



INTERNAL COMPLAINT COMMITTEE REPORT

2022-23



SRI GURU GRANTH SAHIB WORLD
UNIVERSITY

Actions taken with reference to the office memorandum issued by U.5 Section, Department of Higher Education, Ministry of Education, Govt. of India (F.No.18-2/2022-U.5 dt. 09.03.2022) on the subject 'Maintenance of safe working environment for female employees at Workplace'

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1. Displaying banners/ posters at conspicuous places: Banners and posters have been displayed at different places of the Institute like class rooms, laboratories, elevators, stairs, library etc.
2. Displaying contact details of ICC members: The names and contact details of the members of the ICC Committee, SGGSWU, FGS are displayed in all the buildings of the Institute.
3. Uploading corresponding documents on Institute website: All important details and documents are displayed on institution website: <https://sggswu.edu.in/icc.html>



The screenshot displays the website of Sri Guru Granth Sahib World University. The header features the university's logo and name in both Gurmukhi and English. Below the header, there is a navigation menu with links for 'About', 'Administration', 'Academics', 'Admissions', 'Research', 'Student Life', 'Campus Harmony', 'Examination', 'Placements', 'Alumni', 'IQAC', 'Information Corner', and 'Gallery'. The main content area shows the 'ICC' (Internal Compliance Committee) page, with a breadcrumb trail: 'Home / Campus Harmony / ICC'. A 'Select Language' dropdown menu is visible in the top right corner.

4. **Organization of a sensitisation program to sensitize the employees and students of the Institute**

Theme: Sensitization Training on Prevention, Prohibition and Redressal of Sexual Harassment of Women at Workplace

Organized by: Internal Complaint Committee (ICC), SGGSWU FGS.

Date: August 12, 2022

Objective:

The sensitization training aimed to educate employees about the prevention, prohibition, and redressal procedures concerning sexual harassment of women in the workplace.

Key Highlights:

1. Introduction to Legal Framework: Prof. (Dr.) Navdeep Kaur provided an overview of the legal provisions and mandates regarding sexual harassment at the workplace, emphasizing compliance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013.
2. Definition and Types of Harassment: The session delineated the various forms of sexual harassment, including verbal, non-verbal, and physical, to ensure a comprehensive understanding among participants.
3. Role of Internal Complaint Committee (ICC): Dr. Navdeep Kaur elucidated the function and composition of the ICC, emphasizing its role as a neutral body responsible for addressing complaints impartially and confidentially.
4. Redressal Mechanisms: Attendees were briefed on the procedure for filing complaints, investigation protocols, and the disciplinary actions that could be taken against offenders.
5. Creating a Safe Work Environment: The training underscored the importance of fostering a culture of respect, equality, and zero tolerance towards sexual harassment. Strategies for promoting awareness and encouraging reporting were discussed.
6. Interactive Sessions: The training incorporated interactive discussions, case studies, and role-playing exercises to facilitate active participation and enhance comprehension.
7. Q&A Session: Participants were given the opportunity to seek clarifications and raise queries regarding the legal provisions, ICC procedures, and best practices for preventing sexual harassment.

Conclusion:

The sensitization training on the prevention, prohibition, and redressal of sexual harassment of women at the workplace, led by Dr. Navdeep Kaur, served as a vital initiative to promote awareness, compliance, and a culture of respect within the organization. The session

equipped employees with the knowledge and resources necessary to address and mitigate instances of sexual harassment effectively. Continued efforts in education and advocacy are essential to ensuring a safe and inclusive work environment for all.

Page | 3 **SNAPSHOTS**



Sensitization Session : Empowering Female Students Against Harassment

Date: December 9 2022

Venue: Department of Education

Speaker: Dr. Harneet Billing

Audience: Female Students of Faculty of Education and Information Science

Objective:

The session aimed to sensitize female students about various forms of harassment and equip them with knowledge and strategies to protect themselves.

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Key Highlights:

- **Understanding Harassment:** Dr. Harneet Billing provided a comprehensive understanding of harassment, encompassing verbal, non-verbal, physical, and digital forms. Real-life examples were shared to illustrate the different manifestations of harassment.
- **Recognizing Red Flags:** The session focused on identifying warning signs of harassment,



empowering students to trust their instincts and take proactive measures when encountering potentially unsafe situations.

- **Assertiveness Training:** Dr. Billing conducted exercises to enhance assertiveness skills among students, emphasizing the importance of setting boundaries and confidently asserting oneself in the face of harassment.

- **Safety Measures:** Practical tips and safety measures were discussed to help students safeguard themselves against harassment both in physical and virtual environments. This included strategies for personal safety, secure communication, and utilizing support networks.
- **Legal Rights and Resources:** Students were briefed on their legal rights concerning harassment and the available resources for seeking support and redressal. Information about helplines, support organizations, and institutional mechanisms was provided.
- **Building a Supportive Community:** The session emphasized the significance of solidarity and support networks among students. Dr. Billing encouraged students to look out for one another and foster a culture of empathy and mutual assistance.
- **Question and Answer Session:** An interactive Q&A session allowed students to seek clarification on specific concerns, share personal experiences (if comfortable), and brainstorm solutions collaboratively.

Conclusion:

Dr. Harneet Billing's session on sensitizing female students against harassment served as a crucial step towards empowering young women with knowledge, confidence, and resilience in navigating challenging situations. By raising awareness, providing practical guidance, and fostering a supportive community, the session contributed to creating a safer and more inclusive environment for all students. Continued efforts in education and advocacy are essential to combatting harassment and promoting gender equality within academic settings.



Dr. Navdeep Kaur
Presiding Officer, (ICC)
Professor and Head
Department of Computer Science