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NAAC Re-Accredited "A" Grade (3rd Cycle) with CGPA 3.53 on a Scale of 4 in 2015; and awarded Autonomy Status by UGC in 2019



College of Social Work (Empowered Autonomous), Nirmala Niketan



Gender Audit 2023-2024-2024 2025

External Audit Team

Dr. Lata Pujari Coordinator Sophia Irene Heredia Center for Women studies Sophias College For Women (Empowered Autonomous Institution)

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Dr. Lidwin Dias Principal , College of Social Work (Empowered Autonomous), Nirmala Niketan

GENDER AUDIT REPORT



Prepared By: COLLEGE OF SOCIAL WORK [EMPOWERED AUTONOMOUS]

28.03.2025

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I.GENDER AUDIT

OBJECTIVES, COMPONENTS, TEAM, METHODOLOGY

Gender Auditing is a quality audit, a process to assess and check the institutionalisation of gender equality in all facets of the organisation, including assessing policies, practices/provision of services, structures, procedures and budgets in an organisation that specially addresses gender-related issues. It aims to identify developmental dimensions of providing opportunities for women in the organisation for their growth, and also aspects hindering women's advancement in the organisation.

- **1.1.** The Gender Audit conducted at the College of Social Work was an initiative to assess and enhance gender inclusivity within the institution. The **Objectives** of the Gender Audit were:
 - 1. To assess gender representation in faculty, administration, and student enrollment.
 - 2. To evaluate institutional policies on gender sensitivity, safety, and inclusivity.
 - 3. To examine gender dynamics in leadership roles, decision-making processes, and governance structures.
 - 4. To identify gaps and challenges in creating an equitable and inclusive learning environment.
 - 5. To recommend strategies for promoting gender equity in institutional policies, curriculum, infrastructure, and student support services.



1.2. Categories of Assessment:

The gender-inclusive practices and Initiatives were categorised into eight components for the Gender Audit.

1.3. Gender Audit Team

The Internal Quality Assurance Cell, College of Social Work, (Empowered Autonomous), Nirmala Niketan, appointed a team consisting of the following two external members and five internal members to conduct the internal gender audit of the College for a period of 2024-2025.

External Members

Dr Joseph M.T.

Professor, Department of Sociology, University of Mumbai

Honorary Director, Institute of Indian Culture, Research Centre in Sociology and Anthropology

Lata Pujari

Coordinator at Sophia Irene Heredia Centre for Women's Studies and Development. Professor, Dept. of History, Sophia College (AUTONOMOUS), Mumbai

Internal Members

Dr Anitha Machado Coordinator, Internal Quality Assurance Cell, College of Social Work

Sr Sabeena Gonsalves

Administrator, College of Social Work [Empowered Autonomous]

Dr Smita Bammidi

Course Teacher, Women Studies, College of Social Work [Empowered Autonomous] Dr Sonia H Rodrigues

Course Teacher, Women Studies, College of Social Work [Empowered Autonomous] Presiding Officer, Internal Complaints Committee

Dr. Saman Afroz

Convenor, Women Development Cell, College of Social Work [Empowered Autonomous]

1.4. Methodology



METHODOLOGY/PROCESS GENDER AUDIT

To facilitate the Gender Audit process, the Committee collected gender-segregated data on all quantitative indicators from various documents, including the Admission Committee Report, Syllabus, and Annual Reports of various committees, IQAC documents, Field Action Project reports, Faculty Engagement and syllabus. The functioning and activities of key players like the Internal Complaints Committee and the Women Development Cell were obtained. Surveys were rolled out to the faculty members, non-teaching staff, and students to assess their perceptions and experiences of the gender initiatives of the college. The various academic activities, including research and extension activities that revolved around gender, were collated.

1.5. Target Areas of the Gender Audit

The Gender Audit is conducted mainly to find out the extent of gender inclusion and gender balance within the college in the following dimensions:

- i. Representation
- ii. Academic/Co-curricular programmes
- iii. Infrastructure
- iv. Policies
- v. Extension Programmes

II. Institutional Commitment to Gender Equality through Gender Positive Initiatives

The College of Social Work is a premier institute established in 1955, imparting social work education in the country. The College was founded by Religious Sisters known as the Daughters of the Heart of Mary. The College of Social Work, Nirmala Niketan, since its inception, has been dedicated to the pursuit of excellence in social work education. At various junctures, the College has made efforts to update its knowledge base and make its educational initiatives relevant to the existing national and global socio-economic realities.

2.1. Vision and Mission

In line with its vision, the College strives to contribute to the building of a new social order based on human dignity and social justice, to work towards the empowerment of vulnerable, exploited groups in society at the local and global levels. Its mission is to build a cadre of young committed professionals having a global perspective and a strong value base of compassion, personal integrity, moderation, tolerance and self-respect.

2.2.Milestones

In the years following the independence of India, the founders – Ms Paiva Couceiro, Ms Collette Galby and Dr Dorothy Baker realized that the nation's struggle for development would be served by insightful, committed action. This led to the conceptualization of academic and field intervention programmes to prepare young people to undertake and assist in resolving the existing social problems. Accordingly, the College was founded to realize its vision. The Institute of Social Service Trust managed the College till 1978. Since 1978, the Nirmala Niketan Institute has become the parent body of the College.

The Institute awarded its Diploma in Social Work till 1965. The institute sought affiliation for the MSW program from University of Bombay under the Faculty of Arts and got it in 1969. Realizing the need to respond to professional interventions at different levels, the College also started its university-recognised three-year BSW program in 1971. These programs are revised periodically to ensure that the educational content of the courses is relevant to the social reality of contemporary life.

The Government of Maharashtra recognized the College as a Catholic Christian Minority Institution in the year 1995.

The University recognized the college as a Doctoral research centre and enabled students to enrol for a Ph.D. program in social work from 1997.

The National Assessment and Accreditation Council (NAAC), constituted by the University Grants Commission, New Delhi, awarded the College the FIVE-STAR status for its academic excellence in 2001. On 31st March 2007, the same body, after further inspection and appraisal re-accredited the College of Social Work at the A+ level with an Institutional Score of 93 per cent. The College of Social Work, Nirmala Niketan was reaccredited (Third Cycle) by the National Accreditation and Assessment Cell (NAAC) with an A Grade (3.53 CGPA out of 4) in May 2015 valid up to 2022.

On 12th Feb 2019, the University Grants Commission conferred Autonomous Status to the College of Social Work, Nirmala Niketan for a period of ten years w.e.f 2019-2020 to 2028-2029.

On 9th July 2019, the Nirmiti Centre for Social Innovation and Entrepreneurship was inaugurated, with financial support from RUSA, Maharashtra.

The College of Social Work (Autonomous), Nirmala Niketan, initiated the MA (Social Innovation and Entrepreneurship) Post Graduate Degree Full-Time Program in 2022

On 9th June 2024, the College of Social Work was granted Empowered Autonomous Status by the University of Mumbai

The College of Social Work has been committed to academic excellence and quality education centred on the holistic development and well-being of all stakeholders by creating safe and inclusive spaces for all stakeholders. This commitment is reflected in the diverse range of programmes, facilities, policies and initiatives of the College. The College's important gender initiatives are rooted in the Constitutional Framework, the UGC Saksham Measures for Ensuring the Safety of Women and Programs for Gender Sensitization on Campuses, 2013, and the 2006 NAAC Gender Sensitive Quality Indicators & Disabled Friendly Environment at Education Campus. The *College* adheres to the policies and directives of the government, University Grants Commission and the University for the promotion of gender equality and equity.

II. EXISTING GENDER PRACTICES

I. PERSONNEL

3.1. REPRESENTATION OF STAFF

3.1.1. Ratio of female to male staff at all levels [administrative, teaching, support]

The gender-segregated data of the teaching and non-teaching staff of the College [Church gate and Goregaon Campus] employed in various units were collected and collated as part of the gender audit. Table I and Figure I reveal the numbers and percentages of female and male staff members who are part of the teaching and non-teaching fraternity. Among most of the categories, the representation of females is higher.

	Fema	ıle	Ma	ıle	Tot	al
	Frequency	Percent	Frequency	Percent	Frequency	Percent
Teaching (Regular)	9	90	1	10	10	100
Teaching (Visiting)	8	80	2	20	10	100
Teaching (Ad hoc)	6	54.54	5	4.27	11	100
Administrative (Aided)	5	55.55	4	44.44	09	100
Administrative (Management)	6	42.85	8	57.14	14	100
Self-financing courses, Extension Center, Goregaon Campus	5	83.33	1	16.66	6	100
Field Action Projects	4	66.66	2	33.33	6	100
Field Instructors	5	100			5	100
Total						100

Table 1

Table 2 Teaching [Regular]	Female to Male: 9:1
----------------------------	---------------------

Sr	Name	Designation	Gender
No.			
1	Dr. Lidwin Dias	Dean/Principal/Director/	Female
		Vice Chancellor	
2	Dr. Anita Machado	Associate Professor	Female
3	Dr. Sonia Rodrigues	Associate Professor	Female
4	Dr. Renu Shah	Associate Professor	Female
5	Ms. Meghna Vesvikar	Assistant Professor	Female
6	Dr. Roshni Alphonso	Assistant Professor	Female
7	Dr. Kalyani Talvelkar	Assistant Professor	Female
8	Dr. Saman Afroz	Assistant Professor	Female
9	Dr. Ronald Yesudhas	Assistant Professor	Male
10	Dr. Smita Bammidi	Assistant Professor	Female

Sr	Name	Designation	Gender
No.			
1	Mr. Albin Thomas	Assistant Professor	Male
2	Ms Pallavi Xalxo	Assistant Professor	Female
3	Dr. Sameer Mohite	Assistant Professor	Male
4	Mr.Cletus Zuzarte	Assistant Professor	Male
5	Ms Fatema Kanchwala	Assistant Professor	Female
6	Ms Julia Dlima	Assistant Professor	Female
7	Dr Anjana Parmar	Assistant Professor	Female
8	Dr Virochan Raote	Assistant Professor	Male
9	Sr Aarokya Vinnarasi	Assistant Professor	Female
10	Mr Yadnesh Kadam	Assistant Professor	Male
11	Ms.Nirmiti Bhor	Assistant Professor	Female

Table 3 Teaching [Ad hoc] Female to Male: 6:5

Table 3 Teaching [Visiting] Female to Male: 8:2

Sr	Name	Designation	Gender
No.			
1	Mr Priyadarshan Naik	Course Instructor/	Male
		Computer Instructor for	
		College	
2	Ms Rena Rodricks	Course Instructor	Female
3	Adv Maharukh Adenwalla	Lecturer	Female
4	Dr.Suchitra Krishnaprasad	Lecturer	Female
5	Ms Pooja Kude	Lecturer	Female
6	Ms Vivian Almeida	Lecturer	Female
7	Ms Isha Tiwari	Lecturer	Female
8	Adv Rushila Rebello	Lecturer	Female
9	Ms Shama Sawant	Lecturer/College	Female
		Counsellor	
10	Mr Benet J	Lecturer	Male
		Research Officer, Research	
		and Development Cell	

Sr	Name	Designation	Gender
No.			
1	Ms Avanti More	Director, Family Service	Female
		Center	
2	Ms Sheetal Florian Rebello	Associate Director, Family	Female
		Service Center	
3	Ms Aureen Fernandes	School Coordinator, Social	Female
		Work, Akanksha	
4	Ms Kavita Prakash		Female
	Chandekar		
5	Adv Sharon Rodrigues	Senior Social Worker,	Female
		Health Promotion Trust	

Table 4 Field Instructors Female to Male: 5:0

Table 5. Administrative Female to Male: 5:4

Sr	Name	Designation	Gender
No.			
		Aided Staff	
1	Ms. Shweta Malvankar	Office Superintendent	Female
2	Ms. Greta Lopes	Accountant	Female
3	Ms. Alka D'Britto	Clerk-Cum-Typist	Female
4	Mr. Pravin Gavli	Librarian	Male
5	Ms. Maya Barsing	Library Clerk	Female
6	Mr. Santosh Phadke	Support Staff	Male
7	Ms. Sandhya Wankhede	Support Staff	Female
8	Mr. Wilson Fernandes	Support Staff	Male
9	Mr. Appa Sule	Support Staff	Male

Table 6. Administrative Female to Male: 6:8

	Unaided Staff(Management Staff)			
1	Ms. Sabeena Gonsalves	Administrator	Female	
2	Ms Swati Karekar	Asst Administrator	Female	
3	Mr Akshay Gamare	Accountant	Female	
4	Ms. Pratima Badve	Accounts Clerk	Female	
5	Ms. Manasi Sawant	Accounts Clerk	Female	
6	Mr Priyadarshan Naik	Commuter Instructor	Male	
7	Mr Vikrant Pandit	Technician	Male	
8	Ms Jagruti Valvi	Library Assistant	Female	
9	Mr Santosh Jagtap	Support Staff	Male	
10	Mr. Mukund Modak	Audio Visual Unit Officer	Male	
11	Mr. Vishal Koli	Support Staff	Male	
12	Mr. Wilfred D'Souza	Support Staff	Male	
13	Mr. Vilas Sawant	Support Staff	Male	
14	Mr. Mahendra Pal	Support Staff	Male	

