

## **Gender Sensitisation Training Programme**

### **Guideline**

Gender Sensitisation training programme for University/College students plays an important role in the development and growth of the students. The students are the message bearers for the rest of the society. In this context Women and Child Development Department , Govt of Odisha has started the Gender Sensitisation Training programme for the **University and College students**. During the year 2014-15, 1500 college students were trained on Gender Issues.

### **Objective :-**

The objective of the training programme is to :

- Train the youth on the socio-economic status of Women in the state of Odisha
- To make them understand the implicit gender based discrimination against women in a life cycle approach
- Enable them to know the constitutional provisions and laws relating to gender issues in India.

### **Implementing Organisation:**

The implementing organization can be

- Government Universities, Autonomous Colleges & UGC approved Institutions
- Mahila Vikas Samabaya Nigam
- Odisha State Commission for Women
- Odisha State Social Welfare Board
- Any other Govt institute

The organization must have adequate experience in implementing women and child related projects and programmes etc. It should have facilities, resources and personnel to implement the project for which assistance is sought. The targeted participants would be **university /college students**.

#### FINANCIAL ASSISTANCE

The approved unit cost is attached at **Annexure-A** for your reference.

The Session Plan and the Topics to be covered is at **Annexure-B**.

#### Guideline:

- The interested organization has to apply to the Director Social Welfare, Women & Child Development dept in the Prescribed format (**Annexure C**) by 30<sup>th</sup> April of every year. The Dept will release fund to the organization by 30<sup>th</sup> July of that year.
- Women & Child Development Deptt will provide Financial Assistance of Rs **49,100/-** per programme for covering 100 students in each programme
- The selected institution has to complete the Programme within the current financial Year.
- Utilisation Certificate along with the SOE has to be submitted to the Deptt within 15 days of completion of the programme. (**Annexure D**)
- Report in the prescribed format has to be submitted along with UC and SOE (**Annexure E**)

**Annexure-A****UNIT COST FOR GENDER SENSITISATION TRAINING PROGRAMME FOR  
UNIVERSITY & COLLEGE STUDENTS**

Participants	-100
Guests	-5
Resource Person	-5
Supporting Staff	-10

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Total 120

**Approved Unit Cost**

<b>Sl No</b>	<b>Particulars</b>	<b>Unit Cost</b>	<b>Total Amount in Rs</b>
1	Fooding for Participants(Including Tea, Breakfast & Lunch)	Rs 200 x 100	20,000.00
2	Food for Resource Persons, Guests , Facilitators & Volunteers	Rs 200 per person per day (200 x 20)	4000.00
<b>Training Kit/Materials</b>			
3	Training Kit (Folder ,Pen , Note Pad , Materials for students and guests and Resource Persons)	Rs 100 x 120	12,000.00
<b>Resource Person Honorarium &amp; TA</b>			
4	Resource Person Fees(From within the Concerned District): Honorarium @ 500/- per session & Rs 200/- (Fixed towards Local Conveyance self certified by the Resource Person)	Rs 700 x 3	2100.00
5	Resource Person Fees(From within the state other than the Concerned District)Honorarium @ RS 750/- per session & Travelling Expenses is to be reimbursed by II-Tier A.C by rail.	Rs 750 x 2	1500.00 For TA 2000/- or as per actuals

	Deluxe A.C Bus by shortest possible route on production of valid tickets.		
6	Conference Hall Charges	Rs 2000 x 1 day or actual cost whichever is lower.	2000.00
7	Hiring of Audio Visuals ( if not provided by Training Facility)	Rs1000/- or actual cost whichever is lower	1000.00
8	Contingency (10% of total cost of 44,600.00 is 4460, say 4500.00)		4500.00
		<b>Total</b>	<b>49,100.00</b>

## Annexure-B

**TENTATIVE SCHEDULE FOR ONE DAY GENDER SENSITISATION  
TRAINING PROGRAMME FOR THE UNIVERSITY/COLLEGE  
STUDENTS**

10.00-10.30	Registration	
10.30-10.32	Welcome Address	
10.32-10.35	Address by	
10-35-10.37	Address By	
10.37-10.40	Address By	
<b>10.40-11.00</b>	<b>Tea Break</b>	
11.00-11.30	Status of Women in Odisha & Brief overview on Girl Child & Women Policy 2014.	
11.30-12.30	Protection of Women from Domestic Violence Act 2005	
12.30-1.30	Declining Child Sex Ratio & PC PNDT Act	
<b>1.30-2.30</b>	<b>Lunch</b>	
2.30-3.30	Sexual Harassment at Workplace	
3.30-4.15	Anti Human Trafficking Measures	
4.15-5.00	Marriage Registration & Prohibition of Dowry	
5.00-5.10	Vote of Thanks	

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## SESSION-1

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### Status of Women in Odisha

