

EQUITY, DIVERSITY AND NON-DISCRIMINATORY POLICY GUIDELINES

With an objective to promote “Equity” amongst the students, staff members, applicants and service providers and eliminate discrimination against any section of society, hereby notifies Policy Guidelines for Equality, Diversity, and Non-discrimination.

1.1 Short Title, Application and Commencement

- 1.2** These Guidelines may be called (Equity, Diversity and Non-discriminatory Policy) Guidelines
- 1.3** These Guidelines shall apply to all students, all employees/staff members (faculty & support staff), all applicants seeking employment, all student applicants and all service providers to Amity University and its campuses, from the date of notification.

2.1 Objective

The objective of Policy is to:

- 2.2** promote “Equity” amongst the students, staff members, applicants and service providers and eliminate discrimination against any section of society.
- 2.3** safeguard the interests of the students and staff members without any prejudice to their caste, creed, religion, language, ethnicity, gender and disability.
- 2.4** eliminate discrimination against or harassment of any student, staff members, applicants, service providers in all forms by prohibiting it and by providing for preventive and protective measures to facilitate its eradication and punishments for those who indulge in any form of discrimination or harassment.

- 2.5 create an environment of equal treatment of students and staff members belonging to Scheduled Castes or Scheduled Tribes and other communities.

3.1 Definition

In these Guidelines, unless the context otherwise requires:

- 3.2 “Equity” shall mean equal opportunity and a level playing field for all students and employees in respect of any opportunity and entitlement ensuring inclusivity, for enjoyment of all legitimate rights.
- 3.3 “Discrimination” shall mean any distinction, exclusion, limitation or preference which has the purpose or effect of nullifying or impairing equality of treatment in education or employment, by way of act, such as, however, not limiting to;
- depriving a student/ employee/ applicant/ service provider or a group of students/ employees / applicants/ service providers on the basis of caste, creed, religion, language, ethnicity, gender and disability,
 - imposing conditions on any student/ employee/ applicant/ service provider or group of students/ employees/ applicants/ service providers which are in-compatible with the dignity of human; and
 - establishing or maintaining separate educational systems or institutions for students or groups of students based on caste, creed, religion, language, ethnicity, gender and disabilities.
- 3.4 “Harassment” shall mean unwanted conduct which is persistent and demeans, causes humiliation, creates a hostile and intimidating environment, exclusion by peers and such other act like threatening, causing mental agony and disturbance;
- 3.5 “Victimization” shall mean any unfavourable treatment of a student/employee/ applicant/ service provider on the basis of caste, creed, religion, language, ethnicity, gender and disability.
- 3.6 “Unfavorable treatment” shall mean any adverse situation in the working environment, denial of training, and denial of opportunities for advancement, unfavourable reports, vexatious grievances and exclusion by peers.

4.1 Actions that may attribute to Harassment or Victimization

- by announcing, verbally or otherwise, in the class/ meetings , the names of the castes, tribes, religion or region of the students/ employees;
- by labeling students/ employees as reserved category in the class/ meetings;
- by passing derogatory remarks indicating caste, social, regional, racial or religious background as reason of under-performance in the class/ meetings;

- by allotting differential time to any student to meet faculty as compared to other students;
- by keeping any student idle in the laboratory and not allowing him/ her to work even if he/ she is allowed to enter;
- by earmarking separate seats for any student or a group of students in the reading hall;
- by following differential treatment to any student regarding issue of books or journals or magazines, etc.;
- by treating any student or section of students separately in utilising the sports facilities on the basis of their caste, creed, region or religion.
- by not properly evaluating and re-evaluating examination papers of such students/ applicants and by giving them less marks;
- by delaying declaration of results of any student or section of students;
- by not giving full information about the fellowships related matters;
- by withholding or stopping the fellowships meant for students;
- by segregating such students from others in hostel or mess or reading room or common room or playground or canteen and any other student amenities including drinking water facilities, etc.;
- by indulging in acts of ragging specifically targeted against such students (the cases of ragging shall be dealt with separately, as per Regulations of University);
- by doing anything which disrupts or disturbs the regular activities of such students/ employees;
- by any act of financial extortion or forceful expenditure put on such students/ employees;
- by not allowing such students to participate in the cultural programme or the sports events.

