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OSMANIA UNIVERSITY

HYDERABAD – 500 007, T.G., INDIA

GUIDELINES AND MODALITIES FOR IMPLEMENTATION OF THE

GENDER BUDGET INITIATIVE

1. INTRODUCTION

The Gender Budget Initiative is one of the landmark initiatives undertaken under the visionary leadership of the Hon'ble Vice-Chancellor and represents the first comprehensive gender-responsive budgeting framework in the history of Osmania University. The initiative seeks to institutionalize gender equity, inclusiveness, women's empowerment, safety, leadership development, equal opportunity, welfare and gender-responsive governance across academic, administrative, research, infrastructure and student support systems of the University.

The initiative is aligned with the constitutional principles of equality, University Grants Commission (UGC) guidelines, Sustainable Development Goals (SDGs), National Education Policy (NEP) 2020 and the Institutional Development Plan of Osmania University. Gender Budgeting Guidelines and modalities are issued for the effective planning, implementation, monitoring, evaluation and institutionalization of Gender Budget initiatives across Osmania University.

The flagship initiatives under the Gender Budget include the She-Leads Initiative for women leadership and mentorship; She-Lounges for modernized women-friendly campus spaces; Campus Safety Audit and Safety Certification Programme; Women Entrepreneurship and Innovation Support Scheme; Women's Research Promotion and Publication Support Programme; Mental Health and Wellness Support Programme; Gender Inclusion and Institutional Capacity Building Programme; Crèche and Child Care Support Initiative; and Gender Research and Documentation Initiative.

2. OBJECTIVES

The Gender Budget Initiative aims to:
a) Promote gender-responsive planning, budgeting and resource allocation across the University.
b) Strengthen institutional mechanisms for women empowerment, leadership and gender equity.
c) Enhance academic, professional, entrepreneurial, administrative and research opportunities for women.

d) Foster leadership development through mentorship and capacity-building programmes.
e) Ensure a safe, secure, inclusive and gender-sensitive campus environment.
f) Improve health, well-being, nutrition, counselling and welfare services for women.
g) Strengthen institutional support systems including Women Empowerment Cells, Internal Committees and Women's Research Centres.
h) Promote gender research, innovation, documentation and evidence-based policy interventions.
i) Improve infrastructure and amenities for women students, faculty and employees.
j) Mainstream gender concerns into university governance, policies, programmes and institutional practices.

3. APPLICABILITY

These Guidelines shall apply to:

- University Campus Colleges
- Constituent Colleges
- Departments
- Women's Research Centre
- SC, ST, BC and Minority Cells
- Research Centres
- Administrative Units
- Examination Branch
- Girls Hostels
- Women Empowerment Cells
- Internal Committees (IC)
- Libraries
- Academic and Administrative Support Units
- Other eligible University bodies and centres approved by the University

4. RECONSTITUTION OF WOMEN EMPOWERMENT CELLS

In pursuance of UGC guidelines relating to gender equity, women empowerment and institutional support mechanisms in Higher Educational Institutions, all University Campus Colleges, Constituent Colleges and eligible units shall constitute or reconstitute Women Empowerment Cells. The Principals, Directors, Heads of Departments, Heads of Centres, Administrative authorities shall ensure that Women Empowerment Cells are duly constituted/reconstituted and functional.

The Women Empowerment Cell shall function as the nodal body for planning, coordination, implementation, monitoring and documentation of activities undertaken under the Gender Budget Initiative.

The WEC shall:

- Identify gender-related needs and priorities.
- Prepare annual action plans.
- Coordinate implementation of approved activities.
- Maintain records and documentation.
- Submit reports to the Gender Budget Committee.
- Promote gender sensitization and institutional awareness.

The details of reconstituted Women Empowerment Cells shall be communicated to the Gender Budget Committee.

5. COMPONENTS OF THE GENDER BUDGET

Component I: Capacity Building, Leadership Development, Training and Mentoring Programmes

Activities may include:

- Leadership development programmes
- Faculty development initiatives
- Professional skill enhancement
- Research mentoring
- Academic leadership workshops
- Career guidance
- Soft skills training
- The “She-Leads” Initiative for mentorship and leadership development in STEM, Law, Arts, Social Sciences, Education. Commerce, Management and related fields

Component II: Administrative Skills Development, Entrepreneurship and Career Advancement Programmes

Activities may include:

- Administrative skills training
- Digital literacy programmes
- Employability enhancement
- Competitive examination coaching
- Entrepreneurship development
- Start-up promotion
- Innovation and incubation support
- Career advancement programmes

