

DIMS No. 1037

11-04-18

D.O. No. 23011/1(3)/2017-18/Trg./U&C

डा. संजय दुबे

निदेशक, प्रशासन एवं नीति अनुसंधान

Dr. Sanjay Dubey

Director (Administration & Policy Research)



राष्ट्रीय मानव अधिकार आयोग

National Human Rights Commission

Director, DSD

Dated: 02.4.2018

[Handwritten signature]
Ag. VC

Dear Vice Chancellor,

As you are aware, National Human Rights Commission (NHRC) set up under the Protection of Human Rights Act, 1993 has a mandate to spread human rights literacy among various sections of society. Spreading human rights awareness among youth and especially, the University / College students has been a focus area of the Commission.

2. In accordance with this mandate, the Commission provides financial support, *inter alia* to universities/ colleges for organizing only one day programme focusing on human rights issues. The basic objective of these programme is to sensitize the student community on these issues. Wherever possible, the Hon'ble Members and officers of the Commission also try to participate in the programmes and convey information regarding the working of National Human Rights Commission and **importance of human rights in our lives**.

3. We seek your cooperation in spreading human rights literacy and in sensitization of students on human rights issues by organizing programmes in your university and the affiliated colleges. We would be happy to receive detailed proposals in this regard from you as per the prescribed format (copy enclosed). The norms of financial assistance provided by the Commission are also available at Annexure-V of the training guidelines. The one day to be organized by a university / college could be on general human rights issues or on a particular theme like women rights or child rights. The subjects to be covered in a one day programme in both cases are clearly indicated as per Annexure-VI, VII and VIII, respectively of the training guidelines. On receipt of your proposals on training programme only, they will be examined and placed before the Commission.

4. Once these proposals are approved by the Commission, we will convey the same to you with a request to organize the said programme as proposed by you at a mutually convenient date.

contd.p.2/...

Mr. Yogesh
Patil
for Website/
email to all
colleges and
Heads

Gen. Secy
11/5/18

मानव अधिकार भवन, सी-ब्लॉक, जीपीओ कम्प्लेक्स आईएनए, नई दिल्ली-110 023

Manav Adhikar Bhawan, C-Block, GPO Complex, INA, New Delhi-110023

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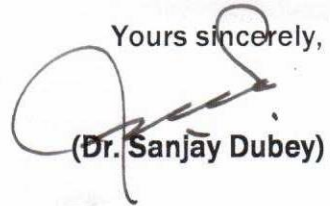
ई-मेल / E-mail : dir-nhrc@nic.in, www.nhrc.nic.in

5. For further details i.e. Training Guidelines of the Commission and Prescribed Performa along-with the financial support norms, you may also visit our website i.e. www.nhrc.nic.in. We look forward to your positive response.

6. Kindly note that this letter is only for inviting the proposals of the NHRC sponsored One Day Training Programme on the human rights issues for regular students and not for organizing the Training Programme, please.

With warm regards,

Yours sincerely,



(Dr. Sanjay Dubey)

The Vice Chancellor
University of Mumbai
Mumbai,
Maharashtra 400 032

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NATIONAL HUMAN RIGHTS COMMISSION
(Training Division)

Subject: NHRC Guidelines on Training regarding Human Rights

Introduction

The National Human Rights Commission has been constituted in accordance with the provisions of Protection of Human Rights Act, 1993. Section 12 of the Act lays down the functions to be performed by the Commission. As per Section 12 (h) of the Act, the Commission is mandated to "spread human rights literacy among various sections of society and promote awareness of the safeguards available for the protection of these rights through publications, the media, seminars and other available means." As per Section 12 (i) of the Act, the Commission should encourage the efforts of non-governmental organizations and institutions working in the field of human rights.

Objective

In keeping with the above mandate, the Training Division has been set up in the Commission to spread human rights literacy and sensitize people belonging to various sections of society on all aspects relating to human rights. While the focus is necessarily on the public functionaries so that they are sensitized and motivated to fulfil their duties regarding protection of human rights of public at large, efforts are also required to target the youth especially, the students in the universities/colleges as well as those studying in schools so as to build a society fully aware of human rights issues. Among the public functionaries, the police is the most important group as majority of the complaints of violation of human rights received in the Commission originate from this end.

