POLICY & STANDARD OPERATING PROCEDURE FOR GENDER SENSITIVITY

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Prepared By	:	Dean, IQAC
ReviewedBy	:	Dean, IQAC
Approved By	:	Director & Campus Director, AMGOI

1. Purpose

The purpose of this Policy is to establish an inclusive, respectful, safe, and gender-sensitive environment within the Institute. The Institute is committed to promoting gender equality, dignity, equal opportunity, mutual respect, safety, and non-discrimination among all members of the institutional community. The Policy aims to create an environment where students, faculty, technical staff, administrative staff, and other stakeholders can participate in academic, research, administrative, co-curricular, and extracurricular activities without gender-based discrimination, bias, harassment, or exclusion.

2. Objectives

The objectives of this Policy are to:

- Promote gender equality and equal opportunities in all institutional activities.
- Create a safe, inclusive, respectful, and supportive environment for all students and employees.
- Develop awareness regarding gender sensitivity, equality, dignity, and respect.
- Prevent gender-based discrimination, stereotyping, harassment, and inappropriate behaviour.
- Ensure equal participation of all genders in academic, research, leadership, sports, cultural, technical, and extracurricular activities.
- Encourage women students and employees to participate actively in technical education, research, innovation, entrepreneurship, and leadership activities.
- Provide appropriate mechanisms for reporting and addressing gender-related concerns and complaints.
- Organize awareness, sensitization, counselling, and capacity-building programmes related to gender equality and safety.
- Establish a mechanism for periodic monitoring and continuous improvement of gender-sensitive practices in the Institute.

3. Scope

This Policy shall apply to all internal and external stakeholders of AMGOI.

The Policy shall cover all academic, administrative, research, training, placement, examination, cultural, sports, technical, co-curricular, extracurricular, outreach, and other institutional activities conducted within or outside the Institute.

4. Policy Guidelines

A. Equal Opportunity and Non-Discrimination

- The Institute shall provide equal opportunities to all students and employees irrespective of gender.
- Gender shall not be used as a basis for discrimination in academic activities, recruitment, training, promotion, participation, leadership opportunities, or institutional responsibilities.
- The Institute shall promote fair and transparent practices in academic and administrative decision-making.

B. Gender-Sensitive Academic Environment

- Departments shall encourage equal participation of students of all genders in classroom activities, projects, laboratory work, technical competitions, seminars, workshops, conferences, and other academic activities.
- Faculty members shall promote respectful and inclusive interaction among students.
- Teaching-learning activities shall avoid gender stereotyping and discriminatory practices.
- Students shall be encouraged to participate equally in technical, research, innovation, entrepreneurship, and leadership activities.

C. Safety and Security

- The Institute shall take appropriate measures to maintain a safe and secure campus environment.
- Adequate lighting, security arrangements, access control, and other appropriate safety measures shall be maintained.
- The Institute shall provide appropriate mechanisms for students and employees to report safety-related concerns.
- Gender-related complaints shall be handled with due confidentiality, sensitivity, fairness, and in accordance with applicable rules and regulations.

D. Awareness and Sensitization

- The Institute shall organize programmes on gender sensitivity, gender equality, dignity, respectful behaviour, and prevention of harassment.
- Orientation and induction programmes may include gender-sensitization components.
- Workshops, seminars, poster competitions, awareness campaigns, expert lectures, counselling programmes, and other suitable activities may be conducted.
- Students and employees shall be encouraged to develop an understanding of gender equality and respectful institutional behaviour.

E. Participation and Leadership

- Equal opportunities shall be provided for participation in student committees, clubs, professional societies, cultural activities, sports, technical activities, and leadership positions.
- The Institute shall encourage women students and employees to participate in leadership, research, innovation, entrepreneurship, and professional development activities.
- Institutional committees and activities shall promote inclusive representation wherever practicable.

F. Workplace and Institutional Conduct

- All stakeholders shall maintain professional, respectful, and appropriate behaviour towards one another.
- Any form of gender-based discrimination, intimidation, inappropriate conduct, or harassment shall not be encouraged or tolerated.
- Employees and students shall follow the Institute's applicable code of conduct and relevant statutory provisions.

- Complaints and concerns shall be addressed through the appropriate institutional mechanism.

G. Facilities and Support

- The Institute shall provide appropriate facilities that support safety, dignity, privacy, and well-being.
- The Institute shall periodically review gender-related infrastructure and facilities and identify areas requiring improvement.
- Appropriate counselling and support mechanisms may be provided wherever required.

H. Monitoring and Documentation

- The Institute shall maintain records of gender-sensitization programmes, awareness activities, participation, and other relevant initiatives.
- The concerned committee/section shall periodically review gender-related activities and submit reports to IQAC.
- Gender-sensitivity initiatives shall be included in institutional quality-assurance and annual activity reporting wherever applicable.

5. Roles and Responsibilities

A. Director / Campus Director

- Provide strategic direction for implementation of the Gender Sensitivity Policy.
- Ensure an appropriate institutional environment promoting equality, dignity, safety, and respect.
- Provide necessary administrative and infrastructural support.
- Review the effectiveness of gender-sensitivity initiatives periodically.
- Ensure compliance with applicable statutory and regulatory requirements.

