

## **Tata Institute of Social Sciences- School of Vocational Education**

### **Certificate – Managing Women Safety at Workplace**

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#### **1. Introduction**

In December 2011, Tata Institute of Social Sciences set up the **School of Vocational Education (SVE)** to provide immediate and definite interventions to improve the lives of the disadvantaged and marginalized youth, especially who are excluded by the formal school education system, through appropriate vocational training programmes. It has been set up with a vision of creating an ecosystem that would bring back the dignity of labour for blue collar streams of work and create sustainable sources of income. This project has been initiated under the aegis of **All India Council for Technical Education (AICTE)** proposed by the **Ministry of HRD, Government of India**.

In addition to the B.Voc programs TISS:SVE will be conducting short term programs to cater to the skill enhancement requirements. These programs will focus on imparting and upgrading the skill and knowledge of individuals who are already part of the workforce. Thereby providing opportunities to individuals of enhance their employability and growth prospectus.

#### **1.1 Key Features:**

#### **Introduction and Course Objectives:**

With more and more women joining the work force, women safety has become an important issue for organisations. It is unfortunate that the graph of crimes against women in our country has only been rising. Notwithstanding the law and the law enforcement agencies, it is important that organisations that employ women do their bit in ensuring that all their women employees are safe not only at work but also during their travel from home to the workplace and back. To assist such organisations towards this endeavour we have devised a specific workshop aimed at training security/HR/Admin professionals to ensure 'women safety at Workplace'

#### **1.2. Eligibility for Admission**

- Fresh Graduates
- Jr. working professional from HR /Admin /Security function

#### **1.3. Employability**

This program will provide for employment opportunities to candidates in all big, medium and small firms that employ a substantial number of women staff.

## 2. Course Structure

**Course Duration**–The course would be for a total duration three days.

## 3. Examination and Assessment

Students will be assessed on project work and a written examination that will be conducted at the end of the course

### Syllabus for Certificate in Managing Women Safety at Workplace

#### **Introduction:**

Ensuring women safety at the workplace has various facets to it. Right from the physical infrastructure, to logistics, work culture and complaint redressal come within its ambit. This course will train managers to take all adequate steps to ensure women safety.

#### **Main Concepts:**

Ensuring Women safety at Workplace.

#### **Learning Objectives:**

- Being sensitive to gender diversity
- Be able to create safety awareness with organisation
- Understand the law regarding sexual harassment at workplace
- Be able to take appropriate preventive steps
- Be able to create a appropriate redressal mechanism for sexual harassment complaints

#### **Course Content:**

1. Conducting an organisational survey
2. Principle of Safety awareness
3. Physical infrastructure to ensure safety
4. Psychology of attackers
5. Vulnerable parts of an attackers body
6. Self defence
7. Use of pepper spray
8. Safety during travel
9. Safety while travelling overseas
10. Safety in a social gathering
11. Safety while using social media
12. Recognising sexual harassment
13. Sexual harassment of women at workplace Act 2013

14. Forming an Inquiry committee

15. Legal Aspects

**Method of Teaching:**

Lecture, Classroom interactive session, Practical sessions, case studies

**Method of Assessment & Weightage:**

**Assessment Tasks:** Certificate of Participation – No Assessment

**Weightage:** 100%

**Reading Lists & References**

**Essential Reading –**

Handouts

Sexual harassment of women at workplace Act 2013

**Suggested Reading**

Sexual harassment of women at workplace Rules 2013