The issues relating to human rights which are necessary to be stressed upon on the target group relate to both civil and political rights as well as the social, economic and cultural rights. The Commission is concerned about the prevailing criminal justice system and the reforms needed in the area of police functioning so that the civil and political rights of people are better protected. The system should provide for sufficient remedies against their violation. The issues of importance in this area are rights of the prisoners, especially those under trial, custodial justice and prevention of custodial violence, fake encounters, pendency of cases in courts etc.

At the same time, the Commission is also concerned about the need for ensuring the basic needs of people so that they are not deprived of basic necessities like food, health, housing, sanitation and clean drinking water as well as a clean environment to ensure their proper development and quality of life.

There are also issues relating to the rights of special category of people who, for various reasons have been deprived of their rights and hence need extra protection. These are the people belonging to SC/ST and other backward classes besides those

with disabilities or mentally ill persons. Rights of the women and children need special protection and hence, the need for sensitization of public regarding the needs of these special groups.

Focus target groups

In view of the above, the Commission, besides seeking to create human rights literacy among public at large, seeks to target the following groups of people for sensitization on human rights issues :-

1. Police

2. Judiciary
3. Prison Officials
4. Government functionaries in other departments
5. Doctors, para-medical staff, nurses etc.
6. Para-military forces
7. Army
8. Students
9. Teachers/Principals/Education Officers

Methodology

The Commission would carry out the sensitization effort on human rights through the following modes :-

I. In-House Programmes

The Commission will carry out these programmes directly by its own staff duly assisted by visiting faculty. These programmes will be organized by the Commission staff, either within its own premises or at suitable venues arranged by it. These could be in the form of :

Short term programmes

Short term programmes of one to three day duration in the form of conferences/seminars/workshops/lectures may be organized in house in the Commission although one day programmes would be more common. These could include programmes like orientation and sensitisation programmes for officers/staff of concerned Government Departments and NGOs working in the area of concern. These programmes could also cover programmes for probationers of different civil/police/para-military services.

Long term programmes

Long term programmes could be of one to four week duration. These could combine both lecture series as well as practical exposure to the working of NHRC apart from institutions like prisons, mental institutions, credible NGOs etc. regarding their

functioning and living conditions. These would largely include internship programmes for students of universities/colleges.

Internship - The Commission is presently holding two types of internship programmes for University/ College students which will continue. These internship programmes are of two types which are as follows :

- [E-1]** Internship of one month duration conducted twice in a year in the Commission premises. For these programmes, applications from the students all over the country are invited and processed and about 50 students are selected. A stipend of Rs 2,500/- for Delhi NCR students and Rs.5,000/- for outside students plus 2nd class train fare (to & fro) by shortest route from place of student is provided. This amount will now be raised to Rs. 4,000/- for Delhi NCR students and Rs.8,000/- for outside students plus 2nd class train fare (to & fro) by shortest route from place of student will be provided. The prize money for best intern is Rs. 5,000/- presently. This will now be raised to Rs.10,000/-.

The Eligibility criteria for the above one month internship programmes in NHRC would continue to be as under :

1. Students of the 4th and 5th year pursuing 5 years Integrated Law Course – (while applying).
2. Students of the 3rd year pursuing 3 years L.L.B. Course – (while applying).
3. Students of L.L.M. Course.
4. Students pursuing Post Graduate Diploma in Human Rights, MA in Human Rights, Post Graduate students of Political Science, Sociology, Social Work (MSW), Criminology, Public Administration, Rural Development, History, Economics, Commerce, Anthropology, International Relations and any of the discipline of Social Sciences would be considered with preference to students pursuing their final year. Only regular students of UGC recognized universities will be eligible.
5. Efforts will be made to give representation to all categories.
6. A 500 word write up will be required to be submitted by the applicants along with application which will also serve as a basis of selection.
7. Students who have attended the regular one month Summer / Winter Internship Programmes organised by NHRC earlier will not be eligible to apply.