Table 7 Self-Financing Courses, Extension Center, Goregaon Campus

Sr	Name	Designation	Gender
No.			
1	Dr Geeta Balakrishnan	Hon Director	Female
2	Dr Lidwin Dias	Principal	Female
3	Ms. Nilima Rodrigues	Associate Director	Female
4	Ms. Silviea Chettiar	Accountant.	Female
5	Ms. Birja Walmiki	Support Staff	Female
6	Mr. Sudhir Ujagaonkar,	Support Staff	Male

Female to Male: 5:1

Table 8 Field Action Projects

Female to Male: 4:2

Sr	Name	Designation	Gender
No.			
	PRAVA	S, Goregaon Campus	
1	Ms. Swati Rane	Programme Officer, Pravas	Female
2	Mr. Shankar Suryavanshi	Para Professional cum office	Male
		Assistant	
	ANUBHAV YOUTH DEVE	LOPMENT CENTER, Goregao	on Campus
3	Mr. Sandesh Chandrakant Lalge	Programme Officer, Anubhav	Male
		Youth Development Center	
	SPANDAN,	Dahanu-Talsari, Palghar	
4	Ms Nita Pagi	Programme Coordinator	
	_	Spandan	Female
5	Ms Sanjana Ganpat Hadal	Animator	Female
6	Ms Clera Gonsalves	Director,	Female
		Gyan Jyoti Community	

3.1.2. Women in leadership positions

A fair percentage of leadership positions held by women is represented through gender representation in statutory and non-statutory bodies of the College. Of the four statutory committees, all were headed by female members. Of the 27 non-statutory committees, 18 were headed by female members, and two committees were headed equally by male and female members.



FIG:3 REPRESENTATION OF FEMALE STAFF IN LEADERSHIP POSITIONS



Table 9

		STAT	UTORY COMMIT	TTEES				
Sr	Name of the	In charge/ Chairperso	Nu	umber of Memb	bers	Total		
No	Committee	Female	Male	Female	Male	Members could be either Male/ Female		
01	Governing Board	Ms. Philomena Sequeira (Chairman Trustee)		10	02	01	13	
				79.92	15.38	7.69	100	
02	Academic Council	Dr Lidwin Dias (Chairperson)		08	05		13	
				61.35	38.46		100	
03	Board of Studies	Dr Lidwin Dias (Chairperson)		12	02		14	
				85.71	14.23		100	
04	Finance Committee	Dr Lidwin Dias (Principal)		04			04	
				100			100	
		NON-ST.	ATUTORY COM	MITTEES		•	•	
01	Internal Quality Assurance Cell	Dr Anita Machado Coordinator		14	04		18	
				77.77	22.22		100	
02	College Development Committee	Ms. Philomena Sequeira (Chairman Trustee)		10	04		14	
	[Planning and Evaluation]			71.42	28.57		100	
03	Academic Bank Credit Committee		Dr Ronald Yesudhas [Nodal Officer]	03	02		05	
				60	40		100	
04	Research and Development Cell	Dr Kalyani Talvelkar Faculty Incharge		03	01		04	
				75	25		100	

Sr	Name of the	In charge/ Chairperso	Nu	mber of Memb	ers	Total	
No	Committee	Female	Male	Female	Male	Members could be either Male/ Female	
05	Self-Financing Courses Extension Center,	Dr Geeta Balkrishnan Honorary Director		05	01		06
	Goregaon Campus			83.33	16.66		100
06	Staff Development Programme	Dr Lidwin Dias		04	02		06
	Committee			66.66	33.33		100
07	Equal Opportunity Cell/Social Welfare Committee		Dr Sameer Mohite Convenor	03	01	02	06
				50	16.66	33.33	100
08	Minority and Interfaith Committee		Dr Cletus Zuzarte Convenor	03	01		04
				75	25		100
09	RUSA Cell	Dr. Kalyani Talvelkar, Assistant Professor Nodal Officer		04	03		07
				57.14	42.85		100
10	Examination Committee	Dr Anita Machado Controller of Examinations		06			06
				100			100
11	Admission Committee	Dr Kalyani Talvelkar Convenor		10	01		11
				90.90	9.09		100
12	Research and Term Paper Committee	Dr Renu Shah [Faculty Incharge]		02	01		03
10	-	 2		66.66	33.33		100
13	Internal Complaints O Dr Sonia H Rodrigue Presiding Officer			05			05
				100			100
14	Extra-Curricular Committee	Dr Renu Shah Convenor		04			04
				100			100
15	Rotract Committee		Mr. Albin Thomas	01	01		02
			Convenor				

Sr	Name of the	In charge/ Chairperso	on/Convenor etc	Nu	mber of Memb	oers	Total
No	Committee	Female	Male	Female	Male	Members could be either Male/ Female	
16	Women Development Cell	Dr Saman Afroz Convenor		04	02		06
				66.66	33.33		100
17	Library Committee		Mr Pravin Gavali Convenor	02	02		04
				50	50		100
18	Internal Academic Audit Committee	Ms. Philomena Sequeira, President of the College Management		02	01		03
				66.66	33.33		100
19	Field Work, Induction, Block Placement	Dr. Sonia Rodrigues, Coordinator		04			04
	Committee			100			100
20	Orientation and Camps Committee	Dr. Smita Bammidi, Convenor		03			03
				100			100
21	Scholarship Committee	Ms. Shweta Malvankar, Convenor		04	01		05
				80	20		100
22	Computer, Technical, Media		Dr Ronald Yesudhas	02	07		09
	and Website Committee			22.77	77.77		
23	Purchase Committee	Dr. Lidwin Dias, Convenor		04	03		07
				54.14	42.85		100
24	International Exchange	Ms. Meghna Vesvikar, Convenor		04	01		05
	Committee			80	20		100
25	Nirmiti Centre For Social Innovation And Iic Committee		Mr Cletuz zuzarte Convenor Dr Ronald Yesudhas	02	04		06
			Co-convenor	33.33	66.66		100

Sr	Name of the	In charge/ Chairperso	Number of Members			Total	
No	Committee	Female	Male	Female	Male	Members	
						could be	
						either	
						Male/	
						Female	
26	Recruitment	Ms. Pallavi Xalxo		03	01		
	Committee	Convenor					
				75	25		
27	Field Action	Dr Lidwin Dias		09	02		11
	Projects	Principal					
				81.81	18.18		100

3.2. STUDENT REPRESENTATION

Table 10

Regular Course Church gate Campus	Ma	ale	Fer	Female		Total
	Frequency	Percent	Frequency	Percent	Frequency	Percent
Master of Social Work	22	36.66	38	63.33	60	
First Year						
Master of Social Work	18	29.03	44	73.33	62	
Second Year						
Bachelor of Social Work	21	35.59	38	64.40	59	
First Year						
Bachelor of Social Work	19	36.53	33	63.46	52	
Second Year						
Bachelor of Social Work	23	44.23	29	55.76	52	
Third Year						
Doctoral Programme	7	46.66	8	53.33	15	
MASIE	4	26.66	10	66.66	15	
Post Graduate Diploma			7	100	7	
in Research						
Methodology						
Post Graduate Diploma	8	44.44	10	55.55	18	
in Corporate Social						
Responsibility						
Post Graduate Diploma	1	7.14	13	92.85	14	
in Therapeutic						
Counselling						
Certificate Courses in	4	44.44	5	55.55	9	
Para Counselling						
Certificate Course in	5	33.33	10	66.66	15	
Social Work for Para						
Professionals						
Course in Geriatric Care			13	100	13	
Certificate Course in	6	37.5	10	62.5	16	
Social Entrepreneurship						

Table 11

Composition of Extra-Curricular Committee

Class	Class Representative	Sports Committee	Literary Committee	Cultural Committee
BSW I	Mr. Darshan Bhanushali	Mr. Swayam Sawant	Mr. Parth Rajput	Ms. Arya Khanolkar
BSW II	Mr. Swaraj	Mr. Abhijith Shyju	Ms. Hrishita Sharma	Ms. Girija Talekar
BSW III	Mr. Parag Jadhav	Mr. Nivrutti Wad	Ms. Bhakti Gorivale	Ms. Zainab Shaikh
MSW I	Ms. Sarah	Mr. Harsh Bankar	Ms. Vanshika Surve	Mr. Ashish Jadhav
MSW II	Mr. Jaison Cheruveli	Ms. Sai Pawar	Mr. Ganesh Chavan	Ms. Javina Sequreia
MASIE I	Mr. Raj Jawake	Mr. Ram Shede	Ms. Ashwini Mohite	Mr. Saurabh
MASIE II	Mr. Pratik Wankhade			Chaudhary

Table 12Composition of Students' Council (2024-25)

Designation	Name	Sex	Course &
			Year
Principal (Chairperson)	Dr. Lidwin Dias	Female	-
Faculty Nominee	Dr. Renu Shah	Female	-
General Secretary & Literary	Mr. Jaison Cheruveli	Male	MSW – II
Representative			
Academic Merit Representative	Ms. Sakshi Nagnath	Female	BSW – I
	Sarvgod		
Academic Merit Representative	Mr. Jermy Joseph	Male	BSW – II
Academic Merit Representative	Ms. Antara Sudeep Saxena	Female	BSW – III
Academic Merit Representative	Mr. Prasad Mahadev	Male	MSW – I
	Kapse		
Academic Merit Representative	Ms. Amita Joji	Female	MSW – II
Academic Merit Representative	Ms. Brigit Viji	Female	MASIE – II
Sports Representative	Ms. Sai Sambhaji Pawar	Female	MSW – II
Cultural Representative	Ms. Zainab Shaikh	Female	BSW – III
Women Representative	Ms. Juee Bharat Sakpale	Female	BSW – III
Women Representative	Ms. Savita Hirve	Female	MSW – II

Table 13 ROTARACT CLUB				
Sr No	Name of the Student	Male	Female	
1	Kusum Tiwari		Female	
2	Shital Kolekar		Female	
3	Carol Pereira		Female	
4	Hrishita Sharma		Female	
5	Sachi Sonawane		Female	
6	Wilsy Reji C		Female	
7	Narayani Wagh		Female	
8	Mamta Junghare		Female	
9	Raj Sanjay Jawalle		Male	
10	Vaishnavi Gajanan Wankhade		Female	
11	Dhruv Upadhyay	Male		
12	Angela Ann Saji		Female	
13			Female	
14	Arshiya Arifkha Pathan		Female	
15	Priyanka Kannan		Female	
16	Dipanshi Agarwal		Female	
17	Darshan Bhanushali	Male		
18	Femy Biju		Female	
19	Chavhan Ganesh Madhav	Male		
20	Sheron Elza Saji		Female	
21	Om Ram Raghushe	Male		
22	Ashwini Mohite		Female	
23	Pavan Shridhar Wagh	Male		
24	Rushikesh Nighot	Male		
25	Lavanya Dalvi		Female	
26	Dnyaneshwar Ishte	Male		
27	Sienna joshi		Female	
28	Archana Sharma		Female	
29	Namrata Sandhewal		Female	
30	Pallavi Patil		Female	
31	Soumitra Patil	Male	Male	
32	Shobek Benny	Male	Male	

3.3. Gender Responsive and Gender gender-sensitive policies and practices in place to promote diversity and inclusion

The College of Social Work is committed to creating and maintaining a gender-sensitive and congenial democratic working environment in which all collaborators work together feeling safe, secure, respected and valued. The Gender gender-sensitive policies of the College aim to create spaces that encourage mutual respect and peaceful coexistence, treating everyone equally while recognising and respecting inherent biological differences. The policies include:

3.3.1 Provision of Child Care Leave.

In April 2024, the Supreme Court of India ruled that childcare leave is a constitutional right for women in employment. The court ruled that childcare leave to a mother promotes the state's duty to ensure equal participation of women in the workforce. Female staff members of the College of Social Work have been provided concessions, and female staff members with minor children are provided concessions and childcare leave as per their needs. Caregivers and pregnant and lactating mothers are given special concessions through permission for flexible work hours, handling of courses and reporting and leaving hours of work.

3.3.2. Maternity Leave Benefits

The College adheres to the Maternal Leave Policy in India defined under the Maternity Benefit Act of 1961 (revised in 2017). These paid leaves are granted to pregnant or expecting female employees of the College to ensure the good health and well-being of themselves and their newborns.