Component III: Women Empowerment Cell and Outreach Activities

Activities may include:

- Women empowerment campaigns
- Community outreach programmes
- Awareness programmes
- Extension activities
- Networking initiatives
- Institutional collaborations

Component IV: Internal Committee Activities, Legal Literacy and Gender Sensitization

Activities may include:

- Gender sensitization programmes
- Prevention of Sexual Harassment awareness
- Legal literacy camps
- Rights awareness workshops
- Capacity building of Internal Committee members
- Awareness on workplace dignity and safety

Component V: Health, Mental Well-being, Counselling, Nutrition and Menstrual Hygiene Initiatives

Activities may include:

- Health camps
- Counselling services
- Psychological support
- Nutrition awareness
- Menstrual hygiene programmes
- Physiotherapy support
- Wellness initiatives

Component VI: Safety and Security Measures

Activities may include:

- Campus Safety Audits
- Safety Certification Programmes
- Smart surveillance systems
- Emergency response mechanisms
- Safe transportation facilities
- Self-defence training
- Security awareness programmes
- Safety infrastructure enhancement

Component VII: Infrastructure Support for Women

Activities may include:

- Modernized Women Facilities
- She-Lounges
- She-Toilets/Rest rooms
- Menstrual Hygiene/ sanitary napkin vending machines, and disposal/incinerator units.
- Sanitization Facilities
- Recreation Facilities **/**spaces for physical activity, Swimming pools/ sports, and recreational needs of Girls/women.
- Reading Spaces
- Wellness Areas
- Drinking Water Facilities
- Hostel Amenities
- Accessibility Facilities
- Counselling Centres/ Wellness Centres:
- Digital Access/Facilities
- Safety Infrastructure
- Disability access to ensure full access and inclusion for Girls/women with disabilities.
- Other Approved Infrastructure: Any additional facility specifically approved by the Gender Budget Committee to enhance safety, dignity, welfare, and well-being of women.

Budget Note: Up to 50% of the total Gender Budget may be allocated to this component during initial implementation years, based on institutional requirements and Hon'ble Vice Chancellor approval. Priority is accorded to this component given existing infrastructural needs.

Component VIII: Gender Research, Documentation, Monitoring and Innovation

Activities may include:

- Gender research projects

- Documentation initiatives
- Publications
- Data collection and analysis
- Innovation projects
- Monitoring and evaluation studies
- Policy research

Component IX: Child Care Facilities and Creche Services
Activities may include:

- Establishment and strengthening of Creche Facilities
- Child care support services
- Parent support initiatives
- Early childhood support facilities

6. GENDER BUDGET ALLOCATION -Total Budget: ₹2,00,00,000

The Gender Budget Committee may recommend allocation, reallocation or enhancement of funds among components depending upon institutional priorities and requirements, subject to approval of the competent authority.

Sl. No.	Component	Percentage (%)	Amount (₹)
1	Capacity Building, Leadership Development, Training & Mentoring Programmes	10%	20,00,000
2	Administrative Skills Development, Entrepreneurship & Career Advancement Programmes	10%	20,00,000
3	Women Empowerment Cell & Outreach Activities	10%	20,00,000
4	Internal Committee, Legal Literacy & Awareness Programmes	10%	20,00,000
5	Health, Mental Well-being, Nutrition & Menstrual Hygiene Initiatives	10%	20,00,000
6	Safety and Security Measures	10%	20,00,000
7	Infrastructure Support for Women	25%	50,00,000
8	Gender Research, Documentation & Innovation	5%	10,00,000
9	Child Care and Crèche Facilities	10%	20,00,000
Total		**100%**	**2,00,00,000**

7. ANNUAL ACTION PLAN

Each implementing unit shall submit an Annual Action Plan containing:

- Proposed activities and programmes
- Objectives and expected outcomes
- Target beneficiaries
- Estimated budget requirements
- Implementation schedule

- Monitoring mechanism
- Evaluation framework
- Sustainability plan

8. PROPOSAL SCRUTINY AND APPROVAL

The Gender Budget Committee, under the directions of the Hon'ble Vice-Chancellor, shall:

- Examine proposals
- Assess feasibility and relevance
- Evaluate expected outcomes
- Recommend fund allocation
- Prioritize measurable and sustainable programmes
- Submit recommendations to the competent authority for approval

9. MONITORING COMMITTEES

Separate Monitoring Committees shall be constituted for each of the following nine components:

1. Capacity Building and Leadership Development
2. Administrative Skills and Student Development
3. Women Empowerment Cell and Outreach Activities
4. Internal Committee and Legal Literacy
5. Health and Well-being
6. Safety and Security
7. Infrastructure Support
8. Gender Research and Documentation
9. Child Care and Crèche Facilities

Monitoring Committees shall:

- Review implementation
- Monitor fund utilization
- Assess outputs and outcomes
- Conduct inspections
- Recommend corrective measures
- Submit periodic reports

10. DOCUMENTATION REQUIREMENTS

Every approved activity shall maintain:

- Attendance records
- Participant signatures
- Geo-tagged photographs
- Proceedings
- Reports
- Utilization certificates
- Feedback forms
- Outcome assessment reports

Separate records shall be maintained for:

- Women Students
- Women Faculty
- Women Employees

11. SPECIAL MODALITIES

Separate operational guidelines may be issued for:

- Internal Committee Activities
- Safety and Security Measures
- Creche Facilities
- Infrastructure Projects
- She toilets
- She-Leads Initiative
- She-Lounges
- Campus Safety Audit and Safety Certification Programmes

12. RELEASE AND UTILIZATION OF FUNDS

Funds shall be released subject to:

- Administrative approval
- Priority Basis
- Availability of budget
- Submission of required documents
- Compliance with University financial rules
- Satisfactory progress of approved activities

13. REALLOCATION OF FUNDS

Where approved funds remain unutilized due to administrative, procedural, technical or other genuine reasons, the Gender Budget Committee may recommend reallocation of funds to other eligible activities, units or components to ensure optimum utilization of resources, subject to approval of the competent authority.

14. MONITORING, EVALUATION AND AUDIT

All activities undertaken under the Gender Budget Initiative shall be subject to:

- Continuous monitoring
- Periodic evaluation
- Internal audit
- External audit
- Outcome assessment
- Impact evaluation

as per Osmania University rules and applicable regulations.

15. DUTIES OF THE GENDER BUDGET COMMITTEE

The Committee shall have authority to:

- Recommend allocations and reallocations
- Seek information from implementing units
- Conduct inspections and reviews

- Recommend corrective measures
- Monitor implementation
- Evaluate outcomes
- Recommend policy reforms
- Submit reports to university authorities

16. DISPUTE RESOLUTION

In the event of any dispute, ambiguity, interpretation issue or administrative matter arising out of implementation of the Gender Budget Initiative, the decision of the Honourable Vice Chancellor, Gender Budget Committee or any other authority authorized by the University shall be final and binding on all concerned.

17. INTERPRETATION

Any question relating to interpretation of these Guidelines shall be referred to the Gender Budget Committee whose recommendations shall be placed before the Hon'ble Vice-Chancellor for appropriate orders.

18. COMMENCEMENT

These Guidelines shall come into force with immediate effect from the date of approval by the Hon'ble Vice-Chancellor and shall remain operative until modified, amended or superseded by subsequent orders of Osmania University.

SUBMISSION OF PROPOSALS:

All proposals seeking financial assistance under the Gender Budget Initiative shall be submitted in the prescribed format.
Submission Procedure:

a) The proposals shall be addressed/Submitted:
To
The Registrar
Osmania University
Hyderabad – 500 007

b) To be submitted through proper channel through the concerned Principal/Director/Head of the Department/Head of the Centre/Administrative Authority, as applicable.

c) The proposal shall clearly mention:

- Name of the Component under which assistance is sought.
- Objectives and expected outcomes.
- Number and category of beneficiaries.
- Detailed budget estimates.
- Implementation schedule.
- Monitoring and evaluation mechanism.
- Sustainability plan, wherever applicable.

d) The subject line shall be:

“Proposal under Gender Budget Initiative – Component No. _____”

For clarification regarding submission procedures, eligibility, documentation and preparation of proposals, the contact details of the designated Nodal Officer shall be notified separately.

Copy to:

1. P.S. to Vice-Chancellor.
2. P.A. to Registrar.
3. All Deans of Faculties.
4. All Principals of University Campus and Constituent Colleges.
5. All Heads of Departments.
6. All Directors of Centres.
7. Controller of Examinations.
8. Chairpersons of Internal Committees.
9. Convenors of Women Empowerment Cells.
10. Director/Women’s/Girls Hostels.
11. Librarian
12. Finance Officer.
13. Director, Infrastructure.
14. PRO for publication on University website.
15. Office File.

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