B. Dean IQAC

- Monitor implementation of the Gender Sensitivity Policy.
- Coordinate with concerned committees, departments, and sections for gender-sensitivity initiatives.
- Include gender-sensitivity activities in the institutional quality-assurance plan wherever applicable.
- Review activity reports and supporting documentation.
- Monitor continuous improvement measures related to gender sensitivity.

C. Concerned Committee / Cell

- Prepare an annual plan of gender-sensitization activities.
- Organize awareness programmes, workshops, seminars, counselling activities, and other initiatives.
- Promote gender equality and respectful behaviour within the Institute.
- Maintain records of programmes and activities.
- Submit periodic reports to IQAC/competent authority.
- Coordinate with appropriate institutional mechanisms for addressing gender-related concerns.

D. Deans / Heads of Departments

- Promote gender-sensitive practices within their respective sections/departments.
- Ensure equal opportunities for participation in academic and extracurricular activities.
- Encourage students and faculty members to participate in gender-sensitization programmes.
- Monitor gender-related concerns within their respective areas and report them through appropriate channels.
- Submit required reports to IQAC.

E. Faculty Members

- Maintain respectful and inclusive interactions with students and colleagues.

- Encourage equal participation of students of all genders in academic and technical activities.
- Avoid gender stereotyping and discriminatory practices.
- Create awareness regarding gender equality and respectful behaviour.
- Report serious gender-related concerns through the appropriate institutional mechanism.

F. Administrative and Supporting Staff

- Maintain respectful and professional behaviour with all stakeholders.
- Support implementation of gender-sensitive institutional practices.
- Assist in maintaining a safe and inclusive campus environment.
- Cooperate with designated committees and authorities in addressing concerns.

G. Students

- Treat all students, faculty, staff, and other stakeholders with dignity and respect.
- Participate actively in gender-sensitization and awareness programmes.
- Avoid discriminatory, offensive, or inappropriate behaviour.
- Report gender-related concerns through the prescribed institutional mechanism.
- Contribute to maintaining a safe, inclusive, and respectful campus environment.

6. Review and Revision of Policy

This Policy shall be reviewed once every three years, or earlier if required due to changes in applicable statutory provisions, government regulations, regulatory-body requirements, or directives of the Academic Council/Governing Body.

Any amendment to this Policy shall be processed through IQAC and shall become effective only after formal approval by the Director & Campus Director.

7. Annexures / Supporting Documents

- Annual Gender Sensitization Activity Plan.
- Gender Sensitization Programme Report Format.
- Attendance and Participation Record.
- Feedback Form for Gender Sensitization Programmes.
- Gender Sensitization Awareness Materials.
- Relevant institutional Code of Conduct.
- Applicable statutory guidelines, rules, and regulations.
- Formats, checklists, notices, and reporting templates issued by IQAC from time to time.

8. Standard Operating Procedure (SOP)

1. At the beginning of every academic year, IQAC shall identify the concerned committee/cell/section responsible for implementing gender-sensitivity initiatives.
2. The concerned committee shall prepare an Annual Gender Sensitization Activity Plan.
3. The plan shall identify the proposed activities, objectives, target participants, tentative schedule, coordinator, expected outcomes, and resources required.
4. The concerned authority shall review and approve the proposed activity plan.
5. The approved activities shall be incorporated into the institutional/departmental activity calendar.
6. The Activity Coordinator shall organize the programme as per the approved plan.
7. Activities may include awareness programmes, expert lectures, workshops, seminars, counselling sessions, competitions, poster campaigns, orientation programmes, and other suitable initiatives.
8. The Activity Coordinator shall ensure appropriate participation of students and employees.

9. After completion of each activity, an activity report shall be prepared with supporting documents such as notice, attendance, photographs, programme details, feedback, and outcome.
10. The concerned Section Head/Committee Coordinator shall verify the activity report and supporting evidence.
11. Verified records shall be maintained by the concerned committee/section for future reference and audit purposes.
12. At the end of each semester, the concerned committee shall compile the gender-sensitization activities conducted during the semester.
13. The semester-wise report shall be submitted to the Dean IQAC in the prescribed format.
14. IQAC shall periodically review the implementation and effectiveness of gender-sensitivity initiatives.
15. At the end of the academic year, IQAC shall compile the activities into an Annual Gender Sensitization Report.
16. Based on the annual review, IQAC shall identify areas for improvement and recommend suitable measures for the subsequent academic year.
17. Any gender-related complaint or concern shall be directed to the appropriate institutional committee/mechanism and handled in accordance with applicable rules, procedures, confidentiality requirements, and statutory provisions.

Prof. A. B. Rabade	**Dr. Mrs. S. R. Chougule**	**Dr. P. B. Ghewari**
Dean, IQAC	**Director**	**Campus Director**

Dr. Mrs. S. R. Chougule
DIRECTOR
Shri Balasaheb Mane Shikshan Prasarak Mandal's
Ashokrao Mane Group Of Institutions
Vathar Tarf Vadgaon, Tal. Hatkanangale
Dist. Kolhapur, Maharashtra - 416112

CAMPUS DIRECTOR
SHRI BALASAHEB MANE SHIKSHAN PRASARAK MANDAL'S
ASHOKRAO MANE GROUP OF INSTITUTIONS
Vathar Tarf Vadgaon, Tal. Hatkanangale, Dist. Kolhapur, M.S. 416112