- [E-2]** Besides the above, the Commission also offers opportunities throughout the year except during months of May-June and December-January, to students from various streams, especially from law stream, to have attachment with the Commission in batches on short-term basis. This internship is presently unpaid and for a period for 15 days. During this internship, the students are exposed to the functioning of various divisions of the Commission. They are also made aware of the process of complaints being attended to by the Commission as well as other issues being taken up. Allowing them interaction with the complainants also is an important feature.

II. Collaborative Programmes with ATIs/PTIs/JTIs/ similar Institutions/ NGOs/SHRCs

The second kind of programmes would be organized through the Central/State institutions like Administrative Training Institutes, Police Training Institutes, SHRCs, Judicial Training Institutions and other similar institutions apart from credible NGOs etc. While funding would be provided to such institutions for organizing the programmes, it would be ensured that they are properly monitored and observed by the officers of NHRC and a report prepared about their impact. These would be normally in the form of one to three day programmes. However, in some cases at the request of the concerned institutions, considering the needs of the target group of trainees, longer duration programmes could also be allowed. The normal one to three day programmes would be as follows:

- One day programmes would be generally for the purpose of basic human rights awareness generation for the target group of people not earlier sufficiently exposed to human rights issues. These would be carried out in collaboration with ATIs/PTIs/JTIs/SHRCs/Academic Institutions//NGOs and would have a minimum of 50 participants.
- Two day programmes would allowed where the objective is to create a greater focus on a particular target group and the subjects covered to be dealt with at greater detail among these group of participants who would generally be expected to be having some initial basic human rights awareness. These would also be programmes which are focussed on specific subjects on which detailed lectures followed by discussions are required to convey the specialized knowledge about the topics covered to the participants. These would be carried out in collaboration with ATIs/PTIs/JTIs/SHRCs/Academic Institutions and would generally have a maximum of 50 participants. The ideal number of participants for these two day programmes would be 30-50.
- Three-day Training of Trainers programmes. Such programmes would be organized with the objective to have in place, a team of master trainers in each State of the country who could impart training on different aspects of human rights in the State for which they have been imparted training for carrying out sensitization/awareness generation programmes subsequently. These would be carried out in collaboration with ATIs/PTIs/Academic Institutions and would normally have about 20-30 participants though in some cases the participation could reach to a maximum of 50 participants. A panel of such master trainers for each State will be maintained in the NHRC. They would also be involved in further training activities at State/district level.

Online Training Programmes

These would be organized as per the terms laid down in Memorandum of Understanding (MOU) or other agreement signed by NHRC with the concerned institution. However, the MOU, before signature, would require to be approved by the Commission. The financial/funding rules applicable to such programmes would be in line with the general financial/funding rules applicable to all training programmes as described below :

Financial/Funding Rules

So far, the Commission has been approving funds for conducting programmes by collaborative institutions like ATIs/PTIs/SHRCs/NGOs as under :

S.N.	Training Module	Duration	Budget Proposed (Rs.)
1.	Basic Training	01 day	50,000.00
2.	Advanced	02 days	1,00,000.00
3.	Training of Trainers	03 days	1,50,000.00

The financial/funding rules will continue to be on the similar lines. Accordingly, in the training programmes to be organized by institutions on behalf of NHRC, funding would be provided by NHRC, after approval of the Commission, as per the following rules:

1. The basic rule for all collaborative programmes conducted through ATIs/PTIs/SHRCs/JTIs/similar Institutions would be to allow a maximum expenditure of Rs. 1000 per participant per day subject to a minimum of 25 participants.
2. Applying the basic rule as above, for a one day basic human rights awareness programme covering 50 participants and conducted by any such institution, a maximum amount of Rs. 50,000 would be provided. The broad head-wise norms are given at Annex. I.
3. Applying the same basic rule as above, for a two day programme, which will be largely organized to cover a particular target group of participants or a specific subject in depth, a maximum amount of Rs. 1,00,000 can be provided for 50 participants. The broad head-wise norms are given at Annex. II.
4. Applying the same basic rule as above, for a three day programme, which will be largely in the form of Training of Trainers (TOT) programme, a maximum amount of Rs. 1,50,000 would be allowed. The broad head-wise norms are given at Annex. III.
5. For one-day programmes organized by SHRCs/NGOs and academic institutions like universities/colleges which are generally expected to have larger than 50 participants, broad head-wise norms are given at Annex – IV & Annex – V respectively. For two and three-day programmes organised by

