SANATANA DHARMA COLLEGE
ALAPPUZHA
Affiliated to the University of Kerala
Reaccredited by NAAC with A+ grade

AUDIT FORM

Sanatana Dharma College, Alappuzha

Participatory Gender Audit Report (Year)

Basic Data

Total Staff members	Male	Female	Non–Binary
Total Students	Male	Female	Non –Binary
Year :			

Audit date :

No	Audit Question	Data Source	Gender	Findings (Yes/No/ Partial)	Suggestions	Responsibility
1	Does the organization have a written gender equality policy?	Policy Documents	Male, Female, Non - Binary			
2	Are recruitment and promotion processes gender-neutral?	HR Records	Male, Female, Non - Binary			
3	Is there equal representation of genders in leadership roles?	Organizational Charts	Male, Female, Non - Binary			
4	Does the organization offer parental leave policies for all genders?	HR Policies	Male, Female, Non - Binary			
5	Are training and development opportunities accessible to all genders?	Training records	Male, Female, Non - Binary			
6	Is there a mechanism in place to address gender - based harassment and discrimination ?	Employee Surveys	Male, Female, Non - Binary			
7	Are restroom facilities accessible and inclusive for all genders?	Facility Assessments	Male, Female, Non - Binary			
8	Does the organization collect and analyse	Data Collection	Male, Female,			

	gender disaggregated data regularly?	Tools	Non - Binary		
9	Are programs and services designed considering the specific needs of different genders?	Program Documentation	Male, Female, Non - Binary		
10	Is there a gender-responsive budgeting process in place	Financial Records	Male, Female, Non - Binary		
11	Are there mechanisms for feedback and grievances related to gender issues?	Feedback Mechanisms	Male, Female, Non - Binary		
12	Does the organization promote gender equality in external communications and partnerships?	Marketing materials	Male, Female, Non - Binary		
13	Are there gender inclusive language and imagery used in internal and external communications?	Communication channels	Male, Female, Non-Binary		
14	Does the organization provide training on gender sensitivity and unconscious bias?	Training Records	Male, Female, Non-Binary		
15	Are there initiatives to provide work-life balance for all genders?	Employee Benefits	Male, Female, Non-Binary		
16	Does the organization engage with gender-focused community organizations and initiatives?	Community Partnerships	Male, Female, Non-Binary		
17	Is gender diversity considered in procurement and vendor selection processes?	Procurement Records	Male, Female, Non-Binary		
18	Are there mechanisms to support gender transitioning employees?	HR Policies	Male, Female, Non-Binary		
19	Does the organization monitor and report on	Monitoring Reports	Male, Female,		

	progress towards gender equality goals?		Non-Binary			
20	Are there opportunities for employee engagement and participation in gender equality initiatives?	Employee Engagement Programs	Male, Female, Non-Binary			

Audit Team Name & signature

    1.

    2.

    3.