The maternity leave is a type of long-term paid leave granted to a pregnant employee in the College. It is a mandatory leave that the College provides to its employees before or after their delivery. As per the Act, all pregnant female employees are entitled to a maternity leave of 26 weeks for their first and second child. Out of these, they can take up to 8 weeks of leave before the delivery of their child. For the third or subsequent pregnancy, expecting mothers are eligible to take maternity leave of 12 weeks. Mothers who have adopted are eligible for a 12-week maternity leave, which starts from the day their newborn is handed over to them. In case of medical termination or accidental miscarriage, a woman employee can take 12 weeks of maternity leave, once medical proof of miscarriage is required. The College is exploring the policy for extending paternity leave to male staff with expectant spouses.

3.3.3 C. PoSH Policy: The PoSH Policy of the College is based on the "Prevention of Sexual Harassment" (POSH) Act, 2013 which mandates educational institutions to implement measures to prevent and address sexual harassment within their campuses, creating a safe learning environment for all students and staff by clearly defining what constitutes sexual harassment, outlining complaint procedures, and establishing a system for investigation and redressal of complaints; essentially aiming for a zero-tolerance approach towards any form of sexual misconduct. This policy is meant for the College to provide a basic understanding of sexual harassment places of work. Additionally, it is designed to offer Internal Complaints Committee/s established under the Act simple, user-friendly information on sexual harassment; what is expected of Complaints Committee/s to redress a complaint; and what the inquiry process and outcome should include. The ICC is also in the process of preparing a booklet on frequently asked questions on PoSH.

3.3.4. D. Safety Policy: To ensure the professional safety of its student interns placed with various organizations for Fieldwork, the College has established a Safety Policy. Social Work organizations, whether governmental or non-governmental, work with communities or groups and provide services to various social groups within an increasingly complex social environment. Such situations can sometimes pose risk factors, which practitioners may perceive as unsafe, insecure, or prone to violence and abuse. The specific goals of the Safety Policy are to inform concerned individuals about the importance of student social workers' safety during organization and Fieldwork; to promote students' right to work in safe environments; and to ensure that students with safety concerns about their placements have a mechanism for redress. Faculty Advisors and Field Instructors must orient students and field supervisors regarding the College's Safety Policy. This policy serves as a guideline for all stakeholders, including collaborators, organization directors, supervisors, faculty members, instructors, fieldwork coordinators, and students. The College of Social Work is responsible for ensuring that social work students are educated about safety concepts and techniques and are supervised in safe environments.

3.3.5. E. The Code of Ethics and Conduct, along with Standard Procedures

The College of Social Work is committed to the realization of its vision and mission through its educational programmes. As an educational institute, the College endeavours to promote student growth through individual and collective responsibility. The institution has a prescribed code of ethics and conduct along with standard procedures also uploaded on the website. This Code of Conduct indicates the standard procedures and practices, including gender-sensitive behaviour and non-discriminatory behaviour. The Code of Ethics and Conduct defines 21 types of disciplinary misconduct and includes punishments and penalties; punishments and penalties under Statutory

Committees; Academic Integrity and Classroom Etiquette and Observances; and Code of Ethical Conduct for various units of the College: Library, Audio-visual, and Computer Lab.





At the beginning of the academic year, students are asked to sign an Undertaking committing their adherence to the Code of Ethics and Conduct of the College after an in-depth orientation is given to the students. The College also has a Code of Ethics and Conduct Committee to address grievances related to disciplinary misconduct.

Code of Ethics and Conduct Committee Members					
SL NO NAME DESIGNATION					
1.	Dr. Lidwin Dias	Principal			
2.	Dr. Vaijanta Anand	IQAC Coordinator			
3.	Dr. Anitha Machado	RUSA Nodal Officer			

3.3.6. Child Protection Policy

The Child Protection Policy provides a framework of reasonable precautions to protect the safety and well-being of children and the reporting obligations should an incident occur. The Child Protection Policy is consistent with the National Child Protection Policy, Ministry of Women and Child Development, Government of India.

3.3.7 Flexible Working Hours

The International Workplace Group (IWG) and the International Labour Organization have underscored the vital importance of allowing women to have flexible working arrangements for promoting gender equality and gender sensitivity in the labour market. Flexible working arrangements enhance work-life balance, productivity, and employee satisfaction if risks such as career advancement challenges, loss of social security, discrimination, stereotypes, and social isolation are addressed in the best interests of women. The College of Social Work provides staff members' flexibility in terms of reporting hours, work from home options, and breaks during work hours and so on to manage caregiving roles, health concerns or caregiving responsibilities. Accountability is maintained through the Movement Register for all staff. Staff members are expected to provide details of their work and engagement beyond the College campus. Lactating mothers who stay nearby have been given scope to feed their newborns for at least three months after resuming duties from maternity leave.

3.3.7. H. Gender Policy of the Catholic Church

The College of Social Work adopts the guidelines of the Gender Policy of the Catholic Church, 2010, by the CBCI Commission for Women, Catholic Bishops 'Conference of India, as a framework for gender sensitive practices. The Policy guidelines on education, economic independence, participation in public life, violence against women, reaching out to Dalit and Tribal communities and so on as provided a direction to foreground these themes in daily functioning. The admission policy, policy for safety and protection; gender sensitisation efforts, equal representation of women, equal pay, and working with the most marginalised through Field Action Projects Pravas and Spandan are some of the concrete ways in which the College has tried to implement the policy guidelines. The CBCI reminds all educational institutions under the Catholic Church to adapt to the policing of its daily functioning.

मुंबई विद्यापीठ



शिनिमावि(विशि/मशि)/आयसीडी/२०१८--१९/८३०

परिपत्रक:--

विद्यापीठाशी संलग्नीत सर्व महाविद्यालये/संस्था यांचे प्राचार्य तथा संचालक, विद्यापीठाच्या विविध विभागांचे संचालक/विभागप्रमुख, प्राचार्य, सर जे. जे. वास्तुशास्त्र महाविद्यालय, समन्वयक, <u>रत्नागिरी/ठाणे</u> उपकेंद्र, प्राचार्य/समन्वयक, विश्वभूषण भारतरत्न डॉ. बाबासाहेब आंबेडकर महाविद्यालय, अंबाडवे, प्राचार्य/समन्वयक, विजयालक्ष्मी विश्वनाथ दळवी महाविद्यालय, तळेरे, प्रभारी संचालक, ज्ञानस्त्रोत केंद्र यांना कळविण्यात येते की, राज्य शासकीय कर्मचान्यांना बालसंगोपन रजा मंजूर करण्याबाबत महाराष्ट्र शासनाने दि. २३ जुलै, २०१८ रोजी काढलेला शासन निर्णय व्यवस्थापन परिषदेच्या सभेमध्ये मंजूरीसाठी सादर करण्यात आला होता. व्यवस्थापन परिषदेच्या दि. १० सप्टेंबर, २०१८ रोजीच्या बैठकीतील बाब क्र. २६ अन्वये कर्मचाऱ्यांना बाल संगोपन रजा मंजूर करण्याबाबतचा शासन निर्णय क्रमांक <u>संकीर्ण–२०१७/प्र.क्र.२५/सेवा–६,</u> दि. २३ जुलै, २०१८ स्विकारण्यात यावा असा ठराव मंजुर करण्यात आला.

त्या अनुषंगाने मला प्राप्त आदेशानुसार आपणांस कळविण्यात येते की, शासन निर्णयात नमूद अटी व शर्तीच्या अधिन राहून <u>कमाल १८० दिवसांची याल संगोपन रजा</u> मंजूर करण्यास मान्यता टेण्यात येत आहे.

सदर परिपत्रक आपल्या महाविद्यालयाच्या सूचना फलकावर प्रदर्शित करावे व शिक्षक, अधिकारी व कर्मचारी यांच्या निदर्शनास आणण्यात यावे. सदर शासन निर्णयाची प्रत सोबत जोडली आहे.

(दत्ता घुगे) उपकुलसचिव

मुंबई ४०० ०३२ १७ ऑक्टोंबर, २०१८

प्रत : शासन निर्णय क्रमांक संकीर्ण—२०१७/प्र.क्र.२५/सेवा—६, दि. २३ जुलै, २०१८

राज्य शासकीय कर्मचाऱ्यांना बाल संगोपन रजा मंजूर करणेबाबत.

महाराष्ट्र शासन वित्त विभाग शासन निर्णय क्रमांक : संकीर्ण-२०१७/प्र.क्र.२५/सेवा-६ मादाम कामा मार्ग, हुतात्मा राजगुरु चौक, मंत्रालय, मुंबई-४०० ०३२. दिनांक : २३/०७/२०१८

प्रस्तावना : :

राज्य शासकीय कर्मचाऱ्यांना त्यांच्या मुलाच्या संगोपनासाठी बाल संगोपन रजा मंजूर करण्याचा प्रस्ताव शासनाच्या काही काळ विचाराधीन होता. त्याबाबत सांगोपांग विचार करुन पुढीलप्रमाणे शासन निर्णय निर्गमित करण्यात येत आहे.

शासन निर्णय :

राज्य शासकीय महिला कर्मचारी तसेच पत्नी नसलेले पुरुष वर्गीय शासकीय कर्मचारी, जिल्हा परिषदेचे शिक्षक व शिक्षकेतर महिला कर्मचारी, जिल्हा परिषदेचे पत्नी नसलेले पुरुष वर्गीय शासकीय कर्मचारी, मान्यताप्राप्त व अनुदानित शैक्षणिक संस्थांच्या प्राथमिक, माध्यमिक व उच्च माध्यमिक शाळा, कृषि व बिगर कृषि विद्यापीठे व त्यांना संलग्न असलेली महाविद्यालये यामधील पूर्णकालिक शिक्षक व शिक्षकेतर महिला कर्मचारी व पत्नी नसलेल्या पुरुष कर्मचाऱ्यास तसेच वर नमूद केलेल्या विविध कार्यालयातील ज्या कर्मचाऱ्यांची पत्नी असाध्य आजाराने अंथरुणाला खिळलेली आहे, अशा कर्मचाऱ्यास देखील 920 दिवसांच्या कमाल मर्यादेत बाल संगोपन रजा पुढील अटी व शर्तीच्या अधिन राहून मंजूर करण्यास या शासन निर्णयाद्वारे शासन मान्यता देण्यात येत आहे.

- मुलांचे वय १८ वर्षे होईपर्यंतच सदर रजा लागू राहील. (बाल संगोपन रजेवर असताना मुलाच्या वयाची १८ वर्षे पूर्ण झाल्यास, त्या दिनांकापासून पुढे सदर रजा लागू होणार नाही,
 याची खात्री करण्याची जबाबदारी, रजा मंजूर करणाऱ्या अधिकाऱ्याची राहील.)
- एका वर्षांमध्ये २ महिन्यांच्या कमाल मर्यादेत सदर रजा घेता येईल.
- iii) सदर रजा ही उपरोक्त अट क्र.१ च्या अधिन राहून सेवा कालावधीत १/२/३/४ टप्प्यात (In Spells) घेता येईल. तथापि, सदर रजा एका कॅलेंडर वर्षात तीन टप्प्यांमध्ये (In Three Spells) घेता येईल.
- रासकीय संवेच 9 वर्ष पूर्ण झाल्यावर सदर रजा लागू राहील.
- vi) अर्जित रजा व अर्धवेतनी रजा खात्यावर असली तरी सदर रजा मंजूर करता येईल.
- vii) अर्जित रजा, अर्धवेतनी रजा तसेच प्रसूती रजेला जोडून ही रजा घेता येईल.