SHRCs/academic institutions, norms as at Annex – II and Annex- III will be applicable respectively.

6. There will be certain training or other programmes which are already being conducted by an institution. If such an institution collaborates with NHRC to include a one/two day capsule on human rights to be included in such an already ongoing/worked out programme, then the maximum amount allowed to that institution by NHRC would be pro-rata on above basis, i.e. maximum amount of Rs. 50,000 for one day and so on.
7. NGO proposals for holding training programmes would be entertained only if they are suitably recommended by the concerned State/District authorities or the SHRC if existing in the concerned State. The approval of the training programmes is on the sole discretion of the Commission.
8. For programmes to be organized by ATIs/PTIs/SHRCs/JTIs/similar institutions by hiring venue other than their own, outside their campus, the concerned institution would be allowed to make expenditure from other heads subject to overall financial limit stated above as per the duration of the programme.

Terms and Conditions to be governed for release of budget/fund approved by the Commission

1. The part-payment which would be 50% of the approved budget by the Commission will be released after receiving following details i.e. Date, Venue and Detailed Programme Schedule of the programme (topics to be covered along with Resource persons) well in advance at least 20 days before the commencement of the programme.
2. The payment will be released through cheque only in favour of the institution/ organization and will not be released in any personal name in any case.
3. The balance payment due from the total approved amount will only be released after receipt and settlement of following documents :
 - i) Utilization Certificate along with Cash Memos/ Bills (in original), Expenditure Statement duly audited by Chartered Accountant in case of NGO's and duly audited by Head of the Accounts Section of the concerned institution in case of ATI, PTI, JTI, other Government Institutions and Universities/ Colleges.
 - ii) Detailed programme report (session-wise) including inaugural and valedictory function if any along with copy of time-table.
 - iii) List of Resource persons with address and telephone numbers etc.
 - iv) List of participants.
 - v) C.D./Photographs/PPT/ videography of the programme sessions.
 - vi) Evaluation report of the programme on the basis of feedback received from participants.

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NATIONAL HUMAN RIGHTS COMMISSION
PROFORMA FOR TRAINING IN HUMAN RIGHTS

1. Name of the Institution/Organisation
2. Credibility/Status of the Institute/Organisation
NAAC Status of University/College (including latest one)
3. Theme of the Training Programme
4. Proposed date
5. Venue
6. Address of the Institute/Organisation including the following information:
 - a. Telephone No/Mobile
 - b. Fax No
 - c. Email
 - d. Website
 - e. Any other information
7. Broad aims and objectives of the Institution/Organisation.
8. Aims, objective and methodology of the proposed training programme.
9. Impact of the training programme:
 - a. Short term
 - b. Long term

10. Name and designation of the Convener for the training programme.

11. Name and designation of the office bearer authorized to receive financial assistance from NHRC (the cheque/draft will be sent in this name indicated)

12. Resource persons identified for the training programme.

13. Number of participants.

14. Reading/training materials to be given to the participants.

15. Broad details of the total estimated expenditure (*See norms as per NHRC Training Guidelines*)

16. Institution/Organisation share in financial terms in the proposed training programme.

17. Financial Assistance required from NHRC.

18. Source(s) other than NHRC from whom assistance for the proposed training programme is sought and extend thereof. *(Note: the Institution/Organisation shall not accept assistance for the same training programme from sources other than NHRC, except with the consent of the NHRC for which details justification should be provided in this column)*

19. Any previous training programme conducted in partnership and financial assistance from UN Organisation, Govt of India/State Govt/ Autonomous body, any other reputed agency.

