence and exploitation?
7. Methods to protect students from outside sources
8. Methods to protect students from the people working within the organization.

**For employees:**

1. Is there any physical violence?
2. Psychological?
3. sexual violence experienced?
4. How?
5. Was it complained?
6. Was any action taken?
7. Do you think it is related to gender discrimination?
8. Leave for pregnancy is available?
9. Facilities available with the organization.
10. Is counselling available?

**For students?**

1. Are the opportunities equal for you as a boy/ girl on the campus?
2. Facilities and freedom on the campus? (In case of hostel also on hostel)
3. Were you threatened physically on the campus?
4. Is there ragging on the campus?
5. Are your complaints taken seriously by the authorities?
6. Have you availed the facility of the counseling centre in the organization
7. Gender related awareness programs are conducted by the organization?
8. Any other?

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## GENDER AUDIT RECOMMENDATIONS

- 1) Composition of mandatory cell should be as per UGC guidelines and maintain the documents of minutes of meeting and activities related to internal complaint cell and sexual harrasment cell.
- 2) It is advised to have a counselling Cell to effectively help the students and teachers with their mental health issues.
- 3) Recommended to provide Gender Policy & implementation effectively.
- 4) Increase the number of awareness Program for Internal Complaint Cell and prevention against sexual harrasment are recommended for female employees and girls student.
- 5) It is Recommended to have Girl's schlorship and other welfare schemes for girls student to increase girls enrolment ratio.
- 6) Banners for internal complaint cell and prevention against sexual harrasment to be displayed at prominent places as per UGC guidelines .
- 7) It is advised to increase the number of sanitary pad dispenser and incinerator machine per floor.
- 8) Annual gender sensitisation action plan should be made well in advance for effective implementation



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