शासन निर्णय क्रमांकः संकीर्ण-२०१७/प्र.क.२५/सेवा-६

- viii) एका कॅलेंडर वर्षात घेतलेली रजा पुढील कॅलेंडर वर्षीही सलग असल्यास, ती ज्या कॅलेंडर वर्षात प्रारंभ झाला, त्या कॅलेंडर वर्षातील समजण्यात येईल.
- ix) बालसंगोपन रजेच्या कालावधीसाठी रजेवर जाण्याच्या लगतपूर्वी जेवढे वेतन मिळत असेल तेवढेच रजा वेतन देण्यात येईल.
- x) परिवीक्षाधीन कालावधीत बालसंगोपन रजा मान्य करता येणार नाही. तथापि, रजा मंजूर करणाऱ्या सक्षम प्राधिकाऱ्यास, कर्मचाऱ्याच्या मुलाबाबतच्या गंभीर परिस्थितीमुळे त्यास रजा घेणे अत्यावश्यक आहे अशी खात्री झाल्यास, परिवीक्षाधीन कालावधीतही संबंधितास अपवादात्मक परिस्थितीत, कमीत कमी कालावधीची विशेष बालसंगोपन रजा मंजूर करता येईल. त्या प्रमाणात संबंधित महिला/पुरुष कर्मचाऱ्याचा परिवीक्षाधीन कालावधी वाढविला जाईल.
- xi) सदर रजा कालावधील रजा प्रवास सवलत (LTC) अनुज्ञेय ठरणार नाही.
- xii) सदर रजा हक्क म्हणून मागता येणार नाही. सक्षम प्राधिकाऱ्यांच्या पूर्व मान्यतेनेच सदर रजा घेता येईल. बालसंगोपन रजा मंजूर करतानां पदनिर्मिती तसेच पदभरती होणार नाही व दैनंदिन कामकाजावर विपरीत परिणाम होणार नाही याची दक्षता घेऊन रजा मंजूर करण्याची जबाबदारी सक्षम अधिकाऱ्याची राहील. संबंधित कर्मचाऱ्याची वारंवार रजा घेण्याची प्रवृत्ती नाही, ही बाब देखील सदर रजा मंजूर करताना विचारात घ्यावी.
- xiii) कर्मचारी एकापेक्षा जास्त वेळा नवीन नियुक्ती स्वीकारत असेल अशा बाबतीत, वेगवेगळया ठिकाणचा कालावधी एकत्रित गणला जाऊन अशा एकूण सेवेच्या कालावधीमध्ये वेगवेगळया ठिकाणी नियुक्ती असली तरी एकंदर १८० दिवस इतकीच बालसंगोपन रजा अनुझेय होईल.
- xiv) बालसंगोपन रजेचा हिशोब सोबत जोडलेल्या प्रपत्रात घेऊन ते सेवापुस्तकात ठेवावे. तसेच सेवा पुस्तकामध्ये देखील उपभोगलेल्या बाल संगोपन रजेची नोंद घ्यावी.
- xv) ज्या राज्य शासकीय कर्मचाऱ्याची सेवा किमान दहा वर्षे होण्याच्या आधी सदर कर्मचाऱ्यास राज्य शासनाच्या सेवेतून, राज्य शासनाव्यतिरिक्त अथवा राज्याच्या एकत्रित निधीतून वेतनावरील खर्च भागविला जात नाही, अशा इतर सेवेत जाण्याकरिता किंवा अन्य कारणास्तव राजीनामा द्यावयाचा असल्यास अथवा कार्यमुक्त व्हावयाचे झाल्यास, अशा कर्मचाऱ्याने बाल संगोपन रजा म्हणून घेतलेल्या कालावधीतील वेतनाइतके वेतन,राज्य शासनास अदा केल्यानंतरच अशा कर्मचाऱ्यास राज्य शासनाच्या सेवेचा राजीनामा देता येईल किंवा राज्य शासकीय सेवेतून कार्यमुक्त होता येईल. संबंधित शासकीय कर्मचाऱ्याने तशा आशयाचे बंधपत्र (बाँड) सदर रजेसाठी अर्ज करताना कार्यालयास, न चुकता सादर करावे.

पृष्ठ ६ पैकी २

शासन निर्णय क्रमांकः संकीर्ण-२०९७/प्र.क्र.२५/सेवा-६

xvi) पत्नी असाध्य आजाराने अथंरुणास खिळलेली आहे अशा पुरुष कर्मचाऱ्यास त्याच्या मुलाच्या बालसंगोपनाच्या प्रयोजनासाठी बाल संगोपन रजा अनुझेय करण्यासाठी, पत्नीच्या आजाराबद्दल, तसेच आजाराबद्दलच्या निकषाबाबत स्वतंत्र आदेश निर्गमित केले जातील. त्यानंतरच अशा कर्मचाऱ्यास बाल संगोपन रजा विहीत अटी व शर्तीच्या अधिन राहून मंजूर करता येईल.

हे आदेश निर्गमित झाल्याच्या दिनांकापासून अंमलात येतील.

 सदर शासन निर्णयाच्या अनुषंगाने महाराष्ट्र नागरी सेवा (रजा) नियम, १९८१ मध्ये आवश्यक त्या सुधारणा यथावकाश करण्यात येतील.

8. सदर शासन निर्णय महाराष्ट्र शासनाच्या www.maharashtra.gov.in या संकेतस्थळावर उपलब्ध करण्यात आला असून त्याचा संकेताक २०१८०७२३१७२८३४९८०५ असा आहे. हा आदेश डिजीटल स्वाक्षरीने साक्षांकित करुन काढण्यात येत आहे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने.

Bhalchandra Jagannath Gadekar

सोबत : विहित प्रपत्र.

(भा.ज.गाडेकर) उप सचिव, वित्त विभाग

प्रति,

- मा. राज्यपालांचे सचिव.
- २. मा.मुख्यमंत्र्यांचे सचिव.
- ३. मा.विरोधी पक्ष नेते, विधान सभा/विधान परिषद, विधानमंडळ सचिवालय, मुंबई.
- ४. सर्व मंत्री व राज्यमंत्री यांचे खाजगी सचिव.
- ५. मुख्य सचिव, मंत्रालय, मुंबई.

६. सर्व अपर मुख्य सचिव/ प्रधान सचिव व सचिव,मंत्रालय,मुंबई.

७. महालेखापाल-१ (लेखा व अनुज्ञेयता), महाराष्ट्र, मुंबई .

८. महालेखापाल-२ (लेखा व अनुझेयता), महाराष्ट्र, नागपूर .

९. महालेखापाल-१ (लेखा परीक्षा), महाराष्ट्र, मुंबई.

१०.महालेखापाल-२ (लेखा परीक्षा), महाराष्ट्र, नागपूर.

११.महालेखापाल (वाणिज्य लेखा परीक्षा), मुंबई.

१२.महासंचालक, माहिती व जनसंपर्क संचालनालय, मुंबई.

१३.अधिदान व लेखा अधिकारी, मुंबई.

पुष्ठ ६ पैकी ३

शासन निर्णय क्रमांकः **संकीर्ण-२०१७/प्र.क्र.२५/सेवा-६**

१४.आयुक्त (शिक्षण), शिक्षण आयुक्तालय ,पुणे. १५.संचालक, शालेय शिक्षण (प्राथमिक) विभाग ,पुणे. १६.संचालक, शालेय शिक्षण (माध्यमिक) विभाग ,पुणे. १७.संचालक, उच्च शिक्षण विभाग, पुणे. १८. संचालक, तंत्र शिक्षण विभाग,मुंबई. १९.संचालक, व्यवसाय शिक्षण, मुंबई. २०.संचालक, वैद्यकीय शिक्षण व संशोधन , मुंबई. २१.संचालक, आरोग्य सेवा संचालनालय,मुंबई. २२.कुलगुरु/ कुलसचिव, कृषि विद्यापीठे/बिगर कृषि विद्यापीठे. २३.सर्व जिल्हा शल्य चिकित्सक. २४.निवासी लेखा परीक्षा अधिकारी, मुंबई. २५.प्रबंधक, मूळ न्याय शाखा, उच्च न्यायालय, मुंबई. २६.प्रबंधक, अपील शाखा, उच्च न्यायालय, मुंबई. २७.सचिव, महाराष्ट्र लोकसेवा आयोग, मुंबई. २८. सचिव, महाराष्ट्र विधानमंडळ सचिवालय, मुंबई. २९.प्रबंधक, लोक आयुक्त व उप लोक आयुक्त यांचे कार्यालय,मुंबई. ३०.मुख्य माहिती आयुक्त , मुंबई. ३१.आयुक्त, राज्य माहिती आयोग (सर्व). ३२.सचिव, राज्य निवडणूक आयोग,नवीन प्रशासकीय भवन, मंत्रालयासमोर, मुंबई-४०००३२. ३३.ग्रंथपाल,महाराष्ट्र विधान मंडळ सचिवालय, विधानभवन, मुंबई. ३४.विशेष आयुक्त,नयीन महाराष्ट्र सदन,कस्तुरबा गांधी मार्ग, के.जी.मार्ग, नवी दिल्ली १९० ००१. ३५.मंत्रालयाच्या निरनिराळया विभागांच्या अधिन असलेल्या सर्व विभागांचे व कार्यालयांचे प्रमुख. ३६.सर्व विभागीय आयुक्त/ सर्व जिल्हाधिकारी. ३७.सर्व जिल्हा परिषदांचे मुख्य कार्यकारी अधिकारी. ३८. सर्व जिल्हा परिषदांचे मुख्य लेखा व वित्त अधिकारी. ३९.सर्व जिल्हयाचे वरिष्ठ लेखा परिक्षक (शिक्षण). ४०.संचालक , महानगरपालिका प्रशासन, मुंबई. ४१.ब्रहन्मुंबई महानगरपालिका,भविष्य निर्वाह निधी विभाग, प्रमुख लेखापाल यांचे कार्यालय, मुंबई. ४२.सर्व आयुक्त महानगरपालिका /सर्व मुख्याधिकारी, नगरपरिषद. ४३.सर्व मंत्रालयीन विभाग. ४४.इंडियन नॅशनल कॉग्रेस, महाराष्ट्र प्रदेश कॉग्रेस (आय) समिती, टिळक भवन, काकासाहेब पुष्ठ ६ पैकी ४

शासन निर्णय क्रमांकः संकीर्ण-२०१७/प्र.क्र.२५/सेवा-६

४५.गाडगीळ मार्ग, दादर, मुंबई.

४६.भारतीय जनता पार्टी, महाराष्ट्र प्रदेश, सी.डी. ओ. बॅरेक नं.-१, योगक्षेम समोर, नरीमन पॉईंट, मुंबई ४०० ०२०.

४७.नॅंशनॅलिस्ट कॉग्रेस पार्टी, राष्ट्रवादी भवन, फ्री प्रेस जर्नल मार्ग, नरिमन पॉईट.

४८. शिवसेना, शिवसेना भवन, गडकरी चौक, दादर, मुंबई ४०० ०२८.

४९.बहुजन समाज पार्टी, डी-१ इन्सा हटमेंट, आझाद मैदान,मुंबई ४०० ००१.

५०.भारतीय कम्युनिस्ट पार्टी, महाराष्ट्र कमिटी, ३१४, राजभवन, एस.व्ही. पटेल रोड, मुंबई ४०० ००४.

५१.भारतीय कम्युनिस्ट पार्टी , (मार्क्सवादी) , महाराष्ट्र कमिटी, जनशक्ती हॉल , ग्लोबल मिल पॅलेस, वरळी, मुंबई ४०० ०१३.

५२.वित्त विभागातील सर्व कार्यासने.

५३.निवडनस्ती (सेवा-६).

पृष्ठ ६ पैकी ५

शासन निर्णय क्रमांकः **संकीर्ण-२०१७/प्र.क्र.२५/सेवा-**६

विशेष बाल संगोपन रजेच्या हिशोबाबाबतचे प्रपत्र

विभाग /कार्यालयाचे नाव :

अधिकारी/कर्मचाऱ्याचे नाव व पदनाम :

भ्रमणध्वनी/दूरध्वनी क्रमांक :

	बाल संगोपन रजेचा कालावधी		क रजा	सक्षम प्राधिकाऱ्याची स्वाक्षरी व पदनाम, कार्यालय
पासून	पर्यंत	হিল্লেক	दिनांक	
9	2	3	8	
		-		

पृष्ठ ६ पैकी ६

राज्य शासकीय महिला कर्मचा-यांची प्रसूती रजेची मर्यादा १८० दिवसापर्यंत <u>वाढविण्याबाबत.</u>

महाराष्ट्र शासन वित्त विभाग शासन निर्णय क्रमांकःअरजा-१४०९/प्र.क्र.८/०९/सेवा-६, मंत्रालय , मुंबई -४०००३२ दिनांक :- २४ ऑगस्ट ,२००९.

वाचा- १)शासननिर्णय , वित्तविभाग क्रमांकःअरजा-१४९०/१२/सेवा-९ , दिनांक २८/७/१९९५.

२) शासन शुध्दीपत्र , वित्त विभाग क्रमांकः अरजा-१४९०/१२/सेवा-९ , दिनांक ४/११/१९९६.

शासन निर्णय

महाराष्ट्र नागरी सेवा (रजा) नियम, १९८१ च्या नियम ७४ मध्ये विहित केलेल्या तसेच यामध्ये प्रस्तावनेतील शासन निर्णय, दिनांक २८ जुलै, १९९५ अन्वये सुधारित केलेल्या शर्तींच्या अधिन राहून राज्य शासनातील महिला कर्मचा-यांना ९० दिवसांची प्रसूती रजा मंजूर करण्यात येते. केंद्र शासनाने सहाव्या केंद्रीय वेतन आयोगाच्या शिफारशीनुसार केंद्र शासनातील महिला कर्मचा-यांना प्रसूती रजेचा कालावधी १३५ दिवसांवरुन १८० दिवसांपर्यंत वाढविला आहे. याच धर्तीवर राज्य शासनातील महिला कर्मचा-यांना सध्या अनुज्ञेय असलेली ९० दिवसांची प्रसूती रजा १८० दिवसांपर्यंत वाढविण्याची बाब शासनाच्या विचाराधिन होती. याबाबत आता शासनाने खालील प्रमाणे निर्णय घेतला आहे.

- १) महाराष्ट्र नागरी सेवा (रजा) नियम, १९८१ च्या नियम ७४ मधील तरतुदीनुसार राज्य शासकीय महिला कर्मचा-यांना अनुज्ञेय असलेली ९० दिवसांची प्रसूती रजेची मर्यादा १८० दिवसांपर्यंत वाढविण्यात यावी. या सुविधेचा लाभ फक्त दोन अपत्यांपुरताच मर्यादित राहील. प्रसूती रजा मंजूर करण्याच्या इतर शर्ती पूर्वीप्रमाणे यापुढेही लागू राहतील.
- २) या सुविधेचा लाभ आदेश निर्गमित झाल्याच्या दिनांकापासून लागू राहील.
- ३) महाराष्ट्र नागरी सेवा (रजा) नियम, १९८१ मधील यासंबंधातील विद्यमान तरतुदी या शासन निर्णयातील तरतुदीपुरते सुधारण्यात आले असे मानण्यात यावे. उपरोक्त नियमामध्ये रीतसर सुधारणा यथावकाश करण्यात येईल.
- ४) सदर शासन निर्णय राज्य शासनाच्या www.maharashtra.gov.in या वेबसाईटवर उपलब्ध करण्यात आला असून त्याचा संगणक संकेतांक २००९०८२४१३०२२१००१ असा आहे.

महाराष्ट्राचे राज्यपाल यांच्या आदशानुसार व नांवाने,

नमिता नं.पाटील शासनाच्या उप सचिव.

प्रति,

महालेखापाल-१ (लेखा व अनुज्ञेयता), महाराष्ट्र, मुंबई.(८० प्रती) महालेखापाल-२ (लेखा व अनुज्ञेयता), महाराष्ट्र,नागपूर. (८० प्रती)

रोटा/एच-१४४९[६०००+५०-८-२००९]-१

[कु•मा• प•

महालेखापाल-१(लेखापरीक्षा), महाराष्ट्र, मुंबई. (४० प्रती) महालेखापाल-२ (लेखापरीक्षा), महाराष्ट्र, नागपूर. (४० प्रती) महालेखापाल (वाणिज्य लेखापरीक्षा), मुंबई

अधिदान व लेखा अधिकारी, मुंबई. (४० प्रती)

संचालक, लेखा व कोषागारे, मुंबई

निवासी लेखापरीक्षा अधिकारी, मुंबई. (५ प्रती)

राज्यपालांचे सचिव

मुख्यमंत्र्यांचे सचिव

उपमुख्यमंत्र्यांचे सचिव

सर्व मंत्री व राज्यमंत्री यांचे खाजगी सचिव

मुख्य सचिव, मंत्रालय, मुंबई.

संव अपर मुख्य सचिव/प्रथान सचिव व सचिव, मंत्रालय, मुंबई.

* सचिव, महाराष्ट्र लोकसेवा आयोग, मुंबई.

* सचिव , महाराष्ट्र विधानमंडळ सचिवालय, मुंबई.

* प्रबंधक, उच्च न्यायालय (मूळ शाखा), मुंबई.

* प्रबंधक, उच्च न्यायालय (अपील शाखा), मुंबई.

 प्रबंधक, लोक आयुक्त व उप लोक आयुक्त यांचे कार्यालय, मुंबई. मुख्य लेखापरीक्षा अधिकारी, स्थानिक निधी लेखा, नवी मुंबई. सर्व मंत्रालयीन विभाग.

सर्व विभागीय आयुक्त.

सब जिल्हा परिषदांचे मुख्य कार्यकारी अधिकारी.

मंत्रालयाच्या निरनिराळ्या विभागांच्या अधिपत्याखाली असलेल्या सर्व विभागांचे व कार्यालयांचे प्रमुख. विशेष आयुक्त, महाराष्ट्र सदन, कोर्पनिकस रोड, नवी दिल्ली.

वित्त विभागातील सर्व कार्यासने,(ग्रंथपाल ५ प्रती).

निवड नस्ती - कार्यासन सेवा-६, वित्त विभाग.

* पत्राने

स्च-१४४२ -१अ•

PROTECTION AGAINST SEXUAL HARAASMENT IS A RIGHT STOP SEXUAL HARASSMENT HARASSMENT AT WORKPLACE

Policy for the Prevention of Sexual Harassment at Workplace

College of Social Work (Autonomous) Nirmala Niketan 38, New Marine Lines, Mumbai 400020




College of Social Work (Autonomous) Nirmala Niketan Institute Affiliated with the University of Mumbai

CONSTITUTION OF THE INTERNAL COMPLAINTS COMMITTEE UNDER THE PROVISIONS OF THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE

(PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013

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SECTION I: INTRODUCTION

1.1.Genesis: In the Landmark judgment in 1997 (following Vishaka vs. the State of Rajasthan), the Supreme Court acknowledged sexual harassment against women as a human rights violation and outlined **guidelines** making it mandatory for employers to provide for sympathetic and **non-retributive** mechanisms to enforce the right to gender equality for working women. The Vishaka Judgment was rightly seen as a major victory after years of sustained and relentless campaigning by women's groups, activists and academicians. A safe workplace was recognized as a woman's legal right.

In 2013, the Government of India notified the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act (referred to as Act hereinafter). Consistent with the Vishaka judgment, the Act aspires to ensure women's right to workplace equality, free from sexual harassment through compliance with the three elements: Prevention, Prohibition and Redress. The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 was enacted to ensure safe working spaces for women and to build enabling work environments that respect women's right to equality of status and opportunity. The Act provides a civil remedy to women and is in addition to other laws that are currently in force. Consequently, any woman who wishes to report instances of sexual harassment at the workplace has the right to take recourse to both civil and criminal proceedings.

In pursuance of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 and the Rules framed there under, the College of Social Work, (Autonomous), Nirmala Niketan, Mumbai (herein referred to as "College of Social Work) has framed a policy for Prevention of Sexual Harassment at Workplace.

1.2. Purpose: This Policy is meant for the College to provide a basic understanding of sexual harassment at places of work. Additionally, it is designed to offer Internal Complaints Committee/s established under the Act, simple, user-friendly information on sexual harassment; what is expected of Complaints Committee/s to redress a complaint; and what the inquiry process and outcome should include.

1.3 Scope: This policy mainly focuses on sexual harassment of women employees by the opposite gender. It applies to: i. All female students studying in this institution; ii. All the permanent employees (including employees on probation, training, research, visiting lecturers, and non-teaching female staff) of the College of Social Work; iii. Other staff who are engaged by the College of Social Work through contractors or third parties, consultants, retainers, and visitors on its institutional premises including those who are deployed at the institutional premises by the service providers.

Where sexual harassment occurs to a female student/employee as a result of an act by a third party or outsider while on official duty, the institution will take all necessary and reasonable steps to assist the affected person in terms of support or preventive action.

It is recommended that the policy be incorporated in the service conditions of all employees explicitly or by inferences and shall come into effect immediately. All concerned with the College of Social Work have a personal responsibility to follow the policy and to work collaboratively to reinforce the maintenance of a healthy and safe work environment to prevent sexual harassment at the workplace or related to the workplace.

1.4. **Source**: The Policy has been formulated based on the sections of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013; Handbook on Sexual Harassment of Women at Workplace: For Employers/ Institutions/ Organizations/ Internal Complaints Committee/Local Complaints Committee, the Ministry of Women and Child Development, Government of India, 2015 and the CBCI Guidelines to deal with Sexual Harassment at the Workplace, 2016. promulgated by the Catholic Bishops' Conference of India on 14th September 2017, CBCI Centre, New Delhi

****The Sexual Harassment Policy is subject to modifications periodically as per the changing needs of the institution or any changes in the laws related to sexual harassment.

SECTION II: WORKPLACE SEXUAL HARASSMENT: WHAT IS IT?

2.1 Definitions of key terms under the Act

- **2.1.1. "Aggrieved woman"** "Aggrieved woman" in a workplace means a woman, of any age, who alleges to have been subjected to any act of sexual harassment by the respondent and includes a woman whether employed or not" In the institutional context it includes female students, teaching, visiting and guest teachers, non-teaching, support and project staff.
- 2.1.2 "Workplace" A workplace is defined as "any place visited by the employee arising out of or during employment, including transportation provided by the employer for undertaking such a journey. "Workplace" in the policy shall mean the place where the students/employees originally studied/worked. It also includes any other places, premises, venues and/or precincts of the Institution or otherwise where the institution students/employees are officially required to attend meetings, and functions arising out of or in connection to their office duty. In brief, any place where a working relationship and/or student/employer relationship exists between persons. This includes the institutional premises and any place visited by the students/employees arising out of or during employment/studying. Workplace also includes off-campus engagement in direct connection with a. academic course requirements or any credit-bearing experience such as Orientation visits, Fieldwork, Field Trips, camps, Student Exchange, and Block Placement/Internship. b. Any activity supporting the pursuit of a degree such as research being conducted in another organization or an academic assignment.
- **2.1.3. "Campus"** includes all places of work and residence in the College of Social Work. It includes all places of instruction, research, and administration, as well as hostels, and guesthouses, allotted and administered by the college.
- 2.1.3 "Sexual Harassment" includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication), namely: 1. Physical contact or advances; 2. A demand or request for sexual favours; 3. Making sexually coloured remarks; 4. Showing pornography; 5.Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

THE FIRST STEP TO PREVENTION IS RECOGNITION Workplace Sexual Harassment is behaviour that is UNWELCOME SEXUAL in nature A SUBJECTIVE experience IMPACT not intent is what matters Often occurs in a matrix of POWER Some examples of behaviour that constitutes sexual harassment at the workplace:

- Making sexually suggestive remarks or innuendos.
- Serious or repeated offensive remarks, such as teasing related to a person's body or appearance.
- Offensive comments or jokes.
- Inappropriate questions, suggestions or remarks about a person's sex life.
- Displaying sexist or other offensive pictures, posters, MMS, SMS, WhatsApp, or e-mails. Intimidation, threats, and blackmail around sexual favours.
- Threats, intimidation or retaliation against an employee who speaks up about unwelcome behaviour with sexual overtones.
- Unwelcome social invitations, with sexual overtones commonly understood as flirting.
- Unwelcome sexual advances may or may not be accompanied by promises or threats, explicit or implicit.
- Physical contact such as touching or pinching.
- Caressing, kissing or fondling someone against her will (could be considered assault).
- Invasion of personal space (getting too close for no reason, brushing against or cornering someone).
- Persistently asking someone out, despite being turned down.
- Stalking an individual.
- Abuse of authority or power to threaten a person's job or undermine her performance against sexual favours.
- Falsely accusing and undermining a person behind closed doors for sexual favours.
- Controlling a person's reputation by rumour-mongering about her private life.

SECTION III. PREVENTION AND PROHIBITION

3.1 WHO IS AN EMPLOYER

An "**employer**" refers to i. The head of the department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit ii. Any person (whether contractual or not) is responsible for the management, supervision and control of a designated workplace.

3.2. RESPONSIBILITIES OF THE EMPLOYER

- a. Communication of policy and making it available for employees to refer to.
- b. Constitute an Internal Complaints Committee through a written order.
- c. Organise workshops and awareness programmes at regular intervals from sensitizing the students/employees with the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and orientation/capacity building programmes for the members of the Internal Complaints Committee.
- d. Display the constitution of the Internal Complaints Committee with names and contact details of all members of the Internal Complaints Committee.
- e. Display at any conspicuous place in the institution the penal consequences of sexual harassment.
- f. Inclusion of the number of cases reported and resolution in the Annual Report. The Annual Report must include a) Number of complaints received; b. Number of complaints disposed of; c. Number of cases pending for more than 90 days; d. Number of workshops/awareness programmes carried out; e. Nature of action taken by the employer.
- g. Provide a safe environment at the workplace/institution which shall include safety from the persons coming into contact at the workplace/institution.
- h. Providing necessary facilities to the Internal Complaints Committee for dealing with the complaint and conducting an inquiry.
- i. Assist in securing the attendance of respondents and witnesses before the Internal Complaints Committee and making available such information to them in the context of the complaint.
- j. Assist and initiate action against the respondent, if the aggrieved woman chooses to file a complaint against the respondent about the offence under the Indian Penal Code or any other law for the time being in force.
- k. Treat sexual harassment as misconduct under the code of conduct and initiate action for such misconduct.
- Monitor the timely submission of annual reports by the Internal Complaints Committee to the Management.
- m. On the recommendation of the Internal Complaints Committee may seek appropriate expert advice and arrange for help and support for the complainant in the form of counselling and/or medical attention.

n. Communicate the zero tolerance policy on sexual harassment at workplace and abuse of authority to all the members of the institution and ensure that they are given training on gender sensitivity and prevention of sexual harassment.

3.3. Internal Complaints Committee

An appropriate complaint mechanism has been created by the College of Social Work for time-bound redressal of the complaint made by the victim in compliance with the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. The Institution has constituted an Internal Complaints Committee henceforth also referred to as "ICC" for redressal of sexual harassment complaints. All investigations about such complaints will be carried on by the Internal Complaints Committee so constituted shall have jurisdiction to take care of all the complaints received from their institution situated at Churchgate, Goregaon campus and Dahanu.

The Internal Complaints Committee shall have the same powers as are vested in a Civil Court under the Code of Civil Procedure 1908 when trying a suit in respect of the following matters, namely: -a) summarising and enforcing the attendance of any person and examining on oath; b) requiring the discovery and production of documents; and c) any other matter and any other prescribed matter when enquiring and investigating into the complaint of the complainant. The Internal Complaints Committee is responsible for investigating every formal written complaint of sexual harassment and taking appropriate remedial measures to respond to any substantiated allegations of sexual harassment. The Internal Complaints of sexual harassment and/or gender injustice in the Institute campus and act against the same in such manner as it deems appropriate.

3.3.1. COMPOSITION OF THE INTERNAL COMPLAINTS COMMITTEE

The Internal Complaints Committee shall be presided over by a woman employed at a senior level and shall comprise a minimum of four members and shall include one third party member either a nongovernmental organization or another body or person who is familiar with and experienced in dealing with matters of sexual harassment of preferably committed to the social cause of women. Provided that at least one-half of the total members of the Internal Complaints Committee so nominated shall be women and at least one of its members should have experience in legal knowledge.

The tenure of the members of the above Committee shall be for three years. An employee will automatically cease to be a member/presiding officer of the ICC when the employee resigns from the services of the Institution.

The ICC is composed of the following members:

No	Member	Eligibility	
1	Chairperson	Women working at senior level as an employee; if not available then	
	_	nominated from another office/unit/ department/ workplace of the same	
		employer	
2	2 Members	From amongst employees committed to the cause of women/ having legal	
	(minimum)	knowledge/experience in Social Work	
3.	Member	From amongst NGOs/associations/law professionals committed to the	
		cause of women or a person familiar with the issue of sexual harassment	

3.3.2. External Members on the Internal Complaints Committee

External members generally mean persons who have expertise in the issue of sexual harassment. The external third party/ members of the Internal Complaints Committee Complaints (from civil society or legal background) should possess the following attributes:

- 1. Demonstrated knowledge, skill and capacity in dealing with workplace sexual harassment issues/complaints;
- 2. Sound grasp and practice of the legal aspects/implications. The external third-party member will be paid for their services on the Internal Complaints Committee.

SECTION IV REDRESS

Section IV Redress, provides helpful information on who can complain, to whom, and what a complaint should contain. It also gives information and lays out the steps involved when a complaint has reached the Internal Complaints Committee, in terms of the process, findings and recommendations.

4.1 WHO CAN COMPLAIN AND WHERE

Any employee, staff (academic or non-teaching staff) or student, outsider, resident, or service provider, may lodge a complaint of sexual harassment against a staff (academic or non-teaching staff), student, resident, service provider, or outsider. Third-party complaints and witness complaints shall be entertained.

- **4.1.1 "Employee "** "employee" means a person employed at a workplace for any work on a regular, temporary, ad hoc or daily wage basis, either directly or through an agent, including a contractor, with or without the knowledge of the principal employer, for remuneration or not, or working voluntarily or otherwise, whether the terms of employment are express or implied and includes a co-worker, a contract worker, probationer, trainee, apprentice or called by any other such name, but does not include domestic worker working at home". Employees in the context of the college include teaching and non-teaching staff, visiting and guest teachers, research staff, field supervisors, support and project staff.
- **4.1.2** "Non-teaching staff" includes, any person on the staff of the college who is not appointed to a teaching and/or research post, whether full-time, temporary, ad-hoc, part-time, daily wager, honorary or on special duty or deputation, and shall include employees employed on a casual or project basis, as also person employed through a contractor. This includes permanent staff members approved by the Directorate of Social Welfare and permanent staff paid by the management. They are employed in the main college campus located in Churchgate, the Extension Centre at Goregaon, and Community Center, Dahanu.
- **4.1.3 "Teaching staff"** includes, any person on the staff of the college who is appointed to a teaching and/or research post, whether full-time, temporary, and ad-hoc, part-time, honorary or on special duty or deputation. This includes permanent staff members approved by the Directorate of Social Welfare and permanent staff paid by the management. They are employed in the main college campus located in Churchgate, the Extension Centre at Goregaon, and Community Center, Dahanu.
- **4.1.4 "Student"** includes any person who is enrolled on any course, whether full-time or part-time at the College of Social Work pursuing the Postgraduate and Undergraduate Programme in Social Work, Short Term Course, Diploma Courses, and the Doctoral degree programme, a visitor, and a repeater. It also includes a student of another University or college who has been placed or has opted for placement with the college for Fieldwork, Exchange programme, and research project.

- **4.1.5** "Service provider" includes any person who runs or manages commercial enterprises, or provides services, on the campus. It includes but is not limited to, persons working in shops, canteens, hostels and restaurants on the campus, as well as persons working in premises allotted on the campus and any other similar services.
- **4.1.6** "Outsider" includes any person who is not a student, resident, or member of the academic or non-teaching staff of the college. It includes
 - Field Work Agencies,
 - Camp Organizations,
 - Block Placement Agencies.
- **4.1.5. "Resident"** includes any person who is a temporary or permanent resident of any of the accommodations of premises managed and/or allotted by the college irrespective of whether he/she is the person to whom the accommodation is officially allotted.

4.2. WHAT SHOULD THE COMPLAINT CONTAIN?

The written complaint should contain a description of each incident(s). It should include relevant dates, timings and locations; name of the respondent(s); and the working relationship between the parties. A person designated to manage the workplace sexual harassment complaint is required to assist in writing the complaint if the complainant seeks it for any reason.

4.3. FORMAT FOR WRITTEN COMPLAINT

The written complaint should contain a description of each incident(s). It should include relevant dates, timings and locations; name of the respondent(s); and the working relationship between the parties. A person designated to manage the workplace sexual harassment complaint is required to assist in writing the complaint if the complainant seeks it for any reason. Six copies of the written complaint duly signed by the complainant with original signature must be submitted to the



4.4. RIGHTS OF THE COMPLAINANT

- An empathetic attitude from the Internal Complaints Committee members so that she can state her grievance in a fearless and supportive environment
- A copy of the statement along with all the evidence and a list of witnesses submitted by the respondent
- Keeping her identity confidential throughout the process
- Support, in lodging FIR in case she chooses to lodge criminal proceedings
- In case of fear of intimidation from the respondent, her statement can be recorded in the absence of the respondent
- Right to appeal, in case, not satisfied with the recommendations/findings of the Complaints Committee

The aggrieved woman and the respondent, or any one person on their behalf, shall have the right to examine written transcripts of the recordings with the exclusion of witnesses' names and identities. Any person nominated by the aggrieved woman and/or the respondent on their behalf shall be (only) either a student or a member of the academic or non-teaching staff. No person who has been found guilty of sexual harassment shall be accepted as a nominee. The aggrieved woman/respondent should inform the Presiding Officer specifically if they wish to exercise this right. The Presiding Officer shall allow access to such documents on a specific date to be intimated at least two days in advance to each of the parties concerned. At no point in time, however, can the concerned parties take these documents outside the office.

4.5. RIGHTS OF THE RESPONDENT

- A patient hearing to present his case in a non-biased manner
- A copy of the statement along with all the evidence and a list of witnesses submitted by the complainant
- Keeping his identity confidential throughout the process
- Right to appeal in case not satisfied with the recommendations/findings of the Internal Complaints Committee

4.6 KEY RESPONSIBILITIES OF THE INTERNAL COMPLAINTS COMMITTEE

To effectively address workplace sexual harassment complaints, the Internal Complaints Committee must first be aware of its key responsibilities, some of which are highlighted below:

- Be thoroughly prepared
- Know the Act, Policy and/or relevant Service Rules
- Gather and record all relevant information
- Determine the main issues in the complaint
- Prepare relevant interview questions
- Conduct necessary interviews
- Ensure parties are made aware of the process and their rights/responsibilities within it
- Analyse the information gathered
- Prepare the report with findings/recommendations

4.7 NON-NEGOTIABLES DURING THE INQUIRY PROCESS

During a redress process, the Complaints Committee/s are required to assure confidentiality, and nonretaliation and recommend interim measures as needed to conduct a fair inquiry and ensure the safety and protection of the aggrieved woman if and when required.

As an interim measure, ICC may recommend: a) The transfer of the aggrieved woman or the respondent to another section/ department/unit as deemed fit by the Committee; b) granting leave to the aggrieved woman up to three months; c) restrain the respondent from exercising any contact with the aggrieved woman if the respondent is a student (project work, camps, Fieldwork and so on); or restrain the respondent from exercising administrative authority or supervision or academic evaluation of the aggrieved woman if the respondent is a staff or grant such other relief to the aggrieved woman as the case may require.

4.8. THE SEXUAL HARASSMENT COMPLAINT PROCESS

The Internal Complaints Committee/s needs to have information on the six stages (including the fifteen steps), detailed below, for addressing a complaint of workplace sexual harassment.



4.8.1 STAGE ONE: RECEIPT OF THE COMPLAINT

An aggrieved woman may make in writing a complaint of sexual harassment at the workplace to the Internal Complaints Committee so constituted within three months from the date of the incident and in case of a series of incidents within three months from the date of the last incident. This time limit may be further extended for three months if the Internal Complaints Committee is satisfied that there were circumstances that prevented the woman from filing a complaint within the specified timeline. Six copies of the written complaint should be submitted to the Internal Complaints Committee or any of its members along with a list of witnesses and supporting documents. Additional documents and a list of witnesses can be submitted to the Internal Complaints Committee at a later stage during the proceeding. Provided that where such complaint cannot be made in writing the Presiding Officer or any member of the Internal Complaints Committee, as the case may be, shall render all reasonable assistance to the woman for making the complaint in writing. Where the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death or otherwise, her legal heir, friend, relative, counsellor, doctor or such other person prescribed may make a complaint. The complainant shall have to be in writing and can be in the form of a letter sent in a sealed envelope.

Any complaint received by the Internal Complaints Committee should be immediately forwarded to the Presiding Officer, and this must be notified to other committee members at the earliest and not later than three days and a meeting should be called to discuss the matter.

Step 1: Receive and acknowledge receipt of the complaint

Upon receipt, the complaint should be reviewed for:

- 1. If the context of the workplace the sexual harassment complaint is to be met under the Act, such as Service Rules, Workplace Policy, Vishaka Guidelines and related laws.
- 2. Clarity in the complaint.
- 3. Additional information is needed from the complainant.

The complainant will be notified in writing to acknowledge receipt.

Step 2: Meet and Talk to the Complainant to explore options for formal and informal resolution

- 1. The complainant needs to be informed about the ensuing process and the informal or formal options available for the redress.
- 2. The Internal Complaints Committee will assist the aggrieved woman, if she so chooses, to file a police complaint about an offence under the Indian Penal Code. Assistance will be provided in the form of information.

Step 3: Informal Mechanism

- i. The Internal Complaints Committee, may, before initiating inquiry and at the request of the aggrieved woman take steps to settle the matter between her and the respondent through conciliation provided that no monetary settlement shall be made as a basis of conciliation. The Internal Complaints Committee may, before initiating an inquiry, at the written request of the aggrieved woman, take steps to settle the matter between her and the respondent through conciliation. If conciliation is found to be not feasible, notice will be issued to both parties for a hearing.
- ii. If the complainant chooses to adopt the informal process to resolve her complaint/experience of workplace sexual harassment, then it is the responsibility of the person designated to receive and manage the Internal Complaints Committee to explore enabling ways to address the complaint. This can include counselling, educating, orienting, or warning the respondent to promptly stop the unwelcome behaviour or appointing a neutral person to act as a conciliator between the parties to resolve the complaint through conciliation.
- iii. However, before recommending conciliation, the Committee must assess the severity of the situation and if necessary, advise and enable the complainant to opt for the formal route. At no point, the Complaints Committee will advise the complainant to resolve the matter directly with the respondent.

