V.M. SALGAOCAR COLLEGE OF LAW

ESTABLISHED IN 1973

PROJECT POSH

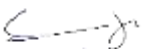*For An Inclusive Workplace*

Report

Workshops on POSH Act for Internal Committees of Higher Educational Institutions

September 8 - November 1, 2022

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(Chief Coordinator, Project POSH)

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PRINCIPAL
V. M. Salgaocar College of Law
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Contents

1. About Project POSH

Project POSH was an initiative of V.M. Salgaocar College of Law in association with the Goa Institute of Public Administration & Rural Development (GIPARD) and the Directorate of Higher Education (DHE) - Goa. The Project aimed at training the members of Internal Committees (ICs) of Higher Educational Institutions in the State with respect to the law and procedure relating to the prevention of sexual harassment of women at workplace.

V.M.Salgaocar College of Law mooted the idea of One Day Workshops for training the members of the Internal Committee of the Higher Educational Institutions (HEIs) in Goa under the name 'Project POSH' and submitted the project proposal to GIRARD. The proposal was approved, and GIPARD funded the project. The approved project details were sent to DHE with a request to issue circulars to the HEIs mandating the participation of IC members in the workshops to be conducted under Project POSH. Accordingly, DHE-Goa extended its support and officialised the workshop for the HEIs.

The HEIs were requested through DHE Circular to depute the Chairperson and 4 members (in the absence of the Chairperson, 5 members) of the IC of the institution to attend the One Day Workshop. The workshop duration was from 10.00 am to 5.00p, and was designed to train the IC members to understand the law and the underlying concepts, the role and functions of IC, and the procedure to be followed in case of a complaint.

Project Director: Dr. MRK Prasad, Professor of Law, V.M.Salgaocar College of Law
Associate Director: Dr. Sandhya Ram S.A , Associate Professor, V.M.Salgaocar College of Law

2. Concept Note

Equality in public employment is a constitutionally guaranteed fundamental right for the citizens of this country. Gender equality and non-discrimination are envisaged not only at the stage of recruitment, appointment, promotion, and other matters pertaining to service conditions but also encompasses a favourable working atmosphere where women are free to pursue their profession and occupation in a dignified manner.

Sexual harassment at the workplace undermines such equality, and it is incumbent on Internal Committee to oversee that the Sexual Harassment of Women (Prevention, Prohibition and Redressal) Act, 2013 (POSH Act) is effectively implemented to maintain the working atmosphere at workplace. It is a statutory requirement for every institution to constitute an Internal Committee under POSH Act. Even though IC has been constituted, the proactive role of the IC in promoting gender sensitization and the role and functions of the IC are not always comprehended and implemented effectively. Also, the procedure to be followed in case of a complaint, the responsibilities of the employers, the consequences of any non-compliance are all aspects that need meticulous understanding.

Project POSH aims to provide essential training to the stakeholders, especially the employers and Chairperson/members of the Internal Committee, regarding the law and procedure. This will go a long way towards effectively and meaningfully implementing the POSH Act, 2013, UGC Regulations, 2015 and the larger constitutional basis of substantive gender equality.

3. Objectives

a) To enable the participants to comprehend the legal concepts, constitutional foundation and the purpose of the law
b) To make clear the role, functions and responsibilities of the "employer" and the IC
c) To train the participants meticulously on identifying and effectively redressing sexual harassment at the workplace, and take up measures to prevent such violations at their workplaces
d) To sensitize the participants on the true ambit of the law and empower them to take up further awareness programs in their home departments/institutions
e) To conduct an elaborate workshop on the practical aspects of dealing with a complaint of sexual harassment at the workplace

4. Workshop Outcome

a) The Members of the IC will understand the statutory responsibilities vested in them and the consequences for breach.
b) The participants will have clarity on the proper composition of IC.
c) The IC will comprehend its proactive role under the Act, in preventing sexual harassment at the workplace.
d) The Members of IC will understand the procedural aspects of dealing with a complaint and be able to handle the complaints.

5. The Scheme

One-day workshops on the POSH Act were scheduled at seven venues, and the HEIs in the region were requested to depute the Presiding officer and four members of their respective ICs to attend the respective workshop. DHE-Goa issued the necessary circular to 54 HEIs in Goa. The College Counselors were also requested to attend the same. The schedule is listed below:

Workshop No	Date	Venue	List of HEIs to attend
1	08.09.22	V.M.Salgaocar College of Law, Panaji	a. Goa University b. Goa College of Home Science, Panaji c. Goa College of Music, Panaji d. Dempo Charities Trust's S. S. Dempo College of Commerce & Economics, Cujira, Bambolim e. Nirmala Institute of Education, Altinho, Panaji f. Dempo Charities Trust's Dhempe College of Arts &

