



Dr. C. V. Raman University

Kargi Road, Kota, Bilaspur (C.G.)

POLICY DOCUMENTS
FOR
WOMEN'S SAFETY & SECURITY



DR. C. V. RAMAN UNIVERSITY
KARGI ROAD KOTA BILASPUR (C.G.)

WOMEN SAFETY AND SECURITY POLICY

In the current scenario we find multitudes of women marching towards success in their personal and professional lives. Behind the confidence and strength of these women lies the feminine grace that fights all the odds that come their way and we at Dr. C.V. Raman University where the population of women is on half of men, wish to take this opportunity and form a team of leaders who would represent the various problems battled by the students, staff and faculty members.

1. MISSION

Dr. C.V. Raman University believes in gender equality & gender justice in all of its intervention & practices. Keeping these principles in view, it is important to ensure an organizational climate is free from discrimination & harassment with a particular focus on sexual harassment. For this Woman Grievance Redressal Cell is established in the University. The cell is responsible for looking into any complaints filed by students & staff about woman grievances at the University Premises.

The Grievance Redressal Cell at Dr. C.V. Raman University attempts to address genuine problems and complaints of girl's students/ Female faculties whatever be the nature of the problem. Students are encouraged to use the suggestion boxes placed on different sections of the campus to express constructive suggestions and grievances. They may also approach the members of the cell or any of their other faculty as is comfortable to them.

Students may also express their grievances online by filling out the form. Students are requested to note that making a complaint is serious and therefore they are to use this power in a responsible manner. At the same time, the University assures students that once a complaint is made, it will be treated with sensitivity and confidentiality & with utmost importance.

2. COMPLAINT/GRIEVANCE PROCEDURE

1. The University has constituted an Internal Complaints Committee as per the provisions of University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations 2015, 2019 & amended regulation 2023 and all complaints of Sexual Harassment are referred to the Committee.
2. A grievance box shall be kept in various accessible points inside the campus for collecting the complaints.



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3. Woman employee or female student of Dr. C.V. Raman University will have the right to lodge a complaint concerning sexual harassment against a male student or the employee of the institute, by putting the written and signed complaint in the complaint box. In case of sexual harassment, the complainant shall include the specific nature of the incident, date and the place of the incident, name of all parties involved as well as a detailed report of all pertinent facts.
4. The University has conducted training sessions on prevention, prohibition and redressal of sexual harassment for the employees of the University including the members of ICC, Wardens and Proctor in the recent past.
5. The University has drafted comprehensive rules governing the functioning of the Internal Complaints Committee which are in addition to the University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Education Institutions) Regulations 2015 & 2019.
6. The University has appointed a Senior Faculty Member as the 'Policy Advisor who shall be assisting the university in ensuring the compliance with the mandate as prescribed in the UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Education Institutions) Regulations 2015.
7. The University has appointed facilitators for assisting in implementation of UGC Regulations 2015 & revised as per amended regulation 2019.
8. The Vice-Chancellor has constituted a committee to address the issue of sexual harassment within the Dr. C. V. Raman University Community consisting of senior faculty members. The Committee has undertaken a detailed examination of various matters and is in the process of submitting its final report containing final recommendations.
9. The University has purchased bilingual posters and pamphlets on the subject of Sexual Harassment and the same stands displayed at various locations on the university for increasing the awareness level of various stakeholders
10. The University has appointment professional counsellor with special experience in dealing with the survivors of sexual harassment in the recent past for guiding and facilitating the survivors of sexual harassment.



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11. The University further plans to continue with its gender sensitization training programme in the upcoming academic sessions for the benefit Dr. C.V. Raman University Community.
12. In compliance with UGC (Promotion of Equity in Higher Educational Institutions) Regulations 2012, the University has constituted an Equal Opportunity Cell for providing guidance and counselling with respect to academic, financial, social and other matters to the disadvantaged group.

*A copy of University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Education Institutions) Regulations 2015 & Regulation 2019 is enclosed.

3. SAFETY

The suggested guidelines for the safety for women at the workplace are broadly categorized under four heads:

1. Physical
2. Environmental
3. Organizational
4. Educational

Each of the above heads has recommendations which are required and inspirational.

4. PHYSICAL

This focuses on the physical security of women employees in an organization. It ascertains the safety of female employees, whilst they are on the job/ inside office premises - the workplace needs to be secure and women assured of basic safety on the job and in office.

Minimum Requirements

- Identification documents (driving license, photo ID, address proof, Finger prints) to be collected from drivers, security guards and all casual staff
- 24*7 operational CCTV (Closed Circuit Television) cameras at vital locations or places, such as entry/ exit, common passages, etc in the factories and industries. However, this should not impinge the modesty and privacy of the employees.
- Where CCTV is not possible, manned entries/ gates and security deployment at the site/ office/location 24*7 or depending upon the kind of working hours.



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5. ASPIRATIONAL RECOMMENDATIONS

- Installation of electronic doors allowing access to the work area only to authorized employees/staff
- High security fencing to discourage human trespassing in factory/office premises or campuses
- Security guard or a colleague to accompany the driver in the cab, if a woman staff working in a night shift is either the first to be picked up or last to be dropped
- GPS based monitoring of cabs/transport vehicles with panic buttons
- SMS Alerts/Information Systems to be designed/installed
- A thorough risk assessment of the neighbouring area is recommended to ascertain that stringent measures are in place to mitigate any security risk.
- Mobile Applications to be installed on employee phones for increased tracking and safety measures

6. ENVIRONMENTAL

The environmental aspect complements the physical aspect of security and helps maintain a safe and secure standard in any premises. This plays a vital role in ensuring the basic yet critical aspects of safety of employees

Minimum Requirement

- Clearly displayed emergency contact numbers and a designated officer(s) available round the clock to be contacted in emergency
- Well-lit work areas, staircases and parking lots till the last woman employee leaves the site
- Separate and secure toilets for women close to their work station
- Strict surveillance of visitors. Details of all the visitors such as name, organization, address, purpose of visit, person visited, time in and time out to be recorded in a register. This should apply not only to the visitors coming for business purposes but also to courier staff, delivery boys etc
- Provision of university transport for women working in late night from the workplace due to extra administrative workload.
- Hiring of cabs/transport vehicles on a regular basis only from established agencies



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7. ASPIRATIONAL RECOMMENDATIONS

- Security staff and drivers to be employed only after police verification or to be recruited from reputed agencies that have such measures in place
- Compliance and Audits / Random Checks/ Patrolling to be done periodically including breath analysis of cab drivers.
- 24*7 transport helpdesk for drivers & staff/ family members with dedicated emergency cab on standby for exigencies
- Emergency Response Systems to record and support any emergencies across group of employees
- Tracking of Ad-Hoc and No-Show staff transport users to drive more discipline in transport usage

8. ORGANIZATIONAL

It is for the employer to create a positive atmosphere at the workplace where a woman is encouraged to come to work, secure in the knowledge that she will be treated with dignity, respect and will be protected from harassment.

Minimum Requirement

- At the time of orientation, women in organizations to be made aware of their rights, facilities and actions that they can initiate regarding sexual harassment
- To have a Code of Conduct agreement in place to be affirmed annually by employees and vendors with clear defining behavioural norms especially for males with female employees
- Internal compliance measurement on the awareness of the policy
- Payment of salaries directly into bank accounts to avoid any kind of harassment by supervisory staff over subordinate women employees/casual women employees
- Setting up of a sexual harassment committee reporting to the Managing Director or a senior member of the management and headed by a woman
- Strict disciplinary action against those found violating the code of conduct to ensure that it is not repeated
- Organizations with pan-India presence to have regional heads as members of the committee
- The majority or at least two women to be on the committee, one from the staff and one from management
- Every office to have a representative reporting to the committee



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- Every complaint verbal or written to be documented and investigated promptly by the committee and appropriate action must be taken irrespective of the person being a senior, supervisor, colleague, staff, customer or vendor
- Smaller organizations to be made to appoint an external sexual harassment committee
- Women employees to be assured of speedy redressal, confidentiality of their complaints and protection from reprisal

9. ASPIRATIONAL RECOMMENDATIONS

- Employee Feedback and Action on Company transport via Emails and E-transport tools

10. EDUCATIONAL ASPECT

The awareness of women employees of their company policies on sexual harassment and gender discrimination and the more they are encouraged to report all instances of discrimination without fear, the greater would be their feeling of security and empowerment.

Minimum Requirement

- Awareness and training on security and safety. Dos & Don'ts while traveling by company cabs, Emergency contacts, Police help lines, company contact points
- Awareness of the company policy on sexual harassment, on gender discrimination or gender biased approach and the complaint process
- Regular reminders of the ethical values of the company, through emails, posters, sessions, etc.
- Provide training to all women employees and educate them about their rights and facilities
- Sensitization of male employees through training sessions
- Training of all women staff on staying alert and being better prepared
- Training of supervisors and other staff on how to respond to complaints of sexual harassment/gender discrimination

11. ASPIRATIONAL RECOMMENDATIONS

- Self-defence classes to be organized at the workplace or sponsored by the organization
- Posters advocating gender sensitivity to be displayed prominently
- All organizations to have a system in place to monitor their activities on gender sensitization and security and safety issues
- On-line basic security awareness training where women employees are guided on how to act when faced with sexual harassment



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- Drivers Training on Safety and etiquettes done twice a year with a special focus on mindset /behavioural change