- iv. Where such an informal process is successful, such resolution is to be recorded by the conciliator and forwarded to the ICC who in turn will forward the same to the employer for further action based on the resolution. Employers are responsible for taking steps to ensure that the complainant is not subject to any backlash. The choice of a formal process rests with the complainant even if the person responsible for managing the complaint believes that this can be resolved through an informal process.
- v. Where a settlement has been arrived at, the Internal Complaints Committee shall record the settlement so arrived at and forward the same to the employer for necessary compliance.
- vi. The Internal Complaints Committee shall provide copies of the settlement as recorded to the aggrieved woman and the respondent.
- vii. Where a settlement arrives, no further inquiry shall be conducted by the Internal Complaints Committee.

Step 4: Formal Mechanism

- 1. If the complainant opts for formal redress, or the nature of the complaint is serious which calls for formal redress, then the Complaints Committee responds to the complaint.
- 2. Complaints Committee/s members must be free of any conflict of interest with either the concerned parties or with the outcome.
- 3. Ensure that the independent third-party member has sound knowledge, skill, and experience in dealing with workplace sexual harassment complaints.

Step 5: Respondent and Response

- 1. Within seven days of receiving a complaint, the Complaints Committee will inform the respondent in writing that a complaint has been received.
- 2. The respondent will have an opportunity to respond to the complaint in writing within ten days thereafter

Step five: Notice to the respondent

Notice shall be issued to the respondent within seven working days of receipt of the complaint and 10 working days shall be given for submission of reply (along with the list of witnesses and documents.)

4.8.2 STAGE TWO: PLANNING CAREFULLY

Step 6: Prepare the File

This includes taking into account the following steps:

- 1. *Documentation*: Create an independent confidential file of the complaint and all subsequent related documentation.
- 2. Review Law & Policy: Have a clear knowledge and understanding of the Act/Rules as well as the relevant Service Rules, Workplace Policy, Vishaka Guidelines, existing practices and related laws.
- 3. *Make a list* of all the dates and events relating to the written complaint as well as the names of witnesses, where applicable.
- 4. *Supporting Documents* Obtain and review all supporting documents relevant to the complaint, including those presented by the complainant and the respondent. Provide complainant/s with any specific assistance they may require, such as counselling, addressing health-related concerns or sanctioning leave.
- Act Quickly Create a plan. It includes a. The names of the parties and witnesses to be interviewed b. Any documentary support that needs to be examined c. Timeline Preparing the Plan - Key Elements to Consider 1. Defining the Issue

Step 7: Consideration

- While a complaint is pending inquiry, a complainant can make a written request for her transfer or the transfer of the respondent, or leave (up to 3 months). She can also request the Internal Complaints Committee to restrain the respondent from reporting on her work performance, writing her confidential report or supervising her academic activities
- 2. Support Maintain clear, timely communication with the parties throughout the process. Provide complainants with any specific assistance they may require, such as counselling, addressing health-related concerns or sanctioning of leave.

4.8.3 STAGE THREE: INTERVIEWS

Step 8: Prepare an Interview Plan for the Hearing: Complainant, Witnesses, Respondent

- 1. The Internal Complaints Committee should decide which issues need to be pursued for questioning.
- 2. Interviews are meant to obtain information that is relevant to the complaint from individuals.
- 3. Interviews should be conducted with each person separately and in confidence. The complainant and the respondent should not be brought face-to-face with each other.
- 4. The Presiding Officer shall convene the first hearing of the enquiry. The respondent, the aggrieved woman, and the witnesses shall be intimated at least seven working days in advance in writing of the date, time and venue of the enquiry proceedings. The subsequent proceedings may be on a day-to-day basis, to be decided by the Internal Complaints Committee.
- 5. The Internal Complaints Committee shall provide reasonable opportunity to the aggrieved woman and the respondent to present and defend their case.
- 6. The Internal Complaints Committee may at any time during the enquiry proceedings; preclude the face-to-face examination of the respondent and the aggrieved woman and/or their witnesses keeping in view the need to protect the aggrieved woman or the witnesses from facing any serious health and/or safety problems.
- 7. The Internal Complaints Committee shall have the right to summon, as many times as required, the respondent, aggrieved woman and/or any witnesses for supplementary testimony and/or clarifications.
- 8. The Committee shall have the power to summon any official papers or documents about the aggrieved woman as well as the respondent.
- 9. The past sexual history of the aggrieved woman shall not be probed into as such information shall be deemed irrelevant to a complaint of sexual harassment.
- 10. The Committee shall have the right to terminate the enquiry proceedings and to give an ex-party decision on the complaint, should the respondent fail, without valid ground, to be present for three consecutive hearings convened by the Presiding Officer.
- 11. The aggrieved woman and the respondent shall be responsible for presenting their witnesses before the Committee. However, if the Committee is convinced that the absence of either of the parties to the disputes is on valid grounds, the Committee shall adjourn that particular meeting of the Committee for a period not exceeding five days. The meeting so adjourned shall be conducted thereafter, even if the person concerned fails to appear for the said adjourned meeting without prior intimation/valid ground.
- 12. All proceedings of the Internal Complaints Committee shall be recorded in writing. The record of the proceedings and the statement of the witnesses shall be endorsed by the persons concerned as well as the committee members present in token of authenticity thereof. In case the minutes

cannot be recorded in writing on the same day, an audio recording of the proceedings may be made, and the written proceedings will be authenticated on the next available opportunity.

- 13. If the aggrieved woman desires to tender any documents by way of evidence, the Internal Complaints Committee can supply true copies of such documents to the respondent. Similarly, if the respondent desires to tender any documents in evidence, the Internal Complaints Committee shall supply true copies of such documents to the aggrieved woman.
- 14. In the event the Internal Complaints Committee thinks that supplementary testimony is required, the Presiding Officer shall forward to the persons concerned a summary of the proceedings and allow for seven days to submit such testimony, in person or writing, to the Internal Complaints Committee.
- 15. The aggrieved woman and the respondent shall have the right of cross-examination of all witnesses. However, such cross-examination shall be conducted in the form of written questions and responses via the Committee only. The respondent shall have no right to directly cross-examine the aggrieved woman or her witnesses.
- 16. The respondent/aggrieved woman may submit to the Internal Complaints Committee, a written list of questions that they desire to pose to the aggrieved woman/witness. The Internal Complaints Committee shall retain the right to disallow any questions that it has reason to believe to be irrelevant, mischievous, slanderous, derogatory or gender-insensitive.
- 17. Amicus Curiae can be called to help the committee if and when required.
- 18. The Internal Complaints Committee shall proceed to make an inquiry into the complaint by the provisions of the service rules applicable to the respondent considering sexual harassment as misconduct.
- 19. Nothing precludes the Institute authority from taking cognizance of any new fact or evidence that may arise or be brought before it during the pendency of the inquiry proceedings or even after the communication of the findings to appropriate Institute authorities.
- 20. During the process of enquiry at least three members out of five should be present for every meeting conducted during the enquiry process.
- 21. The enquiry report must be duly signed by the Presiding officer and two members who have been part of the enquiry process
- 22. No legal practitioner will be allowed to represent either the aggrieved woman or the respondent in proceedings before the Complaints Committee.

Step 9: Assess the Completeness of the Information Collected. At this stage, the Complaints Committee should review the information gathered and its factual relevance to each aspect of the complaint. This will help determine whether there is enough information to make a finding on the complaint.

4.8.4 STAGE FOUR: REASONING

Step 10: Findings

Once the information and review is complete, the Complaints Committee will make its reasoned finding(s), which involves having to: -

- Identify the substance of each aspect of the complaint.
- Determine, whether or not, on a balance of probability, the unwelcome sexual harassment took place. Check that such behaviour/conduct falls within the definition of sexual harassment set out in the relevant Act/Rules, Policy, Service Rules or law.
- Comment on any underlying factor(s) that may have contributed to the incident.

Step 11: Create a timeline to help establish the sequence of events related to the complaint.

Step 12: Compare similarities and differences within each of the statements made by the interviewees.

4.8.5 STAGE FIVE: FINDING AND RECOMMENDATION

Step 13: Based on the above, the Internal Complaints Committee must arrive at a finding of whether the complaint is upheld, not upheld or inconclusive. Provided, that both the parties are employees, before finalising the findings, the Internal Complaints Committee shall share its findings with both parties and provide them an opportunity to make representation against it before the Committee.

Step 14: Recommendations Based on its findings, the Complaints Committee shall then make appropriate recommendations which may include:

- 1. Where the Internal Complaints Committee is unable to uphold the complaint, it shall recommend no action.
- 2. Where the Internal Complaints Committee upholds the Complaint, it may recommend such action as stated within the relevant Policy or Service Rules, which may include a warning to terminate. The penalties detailed in the Prevention of Sexual Harassment Policy are indicative and shall not constrain the college authorities from considering others, under the rules governing the conduct of employees and students in practice at the time of the event.
- In case service rules do not exist, recommended action may include disciplinary action, including a written apology, reprimand, warning, or censure; withholding promotion/ pay raise/ increment; termination; counselling; community service.
- 4. The Internal Complaints Committee may also recommend financial damages to the complainant while deciding the amount they shall take into consideration: mental trauma, pain, suffering and emotional distress caused; medical expenses incurred; loss of career opportunity; income and financial status of the respondent.

- The Complaints Committee can also give additional recommendations to address the underlying factors contributing to sexual harassment in the workplace
- 6. The identity of the aggrieved woman, respondent, witnesses and proceedings of the Committee and its recommendations and the action taken by the Institute shall not be published, communicated or made known to the public, press or media in any manner and it will be outside the purview of the Right to Information Act, 2005.
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4.8.6 PENALTIES

Any student, service provider, resident, outsider, or member of the academic or non-teaching staff found guilty of sexual harassment shall be liable for disciplinary action. The penalties listed below (in ascending order) are indicative, and shall not constrain the college authorities from considering others, by the rules governing the conduct of employees and students in practice at the time.

(1) Penalties in Case of Academic Staff

- a. A written apology on a legal bond paper if necessary and on oath
- b. Warning, reprimand, or censure.
- c. Withholding of one or more increments for a period not exceeding one year.
- d. Removal from an administrative position at the Centre, School and/or University levels.
- e. Disbarment from holding an administrative position at the Centre, School and/ or University levels.
- f. Suspension from service for a limited period.
- g. Compulsory retirement.
- h. Dismissal from service.
- i. Further, the penalty awarded shall be recorded in the Confidential Record.

(2) Penalties in Case of Non-Teaching Staff

- a. A written apology on a legal bond paper if necessary and on oath
- b. Warning, reprimand, or censure.
- c. Transfer
- d. Withholding of one or more increments for a period not exceeding one year.
- e. Suspension from service for a limited period.
- f. Compulsory retirement.
- g. Dismissal from service
- h. Further, the penalty awarded shall be recorded in the Confidential Record.

(3) Penalties in Case of Students (College of Social Work, Nirmala Niketan, Extension Centre,

part-time courses, research scholars, placement students)

- a. A written apology on a legal bond paper if necessary and on oath
- b. Written warning
- c. A reprimand or censure
- d. Withholding of incentives, facilities and recommendations
- e. Recommendation of psychosocial interventions such as counselling
- f. Terminating the respondent from service
- g. Any other punishment according to the Code of Conduct and Ethics along with the Standard Operating Procedures of the Institute.
- Any other punishment according to the Code of Conduct and Ethics along with the Standard Operating Procedures of the Institute.

(3) Penalties in the case of Outsiders

- a. Warning or reprimand.
- b. A written apology on a legal bond paper if necessary and on oath.
- c. Transfer to another hostel.
- d. Withdrawal of hostel accommodation for a period of up to one semester
- e. Withdrawal of the right to an official character certificate from
- f. Withdrawal of hostel accommodation for the entire period of study.
- g. Rustication from the institute for a period of up to two semesters.
- h. Expulsion from the institute, and/or a bar on appearing for the entrance examination/interview to any programme of study offered by the institute
- i. Withholding of a degree awarded by the Institute. Further, the penalty awarded shall be recorded in their personal file.
- j. Community Service

If the respondent is a student from another country the penalty will be decided based on the fact-finding and inquiry in coordination with the Placement College/university. The above-mentioned penalties will also apply to these students.

4) Penalties in the Case of Outsiders

- a. Warning, reprimand, or censure.
- b. A letter communicating her/his misconduct to her/his place of education, employment or residence.
- c. Declaration of the campus as out of bounds for her/him, and/or a bar on appearing for the entrance examination/interview to any programme of study offered by the institute
- d. Any other action as may be necessary.

(5) Penalties in the Case of Service Providers

- a. Warning, reprimand, or censure.
- b. Declaration of the campus as out of bounds for her/him.
- c. Withdrawal of the right to run/manage/ work in any commercial enterprise, or to provide services, on the campus.
- d. Any other action as may be necessary.

