

**GUIDELINES FOR IMPLEMENTATION OF
LEGAL AWARENESS PROGRAMMES**



**NATIONAL COMMISSION FOR WOMEN
NEW DELHI- 110025
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The National Commission for Women was set up as statutory body in January 1992 under the National Commission for Women Act, 1990 with a mandate to safeguard the constitutional rights of women. In keeping with its mandate, the Commission has, from time to time taken various initiatives for gender awareness in the society against various social evils affecting rights of women. It has been experienced that gender-based discriminations exist throughout society, from organizational planning to the everyday interactions at the workplace and public space.

The Latin phrase: “*ignorantia juris non excusat*” which is applied universally provides that ignorance of law is no excuse. This principle is applied to laymen as well. Knowledge of laws/ remedies of one’s country enable a person to stand for herself/ himself and fight against injustice in the society.

The reality of our existing legal and justice system is, that a large section of the population is handicapped by poverty, illiteracy and ignorance of law coupled with the complexity and obscurity of laws made and declared by the legislation. Due to this reason large section of people suffer from injustice both from the state organs as well as from individuals or group of individuals. They become victims of violation of their rights without any legal remedy. Despite declaration in the Preamble of the Constitution, of securing justice- *Economic Social and Political*, justice is beyond the reach of the large segment of the society. There is an urgent need to spread legal awareness amongst the people particularly the women of our country need to be imparted with knowledge of legislations made by the Parliament for their welfare and security.

Recognizing the need to impart legal awareness to women and girls, regarding their rights, the National Commission for Women has initiated a Countrywide Legal Awareness Programme. The Module is developed on the belief that education is a process through which society creates the kind of individuals we wish to see in the world. It is therefore proposed to go by ‘Each one Teach One’. It’s imperative that Legal Awareness Programme is introduced, for the male and female students of Colleges/ Universities, as it would lay strong emphasis on inculcating values of equality, inclusivity and diversity, all of which are essential for building a healthy society. Moreover, knowledge of Major laws of a country is not only crucial for balanced development of young minds; it will also help students’ in formation of correct values, self-discipline and national spirit.

BASIC OBJECTIVES OF THE LEGAL AWARENESS PROGRAMME

- i. Impart practical knowledge about the basic legal rights and remedies provided under various women related laws, thereby making them fit to face the challenges in real life situations.
- ii. To sensitize men about rights of women.
- iii. To create awareness about the various machineries/organs of the Justice delivery system available for redressal of their problems/grievances.
- iv. The procedure of approaching and utilizing various channels available for the

- redressal of grievances i.e. the Police, the Executive and the Judiciary.
- v. The role of Courts in achieving gender equality, most importantly the concept of Public Interest Litigation.
 - vi. The role of District Legal Service Authority, Free Legal Aid and Lok Adalats.

Legal Awareness Programme aims to empower the youth of our country with the knowledge of their legal rights and duties, ultimately to be able to share power equally, gain full access to the means of development and to inspire a whole generation of women to work together towards achieving gender equality and justice. In order to achieve the aforesaid objective the National Commission for Women (NCW) has decided to lay down certain guidelines through this standardized module to be followed while organizing Legal Awareness Programme.

The guidelines formulated by NCW are meant for use by the implementing agencies, as guiding factor for conducting Legal Awareness Programme.

OBJECTIVES OF THIS GUIDELINES

- i. The purpose of the module is basically to describe the syllabus / laws with regard to which the legal awareness programme is required to be organized.
- ii. However the LAP Organizing University/ College can further elaborate upon the subject matter according to the need and requirements of the target group.
- iii. In this criterion, the category of the target groups and the concerned issues/problems will be the basis of generating Legal Awareness Programmes.

ELIGIBILITY CRITERIA FOR SELECTION OF ORGANISATION

- i. Applications for conducting legal awareness programme will be invited online by the NCW. The portal will be open for a specific time period for the Universities/ Colleges to apply. The announcement will be through a public notification on the website of NCW viz ncw.nic.in.
- ii. Who can apply:
 - a. Central/ state Universities
 - b. Colleges affiliated with Central/ state Universities
 - c. Deemed to be Universities by UGC
- iii. The Objective of Conducting LAP should be clearly laid down in the proposal.
- iv. New proposal from the organization will be considered only after settlement of previous dues in respect of any programme conducted in collaboration/ with aid from the Commission.

TIME FRAME AND PARTICIPANTS

- i. Time frame for LAP should be for one day.
- ii. The target group will comprise of a Minimum of 125 participants out of which it shall have 100 students (boys and girls) from UGC affiliated colleges & Universities/ UGC deemed Colleges & Universities and 25 women workers employed in unorganized sector like tea plantation, forestry, construction sites, retail or wholesale market, agriculture, domestic workers, etc.