20. Any similar proposal submitted to any other organization for financial assistance and, if so, whether any assistance has been received/expected to receive.

21. Previous programme (s) conducted in collaboration with the NHRC or SHRC

UNDERTAKING

1. We undertake to submit to the Commission a detailed report of the Training programme along with a certified **statement of account of total expenditure incurred** and also the **utilisation certificate of assistance received from the NHRC**, within a month of organizing the training programme.
2. We undertake to refund the amount of financial grant if for whatever reason the training programme fails to be held on the stipulated date within one month of such date. In case the programme is deferred due to some unforeseen reason, consent of the Commission should be obtained for conducting it in a later date.
3. We undertake that the facilities provided by the Institution/Organisation and funded by assistance from the Commission shall be made available to the participants free of charge i.e. no contribution or fees shall be charged from the beneficiaries.
4. We undertake that no assistance will be utilised for any asset/assets of the Institution/Organisation.
5. We undertake that the funds shall not be used for any political or religious propaganda.
6. We undertake to meet the additional expenditure out of our own resources in the event of the expenditure exceeding the estimated expenditure initially indicated to the NHRC. If however, the entire funds provided by the NHRC are not utilized, the unutilized amount shall be refunded to the Commission within a month after conducting the training programme.
7. We undertake that the funds shall be spent exclusively for the purpose for which they are released.

CERTIFICATE

We certify that the information given above is correct and any suppression of facts, mis-statement or false information furnished will, besides such other actions as may be deemed appropriate, render the institution:

- a) liable to refund the assistance already sanctioned;
- b) make it ineligible for further assistance.
- c) The organization is not black listed by any agencies.

Also certified that the Institution/Organisation has not been involved in any kind of litigation debarring it from receiving outside assistance. It is undertaken that the Institution /Organisation will abide by the conditions stipulated in Sl Nos 1 to 7 above. We understand further that the decision of the Commission as regard eligibility and quantum of assistance shall be final.

Dated:

Signature(s) and seal of authorized
Officer bearer(s) of the Institution/Organisation.

Name and designation

Proposed Budget for a One Day Basic Training Programme
on Human Rights for University / Colleges

No. of Participants : Around 100 No.
of Days: 1

Sl. No.	Item of Expenditure	Total Expenditure (Rs.)
1.	Meals & Tea Charges @ Rs.300/- per participant	30,000/-
2.	Honorarium for 4 Resource Persons @ Rs.1,000/- per Resource Person for taking session of 1½ Hrs.	4,000/-
3.	TA for 4 Resource Persons @ Rs.750/- per Resource Person	3,000/-
4.	Training related Expenses including Training Kit @ Rs.100/- per participant	10,000/-
5.	Venue / Hall charges	5,000/-
6.	Misc. & Contingencies	8,000/-
	TOTAL	60,000/-
	Contribution of the Institution / Organization *	10,000/-
	Grants to be accorded by the NHRC **	50,000/-

* Financial contribution by concerned Institution apart from contribution in terms of Logistics, Staff and other support.

** Maximum budget allowed would be Rs.50,000/-

ONE DAY TRAINING PROGRAMME ON HUMAN RIGHTS

09.30 a.m. – 10.00 a.m.	Registration
SESSION I	Introduction to Human Rights
10.00 a.m. – 11.30 a.m.	<ul style="list-style-type: none"> ➤ Constitutional provisions ➤ Universal Declaration on Human Rights, 1948 ➤ International Covenants regarding Human Rights
11.30 a.m. – 11.45 a.m.	Tea Break
SESSION II	Human Rights Institutions in India
11.45 a.m. – 01.15 p.m.	<ul style="list-style-type: none"> ➤ Protection of Human Rights Act, 1993 ➤ Composition and functioning of NHRC/SHRCs ➤ Other National/State Commissions
01.15 p.m. – 01.45 p.m.	Lunch Break
SESSION III	Rights of Women and Children
01.45 p.m. – 03.15 p.m.	<ul style="list-style-type: none"> ➤ UN Convention on the Elimination of All Forms of Discrimination against Women, 1979 and its optional protocols ➤ UN Convention on the Rights of the Child, 1989 and its optional protocols
03.15 p.m. – 03.30 p.m.	Tea Break
SESSION IV	Rights of other vulnerable groups
03.30 p.m. – 5.00 p.m.	<ul style="list-style-type: none"> ➤ Bonded Labour Issues & the Bonded Labour System (Abolition) Act, 1976 ➤ Child Labour Issues & Child Labour (Prohibition and Regulation) Act, 1986 ➤ SC/ST issues & Scheduled Caste and Scheduled Tribe (Prevention of Atrocities) Act, 1989, Civil Liberties Act, 1988 & The Forest Rights Act, 2006

