



**AMET**  
**(ACADEMY OF MARITIME EDUCATION AND TRAINING)**  
(A *de novo* Category DEEMED TO BE UNIVERSITY Under Section 3 of UGC Act 1956)

**CRITERION 7**

**INSTITUTIONAL VALUES AND BEST PRACTICES**

**KEY INDICATOR**

**7.1 INSTITUTIONAL VALUES AND SOCIAL  
RESPONSIBILITIES**

**Q<sub>i</sub>M / Q<sub>n</sub>M**

**7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.**

**GENDER SENSITISATION AND GENDER CHAMPIONS**



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# GENDER SENSITIZATION & GENDER CHAMPIONSHIP



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**PREAMBLE**

*Gender sensitivity is the process by which people are made aware of how gender plays a vital role in their life through their treatment of others. Gender relations are present in all institutions and gender sensitivity especially manifests in recognizing privilege and discrimination around gender; women are generally seen as disadvantaged in the society. Gender sensitivity trainings are implemented to educate people, usually employees, to become more aware of and sensitive to gender in their lives or workplaces. Gender sensitization promotes equality for men and women by allowing men and women to view what is stereotypical of and reasonable for their gender.*

*The concept of gender sensitivity has been developed as a way to reduce barriers to personal and economic development created by sexism. Gender sensitivity helps to generate respect for the individual regardless of sex. Gender sensitivity is not about pitting women against men. On the contrary, education that is gender sensitive benefits members of both sexes. Gender awareness requires not only intellectual effort but also sensitivity and open-mindedness. It opens up the widest possible range of life options for both women and men.*

*Gender Equity wants to contribute towards a gender-sensitive society where women and men in equal measure share solidarity, opportunities and responsibilities. Everyone is to enjoy the life they determine in accordance with their individual skills, their needs and their desires. Once this is achieved equality, instead of being treated as an aside, will be a natural element of all processes and measures. Women and men will no longer be seen as a uniform group of human beings, but will have their social, ethnic and age differences taken into account.*

*Gender equality emanates out of the advancement of human rights and is a fundamental aspect of democratic citizenship. It belongs to the basic and universally recognized civil, cultural, economic, political and social rights. Infringement of such rights hinders societies from achieving the goals and benefits of development. Gender sensitization is a process, which gives options and opportunities to both genders. Information on gender awareness, gives us the distinction between sex and gender while defining other gender-related terminology. It also focuses on the gender aspect behind education, employment the media, language, sport and the family.*

*Academy of Maritime Education and Training (AMET) is a place where students from different countries and from different states of India are pursuing their degree.*

*As it is the responsibility of the AMET to create a conducive atmosphere for women and girl students – who are comparatively lesser in number when compared to male - as Marine industry and related programs are mostly opted by the men folk. Now, slowly, the girl students come forward to take up programmes like Marine Biotechnology, Petroleum Engineering, Harbor Engineering, Naval Architecture and Nautical Science. It is the prime concern of the AMET to make the students to understand what Gender equity*



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*is and Gender equality. It is done through Gender sensitization programmes. It is done by conducting awareness programmes on legal rights, General health and hygiene and realising self-values of being a woman.*

**GENDER SENSITIZATION CELL**

**Advisory Committee**

Col. Dr. G. Thiruvvasagam (Chairman)

Dr. P Saravanan

Ms. Sangeetha Albin

Ms. Shanthi H J

Dr. Anitha Warriar

Ms. Diviyaranjini R

Dr. Helen .S

**Contact Us**

Ms. R. Divyaranjani – Nodal teacher

Email: [divyarranjani.r@ametuniv.ac.in](mailto:divyarranjani.r@ametuniv.ac.in)

Dr.S. Helen – Nodal teacher

[helen@ametuniv.ac.in](mailto:helen@ametuniv.ac.in)

**GENDER CHAMPION REPRESENTATIVES**

ROLE IN GENDER CHAMPIONS	NAME OF THE REPRESENTATIVE
Nodal - Teacher	Ms. R. Divyaranjani – Assistant Professor, AMET Business School
Nodal - Teacher	Dr. Hellen - Assistant Professor, Department of Maritime Commerce
President	Ms. Aarathi . S.S – BBA Final Year
Vice - President	Mr. R. Dolan – BBA Second Year
Secretary	Ms. Amanda Thomas . B – BBA Second Year
Joint - Secretary	Mr. Ashwin Albert – BBA Second Year

**Introduction**

Gender sensitization presides over clarification needed gender sensitivity, the modification of behavior by raising awareness of gender equality concerns. This can be achieved by conducting various sensitization campaigns, training centres, workshop, programs etc. Sensitization in the domain of Humanities and Social Sciences is seen as awareness informed propensity or disposition which aims at changing behavior so that it is sensitive to certain issues. Gender sensitization may be seen as "the awareness informed propensity to behave in a manner which is sensitive to gender justice and gender equality issues."



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It is interlinked with gender empowerment. Gender sensitization theories claim that modification of the behavior of teachers and parents (etc.) towards children, which can have a causal effect on gender equality.

Gender sensitizing "is about changing behavior and instilling empathy into the views that we hold about our own and the other genders." It helps people in "examining their personal attitudes and beliefs and questioning the 'realities' they thought they know.

Academy of Maritime Education and Training (AMET) is a place where students from different countries and from different states of India are pursuing their degree.

As it is the responsibility of the AMET to create a conducive atmosphere for women and girl students – who are comparatively lesser in number when compared to male - as Marine industry and related programs are mostly opted by the men folk. Now, slowly, the girl students come forward to take up programmes like Marine Biotechnology, Petroleum Engineering, Harbor Engineering, Naval Architecture and Nautical Science.

It is the prime concern of the AMET to make the students to understand what Gender equity is and Gender equality. It is done through Gender sensitization programmes. Is done by conducting awareness programmes on legal rights, General health and hygiene and realising - self and values of being a woman.

Faculty member(s) are deputed from each department and designated as nodal teachers. This cell is constituted to identify student Gender Champions from their department.

### **Vision**

Gender Sensitization is committed to an inclusive, equal and just society in which women and girls in all their diversities exercise their voice and choice on Gender & Development and related regional, continental and global instruments.

### **Mission**

To raise sensitization of gender equality concerns people will be examining their personal attitudes and beliefs and questioning the realities of both sexes

### **Main objective of Gender Sensitization cell are:**

- To make the young boys and girl's gender sensitive and create positive values that supports the girls and their rights.
- To provide overall guidance to the peer group in integrating/mainstreaming gender in all activities of the Institution in the form of focused group discussions, debates, poster-making competitions etc.
- To provide an integrated and interdisciplinary approach to understand the social and cultural constructions of gender that shapes the experiences of women and men in the society.



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- To generate the awareness in regard to equality in law, social system and democratic activities.

**General equality objectives include:**

- Equal career opportunities for women and men
- Fair distribution of unpaid and paid work among women and men, wages and salaries that women and men can live on independently
- Equality of women and men with regards to political representation and participation
- Enhancement of gender roles and standards for women and men, elimination of restricting standards
- Same personal freedom for women and men, protection against all forms of aggression

Gender equality is intrinsically linked to sustainable development and is vital to the realization of human rights for all. The overall objective of gender equality is a society in which women and men enjoy the same opportunities, rights and obligations in all spheres of life.

**What is the importance of gender equality?**

Gender equality prevents violence against women and girls. It is essential for economic prosperity. Societies that value women and men as equal are safer and healthier. Gender equality is a human right.



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**ACTION PLAN FOR 2015-2016**

**MINUTES OF MEETING**

Ref: no:01/GSC/AMET/MOM/2015

**NODAL TEACHER : Mrs. R. Divyaranjani**

**REPRESENTATIVES**

- Nodal – Teacher - Dr. S.Gomathy - Assistant Professor, Department of English
- President - Ms. Abinaya.S– MBA Final Year
- Vice – President – Ms. Ferdinand – B.Sc (NS) Second Year
- Secretary - Mr. Aqjb Khan – B.E (Marine) Second Year
- Joint – Secretary - Syed Jawaad Ahmed – Petroleum Engineering Second Year

**Date: 10.08. 2015**

**Venue: F10, VOC BLOCK, FIRST FLOOR**

**AGENDA**

1. Explaining about the importance of the Gender equity
2. Importance giving awareness in gender equity
3. Representative roles and assigning the duties
4. Organizing the events on gender sensitization of minimum five
5. Interaction among the students in identifying the gender gaps





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- Joint – Secretary - Syed Jawaad Ahmed – Petroleum Engineering Second Year

**Date: 10.08. 2015**

**Venue: F10, VOC BLOCK, FIRST FLOOR**

**MAJOR DISCUSSION POINTS**

**1. Status of Upcoming responsibilities to the Representatives:**

- Importance giving awareness in gender equity.
- Appointing the new students and assigning the responsibilities in maintaining the gender equity in AMET.
- Explaining the importance of Gender equity in AMET

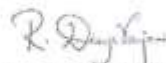
**2. Implementation**

1. Students interaction should be increased and gender equity among the students should be maintained.
2. Submission of five events report and the feedback on the event
3. Student should concentrate on respecting each gender and maintain the dignity among them

S. No.	Tentative event date	Activity name
1	02.08.2015	Gender Sensitization Inaugural function
2	25.08.2015	Gender Sensitization-Awareness Programme
3	26.08.2015	Women Empowerment
4	30.09.2015	Women's Rights-Awareness Program
5	01.10.2015	Women's health and Hygiene-Awareness Programme

**3. Closing Remarks:**

1. Creating a strong network in Gender sensitization cell



**Mrs. R. Divyaranjani**  
Coordinator  
Gender Sensitisation Cell





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**ACTION TAKEN FOR 2015-2016**

**MINUTES OF MEETING**

**Ref: no:02/GSC/AMET/MOM/2015**

**NODAL TEACHER : Mrs. R. Divyaranjani**

**REPRESENTATIVES**

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- Vice – President – Ms. Ferdinand – B.Sc (NS) Second Year
- Secretary - Mr. Aqib Khan – B.E (Marine) Second Year
- Joint – Secretary - Syed Jawaad Ahmed – Petroleum Engineering Second Year

**Date: 12.04. 2016**

**Venue: F10, VOC BLOCK, FIRST FLOOR**

**AGENDA**

1. Action taken on event performance on 2015-16
2. Analysing the report
3. Motivating the Representative on their roles and assigning the duties
4. the events on gender sensitization completion
5. strong relationship among the students in identifying the gender gaps



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**Date: 12.04. 2016**

**Venue: F10, VOC BLOCK, FIRST FLOOR**

**MAJOR DISCUSSION POINTS**

**1. Status of completed events on gender sensitization:**

- Awareness in gender equity programmes.
- Appointing the new students and assigning the responsibilities in maintaining the gender equity in AMET in 2016-17.
- Explaining the importance of Gender equity in AMET

**2. Implementation**

1. Students interaction should be increased and gender equity among the students should be maintained.
2. Submission of five events report and the feedback on the event
3. Student should concentrate on respecting each gender and maintain the dignity among them

S No	Event date	Activity name	No of students	Chief guest
1	2.8.2015	Gender Sensitization Programme – Inaugural function	40	Dr.Kanagamani Balasubramanian, HOD - English and senior Professor of AMET university addressed the gathering
2	25.8.2015	Awareness Programme on Gender Sensitization		Ms. Shanthi, Coordinator of the centre delivers welcome address
3	26.8.2015	Empowering Women in Developing World	40	Prof. Dr. Rita John, Head of Theoretical Physics, University of Madras



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4	30.9.2015	Awareness Program on Legal Literacy and women's Rights	28	Ms. Susheela Devi Advocate, practicing law for 12 years in Madras High Court
5	1.10.2015	an audio video lecture on women's health and general hygiene.	25	Dr. Vanithakumari ,MBBS;DGO gave

Successfully conducting the events as per schedule. The reports and photos are attached.

### 3. Closing Remarks:

1. Creating a strong network in Gender sensitization cell

**Mrs. R. Divyaranjani**  
Coordinator  
Gender Sensitisation Cell



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**2.8.2015 – Gender Sensitization Programme – initiated**

**Venue:** Janakiraman auditorium

All women - Teaching and non teaching staff, girl students of AMET University attended .

**No of participants:** 40

Dr.Kanagamani Balasubramanian, HOD - English and senior Professor of AMET university addressed the gathering . She gave an introductory speech on Gender equity and equality and how women should come forward to face the challenges in life.



*Dr.Bina Celine Dorothy welcomed the participants*





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**Celebration of Women Equality Day**

**“Empowering Women in Developing World” was held on 26-8-2015**

The Centre for Women Empowerment celebrated Women Equality day with special lecture. Women Equality Day is celebrated on 26<sup>th</sup> August reminiscing on civil rights movement of ladies towards equality and was given right to vote in US. Overall 75 beneficiaries of the women gender from various sectors and departments of the University participated in the celebrations.

The Special Speaker Prof. **Dr. Rita John**, Head of Theoretical Physics, University of Madras gave a special lecture on the topic Empowering Women in Developing World.



**Dr. Rita John the guest speaker delivers the keynote**



**Awareness Program on Legal Literacy and women's Rights was held on  
30-9-2015**

Violence affects the women and girls of all socio- economic classes around the world. Violence against women is largely unreported. Therefore, there is a need to impart legal awareness to women and girls, regarding their rights. Legal literacy leads to women empowerment and gender equality.

It is important for women and girl students to know, what the law offers them. In turn, they will be well aware and empowered to recognize and challenge injustices much more forcefully. This is the first step towards that knowledge of law, which can transform people's lives, This is called as legal literacy.

Ms. Susheela Devi Advocate, practicing law for 12 years in Madras High Court. She is a well-known personality through familiar by TV shows done in various Tamil channels and on radios. She had given various Legal awareness lectures & programs in numerous colleges and organizations. She is a gold medalist in B.Sc. (Chemistry) and university rank holder in B.L. She was selected for the post of Civil Judge during the year 2008. She had cleared Entry level District Judge.

She discussed various laws and made emphasis on Laws of Sexual Harassment, Protection of Child Rights, Domestic Violence Act, Gender Justice, Eve Teasing Law, and Cybercrime against women, Legal Separation. She imparted practical knowledge about the basic legal rights and remedies provided under various women related laws. In a nutshell, Ms. Susheela Devi laid the foundation to face the challenges in real life situations.



