

MEMORANDUM

Subject: Gender Parity Mission: Objectives/Obligations/Procedure

Date: 14 October 2015

To: Executive Council & Programme Coordinators

From: President's Office

1. BACKGROUND

The objective of the Gender Parity Mission (GPM) is further the idea of CEPT University as place to impart education about inclusive and sustainable human habitat and ensure that CEPT is committed to creating an educational environment that supports and nurtures all individuals equally.

The University strives to identify various dimensions of gender disparity and work towards ameliorating them. It aims to establish a secure environment of study/ workplace which encourages effective participation of all members in functioning of the institution.

A Gender Parity Mission (GPM) has been formulated as a part of the President's Office and also takes the responsibility of the Mandatory Women's Cell in Universities as required by the Supreme Court Judgement.

2. OBJECTIVES OF THE GPM

- a) **To Check on Protectionism or Prejudice:** Campus policies should not restrict the freedom of movement of women nor should they be directly or indirectly biased against any gender. The GPM will study all existing/ new policies to ensure the same. It will ensure that all students are made aware of the policies and initiative related to gender equity during their campus orientation and all staff members are made aware through the University Staff Office.

- b) **Gender Sensitisation:** All members of institution should undergo gender sensitisation (students, faculty, administration or support staff) through workshops. Promotion of staff and faculty should be contingent on participation. The GPM will organise such workshops in the beginning of each semester. It will also organise some informal events, competitions to create general awareness about various aspects of gender equity.
- c) **Sexual Harassment Policy:** GPM will ensure the implementation of the rules and procedures outlined in the Anti - Sexual Harassment Policy
- d) **University Services and Infrastructure:** GPM will work towards ensuring the provision of Counselling Services, sufficient lighting, reliable public transport, hygienic toilet facilities, hostel accommodation, female security personnel, crèche facility shall be initiated with the respective University Offices. The larger aim is to mainstream such activities as a part of the working of the institute.
- e) **Gender Study/ Research:** One of the major and long term objectives of the Mission is to encourage, facilitate research on Gender studies with an intention that it must eventually filter into academic content and pedagogy of the courses offered at CEPT.

3. GUIDELINES FOR FORMATION OF THE GPM

- a) GPM shall have minimum 6 - maximum 12 members from the Staff and minimum 5 - maximum 10 members from the students, out of which at least half shall be women. The composition of these members are as below:
 - Maximum two faculty members from each Faculty, out of which at least one shall be a woman.
 - One member from the administrative staff and one from the University Offices.
 - Maximum two students from students' council of each Faculty, out of which at least one shall be a woman.

Process of Formation of the GPM

- a) The Deans of the respective Faculty shall nominate the faculty members, the Registrar shall nominate the administrative staff member and the President's

office shall nominate a person from the University Staff Offices to become members of the GPM. The Student members shall be nominated by the Students' Council of the respective faculties. Individuals can nominate themselves to become a member of the GPM.

- b) In case the nominated members are more than the total number stipulated, the representatives will be elected by the respective members of the Faculty, Administrative Offices, University Offices and Student Councils.
- c) Each staff member shall be a part of the GPM for three years, after which they will nominate/ elect the next person representing their part of the University. The student members get replaced after every student council election.
- d) Any change in the membership of the staff members shall be considered in the first meeting of a new academic year. The change could be on account of; completion of the three year tenure, need to step down due to any reasons and/ or inability to give adequate time for the activities of the mission. The change could be voluntary or suggested by the majority of the members of the Mission. All the changes must be recorded in writing.
- e) The coordinator of the GPM is nominated/ elected by the Mission for three years. The coordinator will strive to maintain a continuity of the members so that not more than 50% of the members are replaced in the same year.
- f) A person shall be disqualified for being appointed as a member of GPM if there is any complaint concerning sexual harassment pending against her/ him, or has been found guilty of a serious misconduct.
- g) An updated List of GPM Members shall always be available on the CEPT Website.

4. ROLES AND OBLIGATION OF THE GPM MEMBERS

- a) GPM shall empanel a pool of counsellors, eminent women academicians, activists involved in gender issues. They may be called upon depending on the need of their expertise and/ or feedback. There will be at least two meetings in a year where one of these expert members are called upon for discussion and feedback on the Mission's activities.
- b) The coordinator will ensure effective communication of activities among all the members and the empanelled experts by holding regular meetings, at least three meetings in a semester and/ or updating every one of all activates once a month. The time between two meetings shall not exceed 45 days.
- c) Minutes of the meeting will be recorded, confirmed and adopted.
- d) All members shall be active in fulfilling the objectives of the GPM and must take up ownership of one aspect/ initiative identified as priority by the GPM during these meetings.
- e) If a member is unable to attend three consecutive meetings, or is unable to take up any initiative for six or more months, she/ he will be suggested to vacate the place in order to ensure that we have active members in the GPM.
- f) A special meeting can be called by any member requesting only the concerned members of GPM to be present. However, the minutes/ notes of that meeting must be shared with all in the next general meeting.
- g) Any member can call an Emergency Meeting by giving a notice of 24 hours.
- h) The required quorum for any meeting is half of the existing members. For any voting activity, the quorum requires to be at least two thirds of the existing members. However, special meeting and emergency meeting do not require any quorum rules to be followed.
- i) The GPM shall present its activities to the University Community by circulating a report at the end of every academic year. It will also present its activities for approval, if required, to the Executive Council.