ONE DAY TRAINING PROGRAMME ON RIGHTS OF WOMEN

09 .30 a.m. – 10.00 a.m.	Registration
SESSION I	Introduction to Human Rights
10 .00 a.m. – 11.30 a.m.	<ul style="list-style-type: none"> ➤ Constitutional provisions ➤ Universal Declaration on Human Rights, 1948 ➤ International Covenants regarding Human Rights ➤ Protection of Human Rights Act, 1993 ➤ Composition and functioning of NHRC/SHRCs/ National Commission for Women
11.30 a.m. – 11.45 a.m.	Tea Break
SESSION II	Rights of Women
11 .45 a.m. – 01.15 p.m.	<ul style="list-style-type: none"> ➤ UN Convention on the Elimination of All Forms of Discrimination against Women, 1979 and its optional protocols
01.15 p.m. – 01.45 p.m.	Lunch Break
SESSION III	Rights of Women contd.
01.45 p.m.- 03.15 p.m.	<ul style="list-style-type: none"> ➤ Sexual Harassment of Women at Workplace and Complaints Mechanism ➤ Women trafficking ➤ Violence against women ➤ Protection of Women from Domestic Violence Act, 2005 ➤ Female foeticide and Pre-Conception and Pre-Natal Diagnostic Techniques (Prohibition of Sex Selection) Act, 2003 ➤ Issues relating to women of disadvantaged sections like SC/ST or persons with disability
03.15 p.m. – 03.30 p.m.	Tea Break
SESSION IV	Rights of Women contd.
03.30 p.m. – 5.00 p.m.	<ul style="list-style-type: none"> ➤ Reproductive and Maternal health ➤ Nutritional deficiencies among women ➤ Education and Employment issues

ONE DAY TRAINING PROGRAMME ON RIGHTS OF CHILD

09.30 a.m. – 10.00 a.m.	Registration
SESSION I	Introduction to Human Rights
10.00 a.m. – 11.30 a.m.	<ul style="list-style-type: none"> ➤ Constitutional provisions ➤ Universal Declaration on Human Rights, 1948 ➤ International Covenants regarding Human Rights ➤ Protection of Human Rights Act, 1993 ➤ Composition and functioning of NHRC/SHRCs/NCPCR
11.30 a.m. – 11.45 a.m.	Tea Break
SESSION II	Rights of Child
11.45 a.m. – 01.15 p.m.	<ul style="list-style-type: none"> ➤ UN Convention on the rights of the child and its optional protocols <ul style="list-style-type: none"> • Right to survival and development • Right to participation • Right to protection
01.15 p.m. – 01.45 p.m.	Lunch Break
SESSION III	Rights of Child contd.
01.45 p.m. – 03.15 p.m.	<ul style="list-style-type: none"> ➤ Right to Free and Compulsory Education Act, 2009 ➤ Child Labour Issues & Child Labour (Prohibition and Regulation) Act, 1986
03.15 p.m. – 03.30 p.m.	Tea Break
SESSION IV	Rights of Child contd.
03.30 p.m. – 5.00 p.m.	<ul style="list-style-type: none"> ➤ The Juvenile Justice (Care and Protection of Children) Act, 2000 ➤ The Protection of Children from Sexual Offences (POCSO) Act, 2012 ➤ Missing Children