**Awareness Program on Legal Literacy and women's Rights**



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**Ms. Susheela Devi explained the various Laws protecting women**





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**PROGRAMME CONDUCTED ON 1.10.2015**

**Report on Special Lecture on Women's Health was held on 1-10-2015**

A special lecture was organized in coordination with Gender Sensitization cell on Women's Wellness on 1-10-2015 in Campus. The centre takes responsibility of the women's health.

The keynote was delivered by Dr. Vinitha, a well-known doctor of local Kanathur area. She outlined basic information about environmental health, sanitation and general and personal hygiene. She also offered suggestions to implement activities to raise awareness about and enhance health and hygiene in University. She encouraged cadets on healthy eating habits.



**Dr. Vinitha gave keynote, seated aside Ms. S. Gomathi and Ms. H.J. Shanthi**



**Cadets and women of the University were listening to the Lecture**



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**Photos of Special Lecture on Women's Health and General Hygiene**





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**Awareness Programme on Gender Sensitization was held on 25-8-2015**

The gender sensitive workplace creates the right condition for fullest utilization of the human potential in any organization. It is imperative within the organization to be aware of possible range of options for men and women. The aim of the program is to create awareness among the students and staff about the importance of gender sensitivity in providing equity and equality in an organization.



Ms. Shanthi, Coordinator of the centre delivers welcomed address



Ms S Gomathy, Gender Sensitization Coordinator addressed the audience



Dr. Kanagamani Balasubramaniam delivered keynote address





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## Women's Day Celebration 2015

**Theme – Empowering Women**



**Women's day celebration**



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**MINUTES OF MEETING**

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- Joint – Secretary - Syed Jawaad Ahmed – Petroleum Engineering Final Year

**Date: 11.08. 2016**

**Venue: F10, VOC BLOCK, FIRST FLOOR**

**AGENDA**

1. Explaining about the importance of the Gender equity
2. Importance giving awareness in gender equity
3. Representative roles and assigning the duties
4. Organizing the events on gender sensitization of minimum five
5. Interaction among the students in identifying the gender gaps



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**MAJOR DISCUSSION POINTS**

1. **Status of Upcoming responsibilities to the Representatives:**
  - Importance giving awareness in gender equity.
  - Appointing the new students and assigning the responsibilities in maintaining the gender equity in AMET.
  - Explaining the importance of Gender equity in AMET
2. **Implementation**
  1. Students interaction should be increased and gender equity among the students should be maintained.
  2. Submission of five events report and the feedback on the event
  3. Student should concentrate on respecting each gender and maintain the dignity among them

S No	Tentative event date	Activity name
1	09.02.2016	Women equity and equality-Awareness Programme
2	20.04.2016	Gender Sensitization Inaugural function
4	28.09.2016	How to proceed as a social gender champion
5	19.10.2016	Gender Empowerment and development

**3. Closing Remarks:**

2. Creating a strong network in Gender sensitization cell

**Mrs. R. Divyaranjani**  
Coordinator  
Gender Sensitisation Cell



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**Date: 16.04. 2017**

**Venue: F10, VOC BLOCK, FIRST FLOOR**

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Sno	Event date	Activity name	No of students	Chief guest
1	9.2.2016	Women equity and equality	40	Ms.Vijayalakshmi Seshan M.A, an educationist
2	20.4.16	“who is a gender champion? and what are the services that are to be done to become a champion?”	38	Dr.P.Bindu ,M.A,Ph.D ,English Professor at Presidency college



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3	20.4.16	Gender Champions cell	52	Dr.P.Bindu ,M.A,Ph.D ,English Professor at Presidency college
4	28.9.2016	how to proceed as a social gender champion	42	Dr.Aranga Mallika , M.A,Ph.D-Director, Women studies , Ethiraj College
5	19.10.2016 & 20.10.2016.	Gender Empowerment and development	2	Maulana Azad Urdu University and Ministry of women and child welfare , Government of India
6	29-7-2016	Report on Self Defense Program	50	Mr. Parandhman and Mr. Sekar, Chief Coaches of Chennai Martial Arts
7	9-2-2016	Open Forum on Building Innovations and Leadership in Women	35	Dr. Bina Celine Dorothy, Professor, AMET Business School
8	7.3.2016	A Report on an Awareness Programme on Martial Arts Conducted by Crisis Management Cell and Centre for Women Empowerment	25	ten member professional karate team from Colt Karate

**Successfully conducting the events as per schedule. The reports and photos are attached.**

**3. Closing Remarks:**

1. Creating a strong network in Gender sensitization cell

**Mrs. R. Divyaranjani**  
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**PROGRAMME CONDUCTED was held on 9.2.2016**

Ms. Vijayalakshmi Seshan M.A, an educationist delivered a speech on Women equity and equality. It was followed by an interactive session, with 40 students and women faculty.



**Gender Sensitization Programme on Women Equity and Equality**



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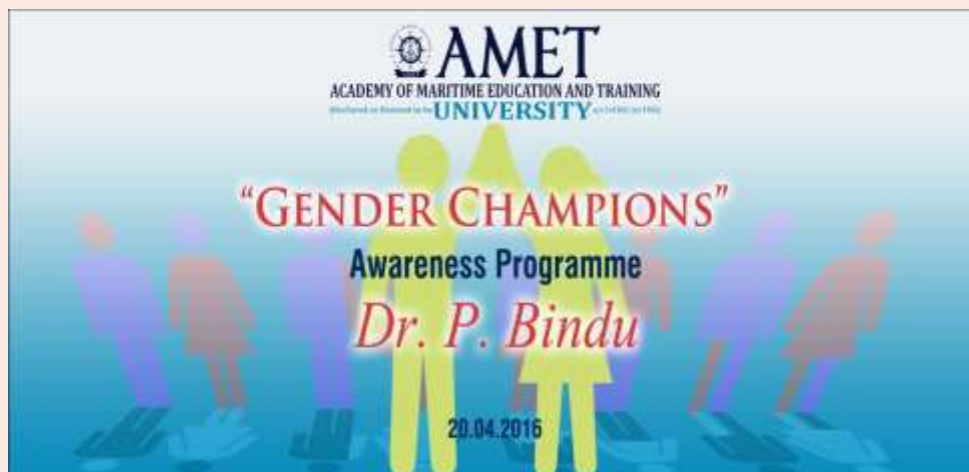
**GENDER CHAMPIONS CELL**

As per UGC guidelines, a cell for motivating future citizens of India to become Gender Champions was formed. The nodal teachers are:

- Ms.Christalin Janet MA,M.Phil- Asst.Professor- Dept .of English.
- Mrs.Amutha- B.Tech , IT department.

**Gender Champions cell - 20.4.16**  
**(A unit of gender sensitization cell)**

On 20.4.2016 an inaugural, awareness meeting was conducted. Dr.P.Bindu ,M.A,Ph.D ,English Professor at Presidency college was the speaker. Dr.P.Bindu, Professor and a social activist addressed the students on – “who is a gender champion? And what are the services that are to be done to become a champion?” 38 students participated in it.



**Gender Champions Awareness Programme**





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**Gender Champions cell programmes were held on 28.9.2016**

The students who volunteered to do service as Gender champion were gathered for a meeting. Dr.Aranga Mallika , M.A,Ph.D- Director, Women studies , Ethiraj College was the resource person. Dr.Aranga Mallika gave valuable ideas and guided the students on how to proceed as a social gender champion. 42 students participated in the events.



**Gender Champions Awareness Programme**



**National seminar was attended by the Gender Sensitization coordinator**

The coordinator of Gender Sensitization Cell Ms.S.Gomathy attended a national seminar on “Gender Empowerment and development” in Hyderabad on 19<sup>th</sup> & 20<sup>th</sup> of October 2016 .

It was jointly conducted by Maulana Azad Urdu University and Ministry of women and child welfare , Government of India.

It widened the scope of coordinating gender welfare activities with Gender champion cell. AMET University sponsored the coordinator with financial support to attend the seminar.



**Ms.S.Gomathy attended a national seminar on “Gender Empowerment and development”**



**A group photo was taken with the convener Prof. Shahida**

## **Women's Day Celebration 2016**

**Chief Guest :Dr. Archana Kalyani, IFS,**

**– Director, Tribal Welfare, Tamil Nadu**

- Various events were conducted on women's day for all the students, as well as staff members to showcase their talent.



**Mrs. Susheela Ramachandran felicitated the Chief Guest Dr. Archana Kalyani, IFS along with Mrs. Sangeetha Albin**



**Dr. Archana Kalyani gave International women's Day address**





**Housekeeping ladies actively participated in Rangoli competition**



**Debate Team on stage – Who nurtures the child's well being Mom or Dad**

**Right Side – Mom team and Left Side –Dad team**



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**Report on Self Defense Program was held on 29-7-2016**

As the crime statistics against women is rising high, the management is keen on conducting safety awareness training and workshop for women in our university. They desired it to be a regular annual routine. Therefore, all the batches of women students will be benefitted. As per the direction, the Centre for women tries to create awareness on the issue of sexual harassment and safety by conducting various workshops and lectures. As a part of women empowerment, self defense workshop was organized with the support of Management, Vice Chancellor and Registrar.

This workshop was aimed for women staffs and students to gain self-defense skills to build self-confidence, and feel empowered to protect themselves.

The workshop was held at Saraswathi Auditorium, 78 members participated in the programme. The martial arts revolve around the idea of how one can overcome an enemy who is much stronger. The team from Chennai Martial Arts shed the lights on the tips and tricks that would be ready in case of contingency.

The workshop was conducted by Mr. Parandhman and Mr. Sekar, Chief Coaches of Chennai Martial Arts. Mr Sekar shared his thought process on various tactics and tricks on martial arts. Various self defense demos, defensive tactics and real time practice was done by Chennai Martial Arts Team.

The workshop provided valuable lessons for students as they take a step forward towards their personal safety.



**Ms. Sangeetha Albin, Director-Admin welcomes the female members of the university**



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**Mr. Parandhaman, Chief Coach of Chennai Martial arts gave the introduction on self defense and also gave the tactics and tricks**



**Mr. Sekhar, Chief Coach showing self-defence demonstration**





**Girls from BBA came in front to test the skills on self-protection strategies.**



**Martial arts team provided basic techniques and tips for an average person to protect themselves**



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**Martial Arts team member performed defensive techniques to a the staff members and encouraged her to perform the technique with her colleague**



**Students and Staff members learn the different escape methods when being grabbed from different positions and pointers were also given for areas to target on an attacker's body. They had an effective training session.**





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**Open Forum on Building Innovations and Leadership in Women was held on 9-2-2016**

The Centre for Women empowerment organized an open forum for the female folks of the university. Dr. Bina Celine Dorothy, Professor in Management Studies, facilitated Leadership qualities needed for the women. She mentioned that Leaders are not necessarily be a born leader but can also develop skills and abilities. She initiated the open forum with a call for gender balanced leadership to respect and value the difference.



**Dr. Bina Celine Dorothy, Professor, AMET Business School delivered the opening note of Leadership in women and initiates the open forum**



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**Mrs. Shanthi, Coordinator, Centre for Women Empowerment, initiates DG students to give their open talk on Leadership faced in their Men Dominated Field-Marine and brings the topic for discussion**



**International students expressed their views**





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**Senior Cadet Captain in Nautical Science expressed the qualities of good leader who is an authoritarian**



**MBA student express her concern about lack of women holding top positions in government and business.**

### **A Report on an Awareness Programme on Martial Arts Conducted by Crisis Management Cell and Centre for Women Empowerment**

Crisis Management Cell and Centre for Women Empowerment conducted an awareness programme – **“Self Defence Techniques for Women during the period of Emergency”** on 07-03-2016 , 16:00 hrs at the parade ground of AMET University.

The main objective of the programme is to create an awareness on self defense techniques among the students and staff members of AMET University in their day today life.

Common ways to protect with our day to day article we use were used to demonstrate martial arts. How to utilize umbrella, mobile phone, shawl, small hand knife to defend their opponent. These martial art tips were very much interesting and received a good applause, especially from the female audience

A ten member professional karate team from Colt Karate joined with Crisis Management Cell and Centre for Women Empowerment for making the event a grant success.



**Mr. Jeby Thomas, Co-ordinator of Crisis Management Cell invited members of AMET University to the special event.**



**Registrar Invited the Chief Instructor of Colt Karate Sensei S. Loganathan to conduct the event**



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**Sembai Prakash delivered a short speech on “Need of Martial arts in day today life”**



**Members of Colt Karate Team began with the mark of respect to their Master. Sensei S.Loganathan**



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**ACTION PLAN FOR 2017-2018**

**MINUTES OF MEETING**

**Ref: no:01/GSC/AMET/MOM/2017**

**NODAL TEACHER : Mrs. R. Divyaranjani**

**REPRESENTATIVES**

- Nodal – Teacher - Dr. S.Gomathy - Assistant Professor, Department of English
- President – Ms. Kiruthika S– MBA Second Year
- Vice – President – Monisa.S – B.Com – First year
- Secretary – Aarathi S S – BBA – First Year
- Joint – Secretary – Kannvy - BBA – First Year

**Date: 18.08. 2017**

**Venue: F10, VOC BLOCK, FIRST FLOOR**

**AGENDA**

1. Explaining about the importance of the Gender equity
2. Importance giving awareness in gender equity
3. Representative roles and assigning the duties
4. Organizing the events on gender sensitization of minimum five
5. Interaction among the students in identifying the gender gaps





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**MINUTES OF MEETING**

Ref: no:01/GSC/AMET/MOM/2017

**NODAL TEACHER : Mrs. R. Divyaranjani**

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- Nodal – Teacher - Dr. S.Gomathy - Assistant Professor, Department of English
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- Vice – President – Monisa.S – B.Com – First year
- Secretary – Aarathi S S – BBA – First Year
- Joint – Secretary – Kannvy - BBA – First Year

**Date: 18.08. 2017**

**Venue: F10, VOC BLOCK, FIRST FLOOR**

**MAJOR DISCUSSION POINTS**

**1. Status of Upcoming responsibilities to the Representatives:**

- Importance giving awareness in gender equity.
- Appointing the new students and assigning the responsibilities in maintaining the gender equity in AMET.
- Explaining the importance of Gender equity in AMET

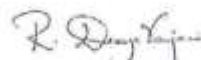
**2. Implementation**

1. Students interaction should be increased and gender equity among the students should be maintained.
2. Submission of five events report and the feedback on the event
3. Student should concentrate on respecting each gender and maintain the dignity among them

S No	Tentative event date	Activity name
1	08.03.2017	Womens Day Celebration
2	23.02.2017	Women welfare-Awareness Programme
3	30.08.2017	Empowerment of Women-Workshop

**3. Closing Remarks:**

1. Creating a strong network in Gender sensitization cell



**Mrs. R. Divyaranjani**  
Coordinator  
Gender Sensitisation Cell





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**ACTION TAKEN FOR 2017-2018**

**MINUTES OF MEETING**

**Ref: no:02/GSC/AMET/MOM/2017**

**NODAL TEACHER : Mrs. R. Divyaranjani**

**REPRESENTATIVES**

- Nodal – Teacher - Dr. S.Gomathy - Assistant Professor, Department of English
- President – Ms. Kiruthika S – MBA Second Year
- Vice – President – Monisa.S – B.Com – First year
- Secretary – Aarathi S S – BBA – First Year
- Joint – Secretary – Kannvy - BBA – First Year

**Date: 22.04. 2018**

**Venue: F10, VOC BLOCK, FIRST FLOOR**

**AGENDA**

1. Action taken on event performance on 2017-18
2. Analysing the report
3. Motivating the Representative on their roles and assigning the duties
4. the events on gender sensitization completion
5. strong relationship among the students in identifying the gender gaps



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**MINUTES OF MEETING**

Ref: no:02/GSC/AMET/MOM/2017

**NODAL TEACHER : Mrs. R. Divyaranjani**

**REPRESENTATIVES**

- Nodal – Teacher - Dr. S.Gomathy - Assistant Professor, Department of English
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- Vice – President – Monisa.S – B.Com – First year
- Secretary – Aarathi S S – BBA – First Year
- Joint – Secretary – Kannvy - BBA – First Year

**Date: 22.04. 2018**

**Venue: F10, VOC BLOCK, FIRST FLOOR**

**MAJOR DISCUSSION POINTS**

**1. Status of completed events on gender sensitization:**

- Awareness in gender equity programmes.
- Appointing the new students and assigning the responsibilities in maintaining the gender equity in AMET in 2016-17.
- Explaining the importance of Gender equity in AMET

**2. Implementation**

1. Students interaction should be increased and gender equity among the students should be maintained.
2. Submission of five events report and the feedback on the event
3. Student should concentrate on respecting each gender and maintain the dignity among them

Sno	Event date	Activity name	No of students	Chief guest
1	8.3.2017	Womens Day Celebration	40	
2	23.2.2017	illustrative cases and the meaning of "MISHAP"	42	Mr. LAWRENCE KANNAN, retired SI and lawyer



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3	30.8.2017	One day workshop on 'Empowerment of Entrepreneurship and Skill – Government of India Initiative' conducted by NIESBUD	90	National Institute of Entrepreneurship and Small Business Development (NIESBUD)
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**Successfully conducting the events as per schedule. The reports and photos are attached.**

**3. Closing Remarks:**

1. Creating a strong network in Gender sensitization cell

**Mrs. R. Divyaranjani**  
Coordinator  
Gender Sensitisation Cell

## Women's Day Celebrations 2017

**Theme - Be Bold for the Change**



**Various events and fun games were conducted on Women's Day**



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**One day workshop on ‘Empowerment of Entrepreneurship and Skill – Government of India Initiative was conducted by NIESBUD**

A one day workshop on ‘Empowerment of Entrepreneurship and Skill – Government of India Initiative’ was organized by the EDC in collaboration with the National Institute of Entrepreneurship and Small Business Development (NIESBUD) on 30/08/2017 at ShriJanakiraman Auditorium . The programme was inaugurated by the Honourable Vice Chancellor. In his inaugural address, he emphasized the need for students to take up self employment and contribute to the economic development of the country.



**Empowerment of Entrepreneurship and Skill – Government of India Initiative**





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**Empowerment of Entrepreneurship and Skill – Government of India Initiative**



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The workshop was conducted by Mr.Dinesh Kumar, the resource person from NEDC.

The Programme focused on the following aspects of business

1. How to prepare yourself for Taking loan from Bank.
2. Marketing of Products.
3. How to become a successful Entrepreneur.
4. Project profile/Report/How to prepare DPR.
5. Entrepreneurship Memorandum form.
6. Government Schemes, Subsidies & Institutional Help.
7. A guide to Self employment
8. How to raise finance.
9. The Projects those are in Demand
10. Risk & Vision
11. Hand Holding and Initial important Steps for the entrepreneurs in India
12. Success Story.
13. Statutory & Regulatory Compliance for the Entrepreneurs
14. How to Create the Competitiveness & settle in the competition.

90 students enrolled for the programme. Majority of the students were from AMET Business School (ABS). A good number of students from Engineering stream also participated in the workshop.



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**A report on gender champions held at DNV Hall**

**“A SPECIAL LECTURE DELIVERED BY Mr. LAWRENCE KANNAN”**

**Total students participated: 42**

A Programme on “Gender Champions” for making the students aware of various legal proceedings when there is a mishap in the society. AMET took this initiative to bring awareness among the students to illustrate of various incidents of accidents happening in the society.

Dr.P.Saravanan, Registrar welcomed the Resource Person and gave a prelude for the programme and assured to have many more such sessions for the students in the future.

The session was presided over by Col.Dr.G.Thiruvassagam, the Vice-Chancellor and in his address he insisted the need for programme of this nation to be aware mishap in the society.

**Mr.LAWRENCE KANNAN** B.A,B.L, retired SI and lawyer gave illustrative cases and explained the meaning of “MISHAP”. So with mis (“bad”) in front of it, it literally means “bad luck.” Mishaps can be accidents of great consequence or minimal consequence.



**Awareness Programme on Gender Champions**



### **Awareness Programme on Gender Champions**

#### **CASE STUDY:**

**Mishap 1:** 5 from Chennai die in mishap

**Date:** TIRUPATI: AUGUST 08, 2011

#### **Speaker Explanation:**

Five persons died on the spot and three others were seriously injured in a ghastly collision between a jeep and a truck near Yerpedu on the Tirupati-Srikalahasti highway on Sunday. The condition of one of the injured, all rushed to the Government-SVRR General Hospital, Tirupati, is stated to be critical.

According to the Yerpedu police, all the deceased, said to be employees of a Chennai-based software company, Sify Technology, were on their way to Srikalahasti for darshan after completing their pilgrimage to Tirumala. The accident scene presented a gory sight with human parts and flesh strewn all around and blood splattered all over. The lorry, after hitting the jeep, hurtled down the road embankment for some distance and stopped



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only after ploughing through a roadside farm field. The driver of the lorry is said to be absconding. Those identified as dead are: Karthik, S. Satish, Jayamurthy, Vasimraj and Sathish (driver of the local jeep hired by the ill-fated pilgrim party).

**Mishap 2:** Chennai: One killed, 9 injured in mishap at Kishkinta Theme park; 2 arrested

**Date:** May 12, 2016

**Speaker Explanation:**

A joy ride at a theme park ended on a tragic note as one person was killed and nine injured in Chennai on Thursday, following which the proprietor and manager were arrested on charges of negligence.

The incident occurred at Kishkinta Theme park near suburban Tambaram on Wednesday when the ride crashed while being tested, police said. The park's proprietor Jose Kunus and Manager Sakthivel were arrested on charge of negligence, police said.

**Mishap 3:** 22 killed as boat capsizes in Pulicat lake near Chennai

**Date:** DECEMBER 25, 2011

**Speaker Explanation:**

A Christmas joy ride turned into a tragedy for 22 members of a family, when a boat capsized near the sea mouth of the Pulicat lake backwaters on Sunday afternoon.

Only three boys were rescued out of the 25 present in the boat. A dozen bodies were fished out by rescuers late evening. The search operations were set to go on into the night.

Ashok, an alert fisherman who was in a boat in the vicinity, rescued Paul Dinakar (10), Ponraj (12), and Janakaraj (13). All the passengers on board belonged to one family. The head of the family, Soundarapandian annachi, ran a hotel on the Gummidipoondi bypass road.

His grandson was baptized on Sunday morning. Many relatives had joined them for the joyous occasion and a group of over 20 family members made the trip to the Pulicat lake.





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Official sources said though the boat could hold no more than 10 passengers, there were 25 on board when the accident happened.

**Mr.LAWRENCE KANNAN** B.A,B.L, retired SI and lawyer, Chennai gave illustrative cases and enlightened the STUDENTS about the sensitive MISHAP in the society. He insisted statistics about accidents happening in the society. Also he insisted that every individual should feel “I am responsible for what is happening around me”.

The session came to an end as Mrs. Gomathy – Coordinator staff welfare committee proposed the vote of thanks.





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**ACTION PLAN FOR 2018-2019**

**MINUTES OF MEETING**

**Ref: no:01/GSC/AMET/MOM/2018**

**NODAL TEACHER : Mrs. R. Divyaranjani**

**REPRESENTATIVES**

- Nodal – Teacher - Dr. Hellen - Assistant Professor, Department of Maritime Commerce
- President - Ms. Aarathi . S.S – BBA Final Year
- Vice – President - Mr. R. Dolan – BBA Second Year
- Secretary - Ms. Amanda Thomas . B – BBA Second Year
- Joint – Secretary - Mr. Ashwin Albert – BBA Second Year

**Date: 14.08.2018**

**Venue: F10, VOC BLOCK, FIRST FLOOR**

**AGENDA**

1. Explaining about the importance of the Gender equity
2. Importance giving awareness in gender equity
3. Representative roles and assigning the duties
4. Organizing the events on gender sensitization of minimum five
5. Interaction among the students in identifying the gender gaps



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**MINUTES OF MEETING**

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- Secretary - Ms. Amanda Thomas . B – BBA Second Year
- Joint – Secretary - Mr. Ashwin Albert – BBA Second Year

**Date: 14.08. 2018**

**Venue: F10, VOC BLOCK, FIRST FLOOR**

**MAJOR DISCUSSION POINTS**

- 1. Status of Upcoming responsibilities to the Representatives:**
  - Importance giving awareness in gender equity.
  - Appointing the new students and assigning the responsibilities in maintaining the gender equity in AMET.
  - Explaining the importance of Gender equity in AMET
- 2. Implementation**
  1. Students interaction should be increased and gender equity among the students should be maintained.
  2. Submission of five events report and the feedback on the event
  3. Student should concentrate on respecting each gender and maintain the dignity among them

S No	Tentative event date	Activity name
1	04.12.2018	Protection of women from domestic violence act, 2005
2	08.24.2018	Awareness programme government schemes for local women
3	08.27.2018	Awareness programme-Financial literature survey for women entrepreneurs, students and employees
4	10.12.2018	Awareness programme-Girl child awareness program on good touch and bad touch in the society

**3. Closing Remarks:**

3. Creating a strong network in Gender sensitization cell

**Mrs. R. Divyaranjani**  
Coordinator  
Gender Sensitisation Cell



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**ACTION TAKEN FOR 2018-2019**

**MINUTES OF MEETING**

**Ref: no:02/GSC/AMET/MOM/2018**

**NODAL TEACHER : Mrs. R. Divyaranjani**

**REPRESENTATIVES**

- Nodal – Teacher - Dr. S.Gomathy - Assistant Professor, Department of English
- President – Ms. Kiruthika S– MBA Second Year
- Vice – President – Monisa.S – B.Com – First year
- Secretary – Aarathi S S – BBA – First Year
- Joint – Secretary – Kannvy - BBA – First Year

**Date: 10.04. 2019**

**Venue: F10, VOC BLOCK, FIRST FLOOR**

**AGENDA**

1. Action taken on event performance on 2018-19
2. Analysing the report
3. Motivating the Representative on their roles and assigning the duties
4. the events on gender sensitization completion
5. strong relationship among the students in identifying the gender gaps





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**MINUTES OF MEETING**

Ref: no:02/GSC/AMET/MOM/2018

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- Vice – President – Monisa.S – B.Com – First year
- Secretary – Aarathi S S – BBA – First Year
- Joint – Secretary – Kannvy - BBA – First Year

**Date: 10.04. 2019**

**Venue: F10, VOC BLOCK, FIRST FLOOR**

**MAJOR DISCUSSION POINTS**

**1. Status of completed events on gender sensitization:**

- Awareness in gender equity programmes.
- Appointing the new students and assigning the responsibilities in maintaining the gender equity in AMET in 2018-19.
- Explaining the importance of Gender equity in AMET

**2. Implementation**

1. Students interaction should be increased and gender equity among the students should be maintained.
2. Submission of five events report and the feedback on the event
3. Student should concentrate on respecting each gender and maintain the dignity among them

SNo	Event date	Activity name	No of students
1	4/12/2018	Protection of women from domestic violence act, 2005	25
2	8/24/2018	Awareness programme on government schemes for women in kanathur	52



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3	8/27/2018	Financial literature survey for women entrepreneurs, students and employees	65
4	10/12/2018	Girl child awareness program on good touch and bad touch in the society	40
5	4/12/2018	Protection of women from domestic violence act, 2005	63
6	8/24/2018	Awareness programme on government schemes for women in kanathur	137
7	8/27/2018	Financial literature survey for women entrepreneurs, students and employees	80
8	10/12/2018	Girl child awareness program on good touch and bad touch in the society	50

**Successfully conducting the events as per schedule. The reports and photos are attached.**

**3. Closing Remarks:**

1. Creating a strong network in Gender sensitization cell

**Mrs. R. Divyaranjani**  
Coordinator  
Gender Sensitisation Cell



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**4/12/2018**

**Protection of women from domestic violence act, 2005**



**Protection of women from domestic violence act, 2005**

An awareness programme on protection of women from domestic violence and the importance of Protection of women from domestic violence act 2005 was presented on 4/12/2018.

**8/24/2018**

**Awareness programme on government schemes for women in kanathur**



### **Awareness programme on government schemes for women in kanathur**

An awareness programme on Government schemes for Women was conducted on 8/24/2018 for the benefit of women. During the programme various Schemes on women welfare was discussed and numerous doubts from the participants was cleared. protection of women from domestic violence and the importance of Protection of women from domestic violence act 2005 was presented on 4/12/2018.





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**8/27/2018**

**Financial literature survey for women entrepreneurs, students and employees**



**Financial literature survey for women entrepreneurs, students and employees**

An awareness programme on financial literature survey for women entrepreneurs, Students and Employees was conducted on 8/27/2018. During the programme the various financial related schemes were discussed.

**10/12/2018**

**Girl child awareness program on good touch and bad touch in the society**



**Girl child awareness program on good touch and bad touch in the society**

An awareness programme on good touch and bad touch for girl child to prevent the girl child from sexual crimes was conducted on 10/12/2018. During the programme the difference between good and bad touch was discussed with girl children.



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**ACTION PLAN FOR 2019-2020**

**MINUTES OF MEETING**

**Ref: no:01/GSC/AMET/MOM/2019**

**NODAL TEACHER : Mrs. R. Divyaranjani**

**REPRESENTATIVES**

- Nodal – Teacher - Dr. Hellen - Assistant Professor, Department of Maritime Commerce
- President - Ms. Aarathi . S.S – BBA Final Year
- Vice – President - Mr. R. Dolan – BBA Second Year
- Secretary - Ms. Amanda Thomas . B – BBA Second Year
- Joint – Secretary - Mr. Ashwin Albert – BBA Second Year

**Date: 11.08.2019**

**Venue: F10, VOC BLOCK, FIRST FLOOR**

**AGENDA**

1. Explaining about the importance of the Gender equity
2. Importance giving awareness in gender equity
3. Representative roles and assigning the duties
4. Organizing the events on gender sensitization of minimum five
5. Interaction among the students in identifying the gender gaps



**AMET**  
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**MINUTES OF MEETING**

Ref: no:01/GSC/AMET/MOM/2019

**NODAL TEACHER : Mrs. R. Divyaranjani**  
**REPRESENTATIVES**

- Nodal – Teacher - Dr. Hellen - Assistant Professor, Department of Maritime Commerce
- President - Ms. Aarathi , S.S – BBA Final Year
- Vice – President - Mr. R. Dolan – BBA Second Year
- Secretary - Ms. Amanda Thomas . B – BBA Second Year
- Joint – Secretary - Mr. Ashwin Albert – BBA Second Year

**Date: 11.08. 2019**

**Venue: F10, VOC BLOCK, FIRST FLOOR**

**MAJOR DISCUSSION POINTS**

**1. Status of Upcoming responsibilities to the Representatives:**

- Importance giving awareness in gender equity.
- Appointing the new students and assigning the responsibilities in maintaining the gender equity in AMET.
- Explaining the importance of Gender equity in AMET

**2. Implementation**

1. Students interaction should be increased and gender equity among the students should be maintained.
2. Submission of five events report and the feedback on the event
3. Student should concentrate on respecting each gender and maintain the dignity among them

S No	Tentative event date	Activity name
1	29.03.2019	Issues and rights of women-Orientation programme
2	08.03.2019	International Women's day celebration – 2019
3	01.11.2019	Pongal competitions for women
4	01.30.2019	Child Labour and Child Abuse- Awareness programme
5	02.02.2019	Demonstration of Cyber Security Tools-Awareness Programme

**3. Closing Remarks:**

1. Creating a strong network in Gender sensitization cell

**Mrs. R. Divyaranjani**  
Coordinator  
Gender Sensitisation Cell





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**ACTION TAKEN FOR 2019-2020**

**MINUTES OF MEETING**

Ref: no:02/GSC/AMET/MOM/2019

**NODAL TEACHER : Mrs. R. Divyaranjani**

**REPRESENTATIVES**

- Nodal – Teacher - Dr. S.Gomathy - Assistant Professor, Department of English
- President – Ms. Kiruthika S – MBA Second Year
- Vice – President – Monisa.S – B.Com – First year
- Secretary – Aarathi S S – BBA – First Year
- Joint – Secretary – Kannvy - BBA – First Year

**Date: 15.03. 2020**

**Venue: F10, VOC BLOCK, FIRST FLOOR**

**AGENDA**

1. Action taken on event performance on 2019-20
2. Analysing the report
3. Motivating the Representative on their roles and assigning the duties
4. the events on gender sensitization completion
5. strong relationship among the students in identifying the gender gaps



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**MINUTES OF MEETING**

Ref: no:02/GSC/AMET/MOM/2019

**NODAL TEACHER : Mrs. R. Divyaranjani**

**REPRESENTATIVES**

- Nodal – Teacher - Dr. S.Gomathy - Assistant Professor, Department of English
- President – Ms. Kiruthika S– MBA Second Year
- Vice – President – Monisa.S – B.Com – First year
- Secretary – Aarathi S S – BBA – First Year
- Joint – Secretary – Kannvy - BBA – First Year

**Date: 15.03. 2020**

**Venue: F10, VOC BLOCK, FIRST FLOOR**

**MAJOR DISCUSSION POINTS**

**1. Status of completed events on gender sensitization:**

- Awareness in gender equity programmes.
- Appointing the new students and assigning the responsibilities in maintaining the gender equity in AMET in 2019-20.
- Explaining the importance of Gender equity in AMET

**2. Implementation**

1. Students interaction should be increased and gender equity among the students should be maintained.
2. Submission of five events report and the feedback on the event
3. Student should concentrate on respecting each gender and maintain the dignity among them

SNo	Event date	Activity name	No of students	Chief guest
1	29.3.2019	Issues and rights of women in workplace	28	Dr.K.M.ASHIFA,Associate Professor & HOD : Department of Social Work, Kalasalingam University
2	8/3/2019	International Women's day celebration – 2019	40	



# AMET

## (ACADEMY OF MARITIME EDUCATION AND TRAINING)

(A de novo Category DEEMED TO BE UNIVERSITY Under Section 3 of UGC Act 1956)

3	1/11/2019	Pongal competitions for women	60	
4	1/30/2019	Child Labour and Child Abuse	42	
5	2/2/2019	Demonstration of Cyber Security Tools	32	
6	2/9/2019	Women Equity and Equality	60	
7	4/29/2019	Awareness programme on Cancer with Base Line Diagnosis	65	
8	6/2/2019	Creating Awareness on Water, Sanitation and Hygiene for women	82	
9	10/3/2019	Employment opportunities in IT industry	45	
10	10/4/2019	Child Abuse Prevention	55	
11	10/4/2019	Girls Education	20	
12	10/20/2019	Cleaning of Childrens Park and Planting Trees	50	
13	11/14/2019	Postal savings account,Kanthur Village	55	
14	12/21/2019	Food Habits and Nutritional Requirement for Working mothers	30	
15	3.2.2020	Awareness On Opportunities In Mahatma Gandhi National Rural Employment Guarantee Act (MGNREGA)	100	
16	31.1.2020	Gender champion events - 2020	150	
17	1/24/2020	Awareness Rally on Protection of Girl Child	20	
18	1/29/2020	Awareness programme on Women safety with Kavalan app	130	
19	2/2/2020	Self Development and Empowerment of women	40	
20	3/15/2020	Traditional Games	35	



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21	7/19/2019	Awareness programme on Cyber Bullying against girls - Measures for their prevention	300	
22	10/3/2019	International Women's day celebration – 2019	40	
23	9/16/2019	Onam Celebrations	80	
24	10/18/2019	Women Empowerment ; Cyber Laws for women	30	
25	12/3/2019	Women safety while driving	40	

Successfully conducting the events as per schedule. The reports and photos are attached.

**3. Closing Remarks:**

1. Creating a strong network in Gender sensitization cell

**Mrs. R. Divyaranjani**  
Coordinator  
Gender Sensitisation Cell





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**29.3.2019**

**Issues And Rights Of Women In Workplace**



A seminar on Issues and Rights of Women in Work place was organized and the speaker Dr.K.M.ASHIFA, Associate Professor &HOD Department of Social Work, Kalasalingam University described the various issues related to the rights of women at work place



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**8/3/2019**

**International Women's day celebration – 2019**



**International Women's day celebration**

International Women's day was celebrated on 8/3/2019 at Shri Janakiraman Auditorium. During the programme awards for best performing women's were honored.





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**1/11/2019**

**Pongal competitions for women**



**Pongal Celebrations**

Pongal Celebrations were organized on 1/11/2019. During the programme various events were organized especially for the women in the university.



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1/30/2019

Child Labour and Child Abuse



**Rally on Child Labour and Child Abuse**

Rally on Child Labour and Child Abuse was organized by the department of Mechanical Engineering on 1/30/2019 to create awareness on child labour and child abuse





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**2/2/2019**

**Demonstration of Cyber Security Tools**



**Demonstration of Cyber Security Tools**

An awareness programme on usage of cyber security tools was conducted on 2/2/2019. During the programme various features of cyber security tools were discussed.



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2/9/2019

Women Equity and Equality



**Awareness programme on Women Equity and Equality**

An awareness programme on Women Equity and Equality was conducted on 2/9/2019. During the programme various issues related on Women Equity and Equality were discussed.

**4/29/2019**

**Awareness programme on Cancer with Base Line Diagnosis**



### **Awareness programme on Cancer with Base Line Diagnosis**

An awareness programme on cancer with Base Line Diagnosis was conducted during 29/04/2019 to 30/04/2019 during the programme various precautionary measures to avoid cancers and its related issues were discussed.



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6/2/2019	<b>Creating Awareness on Water, Sanitation and Hygiene for women</b>
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**Creating Awareness on Water, Sanitation and Hygiene for women**

An awareness programme on Water, Sanitation and Hygiene for women was organized to create an awareness for women's in usage of water, sanitation and hygiene.





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**10/3/2019**

**Employment opportunities in IT industry**



**Employment opportunities in IT industry**

An awareness programme in Employment opportunities in IT industry was organized to create an awareness on IT jobs and the skill required in the job market.



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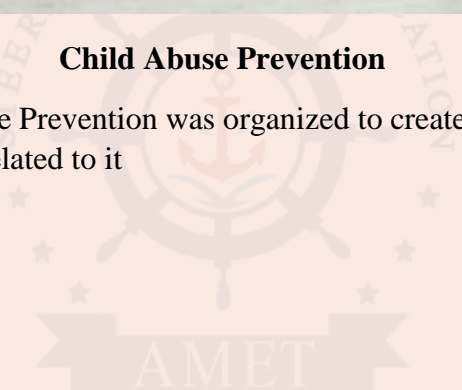
**10/4/2019**

**Child Abuse Prevention**



**Child Abuse Prevention**

A workshop on Child Abuse Prevention was organized to create awareness on child abuse prevention and the issues related to it





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**10/4/2019**

**Girls Education**



**Awareness programme on Girls Education**

An awareness programme on girl's education was organized to create an awareness on the need of a girl child education in the current scenario



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**7/19/2019**

**Awareness programme on Cyber Bullying against girls - Measures for their prevention**



**Awareness programme on Cyber Bullying against girls - Measures for their prevention**





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10/3/2019

International Women's day celebration – 2019



**International Women's day celebration**

International women's day celebration 2019 was organized by the Department of Information technology and the chief guest for this programmes were Ms.Revathy Asha, Actor and Smt. Meenakshi Vijayakumar Deputy Director, Fire and Rescue services, Chennai

9/16/2019

Onam Celebrations



### Onam Celebrations

Onam celebrations were organized on 16/09/2019 and the various cultural events were performed by the students.



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**10/18/2019**

**Women Empowerment ; Cyber Laws for women**



**Women Empowerment ; Cyber Laws for women**

A seminar on cyber laws for Women was organized by the centre for women empowerment on 18/10/2019. During the programme various cyber laws and its importance were presented by the speaker.



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12/3/2019

Women safety while driving



**Awareness programme on Women safety while driving**

An Awareness programme on women safety while driving was conducted for creating safety awareness especially for women for their safety while driving.





## Program Report

### 1. Program theme

Awareness On Opportunities In Mahatma Gandhi National Rural Employment Guarantee Act (MGNREGA)

### 2. Objective/s of the Program

- a) To create awareness about MGNREGA
- b) To help below poverty line people

### 3. Details of the Program

The members of gender sensitization cell with the representatives in association with Eedhal Nalam conducted Awareness On Opportunities In Mahatma Gandhi National Rural Employment Guarantee Act (MGNREGA)

### 4. Outcome

- a) Awareness created about MGNREGA
- b) Around 60 below poverty line people of Madambakkam Village enrolled in MGNREGA

### 5. Beneficiaries

- Below poverty line people of Madambakkam Village enrolled in MGNREGA

### 7. Photographs

Attached



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**Awareness on Opportunities In Mahatma Gandhi National Rural Employment Guarantee Act (MGNREGA)**



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**Awareness on Opportunities In Mahatma Gandhi National Rural Employment Guarantee Act (MGNREGA)**





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The members of gender sensitization cell with the representatives in association with Eedhal Nalam conducted Awareness on Opportunities in Mahatma Gandhi National Rural Employment Guarantee Act (MGNREGA)

**GENDER CHAMPIONS EVENT 2019-20**



**Gender Champions awareness programme**





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**Gender Champions competitions**



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**Gender Champions competitions**

The members of gender sensitization and gender champions cell organized an inter departmental activities on 31/01/2020. During the programme various events were conducted.