5.1 Policy Elaboration

5.2 Equal Opportunity

The University aims to create an environment in which students, faculty, staff and service providers are selected and treated solely on the basis of their merits, abilities and potential.

The University is open to persons of either sex and of whatever race, creed, caste or class for admitting them as a student, officer, a teacher, staff member or engaging as service provider. It is the policy of Amity University to provide equal opportunities to all students, employees' applicants as well as service providers to the University. This policy applies in all aspects of the student admissions & education system and employment practices including (but not limited to) recruiting, selection, placement, supervision, working conditions, compensation, training, promotion, demotion, transfer, layoff,

and termination. All University personnel policies, procedures, and practices must be administered consistent with the intent of this basic policy.

5.3 Diversity

In addition, it is the policy of the University to undertake affirmative action. University is committed to principles of diversity and affirmative action, and will comply with all affirmative action requirements in accordance with law, consistent with its obligations for minorities and women and persons with disabilities. The University commits itself to apply good faith effort to achieve prompt and full utilization of minorities and women in all segments of its work force where deficiencies exist. These efforts conform to all current legal and regulatory requirements, and are consistent with University standards of quality and excellence.

In conformity with Policy, written affirmative action plans shall be prepared and maintained by each campus of the University.

5.4 Non-Discrimination

It is the policy of the Amity University not to engage in discrimination against or harassment of any student, applicant, service provider or person employed with the Amity University on the basis of sex, race, creed, caste or class. This policy applies to student's admission & education system and all employment practices, including recruitment, selection, promotion, transfer, merit increase, salary, training and development, demotion, and separation. This policy is intended to be consistent with the provisions of applicable University policies.

University policy also prohibits retaliation against any student or employee for bringing a complaint of discrimination or harassment pursuant to this policy. This policy also prohibits retaliation against a person or student who assists someone with a complaint of discrimination or harassment, or participates in any manner in an investigation or resolution of a complaint of discrimination or harassment. Retaliation includes threats, intimidation, reprisals, and/ or adverse actions related to employment.

6.1 Implementation

This policy shall be implemented at various levels by the designated authority as mentioned below:

For Faculty : Head of Institution (HOI)

For Support Staff: Manager HR

For Students : Student Support Manager

6.2 Awareness of Equality and Value System in the University

There shall be regular events by the concerned Institution/ Department of the University who shall be charged with the responsibility of raising public awareness on the importance of equality and value based education amongst students and staff to ensure overcoming any form of caste based discrimination and harassment against students/ employees/ applicants belonging to the marginalized sections, including SC/ ST students/ employees/ applicants of the society.

The University is committed towards strict implementation of all the constitutional provisions and protective measures in respect of students/ employees/ applicants belonging to SC/ ST categories.

These Guidelines shall be uploaded on the University website along with relevant public awareness materials for prevention of discrimination against and harassment of any section of the students.

6.3 Complaint procedure

6.3.1 A complaint about Non- Equity, discrimination, harassment, victimization or unfavourable treatment as defined in these guidelines may be made in writing by a student or a parent of a student, University staff irrespective of whether such activity is alleged to have taken place within or outside the University campuses.

6.3.2 The complaint shall include sufficient details of the alleged act of Non-Equity, discrimination, harassment, victimization or unfavourable treatment. The complaint shall be made to the **Respective Designated Authority as defined in Clause 6.**

6.3.3 The University shall formulate and make public, by uploading the information on its website, a transparent procedure for dealing with such complaint.

6.4 Punishments

6.4.1 Whoever commits any act of discrimination or harassment as specified in these Guidelines against any student or section of students or staff or applicant or service provider shall be dealt with through the following procedure, namely:-

- i. on receipt of a written complaint, the **Respective Designated Authority** shall initiate follow up action including preliminary fact finding enquiry, if he considers necessary;
- ii. The competent authority of the University upon receipt of the enquiry report and the recommendation submitted by Respective Designated Authority, in the case of students and/ or staff, shall initiate appropriate action in accordance with the provisions of the Statutes/ Ordinances and/ or Regulations of University in force;

The Respective Designated Authority shall execute such orders, as may be approved by the competent authority of University, meeting out the punishment or otherwise within 60 days of receipt of complaints.

6.5 Appeal

Subject to provisions made by the University, any person aggrieved by an order made by the Respective Designated Authority may prefer an appeal against such order within a period of ninety days from the date of the order to the Registrar,; who shall act as Member Secretary to Appellant Committee, under the Chairmanship of Pro Vice Chancellor/Vice Chancellor.

Provided that the Registrar may entertain an appeal after the expiry of the said period of ninety days, if he is satisfied that the appellant had sufficient cause for not preferring the appeal within the said period of ninety days.

The Registrar shall deal with such appeal and dispose off within a reasonable period and make necessary recommendations to the competent authority of University, as per relevant provisions of Act/ Statutes/ Regulations . In case the appeal is quashed on reasonable grounds, to be recorded for the purpose.

7.1 Responsibility

7.2 The responsibility of the implementation of policy rests with the Registrar, the Deans, Directors, Proctors, Heads of Departments and Heads of Institutions. It is their responsibility:

- To provide active visible leadership on Equality, diversity and inclusion for success of the policy.
- To ensure that related aims and objectives of the Policy are effectively implemented.
- To ensure that all are aware of their individual and collective responsibility and accountability.

7.3 The Heads of Institutions, Directors and Dean Student Welfare are responsible for ensuring that faculty, staff and student-related issues are effectively addressed. The Office of HR is responsible for drawing up an annual action plan and raising staff awareness of their responsibilities under the Policy.

7.4 Faculty Members

It is Faculty member's responsibility:

- To practically demonstrate the core principles of equality by treating others with dignity and respect.
- Take ownership of Equality and Non-discrimination by implementing the policy and its related action plan.
- To ensure staff understands equality and non-discrimination issues and that all training and development opportunities are allocated objectively, fairly and without discrimination.

7.5 Staff

It is Staff member's responsibility:

- To effectively identify and challenge discriminatory behaviour and attitudes.
- To speak out and report if they witness or are a victim of any form of discrimination, bullying, unfair treatment or harassment.
- To maintain an awareness of equality legislation by attending staff development programmes.
- To actively participate and contribute to creating an inclusive learning environment that values difference.
- To ensure that equality and diversity is effectively integrated into the professional practice of teaching, research and service delivery.

7.6 Students

It is student's responsibility:

- To speak out, or report it, if they witness or are aware of discrimination, bullying, unfair treatment or harassment.
- To effectively challenge any form of discrimination.
- To take equal responsibility in ensuring that University creates a learning environment where people are valued and respected.
- To express opinions constructively with sensitivity and respect.

7.7 Service Providers

- Service providers working in University premises are expected to act within the requirements of the law and the terms of the University's Equality, Diversity and Non-Discriminatory Policy.

8.1 Monitoring and Review

- 8.2** The University will maintain appropriate staff and student information and monitoring systems to assist the effective implementation of this policy.
- 8.3** The effectiveness of this policy will be kept under review and amended to reflect developments in equality legislations.

8.4 Audit Officer, as may be authorized, will periodically audit and monitor compliance to this policy.

9.0 Saving

Notwithstanding stated anything herein above, these Guidelines if found in conflict with any of provisions of statutory authorities in the country or established law of the land, the same shall automatically stand superseded and the latter shall prevail.