



**T. A. Pai Management Institute**

**Manipal**

**TAPMI Policy on Diversity**

**I. Introduction**

TAPMI with its value of holistic concern for ethics, environment and society and its commitment to creative interdependence and diversity, believes in promoting fairness in all its endeavors.

TAPMI commits itself to be a place fair to diverse groups and be sensitive to their specific needs.

**II. Policy**

The Diversity policy of TAPMI spans across all its internal stakeholders including the employees and the students. The term 'participant' used herein hence refers to both the employees and the students.

1. TAPMI not only follows the applicable legal requirements with respect to the marginal groups in letter but also upholds them in spirit
2. In conformity with its values, TAPMI will take care of the special needs of the specific groups
3. TAPMI also commits itself to removing discrimination based on ethnicity, gender, beliefs or any other identity
4. TAPMI also commits itself to taking affirmative steps for specific groups in its practices.

Based on the above policy directives, TAPMI has made the following provisions to fulfil its mission:

**A. Non-discrimination and Affirmative Action**

- I. TAPMI commits to implementing any affirmative action related directive from the State as applicable to an institution of its category whenever it is introduced;
- II. TAPMI will adopt all measures expected by the immediate regulator (All India Council for Technical Education or AICTE) to enable the participants from the marginal groups to have a conducive environment for work/education;
- III. With respect to the employees many of whom come from weaker sections of the society, TAPMI commits to providing free wholesome meal during the working hours and the policy will be extended to the employees on third party contract as well, and
- IV. Wherever possible, try to customize the support to the staff based on their socio-economic status (including having a monetary benefit instead of a gift for the cleaning staff for the festival of Deepavali), and
- V. Never discriminate based on caste, religion, language/region, gender, ability or any other markers of difference in the decisions related to hiring/admissions, education, promotion, access to facilities or benefits, disciplinary action or any other dimension of education or work.



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B. Initiatives to help the Differently Abled Participants

- I. TAPMI will adhere to AICTE guidelines for barrier free environment;
- II. TAPMI will provide either a ramp or a lift in all the administrative and academic buildings by the end of 2018;
- III. Separate rest rooms will be provided for the differently abled persons in all the administrative/academic buildings;
- IV. Wherever possible, special transport facilities will be provided to the differently abled persons for movement within the campus;
- V. All buildings will be provided with wheel chair, and
- VI. The administration/PGP Office will ensure that classes for the differently abled students and workplaces for the differently abled employees are not on higher stories.

C. Support to Women

TAPMI has put in place a Policy on Prohibition, Prevention and Redressal of Gender-based Harassment which has been framed in conformity with The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and All India Council for Technical Education (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions) Regulations, 2016. The Policy includes constitution of Gender Harassment Prohibition and Prevention Committee and conduct of trainings and sensitization sessions for the internal stakeholders on the issues of gender. In addition the Institute has taken the following measures based on the special needs of women:

- I. TAPMI will provide separate hostels for women and men and continue to the same based on the request of lady students and their parents;
- II. There will be lady security guards both in Girls' Hostel and at the main entrance to take care of the concerns of women;
- III. No male will be allowed to enter Girls' Hostel or Women's Common Room except with the specific permission of the concerned student or caretaker;
- IV. Members of the Gender Harassment Prohibition and Prevention Committee will ensure that all woman employees and students have access to the best possible support system in case of any concern and all of the women feel safe in reporting any case of harassment or problem to the administration;
- V. TAPMI will provide a good Baby Care Centre as well as a Rest & Relaxation Room for women employees;
- VI. Wherever possible, TAPMI will seat the lady employees together or in close proximity to other lady employees;
- VII. TAPMI will ensure that the timings of pick-up and drop from official bus are in conformity with the needs to the women employees and the administration will provide transportation support to in case any woman employee has to stay in the office beyond the regular working hours;



- VIII. TAPMI will continue with the policy of six-months of maternity leave and not make any compromise on this;
- IX. TAPMI also commits to be considerate with respect to working hours and need for breaks for women employees with children up to 3 years of age, and
- X. TAPMI will ensure that at least a part of its Staff Welfare Budget is spent for the requirements of the women employees.

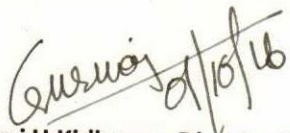
D. General Principles regarding Diversity

- I. TAPMI is fully committed to implementing the law to make the institutions friendly for transgender persons as and when it is enacted by the Government of India and will endeavour to make the processes transgender friendly in conformity with the judgment of the Honourable Supreme Court of India in the National Legal Services Authority vs Union of India and others in 2014, starting with having 'Others' column in the gender section of the Admissions Form from 2019;
- II. TAPMI strongly discourages use of any sexist language or use of jibes or adverse comments regarding any community or group and if such incidents come to light, they will be considered as acts of misconduct;
- III. TAPMI will ensure that issues of cultural sensitivity and diversity are a part of its core courses in the areas of Organisational Behavior and Human Resource Management.

III. **Redressal of Grievances in Specific Cases of Discrimination or Harassment**

- I. Specific cases of harassment based on gender can be directly referred to the Gender Harassment Prohibition and Prevention Committee and the Committee is empowered to decide whether to take up the case on its own or refer it to some other appropriate body;
- II. In case of any harassment or discrimination on any other ground, the complaint can be reported to the Chairpersons of PGP or Student Activity (in case of students), Dean-Administration or Manager-Administration (in case of the members of professional staff) and Dean-Academics (in case of faculty members) who after looking at the prima facie case, will endeavour to resolve it and in cases of the serious kind, will refer the same to the Director.
- III. The reported cases of harassment or discrimination as already mentioned will be treated as cases of misconduct and if the allegation is proved, will call for appropriate action based on the prevailing rules.

This policy has been adopted on the 1<sup>st</sup> Day of October 2016.

  
Gururaj H Kidiyoor - Director I/c