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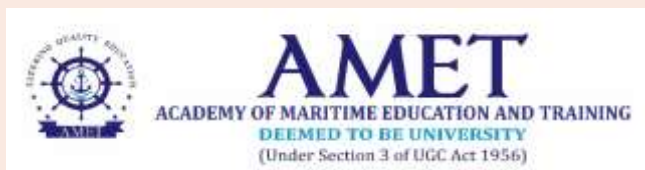
## Gender sensitization orientation class – 2020

<b>Gender sensitization - Orientation class</b>			
<b>DATE</b>	<b>DEPARTMENT</b>	<b>NO. OF STUDENTS</b>	<b>SESSION TIMING</b>
<b>First day - Orientation class 4 sessions</b>			
8/6/2020	MARINE ENGINEERING	<b>150</b>	9.00 AM to 10.00 AM
8/6/2020	NAUTICAL SCIENCE	<b>288</b>	11.00 AM to 12.00 PM
8/6/2020	MECHANICAL ENGINEERING, NAVAL ARCHITECTURE, EEE, Petroleum Engineering	<b>206</b> (MECH=115, NA = 36, EEE=35, PE=20)	2.00 PM To 3.00 PM
8/6/2020	Food Processing and Technology, Mining, Bio-tech, BBA and B.COM	<b>117</b> (Food Processing and Technology = 7, Mining = 10, Bio-tech = 9, BBA = 77 and B.COM = 14)	3.00 PM to 4.00 PM
<b>Total number of students</b>		<b>761</b>	
<b>Second day - Orientation class 4 sessions</b>			
9/6/2020	MARINE ENGINEERING	<b>150</b>	9.00 AM to 10.00 AM
9/6/2020	NAUTICAL SCIENCE	<b>288</b>	11.00 AM to 12.00 PM
9/6/2020	MECHANICAL ENGINEERING, NAVAL ARCHITECTURE, EEE, Petroleum Engineering	<b>206</b> (MECH=115, NA = 36, EEE=35, PE=20)	2.00 PM To 3.00 PM
9/6/2020	Food Processing and Technology, Mining, Bio-tech, BBA and B.COM	<b>117</b> (Food Processing and Technology = 7, Mining = 10, Bio-tech = 9, BBA = 77 and B.COM = 14)	3.00 PM to 4.00 PM
<b>Total number of students</b>		<b>761</b>	



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ANNEXURES



**GENDER SENSITIZATION AND GENDER CHAMPIONS CELL**

On 31<sup>st</sup> January-2020 at Janakiraman Auditorium at 9.00 AM

**A Competition for Gender Champions**

**REGISTRATION FORM**

Student Name :

(In Capital Letters)

Reg No/Roll No :

Programme Name :

Year of Studying :

Gender : Male /Female

Mobile No :

E-Mail :

**Events**

☐ Bridal Makeup      ☐ Broom Makeup      ☐ Cooking without Fire

☐ Best Megandhi      ☐ Best Selfie/Best Photo      ☐ Just a Minute

**Note:** Registration Closes at 29<sup>th</sup> Jan-2020. Spot Registration Not Allowed.

**Class Mentor**

**HOD**





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**ANNEXURE –I**

**APPLICATION FORM FOR ENGAGEMENT AS GENDER CHAMPION**

1. Name (in Block letters) : \_\_\_\_\_

2. Sex (**Male/Female/Transgender**): \_\_\_\_\_

3. Date of Birth (DD/MM/YY) : \_\_\_\_\_

(Attach valid proof of Date of Birth)

4. Parent/Guardian's Name: \_\_\_\_\_

5. Residential Address : \_\_\_\_\_

6. Mobile Number : \_\_\_\_\_

7. Email Address : \_\_\_\_\_

8. Community (SC/ST/General) : \_\_\_\_\_

Affix Passport  
Photograph duly  
signed

Educational Qualifications: (Please add additional diploma/any other additional qualifications, if any)

Degree/ Class	Stream/ Discipline	Aggregate Marks (in % only) or Grade of the last exam passed	Name of Board/ University	Year of Passing



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10. Computer Skills : \_\_\_\_\_

11. Languages Known : \_\_\_\_\_

12. References :

(Please attach letters from 3 referees)

13. Why do you want to become a Gender Champion (not more than 250 words)?



Declaration

I hereby declare that the statements made in the application are true and complete to the best of my knowledge and belief. I understand that the action can be taken against me in the event of any of the said information furnished by me being found false or incorrect.

Signature of Applicant : \_\_\_\_\_

Date \_\_\_\_\_

Place \_\_\_\_\_



## ANNEXURE II

### REPORTING FORMAT FOR GENDER CHAMPION

Submitted by : (Name) \_\_\_\_\_

Status Report As on (DD/MM/YYYY): \_\_\_\_\_

S. No.	Tasks/Activities Planned for month	Tasks Completed		Tasks Ongoing	
		Start Date	End Date	Start Date	Expected Date of Completion

Suggestions given by Students: \_\_\_\_\_

Please attach valid proof of the activities, e.g., photos, reports, clippings etc., with the report

Signature of Gender Champion : \_\_\_\_\_

Date \_\_\_\_\_

Place \_\_\_\_\_

Name List of gender sensitization representatives

	NAME	COURSE	GROUP
1.	VARUN WAJJALA	NAVAL ARCHITECTURE	2
2.	VYSHAKH	NAVAL ARCHITECTURE	2

3.	V. DHANWIN	NAVAL ARCHITECTURE	1
4.	P. GOWRI SHANKAR	NAVAL ARCHITECTURE	1
5.	VISHNU VALSAN	MECHANICAL ENGINEERING	2
6.	RITESH RAJA	MECHANICAL ENGINEERING	2
7.	SHRUTI ADITI TIWARI	MECHANICAL ENGINEERING	2
8.	MONISH RAGHAV	MECHANICAL ENGINEERING	2
9.	M. KAPIL RAJ	HARBOUR & OFFSHORE ENG	
10.	K.KAILASH	HARBOUR & OFFSHORE ENG	
11.	AVINASH VIJAY	EEEM	
12.	AKHIL SABU	FOOD PROCESSING TECH	
13.	SREERAG SREEKUMAR	FOOD PROCESSING TECH	
14.	PUNNOOSE KUMAR	EEEM	
15.	PURNA SAHU	PETROLEUM ENGINEERING	1
16.	SHIVANSU GUPTA	PETROLEUM ENGINEERING	2
17.	KARIMULLA MOHAMMED MUSTAFA	PETROLEUM ENGINEERING	1
18.	ABIN ALEXANDER	PETROLEUM ENGINEERING	2
19.	S. BINDHU	BBA	1
20.	GOPIKA	BBA	1
21.	AMIRAH	BBA	1
22.	SUSHMA	BBA	2
23.	AISHWARYA .V	BBA	2
24.	MANNE AISHWARYA	BBA	
25.	CHRISTINA DAVIS	DIPLOMA IN NAVAL ARCH ENG	
26.	KARYN PRISCILLA	DIPLOMA IN NAVAL ARCH ENG	



## Students of Gender Champion Name List

### BSC Nautical Science

1. R. HARIHARAN – GROUP 3 ( Roll NO – 2152)
2. M.LIJO – GROUP 3 (ROLL NO- 2183)
3. ARSHJEET SINGH – Group – 2 – (Roll No – 2105)
4. FERDINAND – GROUP -2 (ROLL NO- 2140)
5. J.M. SHASHANK – GROUP – 5- (ROLL NO- 2264)
6. SIDDHARTH PARIKAR – GROUP -5 (ROLL NO – 2268)
7. V. SNEHA – GROUP -6 (ROLL NO – 2270)
8. PRANAMYA PRAVEEN – GROUP-6 (ROLL NO- 2269)
9. M.P.ANITA GROUP-6 (ROLL NO – 2098)

### B.E MARINE ENGINEERING

1. AQJB KHAN – GROUP -1 (ROLL NO- 2442)
2. ALOK SINGH – GROUP -1 (ROLL NO- 2433)
3. S. GRUKESHWAR – GROUP -2 (ROLL NO- 2488)
4. CHRISTY CAIRNS - – GROUP -2 (ROLL NO- 2468)
5. V.J.JOHN- GROUP-3(ROLL NO- 2507)
- 6.T.Z. MOHAMMED ASFAQ- GROUP -3 (ROLL NO- 2532)
7. MUNEET SINGH – Group - 4 (ROLL NO- 2541)
8. NANDALAL KUMAR DAS – GROUP- 4 (ROLL NO- 2544)
9. TEJAS. M –GROUP-6 (ROLL NO – 2626)
10. SURAJ KUMAR DASH – GROUP -6 (ROLL NO- 2657)

### EEE/MARINE ENGINEERING

1. S.SATHISH KUMAR- GROUP -1 (ROLL NO- EEE366)

2. G.AAGASH-GROUP-1(ROLL NO- EEE330)

3. C.R.BRIJESH- GROUP-1(ROLL NO- EEE340)

**FOOD PROCESSING TECHNOLOGY**

1. BHARANI ABISHEK – ( ROLLNO- FP033)
2. CHINMAYEE H. PIMPALKHARE ( ROLLNO- FP028)
3. GETSEY AISHWARY- (ROLLNO- FP027)

**PETROLEUM ENGINEERING**

1. SYED JAWAAD AHMED – (ROLLNO- 067)

**DIPLOMA IN MECHANICAL ENGINEERING**

- 1.SATHISH –(ROLL-NO DME 29)
2. SYED JAWAAD AHMED – DIPLOMA IN PETROLEUM (ROLL NO-067)
- 3.RITCHIE MARK MCGUINNESS – DIPLOMA IN MECHANICAL ENGINEERING (ROLL NO- 025)



# AMET

ACADEMY OF MARITIME EDUCATION AND TRAINING  
Deemed to be University Under Section 3 of UGC Act 1956



## AMET

ACADEMY OF MARITIME EDUCATION AND TRAINING  
(Under Section 3 of UGC Act 1956)

**Dr.P.SARAVANAN**  
**REGISTRAR**

12.10.2015

TO  
Mrs. Divya Ranjani  
Assistant Professor  
AMET Business School

Dear Mrs. Divya Ranjani,

I am, by direction, to inform that you have been appointed as Nodal Teacher for Gender Sensitization Cell as per the Guidelines of the University Grants Commission.

**REGISTRAR**

Copy To:

1. The Director – Administration
2. The Director – E-Governance
3. The coordinator – IQAC
4. The coordinator – Gender Sensitization Cell
5. The secretary to the Vice Chancellor

**Appointment letter for Nodal Teacher**



# AMET

ACADEMY OF MARITIME EDUCATION AND TRAINING  
Deemed to be University Under Section 3 of UGC Act 1956



## AMET

ACADEMY OF MARITIME EDUCATION AND TRAINING  
(Under Section 3 of UGC Act 1956)

**Dr.P.SARAVANAN**  
**REGISTRAR**

12.10.2015

TO  
Mrs. Helan  
Assistant Professor  
AMET Business School

Dear Mrs. Helan,

I am, by direction, to inform that you have been appointed as Nodal Teacher for Gender Sensitization Cell as per the Guidelines of the University Grants Commission.



**REGISTRAR**

Copy To:

1. The Director – Administration
2. The Director – E-Governance
3. The coordinator – IQAC
4. The coordinator – Gender Sensitization Cell
5. The secretary to the Vice Chancellor

**Appointment letter for Nodal Teacher**



## Year wise Gender champions data

YEAR	Event Date	No. of Gender Champions
2016 - 2017	20.4.2016	38
	28.9.2016	42
2017 - 2018	23.2.2017	42
	11.9.2017	32
2018 - 2019	14.03.2018	39
2019 - 2020	29.03.2019	21

## List of Events

Year	Number of events	Event Title
2015 - 2016	2	INAUGURAL FUNCTION OF GENDER SENSITIZATION PROGRAMME
		AUDIO VIDEO LECTURE: AWARENESS ON WOMEN'S HEALTH AND GENERAL HYGIENE
2016 - 2017	3	WOMEN EQUITY AND EQUALITY
		INAUGURAL FUNCTION OF GENDER CHAMPIONS
		AWARENESS PROGRAMME ON GENDER CHAMPIONS
2017 - 2018	2	AWARENESS PROGRAM ON GENDER CHAMPIONS – LEGAL PROCEEDINGS
		GENDER SENSITIZATION PROGRAMME THEME: <ul style="list-style-type: none"> <li>• DIFFERENCE BETWEEN GENDER AND SEX.</li> <li>• HOW TO GET RID OF GENDER STEREOTYPES.</li> <li>• GENDER SOCIALIZATION</li> <li>• GENDER CHAMPIONS ROLES AND RESPONSIBILITIES</li> </ul>
2018 - 2019	1	GENDER CHAMPIONS – ETHNIC DAY
2019 - 2020	1	GENDER CHAMPIONS – ISSUES AND RIGHTS OF WOMEN AT WORKPLACE

**List of programmes – 2015 -2020 conducted in AMET**

sn o	EVENT DATE	activity name	no of student s	Chief guest
<b>2015</b>				
1	2.8.2015	Gender Sensitization Programme – Inaugural function	40	Dr.Kanagamani Balasubramanian, HOD - English and senior Professor of AMET university addressed the gathering
2	25.8.2015	Awareness Programme on Gender Sensitization		Ms. Shanthi, Coordinator of the centre delivers welcome address
3	26.8.2015	Empowering Women in Developing World	40	Prof. Dr. Rita John, Head of Theoretical Physics, University of Madras
4	30.9.2015	Awareness Program on Legal Literacy and women's Rights	28	Ms. Susheela Devi Advocate, practicing law for 12 years in Madras High Court
5	1.10.2015	an audio video lecture on women's health and general hygiene.	25	Dr. Vanithakumari ,MBBS;DGO gave
<b>2016</b>				
1	9.2.2016	Women equity and equality	40	Ms.Vijayalakshmi Seshan M.A, an educationist
2	20.4.16	“who is a gender champion? and what are the services that are to be done to become a champion?”	38	Dr.P.Bindu ,M.A,Ph.D ,English Professor at Presidency college
3	20.4.16	Gender Champions cell	52	Dr.P.Bindu ,M.A,Ph.D ,English Professor at Presidency college