Session Objective	<ul style="list-style-type: none"><li>• Discuss the status of Women in Odisha/District</li></ul>
Time required	30 Mins
Content	<ul style="list-style-type: none"><li>• Percentage of Women in Census</li><li>• Sex Ratio</li><li>• Maternal Mortality</li><li>• Female Literacy</li></ul>
Material Required	<ul style="list-style-type: none"><li>• Powerpoint Presentation if LCD Projector available</li><li>• Fact Sheets, Chart Paper, Marker &amp; Board Pen</li><li>• Handout for Distribution</li></ul>
Training Method	<ul style="list-style-type: none"><li>• Lecture-cum-Discussion, Class Exercise</li></ul>
Learning Outcome	<ul style="list-style-type: none"><li>• The Participants should know about the status of Women in Odisha.</li></ul>

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## SESSION-2

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### DOMESTIC VIOLENCE

Session Objective	<ul style="list-style-type: none"><li>• Define Domestic Violence</li><li>• Implementation of Protection of Women from Domestic Violence 2005(PWDV Act 2005)</li></ul>
Time required	1 Hour
Content	<ul style="list-style-type: none"><li>• What is Domestic Violence.</li><li>• Different forms of Domestic Violence.</li><li>• Act on Protection of Women from Domestic Violence.</li><li>• What is DIR</li><li>• Who can file a DIR</li><li>• What are the reliefs under this Act</li><li>• Stakeholders under the Act.</li></ul>
Material Required	<ul style="list-style-type: none"><li>• Powerpoint Presentation if LCD Projector available</li><li>• Fact Sheets, Chart Paper, Marker &amp; Board Pen</li><li>• Handout for Distribution</li></ul>
Training Method	<ul style="list-style-type: none"><li>• Lecture-cum-Discussion</li></ul>
Learning Outcome	<ul style="list-style-type: none"><li>• To mobilise the students of university &amp; college on the issue of domestic violence &amp; Protection of women from domestic violence</li></ul>

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### SESSION-3

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#### Declining Child Sex Ratio & PC PNDT Act

Session Objective	<ul style="list-style-type: none"><li>• Awareness on the issue of Declining Child Sex ratio.</li><li>• Knowledge on PC &amp; PNDT Act .</li><li>• Procedure of effective implementation</li></ul>
Time required	1 Hour
Content	<ul style="list-style-type: none"><li>• Definition of Sex Ratio &amp; Child Sex Ratio.</li><li>• Sex ratio as per 2011 census(district wise)</li><li>• Causes of declining child sex ratio.</li><li>• Impact of declining child sex ratio.</li><li>• Objectives of PC &amp; PNDT Act.</li><li>• Administrative Structure.</li><li>• Powers &amp; functions of Appropriate Authority.</li></ul>
Material Required	<ul style="list-style-type: none"><li>• Powerpoint Presentation if LCD Projector available</li><li>• Fact Sheets, Chart Paper, Marker &amp; Board Pen</li><li>• Handout for Distribution</li></ul>
Training Method	<ul style="list-style-type: none"><li>• Lecture-cum-Discussion</li></ul>
Learning Outcome	<ul style="list-style-type: none"><li>• To mobilise the students of university &amp; college on the issue of declining sex ratio &amp; PC /PNDT Act.</li></ul>



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SESSION-4

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SEXUAL HARASSMENT AT WORKPLACE

Session Objective	<ul style="list-style-type: none"><li>• Awareness on Sexual Harassment at Work Place</li><li>• Information regarding the Committee at State &amp; District levels.</li></ul>
Time required	1 Hour
Content	<ul style="list-style-type: none"><li>• What is Sexual Harassment at Work Place</li><li>• Sexual Harassment of Women at Workplace (Prevention, Prohibition &amp; Redressal) Act &amp; Rule, 2013</li><li>• Who is the nodal officer to complain.</li><li>• Role &amp; Function of Local Complaint Committee &amp; Internal Complaints Committee</li></ul>
Material Required	<ul style="list-style-type: none"><li>• Powerpoint Presentation if LCD Projector available</li><li>• Fact Sheets, Chart Paper, Marker &amp; Board Pen</li><li>• Handout for Distribution</li></ul>
Training Method	<ul style="list-style-type: none"><li>• Lecture-cum-Discussion</li></ul>
Learning Outcome	<ul style="list-style-type: none"><li>• To mobilise the students of university &amp; college on the issue of Sexual Harassment at Work Place.</li></ul>

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SESSION-5

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Anti-Human Trafficking Measures