				Science, Panaji
				g. V.M.Salgaocar College of Law, Panaji
2	22.09.22	V.M.Salgaocar College of Law, Panaji	a.	Kala Academy College of Performing Arts (Theatre), Panaji.
			b.	Goa Medical College, Bambolim
			c.	Goa Dental College & Hospital, Bambolim
			d.	Goa College of Pharmacy, Panaji
			e.	Goa College of Architecture, Panaji
			f.	Institute of Nursing Education, Bambolim
3	29.09.22	Dnyanprassarak Mandal's College, Mapusa	a.	Fr. Agnel College of Arts & Commerce, Pillar-Goa.
			b.	Dnyanprassarak Mandal's College and Research Centre, Assagao
			c.	S.V's Sridora Caculo College of Commerce & Management Studies, Khorlim, Mapusa
			d.	Vidya Prabodhini College of Commerce, Education, Computer and Management – Vidya Nagar, Parvari
			e.	St. Xavier's College of Arts, Science & Commerce, Mapusa
			f.	HPSM's Ganpat Parsekar College of Education, Harmal
			g.	Sanjay Centre for Special Education
			h.	Agnel Institute of Technology and Design Assagao
4	13.10.22	GVM's Dr.Dada Vaidya College of Education, Ponda	a.	G.V.M's Dr. Dada Vaidya College of Education, Ponda
			b.	GVM's College of Commerce & Economics, Farmagudi, Ponda
			c.	Cuncolim Education Society's College of Arts & Commerce, Cuncolim
			d.	P.E.S's Shri Ravi Sitaram Naik College of Arts & Science, Farmagudi, Ponda
			e.	Shree Sateri Pissani Education Society's Shri Gopal Gaonkar Memorial College Goa Multi- Faculty College, Dharbandora
			f.	Shree Brahmanand Sanskrut Prabodhini Tapobhoomi, Kundaim, Ponda
			g.	P.E.S.'s College of Education, Farmagudi, Ponda
			h.	Goa College of Engineering Farmagudi, Ponda
5	21.10.22	Government College of Arts, Science and Commerce, Sanquelim	a.	Government College of Arts, Science & Commerce, Sanquelim
			b.	Government College of Arts, Science & Commerce, Khandola, Marcela
			c.	Sant Sohirobanath Ambiye College of Arts & Commerce, Pernem
			d.	Narayan Zantye College of Commerce, Bicholim- Goa
			e.	VPM Mandre College of Commerce, Economics & Management, Mandre, Pernem
			f.	Sai Institute of Nursing, Bicholim
			g.	Goa Institute of Management, Bicholim, Sattari

| 6 | 27.10.22 | Parvatibai Chowgule College, Margao | a. Government College of Arts, Science and Commerce, Quepem
b. Government College of Commerce, Borda, Margao
c. DPM's Shree Mallikarjun College of Arts & Commerce, Delem-Canacona
d. G.R. Kare College of Law, Comba, Margao-Goa.
e. VVM's Shree Damodar College of Commerce and Economics, Margao
f. Parvatibai Chowgule College of Arts and Science, Margao
g. Murgaon Education Society's College of Arts & Commerce, Zuarinagar.
h. Rosary College of Arts & Commerce, Navelim.
i. Carmel College of Arts, Science and Commerce for Women, Nuvem. |
| 7 | 01.11.22 | Parvatibai Chowgule College, Margao | a. Swami Vivekanand Vidya Prasarak Mandal's College of Commerce, Shirshire, Bori -Ponda.
b. Don Bosco College of Agriculture, Sulcorna, Quepem
c. St. Joseph Vaz College, Cortalim
d. Padre Conceicao College of Engineering, Verna
e. Shree Rayeshwar Institute of Engg. & Info Tech. Shiv-ShailKarai Shiroda
f. Don Bosco College of Engineering Fatorda, Margao
g. Bharateeya Sanskriti Prabodhini's Gomantak Ayurved Mahavidyalaya & Research Centre And Kamakshi Arogyadham Vazem, Shiroda
h. V. M. Salgaocar Institute of International Hospitality Education, Manora – Raia, Salcete
i. National Institute of Technology, Farmagudi |

6. Schedule of the One Day Workshop

Registration 9.00 am – 9.30 am

Inauguration - 9.30 am – 10.00 am

Session no.	Topic & Resource Person	Time
I	'Equality of opportunity, Gender Discrimination - Constitutional Facet'	10.00 am – 11.30am
	Coffee Break	11.30am – 11.45 am
II	POSH Act – The background and objectives; the Law and Procedure; Role of Internal Committee	11.45 am – 1.15 pm
	Lunch Break	1.15 pm – 1.45 pm

III	Workshop on the procedure to deal with a complaint	1.45 pm – 3.15 pm
	Tea Break	3.15 pm – 3.30 pm
IV	Revising the concepts through Simulation Exercises & Activities	3.30 pm – 5.00 pm
	Feedback and distribution of certificates	5.00 - 5.15 pm

7. Workshop Summary

Under Project POSH, 07 One Day Workshops were conducted; a total of 242 participants from 54 HEIs were trained on the concepts, substance and procedure of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and the UGC (Prevention, Prohibition and Redressal of Sexual Harassment of women employees and students in Higher Education Institutions) Regulation, 2015.

Session – I mostly focused on sensitizing the participants about the concept of equality and gender justice. It also focused on the constitutional foundation of the right to equality, equality of status, employment and human dignity. Session – II focused on the Act and UGC Regulations relating to the prevention of sexual harassment at the workplace, the composition of IC and its role responsibilities in preventing a hostile workplace environment. In Session – III, the participants were given hands-on experience in receiving the complaint and conducting the proceedings of the complaint. Emphasis was made on conflict of interest, confidentiality and neutrality of the members towards the complainant and the respondent. The participants were also trained in recording the daily proceedings of the meetings in roznama, recording the evidence from the complainant, respondent and witness and finally, drafting the report. In Session -IV, with the help of simulations, the concepts that were covered in previous sessions were revisited to gauge the level of understanding of the participants learning.

8. Resource Persons

1. Dr. MRK Prasad, Professor of Law, V.M.Salgaocar College of Law
2. Dr. Sandhya Ram, Associate Professor (Law), V.M.Salgaocar College of Law
3. Adv. Emidio Pinho

9. Workshop Material

The workshop material, including the Act, Regulations, Rules and the session PowerPoint presentations, was emailed to all the participants before the sessions. A chart on the Composition of the internal Committee was given as a hand out to all the participants. Participants were informed at the end of Session 1 to check their email inbox and report to the student volunteers, in case they have not received the email. All lapses were plugged, and it was ensured that all participants received the reading material.

10. Participation

A total of 242 participants from 54 HEIs participated in the workshops. The list of colleges is given below.

1. Goa University
2. Goa College of Home Science, Panaji
3. Goa College of Music, Panaji
4. S. S. Dempo College of Commerce & Economics, Cujira, Bambolim
5. Nirmala Institute of Education, Altinho, Panaji
6. Dhempe College of Arts & Science, Panaji
7. V.M.Salgaocar College of Law, Panaji
8. Kala Academy College of Performing Arts (Theatre), Panaji.
9. Goa Medical College, Bambolim
10. Goa Dental College & Hospital, Bambolim
11. Goa College of Pharmacy, Panaji
12. Goa College of Architecture, Panaji
13. Institute of Nursing Education, Bambolim
14. Fr. Agnel College of Arts & Commerce, Pillar-Goa.
15. Dnyanprassarak Mandal's College and Research Centre, Assagao
16. S.V's Sridora Caculo College of Commerce & Management Studies, Khorlim, Mapusa
17. Vidya Prabodhini College of Commerce, Education, Computer and Management – Vidya Nagar, Parvari
18. St. Xavier's College of Arts, Science & Commerce, Mapusa
19. HPSM's Ganpat Parsekar College of Education, Harmal
20. Sanjay Centre for Special Education
21. Dnyanvardhini Divyang Training College, Vasco
22. Agnel Institute of Technology and Design Assagao
23. G.V.M's Dr. Dada Vaidya College of Education, Ponda
24. GVM's College of Commerce & Economics, Farmagudi, Ponda
25. Cuncolim Education Society's College of Arts & Commerce, Cuncolim
26. P.E.S's Shri Ravi Sitaram Naik College of Arts & Science, Farmagudi, Ponda
27. Shree Sateri Pissani Education Society's Shri Gopal Gaonkar Memorial College Goa Multi- Faculty College, Dharbandora
28. Shree Brahmanand Sanskrut Prabodhini Tapobhoomi, Kundaim, Ponda
29. P.E.S.'s College of Education, Farmagudi, Ponda
30. Goa College of Engineering Farmagudi, Ponda
31. Government College of Arts, Science & Commerce, Sanquelim
32. Government College of Arts, Science & Commerce, Khandola, Marcela
33. Sant Sohirobanath Ambiye College of Arts & Commerce, Pernem
34. Narayan Zantye College of Commerce, Bicholim- Goa
35. VPM Mandre College of Commerce, Economics & Management, Mandre, Pernem
36. Sai Institute of Nursing, Bicholim
37. Government College of Arts, Science and Commerce, Quepem

38. Government College of Commerce, Borda, Margao
39. DPM's Shree Mallikarjun College of Arts & Commerce, Delem-Canacona
40. G.R. Kare College of Law, Comba, Margao-Goa.
41. VVM's Shree Damodar College of Commerce and Economics, Margao
42. Parvatibai Chowgule College of Arts and Science, Margao
43. Murgaon Education Society's College of Arts & Commerce, Zuarinagar.
44. Rosary College of Arts & Commerce, Navelim.
45. Carmel College of Arts, Science and Commerce for Women, Nuvem.
46. Swami Vivekanand Vidya Prasarak Mandal's College of Commerce, Shirshire, Bori - Ponda.
47. Don Bosco College of Agriculture, Sulcorna, Quepem
48. St. Joseph Vaz College, Cortalim
49. Padre Conceicao College of Engineering, Verna
50. Shree Rayeshwar Institute of Engg. & Info Tech. Shiv-ShailKarai Shiroda
51. Don Bosco College of Engineering Fatorda, Margao
52. Bharateeya Sanskriti Prabodhini's Gomantak Ayurved Mahavidyalaya & Research Centre And Kamakshi Arogyadham Vazem, Shiroda
53. V. M. Salgaocar Institute of International Hospitality Education, Manora – Raia, Salcete
54. National Institute of Technology, Farmagudi

11. Feedback forms and Certificates

A feedback form (google form) was emailed to the participants during the feedback time, and the participants were requested to record their feedback and submit the form, following which certificate of participation was issued to them. The certificates were signed by the Principal, V.M.Salgaocar College of Law and by the Project coordinator of Project POSH.

12. Feedback Response Summary

The summary of responses (to content-specific questions) **in percentage** is projected below

a) Accomplishment of workshop objectives

	Very Good	Good	Average	Bad	Very bad
Workshop No.1	91	9	0	0	0
Workshop No.2	74	26	0	0	0
Workshop No.3	90	10	0	0	0
Workshop No.4	22	78	0	0	0
Workshop No.5	87.5	12.5	0	0	0
Workshop No.6	97	3	0	0	0
Workshop No.7	86	14	0	0	0
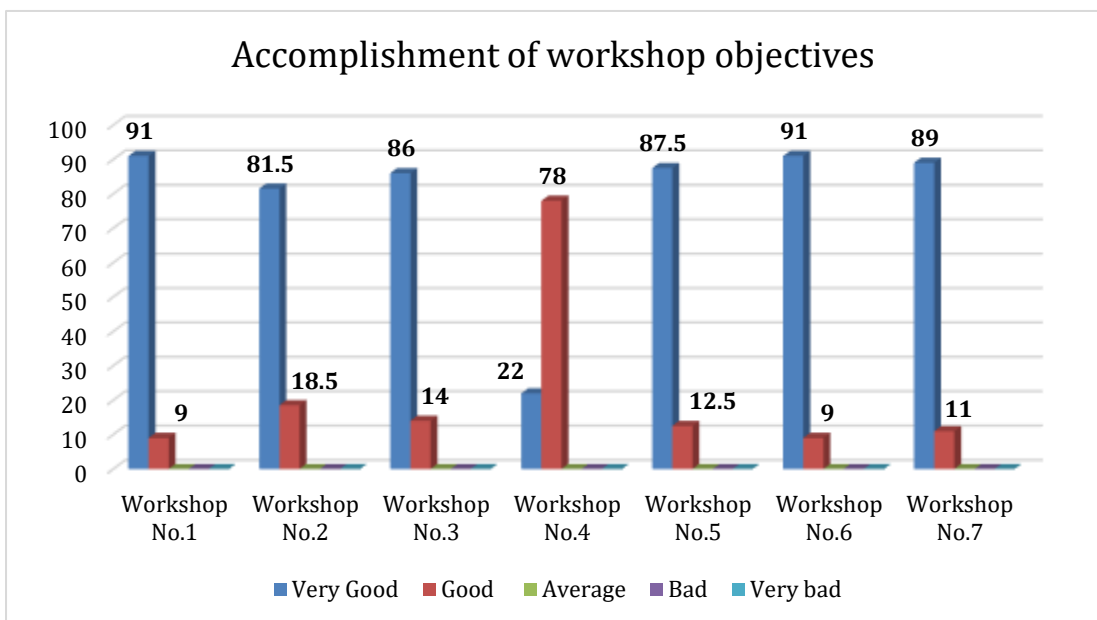
b) Topics covered

	Very Good	Good	Average	Bad	Very bad
Workshop No.1	91	9	0	0	0
Workshop No.2	81.5	18.5	0	0	0
Workshop No.3	86	14	0	0	0
Workshop No.4	22	78	0	0	0
Workshop No.5	87.5	12.5	0	0	0
Workshop No.6	91	9	0	0	0
Workshop No.7	89	11	0	0	0
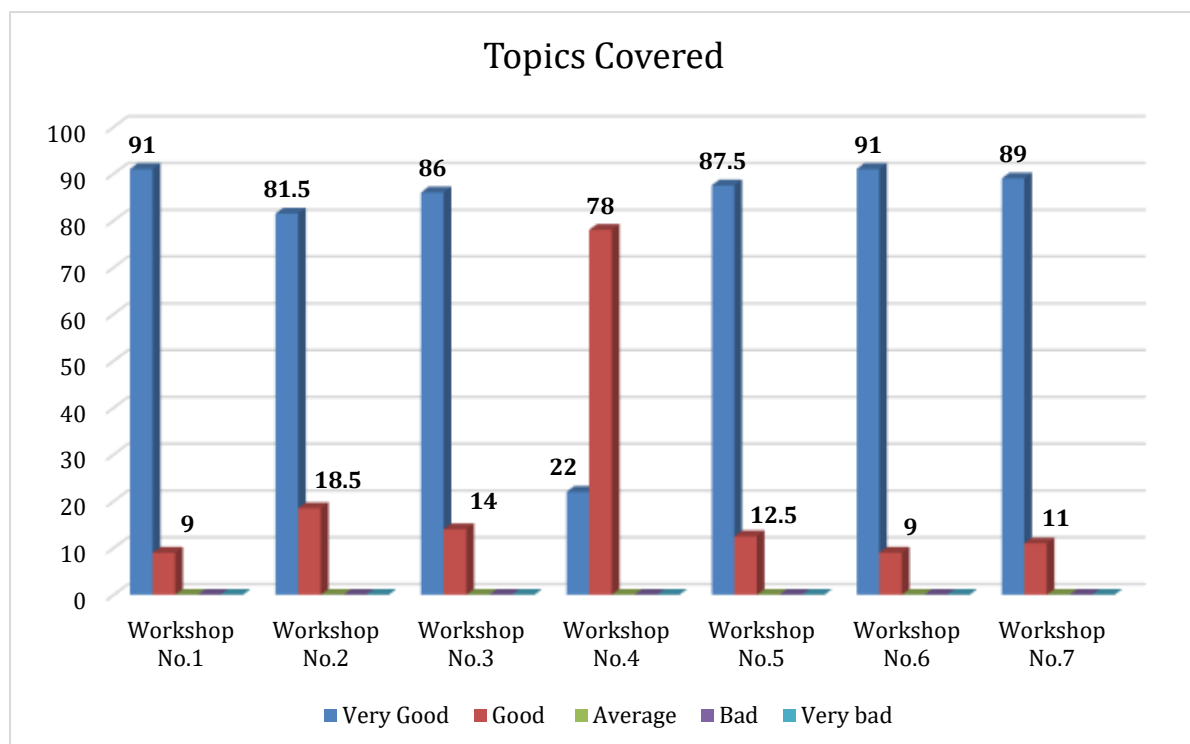
c) Workshop exercises/ activities

	Very Good	Good	Average	Bad	Very bad
Workshop No.1	72	28	0	0	0
Workshop No.2	41	56	0	0	3
Workshop No.3	62	35	3	0	0
Workshop No.4	66	28	6	0	0
Workshop No.5	62.5	37.5	0	0	0
Workshop No.6	71	26	3	0	0
Workshop No.7	78	22	0	0	0
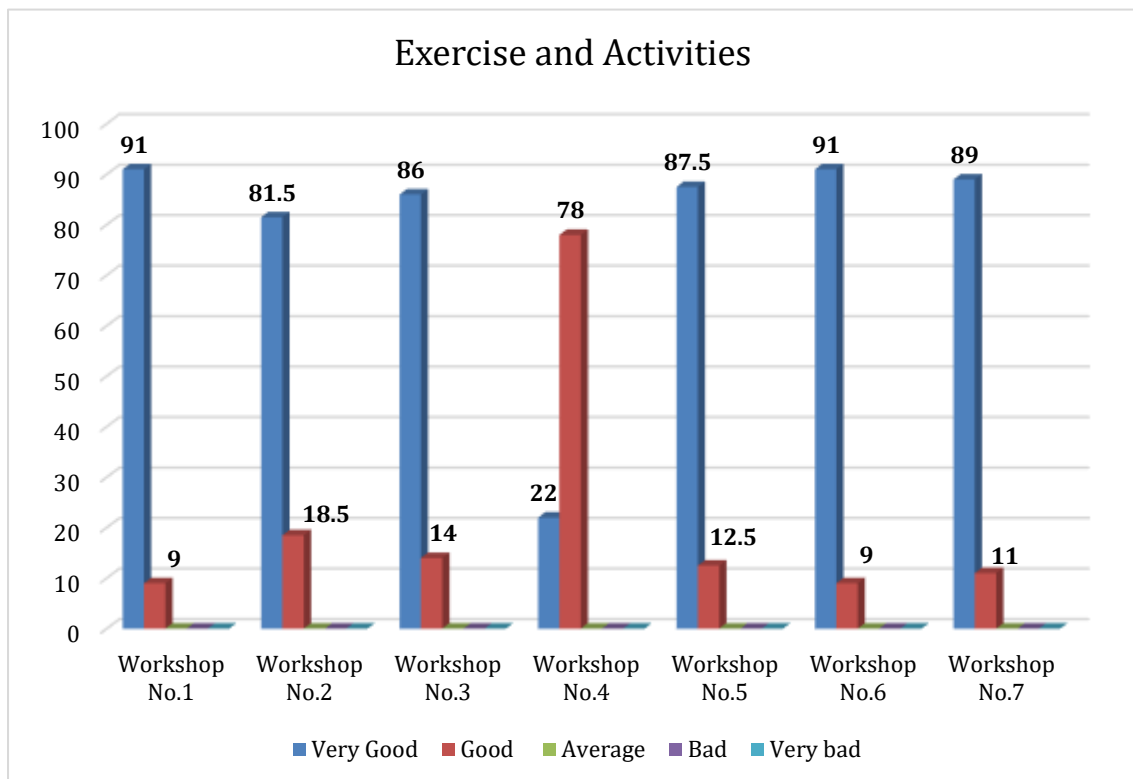
d) Reading material

	Very Good	Good	Average	Bad	Very bad
Workshop No.1	68	28	4	0	0
Workshop No.2	74	26	0	0	0
Workshop No.3	62	34	1	0	0
Workshop No.4	78	22	0	0	0
Workshop No.5	87.5	12.5	0	0	0
Workshop No.6	88	9	3	0	0
Workshop No.7	72	28	0	0	0
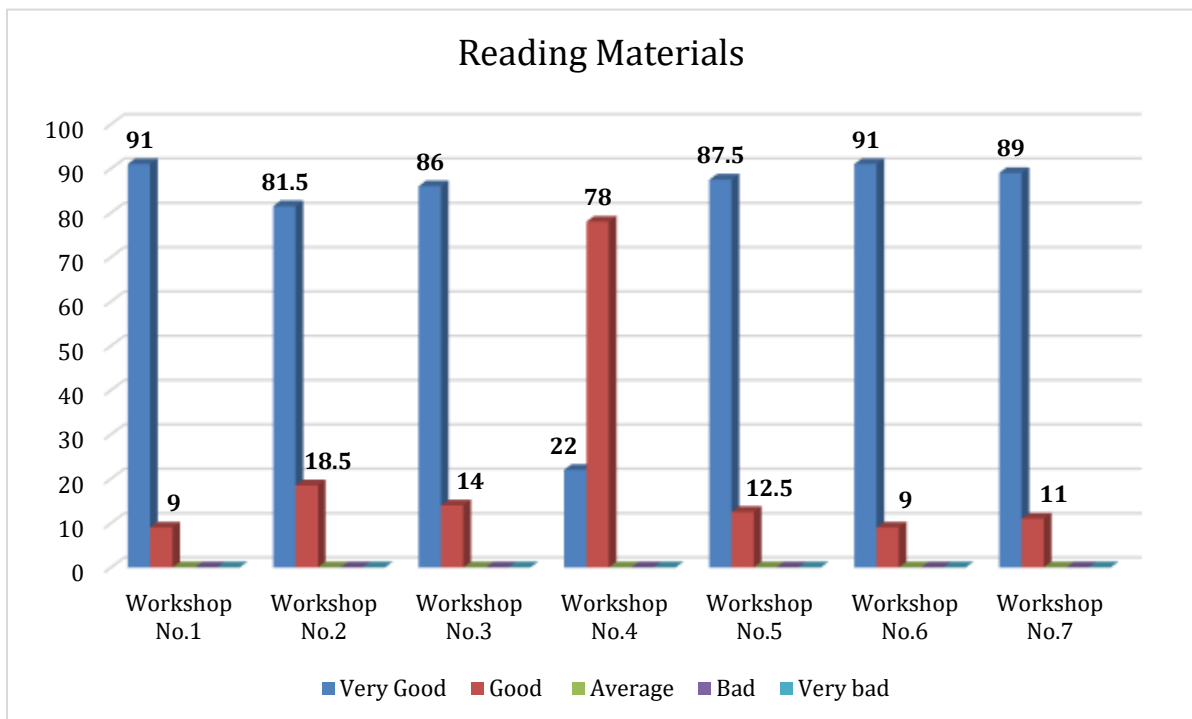
e) Overall quality of resource persons - rating in a scale of 1(lowest) to 5(highest)

	1	2	3	4	5
Workshop No.1	0	0	4	23	73
Workshop No.2	0	0	4	22	74
Workshop No.3	0	0	0	10	90
Workshop No.4	0	0	0	19	81
Workshop No.5	0	0	0	21	79
Workshop No.6	0	0	0	12	88
Workshop No.7	0	0	0	17	83

Quality of resource persons
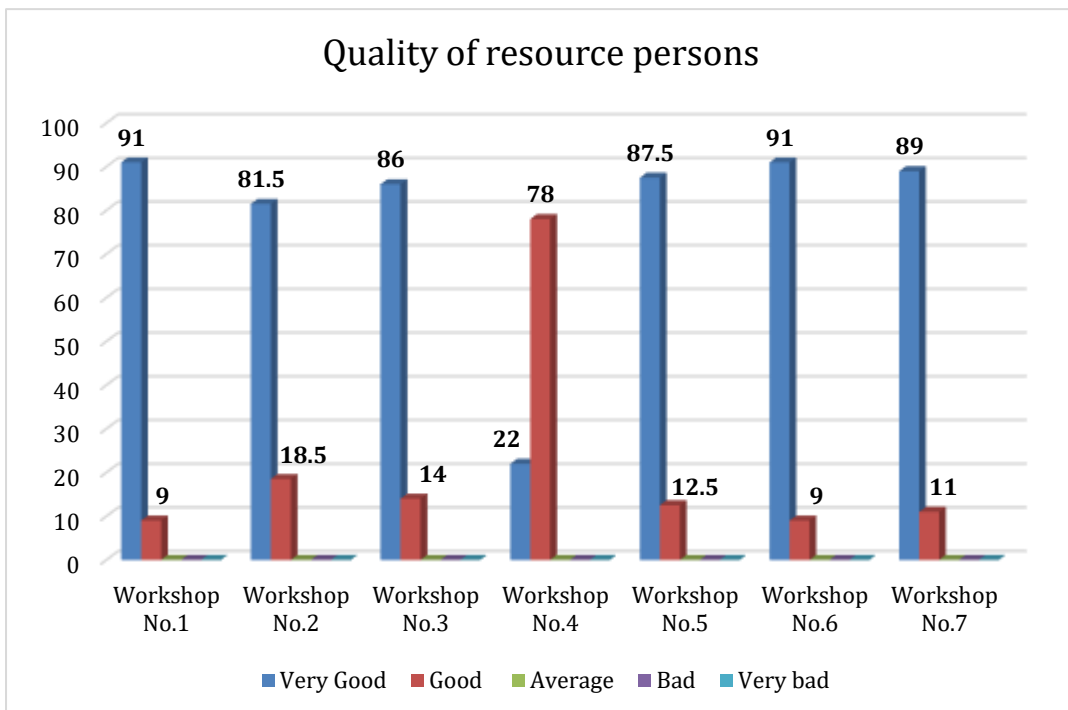
f) Overall learning outcome

|	Very Good	Good	Average	Bad	Very bad
Workshop No.1	82	18	0	0	0
Workshop No.2	67	33	0	0	0
Workshop No.3	93	7	0	0	0
Workshop No.4	78	22	0	0	0
Workshop No.5	79	21	0	0	0
Workshop No.6	79	21	0	0	0
Workshop No.7	83	17	0	0	0
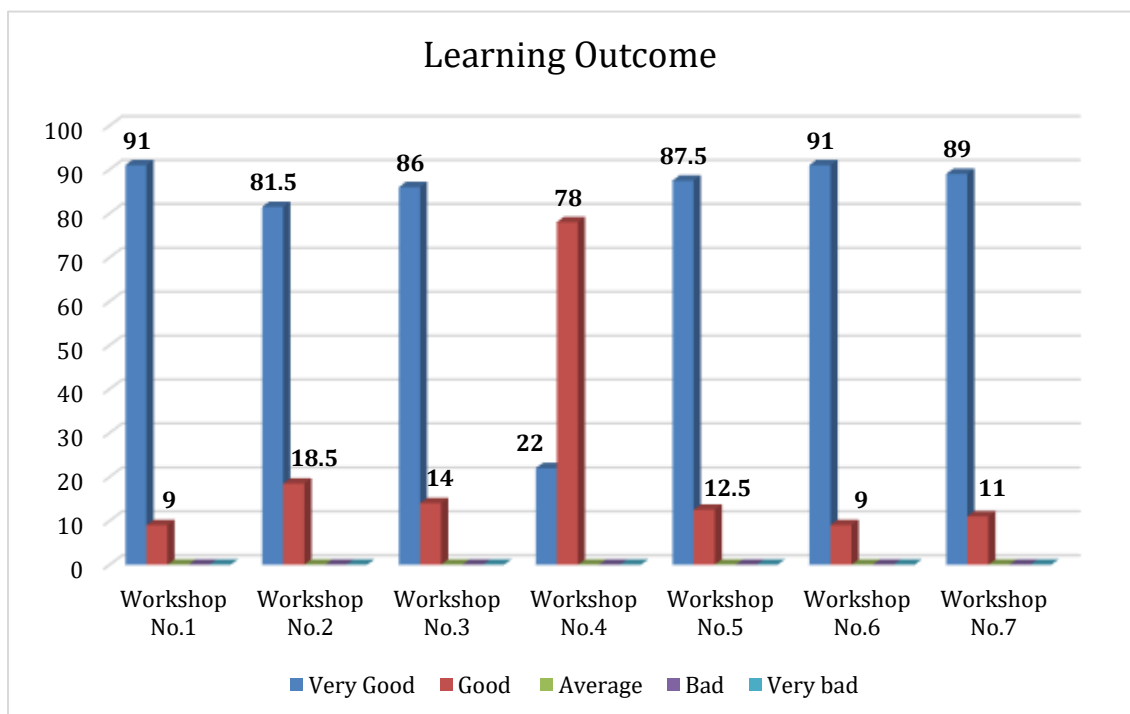
g) Will this workshop be helpful in performing your functions as the Chairperson/member of the Internal Committee of your institution?

	Great extent	Moderate extent	Some extent	Not at all
Workshop No.1	86	14	0	0
Workshop No.2	92.6	3.7	3.7	0
Workshop No.3	86	14	0	0
Workshop No.4	97	3	0	0
Workshop No.5	92	8	0	0
Workshop No.6	97	3	0	0
Workshop No.7	92	8	0	0
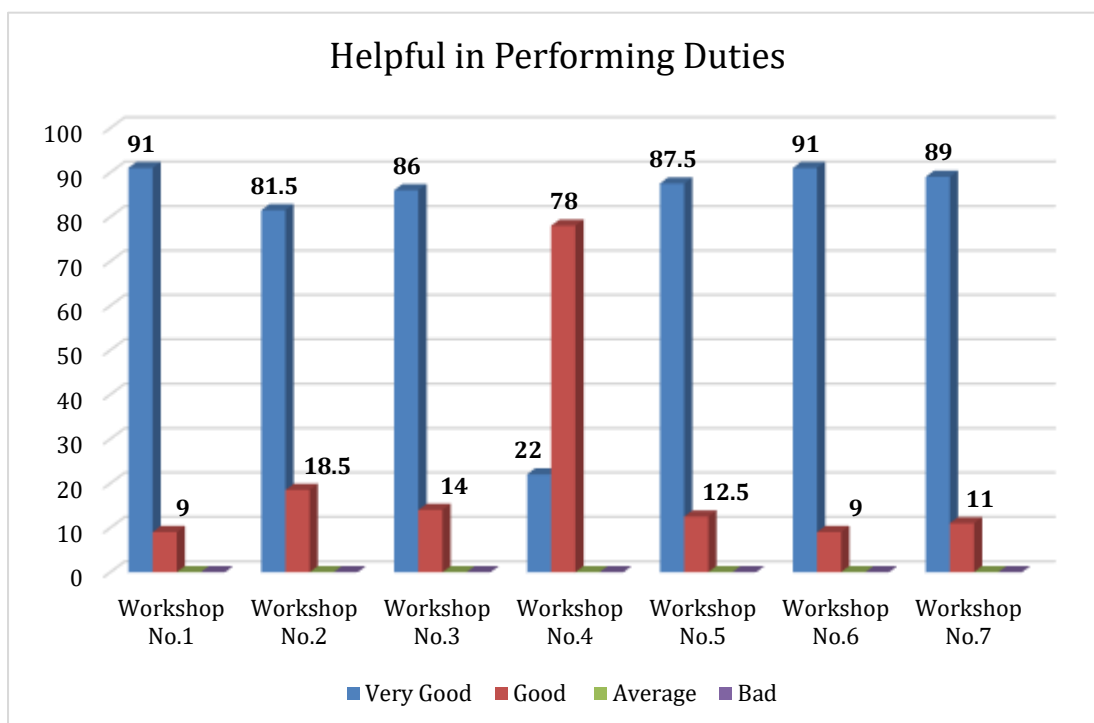
h) Overall rating of the workshop

	Very Good	Good	Average	Bad	Very bad
Workshop No.1	91	9	0	0	0
Workshop No.2	81.5	18.5	0	0	0
Workshop No.3	90	10	0	0	0
Workshop No.4	87.5	12.5	0	0	0
Workshop No.5	87.5	12.5	0	0	0
Workshop No.6	94	6	0	0	0
Workshop No.7	89	11	0	0	0
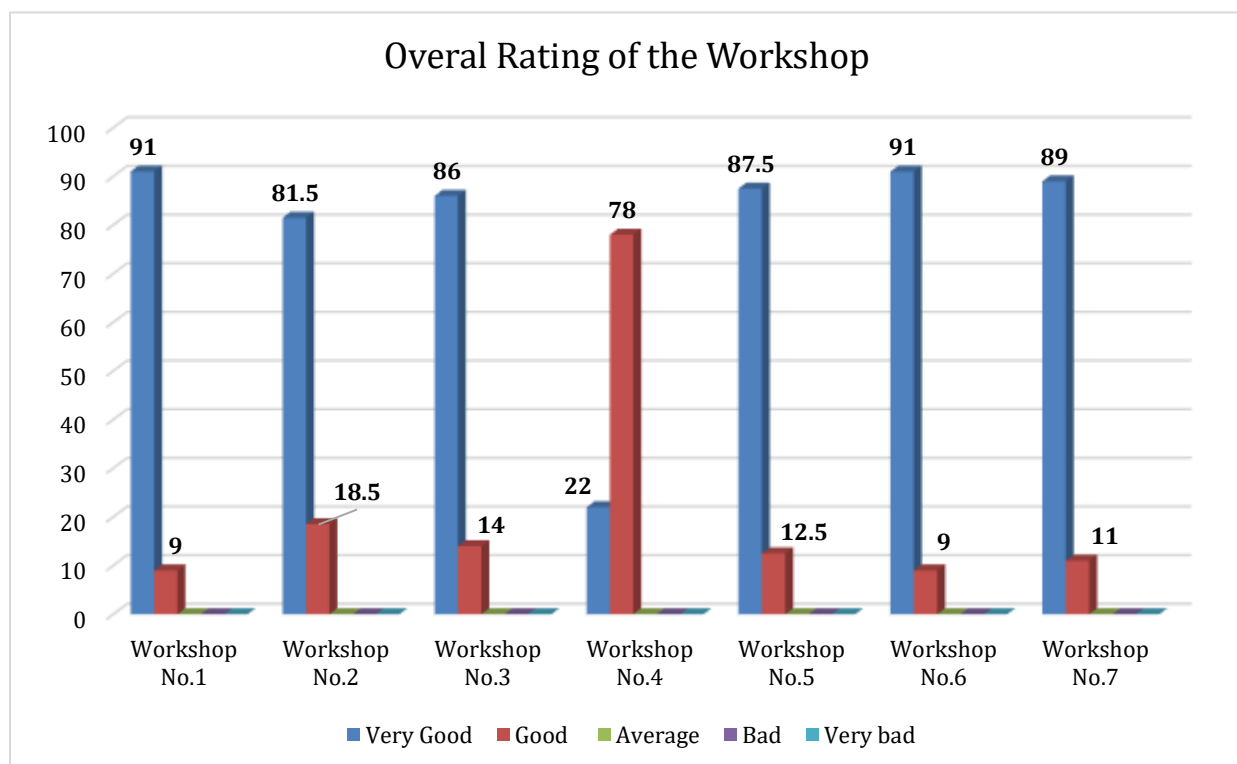
i) Would you recommend this workshop to others?