4	28.9.2016	how to proceed as a social gender champion	42	Dr.Aranga Mallika , M.A,Ph.D- Director, Women studies , Ethiraj College
5	19th & 20th of October 2016 .	Gender Empowerment and development	2	Maulana Azad Urdu University and Ministry of women and child welfare , Government of India
6	29-7-2016	Report on Self Defense Program	50	Mr. Parandhman and Mr. Sekar, Chief Coaches of Chennai Martial Arts
7	9-2-2016	Open Forum on Building Innovations and Leadership in Women	35	Dr. Bina Celine Dorothy, Professor, AMET Business School
8	7.3.2016	A Report on an Awareness Programme on Martial Arts Conducted by Crisis Management Cell and Centre for Women Empowerment	25	ten member professional karate team from Colt Karate
<b>2017</b>				
1	23.2.2017	illustrative cases and the meaning of “MISHAP”	42	Mr. LAWRENCE KANNAN, retired SI and lawyer
2	30.8.2017	One day workshop on ‘Empowerment of Entrepreneurship and Skill – Government of India Initiative’ conducted by NIESBUD	90	National Institute of Entrepreneurship and Small Business Development (NIESBUD
<b>2018</b>				
1	4/12/2018	Protection of women from domestic violence act, 2005	25	
2	8/24/2018	Awareness programme on government schemes for women in kanathur	52	
3	8/27/2018	Financial literature survey for women entrepreneurs, students and employees	65	
4	10/12/2018	Girl child awareness program on good touch and bad touch in the society	40	
<b>2019</b>				
1	29.3.2019	issues and rights of women in workplace	28	Dr.K.M.ASHIFA.Associ ate Professor & ; HOD : Department of Social Work, Kalasalingam University

2	8/3/2019	International Women's day celebration – 2019	40	
3	1/11/2019	Pongal competitions for women	60	
4	1/30/2019	Child Labour and Child Abuse	42	
5	2/2/2019	Demonstration of Cyber Security Tools	32	
6	2/9/2019	Women Equity and Equality	60	
7	4/29/2019	Awareness programme on Cancer with Base Line Diagnosis	65	
8	6/2/2019	Creating Awareness on Water, Sanitation and Hygiene for women	82	
9	10/3/2019	Employment oppurtunities in IT industry	45	
10	10/4/2019	Child Abuse Prevention	55	
11	10/4/2019	Girls Education	20	
12	10/20/2019	Cleaning of Childrens Park and Planting Trees	50	
13	11/14/2019	Postal savings account,Kanthur Village	55	
14	12/21/2019	Food Habits and Nutritional Requirement for Working mothers	30	
15	3.2.2020	Awareness On Opportunities In Mahatma Gandhi National Rural Employment Guarantee Act (MGNREGA)	100	Eedhal Nalam
16	31.1.2020	gender champion events - 2020	150	
17	1/24/2020	Awareness Rally on Protection of Girl Child	20	
18	1/29/2020	Awareness programme on Women safety with Kavalan app	130	
19	2/2/2020	Self Development and Empowerment of women	40	
20	3/15/2020	Traditional Games	35	
21	7/19/2019	Awareness programme on Cyber Bullying against girls - Measures for their prevention	300	
22	10/3/2019	International Women's day celebration – 2019	40	
23	9/16/2019	Onam Celebrations	80	



<b>24</b>	10/18/2019	Women Empowerment ; Cyber Laws for women	30	
<b>25</b>	12/3/2019	Women safety wjhile driving	40	
<b>2020</b>				
<b>1</b>	1/24/2020	Awareness Rally on Protection of Girl Child	50	
<b>2</b>	1/8/2020	Gender Equality promotion programme	40	
<b>3</b>	1/15/2020	Pongal competitions for women	60	
<b>4</b>	1/31/2020	Gender Champions	40	
<b>5</b>	3/7/2020	Women's day celebration	40	
<b>6</b>	3/4/2020	Awareness on gender equality	26	
<b>7</b>	4/10/2020	Awareness programme on girls education	120	
<b>8</b>	4/10/2020	Awareness on child abuse protection	120	
<b>9</b>	3/5/2020	Save girl child / Zero tolerance on female genital mutilation	26	
<b>10</b>	6/8/2020	Gender sensitization orientation	40	
<b>11</b>	6/9/2020	Gender sensitization orientation	40	

## **GENDER SENSITIZATION**

### **1. Legal issues**

a) Sexual harassment has come to be widely condemned as a form of human rights violation, an infringement on life and liberty and a grave form of gender-based discrimination. Such behaviour is an affront to dignity, gender equality, and fundamental rights.

b) Sexual harassment is contrary to anti-discrimination provisions in the Constitution of India: Article 15: “Prohibition of discrimination on grounds of religion, race, caste, sex or place of birth” and Article 19(1) (g): Right to Freedom which upholds a woman’s right “to practice any profession, or to carry on any occupation, trade or business”.

c) Sexual Harassment is an offence under The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 No. 14 of 2013. Section 3(1): No woman shall be subjected to sexual harassment at any workplace.” Section 19 Every employer shall- (a): provide a safe working environment at the workplace which shall include safety from the persons coming into contact at the workplace. Section 4(1): Every employer of a workplace shall, by an order in writing, constitute a Committee to be known as the “Internal Complaints Committee”.

The Supreme Court of India, in a landmark judgment in August 1997 (Vishaka & others vs. the State of Rajasthan & others) stated that every instance of sexual harassment is a violation of “Fundamental Rights” under Articles 14, 15, and 21 of the Constitution of India, and amounts to a violation of the “Right to Freedom” under Article 19 (1)(g). The Supreme Court further reiterated that sexual harassment “is a violation of the fundamental right to gender equality and the right to life and liberty”. Another Supreme Court Judgment in January 1999 (Apparel Export Promotion Council vs. Chopra) has stated that sexually harassing behaviour “needs to be eliminated as there is no compromise on such violations”.

d) Educational institutions are bound by the same Act (Section 2(o)) “workplace” includes- (i) any private sector organisation or a private venture, undertaking, enterprise, institution, establishment, society, trust, non-governmental organisation, unit or service provider carrying on commercial, professional, vocational, educational.... distribution or service.”) Following this, AMET is committed to uphold the Constitutional mandate ensuring the above-mentioned human rights of all those who fall within its jurisdiction. It is with this objective that these Rules have been framed.

## **Definitions of Sexual Harassment and Gender Sensitization**

### **1. Sexual Harassment**

a) Sexual Harassment in the given context, is described in The Sexual Harassment of Women at the Workplace (Prevention, Prohibition and Redressal) Act 2013 in Paragraph 2(n) as: “sexual harassment” includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely:

- Physical contacts and advances; or
- A demand or request for sexual favours; or
- Making sexually coloured remarks; or
- Showing pornography; or
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature;”

b) Within AMET the definition of the above applies equally to men and women and also includes harassment by a member of one sex to a member of the same sex.

c) The key expression in the above definition is unwelcome which indicates the unwanted and non-consensual nature of the behaviour in question.

d) The explanation of Sexual Harassment shall include but will not be confined to the following:

e) Section 3(2): “The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behaviour of sexual harassment may amount to sexual harassment:

- Implied or explicit promise of preferential treatment in employment; or
- Implied or explicit threat of detrimental treatment in employment; or
- Implied or explicit threat about present or future employment status; or
- Interference with work or creating an intimidating or offensive or hostile work environment; or
- Humiliating treatment likely to affect health or safety.”

And further to also include:

vi. Making unwelcome sexual advances, or requesting sexual favours, or verbal or physical conduct of a sexual nature explicitly or implicitly made as a term or condition for instruction, employment, participation or evaluation of a person's engagement in any activity related to AMET.

vii. Unwelcome sexual advances or verbal, or non-verbal or physical conduct such as loaded comments, remarks, jokes, letters, phone calls, or e-mails, gestures, showing of pornography, lurid stares, physical contact or molestation, stalking, and sounds or display of a derogatory nature which have the purpose or effect of interfering with an individual's performance or of creating an intimidating, hostile or offensive campus environment.

viii. Committing any form of sexual assault by a person using the body or any part of it or any object as an extension of the body in relation to another person without the latter's consent or against the person's will.

f) The overwhelmingly dominant form of sexual harassment is that perpetrated by men against women. However, sexual harassment could also be perpetrated by women against men or occur between persons of the same sex.

## **2. Gender Sensitization**

a) Gender Sensitization involves creating awareness about gender issues and working towards and creating an enabling environment of gender justice where men and women can work together with a sense of personal security and dignity.

## **3. Complaints**

(Note: This part presents only a summary of the procedure that will be followed. For detailed guidelines, please refer to the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013)

### **1. Complaints Mechanism**

#### **Complaints Filing Process**

a) Any student, service provider, outsider, or a member of the academic or non-teaching staff may lodge a complaint of sexual harassment against a student, service provider, outsider, or a member of the academic or non-teaching staff or an Officer of AMET, or a member of the Authorities or a Committee of AMET.

b) Complaints should be lodged by the concerned person directly with any member of Gender sensitivity cell in AMET. Third party complaints and witness complaints shall not be entertained except in cases where the complainant has been forcibly prevented from making a complaint; in such cases a complaint can be made on her/his behalf until she/he can approach Gender Sensitization Cell in AMET.

c) Complaints may be oral or in writing. If the complaint is oral, it would be converted into a written form by the Gender Sensitization Cell member receiving the complaint and authenticated by the complainant under her/his dated signature or thumb impression as the case may be as soon as possible. Complaints may also be received by email via the official **sgsk\_1960@yahoo.co.in** email address.

d) Details of the incident(s) of harassment, date, time, and place must be recorded. Complaints must be filed within three months of the incident or of the most recent incident.

e) The history of which the complainant approached (family, friends, teachers etc) before making a formal complaint must also be recorded.

f) Upon receipt of the complaint, the Cell member to whom the complaint is made shall forward the same to the Complaints Screening Committee.



## **2. Manner in which complaints can be made:**

- a) Complaints should be lodged by the concerned person directly with any member of gender sensitization cell. Complaints may be received orally, by email or in writing. See above for further details.
- b) If the complainant is unable to file a complaint themselves the following will apply:
  - i. First is where the victim is physically incapacitated from making a complaint, it can be made by someone on her/his behalf, which includes a friend or any person who knows of the incident and has the written authorization of the victim to make a complaint.
  - ii. Second, where the victim is mentally incapacitated from making a complaint someone can make the complaint on her/his behalf.
  - iii. Third, if the victim is unable to file a formal complaint, someone who knows of the incident can do so provided they have the written authorization of the victim to make the complaint.
  - iv. Fourth is when the victim has passed away, a person who knows of the incident may file a complaint if they have received the written authorization of the victim's heirs.

## **3. Procedure for inquiry:**

- a) One written copy of the complaint must be received (either in writing, by email or a transcript by a Committee member of an oral complaint). A copy of the complaint must be submitted with the details of witnesses to the Complaints Committee.
- b) One copy has to be given to the respondent (person against whom a complaint has been filed) within 7 days from when the complaint was received.
- c) Within 10 days of receiving a copy of the complaint and other accompanying documents, the respondent has to respond with documents and details of witnesses.
- d) The Complaints Committee must adhere to the principles of natural justice when inquiring into a complaint.
- e) The inquiry can be terminated, or proceeded with ex parte (when the respondent does not cooperate) if the party (either the complainant or respondent) does not present themselves for three consecutive hearings and no reasonable cause has been offered.
  - i. Proviso: The termination of the inquiry or proceeding with the inquiry ex parte, as the case may be, may not be done without serving a written notice to the party in question. Such notice must be served at least 15 days before the relevant decision is to be made.
- f) No lawyer is allowed to represent either party.
- g) A minimum of three members are needed to conduct the inquiry, which must include the Chairperson.

## **GUIDELINES FOR GENDER CHAMPIONS**

### **1. Introduction**

Gender socialization begins early, and it is important to initiate change process at a young age to shape attitudes and transform behaviors. Schools and colleges play a major role in this regard, because students spend large amounts of time engaged with peers in such settings. Creating positive social norms in educational institutions that value girls and their rights is important to improve the well-being of girls and achieve long-term and sustainable social change.

India is home to around 232 million individuals aged 15-24 years, who account for 19.15% of the country's Engaging population with these young **students**. is crucial to help them critically assess notions of masculinity and question prevailing gender inequities. We need to tap into the goodness and sense of justice of these young **minds** to give them tools for maintaining those gifts as they encounter people and experiences that are different from their own. We need to engage with **them** to challenge and shift gender norms that contribute to girls and women having less worth, opportunities and decision-making ability than boys and men.

In order to promote gender equality, guaranteed by Article 15 of the Indian Constitution, we need to change the mode of interaction at all levels - home, school, workplace and so on. To increase the outreach for creating an environment that fosters equal treatment, Government of India envisages engagement of Gender Champions in all schools and colleges across the country. **Gender Champions can be any student above 16 years of age enrolled in educational institutions.** It is a joint initiative of the Ministry of women and Child Development and Ministry of Human Resource Development.

### **2. Vision**

Gender Champions are envisaged as responsible leaders who will facilitate an enabling environment within their schools/colleges/academic institutions where girls are treated with dignity and respect. They will strengthen the potential of these young people to advocate for gender equality and monitor progress towards gender justice.

### **3. Objective**

The broad mandate of a Gender Champion is to provide an integrated and interdisciplinary approach to understanding the social and cultural constructions of gender that shape the experiences of women and men in society. The aim is to make the young boys and girls gender sensitive and create positive social norms that value the girls and their rights.

- To create awareness about gender, gender equity and making the younger generation understand who is a gender champion.
- Arranging for workshops, film shows and activities to motivate the feel among the student community to become a gender champion

#### 4. Roles and Responsibilities of a Gender Champion

The responsibilities of the Gender Champion will include the following:

Provide overall guidance to the peer group in integrating /mainstreaming gender in all activities of the Institution in the form of **focused group discussions, debates, poster competitions** etc.

Engage a variety of stakeholders from the school, college, civil society organizations, women's groups and media in gender mainst

Identify gaps in school / colleges-a-visgender, activities and make recommendations on how to address these gaps, e.g., observe classrooms to detect bias in interactions

Promote Gender Champion Club in their educational institutions and undertake innovative activities, like creating a website or blog on gender equity and regularly writing an equity column on issues on, e.g. untold stories of extraordinary boys, girls and transgender who changed lives of women and girls, about enabling legislations, government schemes or about finding a new Gender Champion in his/her educational institution, or competitions to analyze greeting cards from gender perspective, organize film fest on gender equity etc.

Organize awareness programmes on various gender issues including legislations to influence behaviour change. This could be facilitated through workshops, theme based plays, films, painting competition, etc.

Organize the school annual function or the college fest on *theme* of *gender equality* and women's empowerment and encourage students to sign up and express their support for gender justice and equality in attractively designed Gender Champion booths.