Session Objective	<ul style="list-style-type: none"><li>• Awareness on Anti Human Trafficking Measures</li><li>• Information regarding the Committee at State &amp; District levels.</li></ul>
Time required	30 Mins
Content	<ul style="list-style-type: none"><li>• Definition of Trafficking</li><li>• Forms of Trafficking</li><li>• Process involved in Trafficking</li><li>• Routes of Trafficking</li><li>• Who is a victim/Survivor</li><li>• Who is a offender/Trafficker</li><li>• Difference between Trafficking &amp; Prostitution .</li><li>• Anti Human Trafficking Measures(IAHTUs)</li></ul>
Material Required	<ul style="list-style-type: none"><li>• Powerpoint Presentation if LCD Projector available</li><li>• Fact Sheets, Chart Paper, Marker &amp; Board Pen</li><li>• Handout for Distribution</li></ul>
Training Method	<ul style="list-style-type: none"><li>• Lecture-cum-Discussion</li></ul>
Learning Outcome	<ul style="list-style-type: none"><li>• To mobilise the students of university &amp; college on the issue of Trafficking.</li></ul>

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## SESSION-6

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### Marriage Registration & Prohibition of Dowry

Session Objective	<ul style="list-style-type: none"><li>• Awareness on Registration of Marriage &amp; Prohibition of Dowry</li><li>• Information regarding the District level official for Marriage Registration &amp; to address the issue of Dowry Prohibition</li></ul>
Time required	30 Mins
Content	<ul style="list-style-type: none"><li>• Where to Register the Marriage</li><li>• Who is the nodal person</li><li>• Dowry Prohibition Act.</li><li>• Who is the person to address the Dowry issues.</li></ul>
Material Required	<ul style="list-style-type: none"><li>• Powerpoint Presentation if LCD Projector available</li><li>• Fact Sheets, Chart Paper, Marker &amp; Board Pen</li><li>• Handout for Distribution</li></ul>
Training Method	<ul style="list-style-type: none"><li>• Lecture-cum-Discussion</li></ul>
Learning Outcome	<ul style="list-style-type: none"><li>• To mobilise the students of college on the issue of Marriage Registration .</li></ul>

**ANNEX C**

**APPLICATION FORMAT FOR GENDER SENSITISATION TRAINING FOR UNIVERSITY/COLLEGE STUDENTS**

1. Name of the University/Autonomous Colleges/UGC approved Institutions/Other Organisations applying :
2. Full address with email and tel. contact
3. Full name and designation of the authorized personnel with contact number
4. Bank details of the organization :
  - i. Account number:
  - ii. Branch details:
  - iii. IFSC code:
5. Details of training programmes

Sl num	Tentative dates	University/College where training to be conducted	Remarks

6. Total num of training programmes for which funding is requested.....
7. Total amount for which funding is requested.....
8. Any other information

Signature of the Registrar

**ANNEX D**

## Utilization Certificate and Statement of Expenditure

## GENDER SENSITISATION TRAINING FOR UNIVERSITY/ COLLEGE STUDENTS

## Statement of Expenditure (SOE)

Financial year.....

SI No	Particulars	Unit Cost	Total Amount in Rs	Expenditure Incurred in Rs	Balance in Rs
1	Fooding for Participants(Including Tea, Breakfast & Lunch)	Rs 200 x 100	20,000.00		
2	Food for Resource Persons, Guests ,Facilitators & Volunteers	Rs 200 per person per day (200 x 20)	4000.00		
<b>Training Kit/Materials</b>					
3	Training Kit(Folder , Pen, Note Pad , materials for students and guests and resource Persons	Rs 100 x 120	12,000.00		
<b>Resource Person Honorarium &amp; TA</b>					
4	Resource Person Fees(From within the Concerned District): Honorarium @ 500/- per session & Rs 200/- (Fixed towards Local Conveyance self certified by the Resource Person)	Rs 700 x 3	2100.00		

5	Resource Person Fees(From within the state other than the Concerned District)Honorarium @ RS 750/- per session & Travelling Expenses is to be reimbursed by II-Tier A.C by rail.Deluxe A.C Bus by shortest possible route on production of valid tickets.	Rs 750 x 2	1500.00  For TA 2000/- or as per actuals		
6	Conference Hall Charges	Rs 2000 x 1 day or actual cost whichever is lower.	2000.00		
7	Hiring of Audio Visuals( if not provided by Training Facility)	Rs1000/- or actual cost whichever is lower	1000.00		
8	Contingency(10% of total cost of 44,600.00 is 4460, say 4500.00)		4500.00		
		<b>Total</b>	<b>49,100.00</b>		

Name

Designation

Signature

Date

Utilisation Certificate to be submitted as per O.G.F.R -7 format.

**ANNEX E**

**REPORTING FORMAT FOR GENDER SENSITISATION TRAINING FOR  
UNIVERSITY / COLLEGE STUDENTS**

Name of the organization

(Attach separate sheet for each training programme)

Sl N o	Name of the Venue	Date of training Program me	No. of participa nts attended	Session plan with names of Resource persons	Expenditu re Incurred	Photograph	Media reports

Name

Designation

Signature

Date