	Yes	No	Maybe
Workshop No.1	100	0	0
Workshop No.2	96	4	0
Workshop No.3	97	3	0
Workshop No.4	97	3	0
Workshop No.5	100	0	0
Workshop No.6	100	0	0
Workshop No.7	97	3	0

Recommend this Workshop to Others
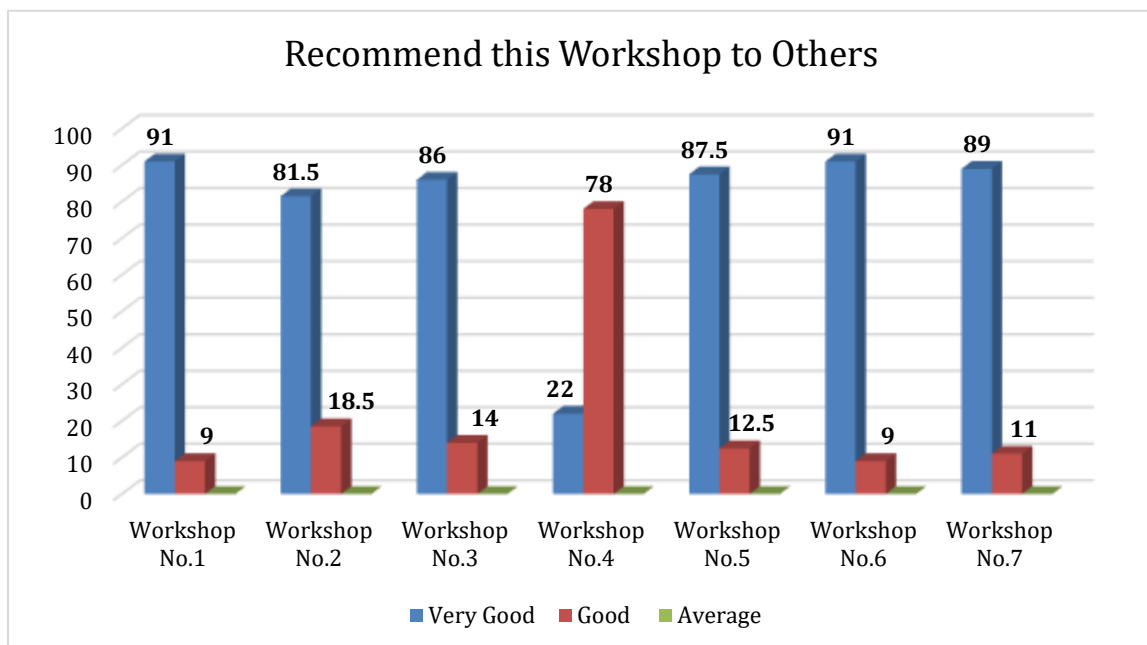
j) Suggestions from participants

a. Compulsory training for all members
b. Training for college counselors on Posh Act required
c. The sessions should include principals, and member of DHE
d. Should conduct in colleges for students and all employees
e. If we can consult any of you if we are stuck with a case, it would be good; Please provide mobile number for future assistance if any.
f. It will be helpful if a checklist is provided to systematically implement this act in the organization
g. It would be appreciated if more sessions are organised like this.
h. Give each speaker more time for their presentations., Please have a two-day workshop for greater familiarity
i. It would be great if a digital brochure is prepared on the topic for teachers and students.
j. Would like to suggest organizers to organize such awareness programs in more numbers.
k. Some more cases could be discussed and a day more could be allotted for the workshop
l. We need advanced training with case specific exercise and outcomes, Repeat session required
m. Please send colleges all circulars related to this act time to time
n. A similar workshop on Anti Ragging in association with our college would be welcome
o. This workshop should be conducted at the beginning of the academic year
p. Hold sensitization workshops for general public

13. Roadmap for Project POSH

A. Post Project POSH – The Immediate Follow Up

During the workshop interactions when the composition of the Internal Committee was being discussed in the workshops, there was a wave of apprehension among the participants as almost all of them were unaware about the composition as required under the University Grants Commission (Prevention, Prohibition & Redressal of Sexual Harassment of Women employees and students in Higher Educational Institutions) Regulations, 2015. The participants ensured that they would be informing their respective Executive Authorities of the HEIs about the required composition and call for reconstitution accordingly. Taking note of this situation, the coordinator referred the matter to the Directorate of Higher Education with a request for a follow up measure by requiring the HEIs to send their IC composition details, so that it could be forwarded to Project POSH Coordinators to verify the same. If required the HEI could thereby be advised to make suitable changes for compliance with the UGC Regulations on POSH at HEIs. The proposal has been accepted by DHE and circulars are issued to the HEIs and have already received the details from several HEIs.

B. Plan of Action

The response of the participants during the workshops and through feedback is evident of the effectiveness of the workshops and the necessity of such a training that was felt by the members of the ICs. Project POSH aims to extend training sessions to other stakeholders namely,

a. Project POSH aims to undertake a training program exclusively for the principals/heads of Institutions. This is especially important as the UGC Regulations have earmarked specific responsibilities on the HEIs. This proposal has been made to DHE and accepted in principle.

b. Since many of the ICs are reconstituted in accordance with the guidelines, the newly constituted IC would also need to be trained on the law and procedure. Project POSH team would coordinate the workshops for this purpose and conduct the sessions, however GIPARD may organize the same at GIPARD.

c. Extent the training program to other institutions in the following manner
    Stage 1 – One Day Workshops for IC members of all the schools
    Stage 2 – One Day Workshops for IC members of government departments/offices
    Stage 3 – One Day workshops for IC Members of private institutions