Organize **exposure visits** to various public service institutions at the village, block, district and city level (public health centres, hospitals, post offices, banks, police stations, block office, SDM/DM office to facilitate knowledge about gender issues as they affect diverse populations.

**Popularize phone numbers** of such services as police helpline, women helpline, hospitals among students.

Arrange for providing necessary life skill education and information/guidance about existing public services to their fellow students.

Demonstrate knowledge of important Government schemes, events, legislation, and court rulings which has a major impact on the treatment and experiences of diverse groups.

Document best practices to measure the extent of behavior change and display the same through exhibitions, fests, annual magazines etc.

#### Eligibility Criteria

A Gender Champion should fulfill the following eligibility criteria:

- Gender Champions can be **any student** above 16 years of age
- Should be enrolled in and regularly attending school or college.

- She/he must have secured minimum of 50% marks or equivalent grade in the annual examination/school leaving certificate.
- Excellent oral, written, and presentation skills.
- Should have demonstrated leadership qualities
- Excellent understanding of the socio-cultural issues and prevailing gender norms and practices

### **Selection**

The students shall be selected by the Head of the Institution in consultation with the student representatives as Gender Champions on the basis of their intelligence, decisiveness and honesty, which are absolutely essential qualities of a leader. The selection decision will also be based on whether the candidate

- Engages him/her in visible and hands-on initiatives to reduce gender disparities and has organizational skills, including the ability to manage priorities,
- Makes continuous and substantive time investments in mentoring his/her peers,
- Is easily recognizable by students/peers as a supporter of gender equality and
- Has experience in the field of gender equality, and an in-depth understanding of key issues and debates.

### **Suggested Selection Process**

The process of selecting the Gender Champion is as follows:

Head of the Institution will put up the guidelines/eligibility criteria in the notice board of all schools and colleges across the country.

Applications from interested Gender Champions shall be invited giving time of at least one month.

Applications shall be received by the Office of the Head of the Institution. Short-listing of eligible candidates will be done by the Screening Committee formed by the Principal/Head of Institution. The Screening Committee will have among others, two student representatives (one male, one female,). Apart from these two students, one representative from a transgender person, if any may also be included as a member of the Screening Committee. Also at least one member should be a woman or a lady teacher, to be co-opted by the Committee.

After verification of the credentials of the shortlisted candidates, the incumbent can be called by the Principal/Head of the Institution (heading the Screening Committee) for screening/interview and selection.

The Principal will issue the Gender Champion Badge and the selection letter to the best candidate/s.



### **Appointment of Nodal Teachers**

Depending on the strength of the educational institution, one or more teacher will be assigned to function as nodal teachers to facilitate the activities of the Gender Champions.

### **8. Duties and Responsibilities of Nodal Teachers**

- Provide overall guidance to the Gender Champions on various aspects of activity implementation
- Participate in all meetings organized by the Gender Champions
- Motivate and influence the Gender Champions to constantly pursue their activities
- Communicate with a wide range of stakeholders to facilitate the work of the Gender Champions
- Facilitate Gender Champions to organize training programmes and other events
- Collect quarterly reports of the Gender Champions, assess them and send it to the Head of the Institution.

### **9. Annual Activity Calendar**

The Gender Champions along with the nodal teachers appointed for facilitating them will draw up an Annual Activity Calendar meant for the students of that educational institution. Activities may be planned for any two days in a week. The Activity Calendar will be based on the roles and responsibilities of the Gender Champion mentioned above.

### **10. Term of the Gender Champion**

The term of the Gender Champion shall initially be for a period of one year and extendable for 1 or more years as may be decided by the Head of the Institution. The Gender Champion will receive a **certificate of appreciation** from the Head of the Institution for his/her committed efforts on successful completion of activities towards promoting gender equality.

### **11. Identity Cards to Gender Champions**

Gender Champions will be given an Identity Card to authorize their identity, visibility and engagement with the students and other stakeholders to undertake their specific activities. They shall be provided with a special badge after their selection.

### **12. Training**

It is envisaged that a formal training programme shall be organized to equip and empower the Gender Champions. This shall include IEC material pertaining to information about gender stereotypes, various forms of gender based discrimination, gender equity and equality, legislations, life skills etc. Training programmes will be organized by the schools/colleges with inputs from experts. The method of training will be participatory and interactive to enable the Gender Champions further sensitize students, peer group in schools/colleges and family members on gender issues. The Ministry of Women and Child Development will be designing a model training module on sensitizing Gender Champion on gender issues.

### **13. Monitoring and Reporting**

The Head of the institution will maintain a list of Gender Champions with their contact details and verification status. The school/college will also keep a record of efforts/initiatives undertaken by the Gender Champions. At the end of each quarter, Gender Champions will prepare and submit a report to the nodal teachers, on the implementation of activities related to gender equity. The report will be based on the Gender Champions daily diary. The quarterly report will be submitted in a pre-designed format with suitable enclosures as required. (Annexure II)

### **14. Assessment and Evaluation**

On the basis of the quarterly progress reports, each Gender Champion will be assessed according to his/her level of proficiency and accomplishment. These quarterly reports will be assessed at the end of his/her tenure to measure his/her performance. The Gender Champions will be awarded with a **certificate of appreciation** from the Head of the Institution for his/her committed efforts towards promoting gender equality.

## Syllabus for Gender Sensitisation Course, which is mandatory for all UG Programmes

PROGRAM			All UG Programmes in AMET												
Course Code UDGSC01			Course Name :Gender sensitization						L	T	P	C			
									2	0	0	0			
Year and Semester			Any one of the Semester						Contact hours per week: 2 hrs						
Prerequisite course			Nil												
Course category			Humanities and Social Sciences		Management courses		Professional Core				Professional Elective				
			✓												
			Basic Science		Engineering Science		Open Elective				Mandatory				
											✓				
Course Objective			To provide an overview of gender sensitivity To provide basic understanding about contemporary gender related perspectives												
Course Outcome			At the end of the course the student will be able to: 1. Understand the fundamental principles of gender sensitivity 2. Explain the about the various general spectrum 3. Understand the division of labor 4. Explain the contemporary perspectives of gender sensitivity 5. Gain knowledge on the justice, human rights and legal perspectives with reference to gender 6. Understand the emerging issues and challenges of the gender sensitivity												
POs / COs	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12	PS O1	PS O2	PS O3
CO1	1	1	1		1	1	2	1	3	3	3	2			
CO2	2	2	2	1			2	1		3	3				
CO3					1			1	3	3	3	2			
CO4	2						2		3	3	3				
CO5		2	2			1	2	2		3	3	2			
CO6								3	3		3				
AVE RAG E															
CORRELATION LEVELS				SLIGHT (LOW)				MODERATE (MEDIUM)				SUBSTANTIAL (HIGH)			

**Unit 1: Fundamentals of gender sensitivity**

Gender: definition, nature, evolution, cultural, traditional and historical perspective

**Unit 2: Gender Spectrum**

Gender: An overview of Biological, sociological and psychological conditioning

**Unit 3: Division of labour**

Gender based division of labour-domestic work and use value;

**Unit 4: Gender-Contemporary perspective**

Gender justice and human rights, international perspective, constitutional and legal perspectives, Gender, Human Rights and Parity (parallel progress of both genders)

**Unit 5 Media and emerging issues in gender**

Print and Electronic Media and Gender Inequalities; Gender-Emerging issues and challenges; Case study on real life gender issues

**TOTAL: 30 Hours.**

**Text Book:**

Rajya Lakshmi Kalyani et al. 2017. GENDER SENSITISATION. Himalaya Publishing House

**Reference Book:**

GENDER, SCHOOL AND SOCIETY - B.ED 2ND YEAR BOOK (ENGLISH, Paperback, Dr. S.C.OBEROI), Laxmi Publishers





# AMET

ACADEMY OF MARITIME EDUCATION AND TRAINING  
Deemed to be University Under Section 3 of UGC Act 1956



**Sample Certificates for Gender Sensitization course**



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## AMET UNIVERSITY



### **ABOUT DAY CARE CENTRE**

The Day Care Centre (DCC) in AMET University was established under the guidance of the Vice Chancellor Col.Dr.G.Thiruvassagam. As an integral part of the UGC system, this Centre was established to help the working parents employed in the University to cope with the problem of providing quality child care while they are away at work.

Day Care Centre was established in the year 2014 in AMET University, Kanathur. One teacher (semi skilled ) and 2 nannies (unskilled) are employed on hiring basis. All the facilities are provided to the children year by year, by renovating the building, A.C in the room, educational material, audio visual equipment etc. Records and reports are also maintained.

In AMET University, most of the staff members and research scholar have children. They usually bring their children along with them. Under these circumstances, a Day Care Centre for children in the age group of 8 months to 4 years in the university campus would be great boon to them to pursue their academic career peacefully and successfully.

The Day Care Center is supported by the Director - Admin, Mrs. Sangeetha Albin will be in charge of care and education of children in the Day Care Centre and will ensure quality in services.

The services include health care, supplementary nutrition, immunization, Play and recreation, preschool education etc. Child oriented programmes with a holistic approach would aim at the overall well being of children.

### **Mission**

The Children's Center mission is to complement the service and education objectives of the university by Providing education, care, and nurturing for the children of students, staff, faculty, and community members o Utilizing culturally and developmentally appropriate practices o Serving as a role model of child care excellence for the community at large

### **Vision**

The ultimate vision we have for our facility is twofold, and rooted in both the present and the future.

For the present, our goal is for parents to feel good about their childcare choice, and that the children are safe, engaged, educated, and smiling. And for the future, we want these children to warmly look back at their experience with us, and see it as a cherished part of their childhood.

### **The objectives of day care centre:**

The objective of the Day Care Centre is to provide a friendly, clean, comfortable and safe environment which the children will find stimulating and challenging, and where enjoyment and fun are linked with discovery and learning.

In the Day Care Centre activities are planned for different age groups (above 8 months to 4 years ) separately to meet the needs of the children and also helps the all round development of children i.e. physical, motor, social, emotional, language and aesthetic skills.



## DAY CARE CENTRE

### A DAY CARE CENTRE FOR WORKING STAFF'S OF CHILDREEN IN AMET UNIVERSITY INAUGURATED

A day care centre for children was inaugurated by Mrs. *Susheela Ramachandran*, Managing Trustee of AMET University on 8<sup>th</sup> March 2014 to commemorate the Women's Day. It was presided over by Col. Dr. G. Thiruvassagam, Vice-Chancellor, AMET University. The guests of honour was Dr.P. Saravanan, Registrar, AMET University and The welcome address was given by Mrs. Sangeetha Albin, Director- Administration, AMET University on Saturday at Jawaharal Neru Block at 11.00 am.



Day Care Centre is a unique centre provided with what is needed for the staff members of AMET University of 15 children (infants, toddlers and school-going) in the age group of 8 months to 4 years. As an integral part of the UGC system, this Centre was established to help working parents employed in the University to cope with the problem of providing quality child care while they are away at work.

### **Innovative features**

- Planned infrastructure for developing coordination and related activities for infants.
- Modern educational aids, child friendly toys, interesting indoor and outdoor games to stimulate and recreate the body and mind of the nursery kids.
- Carefully planned facilities for school-going children to make their stay in the centre proactive, productive and pleasurable.
- A well educative multimedia kits to convey the young to far horizons.
- Qualified staff to cater to a holistic development of the child which aims to social skills for adaptation, communication, innovation and creativity.
- The centre will function through an interactive approach among parents, experts and management.



### **DAY CARE CENTRE – INFRASTRUCTURE**



As an integral part of the UGC system, this Centre was established to help working parents employed in the University to cope with the problem of providing quality child care while they are away at work. There are currently 4 employees dedicated to the responsibilities in the Centre. The Centre is well equipped with all the necessary paraphernalia required for quality child care.

At present, 15 children can avail the facilities. The Centre is assisted by a committee formed with the help of the faculty and employees of the AMET University.

S.No	Name	Designation
1	Mrs. R. Divyaranjani	Co-ordinator
2	Mrs. Jayamala	Assistant
3	Mrs. Selvarani	Helper
4	Mrs. Mathi	Helper

The Centre has been equipped with educational aids, toys, books, games, etc., to facilitate development of the child in his/her process of growing up.



The Executive Committee of the AMET University manages the Centre, with the help of the staff members recruited for the purpose.

AMET University organizes periodic reviews and the centre follows an interactive approach.

YEAR	Number of children enrolled	Age wise
2014 -2015	12	11 children – above 3 years 1 child – above 1 year
2015 - 2016	3	3 children – above 1 year

### **OVERALL INFRASTRUCTURE**

#### **AMET Day Care Centre**

1. All Kids have been provided with child friendly safe toys and educative aids.
2. Day care room is air-conditioned
3. 15 kids can accommodate in one room
4. LCD Projectors are provided to listen and watch entertainment videos, some cartoon videos and rhymes
5. The day care centre has one coordinator, one assistant and 2- helpers is in charge of it.



### **COMPLAINT POLICY & GRIEVANCE PROCEDURE**

**Date:** Created on 03/02/14, Reviewed 01/03/14

Approved By Management Committee AMET UNIVERSITY Date 03/03/2014

**Aim:** The aim of this Grievance Policy is to provide a mechanism that encourages families/careers of children attending University Preschool & Child Care Centre Inc and our staff to access grievance procedures whenever appropriate and to provide a fair and just conflict resolution process.

**Principles:** That through the use of this procedure we will ultimately be able to provide improved secure delivery and interpersonal relationships through a fair and just conflict resolution process.

**The Complaints and Grievance Procedure is therefore based on the following Principles:**

- That all staff and families of University Preschool & Childcare Centre Inc. have the right to raise a grievance and have it handled in accordance with our Complaint Policy and Grievance Procedure.
- The Complaint Policy and Grievance Procedure should be seen by both staff and the Families and staff of University Preschool & Child Care Centre Inc. to be a positive and productive mechanism and will be undertaken in good faith by both parties.
- All families and staff of University Preschool & Child Care Centre Inc. have the right to raise a grievance without fear of recrimination.
- All policies and procedures are to safeguard the privacy of all parties involved and all documents secured in such a way as to protect their confidentiality.
- That families and staff of University Preschool & Child Care Centre Inc. will work together to achieve a fair and reasonable outcome.
- All grievance policies and procedures should be fair and just and be applied equally to all parties regardless of their role.

**Related Policy:** Staff Grievance Policy

**Practice:** To ensure that these principles are met and that our Complaints and Grievance policy provides access for all families and staff of University Preschool & Child Care Centre Inc. to a fair and just complaints handling mechanism we will

**Inform families and staff:** This will be done at the time of enrolment at the Centre by way of information in our Centre Information Booklet and Staff Information Handbook, informing all families and staff that:



- We welcome complaints and comments because they help us to provide a better service
- they have the right to complain if they are unhappy about any part of our service;
- they are able to bring the complaint or grievance to the attention of whichever staff member of the Centre that they feel most comfortable with
- that the nature of a grievance can be either organisation / program based (those grievances relating to how a service is accessed and delivered, by whom services are delivered and who has access to those decisions) or, individual / personal (those grievances relating to interpersonal relationships between child, parents and staff or the individual experiences of a child) and / or family within the program;
- they have the right to decide whether they want to instigate informal or formal grievance procedures and to move from informal to formal as they see fit;

**Informal Grievance Procedure:** It is expected that many concerns or grievance will be resolved in the first instances directly with the persons concerns through a process of discussion and local investigation.

- An informal grievance procedure can be initiated by the complainant contacting the staff member they feel most comfortable with or in their opinion is the most appropriate person to assist in the resolution of the grievance. This approach can be instigated by way of a personal interview or conversation.
- During this interview or conversation both the complainant and staff member will Endeavour to work towards a mutually satisfactory resolution.
- If a resolution is agreed upon, at the conclusion of this interview or conversation, both parties should be aware of the agreed upon steps to be taken to resolve the conflict and the time frame for the implementation of the steps to be taken to resolve the conflict.
- The staff member in question will then be responsible for maintaining communication with the complainant as to the progress of the resolution and the complainant will be responsible for giving open honest feedback to the staff member.
- If the staff member feels that a satisfactory resolution can be achieved without identifying the source of the grievance the confidentiality of the complainant will be protected.
- If however the staff member feels that a satisfactory resolution is dependent upon the identification of the source of the grievance this should be done in keeping with the Confidentiality Policy of University Preschool & Child Care Centre Inc.
- If at any time the complainant is unhappy with the progress towards resolution of the grievance they are free to move from informal to formal grievance procedures.

- If after several attempts to resolve the grievance using informal procedures the grievance is still unresolved, the parties should move onto formal grievance procedures.

### **Formal Grievance Procedures**

Formal grievance procedures should be initiated by writing a letter outlining the nature of the grievance to the Director or the President of the Management Committee, whichever the client is most comfortable with and completing a grievance complaint form.

Once a letter has been received by any of the above personnel of University Preschool & Child Care Centre Inc. the following formal procedures are to be entered into immediately.

- I. The recipient of the complaint will acknowledge receipt of the grievance, in writing, within 5 working days of receipt of the letter, and inform the complainant that formal grievance procedures will now be instigated.
- II. The grievance will be investigated by the recipient of the complaint who will obtain all relevant information from staff, the complainant and if necessary other families and staff.
- III. An interview will then be scheduled involving all relevant parties and chaired by either the Director or President or a nominated party.
- IV. At this interview every attempt will be taken to resolve the conflict and a record of the interview including details of the strategies agreed upon to resolve the conflict will be prepared and distributed to all relevant parties. (See attached Complaint Form)
- V. Any resolution will contain a time frame of events and nominate a time, shortly after the expected implementation of the resolution strategies, for another interview to evaluate the results and determine if the grievance has in fact been resolved.
- VI. All grievance reports are to be kept by the Director in a manner that will ensure the confidentiality of all parties involved. Copies of the report will be given to each of the parties involved, who in turn will respect the right to privacy and confidentiality of all other parties in the way they store and handle the report. If

after the first interview the parties involved are unable to agree to a resolution the Director or President (whoever conducted the interview) will then prescribe a plan of action and nominate a time frame for implementation and review aimed at resolving the conflict.

- VII. Wherever possible all grievances will be resolved within 3 months. If at any time the complainant is unhappy with the grievance procedure and feels that the grievance cannot be satisfactorily resolved it is their right to pursue the matter further by taking the matter to an external body, for example the Office of Child Care.

### **Monitoring & Follow Up of Complaints**

After a complaint has been made and steps have been taken to reach a resolution, it will be routinely monitored and followed up to ensure that the complainant is satisfied with the way in which the complaint was handled

## **AMET University**

### ***Day care Centre Incorporated Privacy Policy Statement***

#### ***We respect your privacy***

In order to provide you with the highest standard of service our organisation is required to collect personal information from you about your children and parents/guardians before and during the course of a child's enrolment in our service.

We are committed to protect your privacy and we abide by the National Privacy Principles contained within the Privacy Act. Privacy of your personal information is important to us and we conduct our business with respect and integrity.

#### ***What information do we collect, why and how is it used?***

Basic details are usually collected directly from parents such as your names, addresses, phone contacts but it is also necessary for staff to collect details regarding your child's name, date of birth, medical details, health, routines, likes and dislikes which make up a personal profile.

In addition we are required to hold information regarding your child's Child Care Benefit entitlements.

All this information is vital in assisting us to provide the best possible individual care for your child and for processing payments. Some of the information we collect is to satisfy the services legal obligations under the relevant childcare legislation.

Naturally much of this information is of a personal nature and some of it might be regarded as 'sensitive' and not the sort of information that you would wish to have unnecessarily disclosed to others.

#### ***We assure you that:***

This information will only be used by our child care professionals in order to deliver your child's care to the highest standards

It will not be disclosed to those not associated with the care of your child without your express consent

You may ask to seek access to the information held about you and your child and we will provide access without undue delay

This access might be inspection of your child's records or by providing copies of information

There will be no charge made for requesting this information but there may be a fee levied to cover the cost associated with the processing of this request



We will take reasonable steps to ensure at all times that the details we keep about your family are accurate, complete and up to date

We will take reasonable steps to protect this information from misuse or loss and from unauthorized access or disclosure

Our staffs are committed to respect these principles at all times

If a student has a valid training requirement that involves the gathering of certain information pertaining to your child or family, the student must have written consent from you and the Coordinator (and/or their delegate) of the Centre. All privacy related comments, feedback or complaints should be directed to the Centre's Director. We will follow up all comments, feedback or complaints within 14 days and resolve them to maintain our high standards of service provision.

### **Rules and Guidelines for Caregivers**

The staff is required to strictly follow the set of guidelines listed below:

#### **Safety**

- AMET DCC staff are expected to maintain the best standards of cleanliness and personal hygiene, including frequent washing of hands, frequent use of anti-lice treatments etc.
- Mosquitoes are vectors of nasty diseases. We allow the staff to use standard mosquito repellants such as Good Knight or equivalent.
- Children may not be left unattended except when sleeping. Staff must periodically check on sleeping infants.
- Carrying children is allowed, but dragging or pulling their arms is not allowed as it can cause injury.

#### **Hygiene**

- Each AMET DCC staff member, is responsible for children's cleanliness.
- AMET DCC staffs are required to ensure that they minimize the possibilities of diseases by washing toys that are licked, ensuring that children do not eat from each other's plates (also see allergy-related information) etc. In any event, toys must be frequently cleaned and dusted.
- AMET DCC staffs must ensure a dust-free and insect-free and arachnid-free (ants, cockroaches / spiders and scorpions etc.) environment due to the high incidence of respiratory problems in children.
- AMET DCC staffs are required to maintain a regular schedule of cleaning and washing of toys, linen (weekly) and curtains (monthly). These must be noted as entries in a cleaning log book. Foul language or public displays of temper in front children and other forms of unprofessional behaviour are strictly prohibited.
- Be truthful and honest as we are the role models for the children; share your difficulties in disciplining children with the coordinator and respective parents. Take a break if any child is making you particularly upset on a day.
- Beating and pinching is strictly prohibited and we have zero tolerance for it, the caregiver will be removed from work. So is locking children in cupboards, toilets, bedrooms etc. Time out only for children above the age of two.
- Children's lunch should precede staff's lunch. Staff lunch should occur in shifts to ensure that there is always supervision of children.

### **Sleeping schedule**

AMET DCC staff should encourage all children under the age of 3 to take an afternoon nap.

### **Toilet Training**

Because AMET DCC is a facility that spans ages from infant to toddler to school going, our staff can provide help with basic toilet training as a supplement to the training at home. This is an essential part of the basic maintenance and nurturing of children that makes AMET DCC unique facilities as compared to many others. Our staffs are well-experienced in these and other aspects of infant and toddler upbringing.

## **Parent's code of conduct**

### **RULES AND GUIDELINES FOR AMET DCC PARENTS**

1. *The use of the ADCC is a privilege and not a right. It is a campus resource just like any other scientific facility. \*\*\* Failure to abide by the regulation can result in restricted usage are dismissal from the ADCC based on the severity of the violation.*
2. *It is the responsibility of the parents to educate their children about appropriate behaviour while in the ADCC. While in the ADCC, children must respect and listen to the ADCC teachers and staff. This applies to stay within ADCC premises, participating in activities, respectful behaviour and interaction with other kids and ADCC staff. However, please note that it is not AMET DCC's responsibility or intent to mould the personality of children.*
3. *It is the responsibility of the ADCC staff to ensure that children do not pose danger to themselves or to others in the facility. AMET DCC staff are not allowed to use corporal punishment in the ADCC. Most issues will be dealt with affection and/or redirection to other activities.*
4. *At a given point of time if a child fails to listen to the staff/teachers; three warnings would be given: 1<sup>st</sup> warning = talk to the parent and child, 2<sup>nd</sup> warning = the parent will be summoned immediately and the child sent home early, 3<sup>rd</sup> warning = the child will be dismissed from the ADCC for a week.*
5. *AMET DCC is an open ADCC facility. Parents of enrolled children are welcome to visit our centre at any time but are requested to please avoid doing so too often as it disrupts the peace and equanimity of the Day Care environment.*
6. *AMET DCC welcomes parent participation in the activities and operations of the centre. Interested parents should kindly direct ideas, queries or complaints to the AMET DCC coordinator. The ADCC coordinator will respond to their queries in a prompt and timely manner. A parents meeting will be arranged once a year to address issues relating to the Day Care facilities. Ultimate decisions in matters or policy and rules and regulations will lie with the AMET DCC committee and*

*administration. Under no circumstances may the parents order or abuse the AMET DCC staff.*

- 7. In order to foster a comfortable and safe environment for all children, AMET DCC staffs encourage daily routine for activities, meals and sleep schedules. We request that parents respect these routines unless deviations are required for medical reasons. During the first week of attendance, a personal attendant will assist the child and staff in assimilating to AMET DCC routines and Childs personal needs. Following this period children will be cared for by all staff throughout the day and personal attendants are not allowed.*
- 8. Birthday parties may be celebrated in the ADCC but we request that the parents provide simple healthy snacks along with cake and juice. Return gifts are strictly allowed. Please provide plates, spoons, glasses, napkin and candles. At the birthday parties only four adults are allowed, i.e. parents and grandparents. We strictly do not allow friends/colleagues/relatives/cousin of parents or kids to attend the party.*
- 9. Please discourage children from carrying personal items such as toys or books to AMET DCC. Loss of such toys is not the responsibility of AMET DCC and it would also create chaos within the ADCC premises.*





# AMET UNIVERSITY

(under sec.3 of UGC Act 1956)

## DAY CARE APPLICATION FORM

Application No : \_\_\_\_\_

Name of the child : \_\_\_\_\_

Date of Birth : \_\_\_\_\_

Parent : \_\_\_\_\_

Employee ID : \_\_\_\_\_

Mobile No : \_\_\_\_\_

Address : \_\_\_\_\_

Care Needed : Full Time / Part Time

Joining From :

Any allergies?:

Please list any health issues or medications taken on regular basis:

Other health or behavior issues :

Does your Child have any particular fears? :

Please list favorite foods? :

Any particulars dislikes? :

Parent's Signature:

For Office Use only

Application Received on:

Verified by Name & Sign:

Application Approved / Disapproved:

If disapproved, reason:

Affix Photo

Boy ☐ / Girl ☐

**AMET UNIVERSITY**  
**DAY CARE CENTRE - FEEDBACK FORM**

DATE: \_\_\_\_\_

FACULTY NAME (OPTIONAL): \_\_\_\_\_

General Work Habits	S	DS	N
Arrives on time			
Reliable in attendance			
Responsible in job duties			
Alert in health and safety matters			
Flexible with assignments and schedule			
Maintains a positive attitude			
Gives ample notice for absence			
Remains calm in tense situations			
Interaction with Children	S	DS	N
Friendly, warm and affectionate			
Eye to eye interaction			
Uses modulated, appropriate voice			
Shows respect for individuals			
Is aware of developmental levels			
Encourages independence and self-help			
Avoids stereotyping and labeling			
Reinforces positive behavior			
Uses positive discipline techniques			
Regularly records observations of children			

**PARAMETERS:** S- SATISFIED; DS- DIS SATISFIED; N- NEUTRAL.

**ADDITIONAL COMMENTS:**

\_\_\_\_\_

\_\_\_\_\_

**GOALS AND PLANS FOR IMPROVEMENT:**

\_\_\_\_\_

\_\_\_\_\_

VERIFIED BY

REGISTRAR

VICE-CHANCELLOR



# AMET UNIVERSITY

(under sec.3 of UGC Act 1956)

## Day care Relieving Form

Application Number : \_\_\_\_\_

Name of child : \_\_\_\_\_

Date of Birth : \_\_\_\_\_

Gender : \_\_\_\_\_

Parent : \_\_\_\_\_

Employee ID : \_\_\_\_\_

Mobile Number : \_\_\_\_\_

Address : \_\_\_\_\_

Joined on : \_\_\_\_\_

Relieved on : \_\_\_\_\_

Reason of Relieving : \_\_\_\_\_

Parent's Signature : \_\_\_\_\_

### For Office Use Only

Application received on :

Application Approved/Disapproved :

If Disapproved, reason :

Verified by Name & Sign: