



# SRI SATHYA SAI INSTITUTE OF HIGHER LEARNING

(Deemed to be University)

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## Policy Document about Gender Equity at SSSIHL

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### 1. About the University:

Sri Sathya Sai Institute of Higher Learning (SSSIHL) is a manifestation of the vision of value based integral education of the Revered Founder Chancellor, Bhagawan Sri Sathya Sai Baba to develop students into professionally sound, socially responsible and spiritually aware individuals. This is a modern Gurukula where academic excellence and all round personality development go hand in hand. A unique feature of the institute is that it offers quality education to all its student without creating any financial burden on them.

The Revered Founder Chancellor has said-

*The modern educational system has failed to promote in the young such qualities as love, forbearance and fortitude. Education without self-control is no education at all. True education should make a person compassionate and humane. It should not make one self-centered and narrow minded. One should be keen to serve society rather than be preoccupied with one's own acquisitive aspirations. It should imbue the student with a sense of humility, which is the hall-mark of right education.*

- Sri Sathya Sai Baba, (Dt. 20-1-1986 Sri Sathya Speaks)

In this Institute, the students will have the right environment, training, and opportunities to mould themselves into integrated personalities, a unique combination of The Head of Shankara, the Heart of Buddha, and the Hands of Janaka.

Sri Sathya Sai Institute of Higher Learning, the Deemed-to-be-University was established in November, 1981. Presently it comprises four campuses viz.,

- 1) Prasanthi Nilayam Campus (main) for men at Prasanthi Nilayam (Puttaparthi), Andhra Pradesh as its headquarters;
- 2) Anantapur Campus (off-campus) **for women** at Anantapur, Andhra Pradesh;
- 3) Brindavan Campus (off-campus) for men at Kadugodi, Bangalore, Karnataka; and
- 4) Muddenahalli Campus (off-campus) for men at Chickballapur, Karnataka.

SSSIHL offers various undergraduate, postgraduate, professional and research programmes in all the above Campuses.

### 2. Definitions:

Gender Discrimination is a systematic, unfavourable treatment of individuals on the basis of their gender, which denies them rights, opportunities or resources within any given society. The Gender Discrimination Cell or any other related body is a mandated body as per Section 3.2 (15) of UGC

Guidelines (Prevention, Prohibition and Redressal of Sexual Harassment of women employees and students in higher educational institutions) Regulations, 2015 and subsequent amendments.

Gender Equity	Gender equity is the process of being fair to women and men in decision making and the provision of resources and the addressing of imbalances. Gender equity recognises that within all communities, women and men have different benefits, access to power, resources and responsibilities.
Gender Equality	Gender equity leads to gender equality, where there are equal rights, responsibilities and opportunities for women and men.

### **3. Objectives of Gender Policy:**

- To promote equal opportunities for female and male staff and create a gender sensitive working environment at the workplace.
- To promote and ensure gender equity and equality (in terms of rights and access to resources, responses and services) in strategies, projects and programmes to reflect the efforts and aspirations of the poor and disadvantaged target communities in SSSIHL's intervention areas who are the ultimate beneficiaries and owners of local development processes. The morals as stated by the Founder Chancellor is prime as described above.
- To provide facilities for the staff based on Gender specific requirements.
- To act as an effective deterrent against gender discrimination and harassment both in workplace and in programme intervention areas.

SSSIHL has created other related Cells viz., Internal Complaints Committee, Anti-Discrimination Cell / Equal Opportunity Cell, Anti Ragging Committee etc., as mandated by UGC and AICTE.

#### **Following is the composition of members for Gender Sensitization Cell:**

- 1) Prof.(Ms.) Rajeshwari C Patel, Director, Anantapur Campus, Dr.(Ms.) P L Rani, Head, Department of English Language and Literature; Dr.(Ms.) U Suma, Department of Management and Commerce; Dr.(Ms.) Deepa Seetharaman, Head, Department of Physics; Dr.(Mrs.) P Lavanya, Head Department of Education
- 2) One representative from Anantapur Campus from Non-teaching staff and Hostel:  
Dr.(Ms.) Sharada Subramaniam, Warden Anantapur Campus
- 3) One female member from any NGO working for women's welfare:  
Mrs. Soujanya Pudi, Member -Schools of the world, NGO supported by Smile, Presiding Officer of Anti Sexual Harassment Cell of NSHM, CINI-Child in Need institute, Sai Edge.
- 4) One female doctor: Dr.(Mrs) Harshitha Sivatej, Anantapur
- 5) One reporter from print or electronic media: M. Soundariya Preetha, Deputy Chief of Bureau in the rank of Deputy Editor, The Hindu, Coimbatore, Email: soundariya.preetha@gmail.com

The Scope of the Gender Sensitization Cell: It covers all employees of the organisation and it focusses on ensuring equal opportunities for all the staff which can provide gender equity and equality. Audit of Gender Specific requirements, and study of Gender based harassment / discrimination will also be in its purview.

### **4. Improving Staff Composition/Representation:**

- Reviewing the existing organisational structure, functioning, problems in relation to gender imbalances among staff and the work environment and taking steps to address them so as to improve staff composition.

- Giving top priority to recruiting and retaining adequate women staff at all levels to ensure gender balance in staffing pattern.
- Ensuring equal opportunities among staff, irrespective of gender, in working conditions, for personal growth, in promotion benefits, and training.
- Ensuring equitable representation and participation of men and women in the Executive Board, and various functional committees of the organisation

#### Capacity Building of Staff on Gender Issues:

- Facilitating staff capacity building processes and trainings to enhance perspectives and conceptual clarity on gender issues
- Ensuring that all trainings (internal and external) facilitated by the organisation are gender-sensitive
- Conducting gender trainings for both men and women; and ensuring participation of women in all the field level meetings and trainings.

#### Building a Gender Sensitive Workplace:

- Extending work related concessions and relaxations for staff depending upon the situations and requirements; e.g. providing secure transport facilities when they work late hours; ensuring security measures along with minimum basic facilities for women staff while traveling in the field and so on.
- Providing a safe and secure workplace for women staff, free from sexual harassment/discrimination with an Internal Complaints Committee (ICC) in existence to deter and prevent harassment through dissemination of information/rules and also for investigating into cases of sexual harassment/discrimination when they are reported and ensuring justice.
- Overall, appropriate work conditions should be provided in respect of work, leisure, health and hygiene to further ensure that there is no hostile environment towards staff at workplaces and no employee should have reasonable grounds to believe that they are disadvantaged in connection with the employment.

#### Making Provisions for Maternity Leave Benefits:

- A woman employee after confirmation shall be entitled to 26 weeks of Maternity Leave on full pay
- In case of miscarriage / abortion, confirmed women staff on rolls can avail one week of Maternity Leave with full pay.
- Maternity leave can be availed for only up to two live children.
- The Maternity leave rules are subject to Rule No.16(iii) of the Leave Rules (XXVII) of SSSIHL and as amended from time to time.

## **5. Penalties**

Any employee found guilty of sexual harassment/discrimination or aiding/abetting the same shall be liable to any of the following penalties.

- a) Warning, reprimand or censure along with a written apology with a commitment not to repeat the offence towards the subject and in general.
- b) Actions as decided upon by the ICC like (c), (d), (e) and (f).
  - Stopping one increment or more in salary.
  - Suspension for a period as determined by the ICC.
  - Transfer from the place of posting as decided by the ICC. The victim can also seek and get a transfer so as to be out of the influence of the accused.
  - Demotion/termination of service as decided by the ICC.

- In case the complaint is found by the ICC to be false / vindictive after investigation, the complainant is liable to be cautioned and/or punished as decided by the ICC.
- In case of a woman employee complaining against an outsider, the ICC may decide to instruct/allow the employee to complain to the local administration to get redressal if the employee so desires or if the nature of the complaint is of a more serious nature.

The ICC's role in such a case will be to take cognizance of the complaint and support and allow the victim to decide upon the procedure to be followed from options available to her/him feels would allow her/him justice.

Penalties (c) to (g) need to be ratified by the Administration as per the Institute's policy. It is up to the ICC, in consultation with the appropriate authority, to combine two or more above penalties if deemed necessary.

## **6. Procedure to be adopted to maintain transparency in investigation and recommendation**

- Any women employee or a female community member in case the accused is a worker of SSSIHL has the right to lodge complain regarding the sexual harassment/discrimination against a male employee or an outsider with any of the members of the Gender Sensitization Cell. A female community member complaining against another community member(s) can also complain to the Complaints Committee for facilitation of the case.
- Complain may be oral or/subsequently in writing.
- Complainant will be assured full confidentiality.
- Gender Sensitization Cell will nominate the two/three members within them who will constitute the Inquiry Committee.
- At least one of the Inquiry Committee members shall be a woman.
- No person against whom a complaint is made shall be part of the Inquiry Committee.
- If the Inquiry Committee decides after getting the consent of the complainant, the accused will be asked, the response of which will be recorded in the complaint register
- The accused will be given 15 days for replying to the show cause notice.
- The Inquiry Committee will prepare a charge sheet and hand over the explanations by the accused to both the accused and the complainant with allegations by hand with proper documents or by Registered Post within five days of deciding the inquiry.
- Where every effort will be made to give adequate time to both the complainant and the accused.
- Sufficient opportunities will be extended to examine and all witnesses notified by both the parties.
- All the proceedings of the Inquiry Committee will be recorded and both the parties in token of authenticity shall endorse the same together with the statement of witness thereof. In case of refusal to endorse the same by either party, endorsement to the effect may be made by the Chairperson.
- The inquiry will be finished within 90 days of the filing of the complaint.
- The report of the Inquiry Committee will be forwarded to the management which will issue its order to the complainant and accused with a copy to the Inquiry Committee.

## **7. Approval**

To maintain the sanctity and dignity of womankind the decision lies with the Administration to whom the complaints are received through the proper channel.

Registrar