VENUE:

LAP can be conducted in University/ College auditoriums or at a venue arranged by participating University

SUBJECT COVERED:

Syllabus for each LAP should be made keeping in view the requirement of the target group and issues of local importance. A minimum of two laws are to be chosen from the topics given below for the programme with an introduction of major Constitution provisions.

- i. WOMEN AND INDIAN CONSTITUTION
- ii. FAMILY LAW
 - a. Marriage and Divorce
 - b. Judicial Separation
 - c. Special Marriage Act, 1954
 - d. Guardianship and Adoption Maintenance
 - e. Women and Right to Property
- iii. CRIMINAL & CIVIL LAW
 - a. Obscenity
 - b. Dowry death
 - c. Acid Attack
 - d. Outraging the modesty of women
 - e. Kidnapping and abduction
 - f. Rape and sexual assault
 - g. Cruelty
 - h. Domestic Violence
- iv. LABOUR LAWS
 - a. Prevention of sexual Harassment at Workplace Act, 2013
 - b. Maternity Benefit Act, 1961 The Factories Act, 1948
 - c. The Equal Remuneration Act, 1976
- v. WOMEN AND THE REPRODUCTIVE HEALTH RIGHTS
 - a. The Medical Termination Of Pregnancy Act, 1971
 - b. The Pre-Natal Diagnostic Techniques (Regulation and Prevention of Misuse), Amendment Act, 2002.

- vi. PROCEDURAL GUIDELINES
 - a. Free Legal Aid And Services
 - b. Right of Arrested Women Bailable / non – bailable offences
 - c. Family Court
 - d. Crimes against Women cell
 - e. Mahila Courts

- vii. CYBER LAW

RESOURCE PERSONS

Resource person are to be invited from the following class of persons:

- i. DLSA(Secretary/ advocate)
- ii. Law Professors
- iii. District police representative
- iv. Renowned Civic Society Activists

FINANCIAL ASSISTANCE/ BUDGET

The Commission provides financial Assistance upto Rs.1,00,000/- to the organizing Institute. For North Eastern States the assistance is limited to Rs. 1,20,000/-. The item-wise ceiling for incurring expenditure is given at Annexure – I.

TERMS AND CONDITIONS

- i. The financial assistance given by NCW will only be used for organizing Legal awareness Programme.
- ii. The assistance will be released in two installments, 50% of the sanctioned amount will be released after the proposal is approved by the NCW and on receipt of all requisite documents such as, write-up on programme, venue, item-wise budget estimates (Sr. no.VI) at **Annexure-I**, number of participants etc.
- iii. The balance amount will be released as 2nd Installment (50%) after physical submission of the following:
 - a. Utilization Certificate duly signed by the Competent Authority in GFR-12A format (Annexure II)
 - b. Original copy of statement of audited item wise accounts of expenditure
 - c. Report of the Programme containing the following details:
 - Four photographs out of which NCW banner should be prominent in one.
 - List of Resource Persons
 - List of Participants
 - Laws covered
- iv. The Organization/Institutions receiving financial assistance from NCW have to

- display standard banner size of 6' X 3' with logo and name of NCW in font size of 8'-10' clearly stating the title of the LAP, date and venue.
- v. The original utilization certificate as per the format given in **Annexure II** of the complete sanctioned amount along with other documents should be submitted in a month's time from the date of organizing the Legal awareness programme.
 - vi. No equipment/asset will be purchased out of the assistance given by NCW.
 - vii. Unspent portion of the assistance will be refunded to the NCW.
 - viii. Separate account of the Programme will be maintained and the same will be subjected to test check by the commission through its representative.
 - ix. In the event of Violation of any of the terms and conditions of sectioned, the organisation will have to refund the entire amount sanctioned, to the commission on demand or such part thereof along with penal interest as per the government rates.
 - x. The commission will not be responsible for any programme organized before the release of first installment.

METHODOLOGY

More stress should be laid on imparting knowledge through Lectures supported by PPT or any other audio visual aid, discussion, case studies and interactions.

PARTICIPATION CERTIFICATE:

Participants will be given participation certificate signed by concerned University/ college and NCW.

MONITORING/ FEEDBACK/ EVALUATION OF THE PROGRAMME:

- i. The Schedule for conducting LAP shall be shared with NCW well in advance so that a representative from NCW can be nominated to be present at the time of LAP. The representative of NCW may be required to address the gathering about NCW's purpose and functions.
- ii. The monitoring of the programme shall be done either by National Commission for Women or by any authorized agency/individual on behalf of NCW to do the same.
- iii. Feedback form developed by NCW to be filed by each participant (Annexure III). This should also form part of the report.

NOTE: All the Annexure mentioned in the above text are attached with the LAP and numbered accordingly. The National Commission for Women reserves the right to reject any proposal without assigning any reason.

ANNEXURE I

S.No	Particulates	Budget in Module (for one day)	
		Non- North East States	North East States- (20% enhanced)
1.	Refreshment	Rs. 50,000/-	Rs. 60,000/-
2.	Camp /Venue Arrangement if not held in college premises	Rs.10,000/-	Rs. 12,000/-
3.	Honorarium /Travel for Resource persons	Rs. 16,000/- (@4000/- per RP) (3000 Honorarium + 1000 TA)	Rs. 19,200/-
4.	Other expenses (Administration/ kit/ photocopy/ hiring of projector, etc)	Rs. 20,000/-	Rs. 24,000/-
5.	Banner with NCW LOGO	Rs. 4000/-	Rs. 4,800/-
	Total	Rs.1,00,000/-	Rs.1,20,000/-

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GFR 12 – A
[(See Rule 238 (1)]

**FORM OF UTILIZATION CERTIFICATE FOR AUTONOMOUS BODIES OF THE
 GRANTEE ORGANIZATION**

UTILIZATION CERTIFICATE FOR THE YEAR..... in respect of
 recurring/non-recurring
 GRANTS-IN-AID/SALARIES/CREATION OF CAPITAL ASSETS

1. Name of the Scheme.....

2. Whether recurring or non-recurring grants.....

3. Grants position at the beginning of the Financial year

(i) Cash in Hand/Bank

(ii) Unadjusted advances

(iii) Total 4. Details of grants received, expenditure incurred and closing balances: (Actuals)

Unspent Balances of grants received years (Figure as at Sl. no 3(iii))	Interest earned thereon	Interest deposited back to the Government	Grant received during the year			Total available Fund (1+2-3+4)	Expenditure incurred	Closing Balances (5-6)
			Sanction No. (i)	Date (ii)	Amount (iii)			
1	2	3	4			5	6	7

Component wise utilization of grants:

Grant in aid General	Grant in Aid -Salary	Grant in aid-creation of capital assets	Total

Details of grants position at the end of the year

(i) Cash in Hand/Bank

(ii) Unadjusted Advances

(iii) Total

Certified that I have satisfied myself that the conditions on which grants were sanctioned have been duly fulfilled/are being fulfilled and that I have exercised following checks to see that the money has been actually utilized for the purpose for which it was sanctioned:

- (i) The main accounts and other subsidiary accounts and registers (including assets registers) are maintained as prescribed in the relevant Act/Rules/Standing instructions (mention the Act/Rules) and have been duly audited by designated auditors. The figures depicted above tally with the audited figures mentioned in financial statements/accounts.
- (ii) There exist internal controls for safeguarding public funds/assets, watching outcomes and achievements of physical targets against the financial inputs, ensuring quality in asset creation etc. & the periodic evaluation of internal controls is exercised to ensure their effectiveness.
- (iii) To the best of our knowledge and belief, no transactions have been entered that are in violation of relevant Act/Rules/standing instructions and scheme guidelines.
- (iv) The responsibilities among the key functionaries for execution of the scheme have been assigned in clear terms and are not general in nature.
- (v) The benefits were extended to the intended beneficiaries and only such areas/districts were covered where the scheme was intended to operate.
- (vi) The expenditure on various components of the scheme was in the proportions authorized as per the scheme guidelines and terms and conditions of the grants-in-aid.
- (vii) It has been ensured that the physical and financial performance under..... (name of the scheme has been according to the requirements, as prescribed in the guidelines issued by Govt. of India and the performance/targets achieved statement for the year to which the utilization of the fund resulted in outcomes given at Annexure – I duly enclosed.
- (viii) The utilization of the fund resulted in outcomes given at Annexure – II duly enclosed (to be formulated by the Ministry/Department concerned as per their requirements/specifications.)
- (ix) Details of various schemes executed by the agency through grants-in-aid received from the same Ministry or from other Ministries is enclosed at Annexure –II (to be formulated by the Ministry/Department concerned as per their requirements/specifications).

Date:
Place:

Signature

Name.....
Chief Finance Officer
(Head of the Finance)

Signature

Name.....
Head of the Organisation

(Strike out inapplicable terms)

WORKSHOP FEEDBACK FORM

Title:

Date:

Venue:

Name of participant:

In an effort to assess the effectiveness and impact of this workshop, kindly complete the following evaluation form. Your response will be invaluable in providing feedback on the overall workshop.

	Outstanding	Very good	Good	Average	Poor
1. Overall Workshop quality	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. The workshop materials provided were appropriate & helpful	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. The resource person was knowledgeable in the subject area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. The time allotted for the workshop was sufficient	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. The venue & facilities were adequate & comfortable	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Rate the resource person (name wise) out of 5 on the basis of their knowledge and orientation/ communication skills.					
i.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
iii.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
iii.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
iv.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Total	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Any comment/ suggestion: