

GENDER SENSITIZATION CELL & POLICY

1. Purpose and scope

- 1.1** Birkbeck University of London, Bengaluru Campus (hereafter abbreviated to 'the Campus') is committed to a learning and working environment free from gender-based discrimination, prejudice, and violence.
- 1.2** The Gender Sensitization Cell (hereafter 'the Cell') is the Campus's standing body for proactive education, awareness, advocacy, and capacity building on matters of gender equality and respectful conduct.
- 1.3** The Cell is preventive and educative in mandate. It does not receive, investigate, or adjudicate complaints of sexual harassment. Such complaints are the exclusive responsibility of the Internal Committee.
- 1.4** This Policy applies to all students, faculty, professional staff, contractors, outsourced personnel, visitors, vendors, and other persons engaged in any activity of the Campus, on or off premises, including in online environments.

2. Principles

- 2.1** The Cell operates on the following principles:

- 2.1.1 equality and dignity of all persons, regardless of gender, gender identity, or gender expression;
- 2.1.2 prevention through sustained education rather than episodic training;
- 2.1.3 confidentiality and sensitivity in every interaction;
- 2.1.4 inclusivity in materials, language, and participation;
- 2.1.5 evidence-led design of activities and interventions.

3. Composition of the Cell

- 3.1** Members of the Cell shall be appointed by the Provost for a term of two years, renewable once.
- 3.2** The Cell shall comprise:

3.2.1 a Chairperson, who shall be a senior member of faculty with demonstrated commitment to gender equality;



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3.2.2 a Member Secretary, who shall be a faculty member or senior officer nominated by the Chairperson;

3.2.3 two faculty members drawn from across disciplines;

3.2.4 one officer drawn from HR & Admin, Operations, or the Provost Office;

3.2.5 two student members, comprising one undergraduate and one postgraduate;

3.2.6 one external member, being an independent expert from academia, civil society, or practice;

3.2.7 the Officer – Learning & Support, as ex officio member.

3.3 The composition of the Cell shall reflect gender diversity. At least half the members, including the Chairperson, shall be women.

4. Functions

4.1 The Cell shall design and deliver an annual calendar of awareness and sensitisation activities for students, faculty, and staff, including induction and orientation programmes.

4.2 The Cell shall develop learning resources on gender equality, respectful conduct, and bystander intervention.

4.3 The Cell shall advise the Head – Academics and Discipline Leads on integrating gender perspectives into curricula, pedagogy, and research, where disciplinarily relevant.

4.4 The Cell shall promote research and student-led initiatives on gender in academic and social life.

4.5 The Cell shall conduct periodic climate surveys and review institutional data to identify trends and priorities.

4.6 The Cell shall provide informal guidance and signposting to individuals seeking information about Campus policies and support services. The Cell shall not receive, hold, or act upon complaints.

4.7 The Cell shall liaise with the Internal Committee, HR & Admin, Operations, and Learning & Support on shared initiatives, while maintaining clear functional separation from the complaints process.

4.8 The Cell shall submit an annual report of its activities, indicators, and recommendations to the Provost.

5. Operating provisions



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- 5.1** The Cell shall meet at least once each quarter, with additional meetings as required.
- 5.2** The quorum for a meeting shall be one-half of the total membership, and shall include at least one student representative.
- 5.3** The Member Secretary shall maintain minutes and records of the Cell.
- 5.4** The Cell shall have an annual budget, approved by the Provost, sufficient to deliver its work plan.
- 5.5** The Cell shall maintain a dedicated section on the Campus intranet and website setting out its purpose, membership, calendar, and contact route.

6. Confidentiality

- 6.1** Members of the Cell shall maintain strict confidentiality regarding any personal information shared with them in the course of their duties.
- 6.2** Where a person approaches the Cell with a concern that suggests harassment, discrimination, or misconduct, the member shall sensitively inform the person of the appropriate formal channel and, with the person's consent, support their access to it. No personal details shall be recorded or transmitted further without that consent.

7. Relationship with the Internal Committee

- 7.1** The Cell and the Internal Committee are functionally and constitutionally distinct bodies.
- 7.2** The Cell shall play no role, direct or indirect, in the receipt, inquiry, deliberation, or determination of any complaint within the Internal Committee's jurisdiction.
- 7.3** The Cell and the Internal Committee may collaborate on awareness and training initiatives, subject to appropriate safeguards to protect the integrity of any ongoing or potential complaint process.

8. Roles and responsibilities

- 8.1** The Provost appoints members of the Cell, approves the annual work plan and budget, and receives the annual report.
- 8.2** The Chairperson leads the Cell, convenes meetings, and represents the Cell within and outside the Campus.
- 8.3** The Member Secretary maintains records, coordinates the work plan, and serves as the operational point of contact.

8.4 Members of the Cell participate actively, contribute to the work plan, and uphold confidentiality.



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8.5 The Head – Academics and the Head – Operations & Registrar enable the Cell's activities by supporting participation by faculty, staff, and students under their respective remits.

9. Review and amendment

9.1 This Policy shall be reviewed annually, or earlier if circumstances warrant.

9.2 The University reserves the right to amend, modify, supplement, or replace this Policy at any time as it deems appropriate to better serve the objectives set out herein.

Policy Review and Document Control	
Policy title	GENDER SENSITIZATION CELL & POLICY
Applies to	Applicants and enrolled students of all undergraduate and postgraduate programmes for Academic Year 2026-27 (September 2026 and January/February 2027 intakes)
Version	1.0
Effective from	Commencement of the admissions for Sep 2026 intake
Review cycle	Annually, or earlier upon any change