In addition to the penalties specified under (1) -(5) above, the person may be advised to undergo counselling and gender sensitization, and to give a written and/ or public apology to the complainant.

(6) Penalty in Case of a Second Offence

A second, or repeated offence, may, on the recommendation of the Internal Complaints Committee attract a major penalty.

4.8.7 STAGE SIX: REPORT

After concluding its investigation, the Committee shall submit a detailed reasoned report to the Head of the Institute.

Step 15: Writing the Report

The Internal Complaints Committee will prepare a final report that contains the following elements:

- A description of the different aspects of the complaint;
- A description of the process followed;
- A description of the background information and documents that support or refute each aspect of the complaint;
- An analysis of the information obtained;
- Findings as stated above;
- Recommendations.

4.9. TIMELINES AS PER THE ACT

Submission of Complaint	Within 3 months of the last incident
Notice to the Respondent	Within 7 days of receiving a copy of the complaint
Completion of Inquiry	Within 90 days
Submission of Report by ICC	Within 10 days of completion of the inquiry
Implementation of Recommendations	Within 60 days
Appeal	Within 90 days of the recommendations

4.10. MALICIOUS COMPLAINT

If the Internal Complaints Committee concludes that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or the aggrieved woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the Institute to take set up an enquiry for further course of action.

***End of document**



SAFETY POLICY

COLLEGE OF SOCIAL WORK (EMPOWERED AUTONOMOUS) NIRMALA NIKETAN, MUMBAI EDITED 2023-2024

CREATING SAFE SPACES FOR ALL

FOR QUERIES/ASSISTANCE, CONTACT THE FIELDWORK COORDINATOR 2ND FLOOR, COLLEGE OF SOCIAL WORK, NIRMALA NIKETAN, 38, NEW MARINES LINES, MUMBAI 400020

iccnncsw2019@gmail.com

Introduction:

The College is committed to the realization of its enshrined mission of building a new social order based on human dignity and social justice through its educational programmes, which have two equally important components: academic inputs and Fieldwork practice.

To ensure the safety of its student interns who are placed with a variety of organizations for Fieldwork, the College has framed a Safety Policy. Social Work organizations, Governmental or Non-Governmental, work with people in communities or groups and provide services for various social groups in an increasingly complex social environment. Such situations can sometimes pose risk factors, which may be perceived by the practitioner as unsafe, insecure, and prone to violence and abuse. The College proposes to submit a guideline to all the concerned stakeholders, organization directors, Supervisors, Faculty Members, Instructors, Fieldwork Coordinators, and the Principal. The College of Social Work is responsible for ensuring that Social work students are

As practicum experiences are an important part of the social work curriculum, schools of social work are responsible for ensuring that social work students are educated about concepts and techniques related to safety as well as supervised in safe environments. Social work safety should be part of the curriculum/training of field practicum instructors. Schools should place students in settings with sound safety policies and procedures that should be reviewed with students in school and in the placement setting. Professional safety should be part of the school and organization orientations. Students who have safety concerns about their placements must be provided with supports until the safety concerns have abated. If the concerns cannot be adequately addressed, the student must be offered an alternative placement. National Association of Social Workers. (2008). Code of ethics of the National Association of Social Workers. Washington, DC:

educated about concepts and techniques related to safety as well as supervised in safe environments.

Hence, it is imperative to recognize this and put in place certain checks and balances. We, as academicians and practitioners, strongly believe that every Social Work intern has the Right to Fieldwork Practice in a safe and conducive environment, and it is the joint responsibility of the college and the collaborating organization to create such an atmosphere of safety and security for the young entrants to the profession as trainees. It is also incumbent on the students to report to the concerned authorities regarding their

safety and to seek timely assistance from competent authorities or personnel who are responsible at the organization or College level. While assessing the potential risk factors associated with a specific assignment and taking appropriate precautions social workers should also refrain from projecting this helping profession as an inherently dangerous one.

Goals of the Safety Policy

These guidelines address safety within the context of social work practice. Ideally, the purported goals behind formulating these guidelines are to ensure that the Field placement organizations partner with the institution to enhance student social worker safety. The specific goals of the guidelines are:

- To inform social worker students, Field Instructors, organization personnel, and Field Contacts about the importance of student social worker safety in organization and Fieldwork
- To promote students' right to work in environments that promote safety
- To ensure that students who have safety concerns about their placements have a mechanism through where their concerns are addressed.

Role of the Fieldwork Committee

- To provide students with an overview of safety in the field through the Integrative Field Seminar, with a discussion of safety issues in the community.
- To conduct a workshop for students on knowledge and skills that promote safe social work practice and health precautions and protocols appropriate for the setting.
- To orient students regarding safe accommodation arrangements to ensure students' safety
- To orient the students on the redressal mechanisms to address safety concerns.
- To initiate efforts to address students' safety concerns by contacting the student's Faculty Advisor and, in consultation with the Field Instructor and Fieldwork organization develop a safety plan.

Role of the Fieldwork Instructor/Faculty Advisor

- It is the responsibility of the Field Work Instructor to give orientation to the students regarding the safety concerns that they may encounter during the Fieldwork exposure
- The Faculty Advisor will be responsible for communicating the safety procedures and guidelines to the organization director, Field Contact, or the concerned staff in the organization.
- In the event of any critical incident in the field, it is the responsibility of the Faculty Advisor to ensure that adequate steps are initiated to address the issue.

Role of the Fieldwork Organizations

- Fieldwork Organisations should take possible steps to create an environment of overall wellbeing, safety, and security. However, the onus is also on the students to stay safe and to help maintain a safe environment for themselves and others, exercising their judgment and maturity. The Field Instructor and the student should discuss issues related to safety measures in the organization or field.
- Harassment by organization staff or colleagues and students must also be reported immediately in a separate proforma to the Field Instructor. Faculty Advisor and the Field Work Coordinator. If the complaint is about Sexual Harassment, it must be registered with the Internal Complaints Committee.
- Students must be oriented to conduct a risk assessment before being sent on home visits/community visits during disaster interventions/internships/ camps.
- In case of critical incidents in the field, the organization personnel [Field Contact /Field Instructor] must ask the student to submit an incident report and keep the Faculty Advisor and the Field Work Coordinator informed about the same.
- To ensure that females are not sent alone in the community or for home visits, female students should be accompanied either by a co-fieldwork partner or by organization personnel, preferably a female.
- Students are advised to refrain from making visits to clients' homes alone except with the accompaniment of organization staff or with other students.
- For students placed in rural organizations or while going on a rural field visit, the organization should provide safe accommodation. It *is preferable to make accommodation arrangements separately for male and female students*.

Procedures to be adopted by students for reporting critical incidents in the field

To most effectively protect the safety needs of students in field placements, the following steps should be observed by the student interns when their safety has been compromised.

- Immediately notify the concerned [Field Contact, Field Instructor, Faculty Advisor] of the incident, indicating what happened, who was involved, and the type of injury sustained (if any).
- If medical attention or police involvement is needed, the student should notify the concerned [Field Contact, Field Instructor, Faculty Advisor] to obtain the needed services.
- The student should submit a written incident report to the organization and the Field Work Coordinator which will briefly detail the particulars of the incident, including what happened, where, when, and who was involved.

In case of Sexual Harassment, the Internal Complaints Committee could be contacted.

Role of the Internal Complaints Committee (ICC) to address issues related to Sexual Harassment.

In pursuance of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 and the Rules framed thereunder, an appropriate complaint mechanism has been created by the College for time-bound redressal of the complaint made by the aggrieved woman employers/students of the College. The Institution has constituted an Internal Complaints Committee "ICC" for redressal of sexual harassment complaints. All investigations about such complaints will be carried on by this committee. The ICC is responsible for: Investigating every formal written complaint of sexual harassment; taking appropriate remedial measures to respond to any substantiated legations of sexual harassment; informing the respondent within seven days of receiving a complaint in writing that a complaint has been received. The respondent will have an opportunity to respond to the complaint in writing within ten days thereafter.

Non-negotiable that is regarded to be a serious violation of guidelines

Ragging and sexual harassment – causing, creating, abetting, encouraging, or instigating are strictly prohibited by law, and the College will abide by the University Grants Commission regulations prescribed for this, including the requirements of reporting to the regulatory authorities. Indulging in the consumption, storage, selling, and distribution of alcohol, narcotics, and other legally banned substances and engaging in any kind of rude and disrespectful inappropriate behaviour under the influence of alcohol or otherwise is prohibited.

Safety Guidelines for Students

Responsibilities of the student for their safety

- It is the responsibility of the students to keep the Field Instructor/Field Contact informed about her whereabouts during Fieldwork.
- It is expected that students proceed to go home/hostel immediately after their Fieldwork of the day is over.
- It is the responsibility of the students to discuss it with the Faculty Advisor/Field Instructor beforehand if the Fieldwork timing on a particular day is going to go beyond the usual Fieldwork hours.
- If students decide to go somewhere for a reason other than Fieldwork after Fieldwork hours, then the student has the sole responsibility for safety.

Safety Guidelines during Travel for Fieldwork Activities

- Adequate safe travel plans imply selecting a conducive time for travelling.
- If travelling late at night for field-related activities, it is advisable to travel with the Fieldwork partner or organization staff. If not feasible, the student must ensure that sufficient safety concerns are addressed.
- In case during travel to or from the Fieldwork organization, the student encounters a situation of unforeseen possible risk, the student should contact the Field Contact, Field Instructor, and Faculty Advisor before taking any action. In case such a contact is not feasible, the student should not take any action that the student feels poses a risk to safety and return to a safe place.

Safety Guidelines for Home Visits

- On an initial home visit, it is often advisable to go with a Fieldwork partner or organization staff.
- Before making a home visit, the student should discuss any issues related to safety with the Faculty Advisor/Field Instructor and Field Contact
- If the student feels unsafe upon arrival or at any time during the visit the student should immediately get in touch with the Faculty Advisor/Field Instructor and Field Contact.

Some indicative areas of risk assessment during Home visits include

- Has the student completed and exact address of all the scheduled visits
- Does the neighbourhood pose risks for violence?
- Is the visit [Home visit or any official visit] scheduled at a time of day that is riskier than other times?
- If the student is making a home visit, who is likely to be in the client's home during the visit? Safety issues while working with clients
- Students must consult the organization Field Contact regarding the handling of specific situations that have the potential to threaten personal safety
- Student-interns, Field Instructors, and Field Contacts need to discuss and plan for situations in which a student may have contact with the following clients who are intoxicated, high on drugs or in withdrawal, have neurological problems, or for other reasons, have difficulty dealing with overwhelming emotions or with impulse control.
- If the students are assigned the task of visiting another organization or another department at the organization, or if they are making a home visit students are instructed to inform the organization staff about the details, and preferably, a movement register should also be maintained.

Recommendations concerning the necessary protocols to be followed in ensuring the safety and well-being of students during Block, Camps, and Student Induction Programmes. The recommendations were made based on the suggestions in Case No ICC: 01072019.

- The Block Placement organization should be notified of the Safety Policy of the College by the Faculty In charge of the group of students.
- The safety risk assessment of the place of stay/Fieldwork area needs to be done before the organization for Block Placement/Fieldwork is finalized. A safety assessment form needs to be formulated for this purpose at the earliest.
- 3. An orientation on the safety policy of the Block Placement organization should be given to students on arrival.
- Under no circumstances, the student be sent alone for field visits/home visits during Block Placement and Camps. All visits should be led by a Field Contact/Animator in the Field.
- 5. Emergency numbers must be notified to all students before the Block Placement commences by the host organization.



CODE OF ETHICS AND CONDUCT ALONG WITH STANDARD PROCEDURES



CODE OF ETHICS AND CONDUCT ALONG WITH STANDARD PROCEDURES

Preamble

The College of Social Work, Nirmala Niketan is committed to the realization of its vision and mission through its educational programmes. This document indicates the standard procedures and practices, for all students enrolling with the College pursuing varied courses. As an educational institute the college endeavors to promote student growth through individual and collective responsibility. By the diligent practice of this code, we feel sanguine that we can administer a student discipline process that is conscientious, promoting student growth in tune with the vision and mission of our college.

All students must know that it is incumbent upon them to abide by this Code of Ethics and Conduct and the rights, and responsibilities including the restrictions flowing from it. All students are requested to be well conversant with this Code, which is also available on the website of the College.

Applicability

The Code applies to all students including students taking admission to the various programmes of the College, either full-time or part-time, pursuing the Postgraduate and Undergraduate Programme in Social Work, Short Term Course, Diploma Courses, and the Doctoral degree programme.

Jurisdiction

The code applies to the on-campus conduct of students at all locations of the College and the Extension Centre of the College.

The code applies to the off campus conduct of students in direct connection with

- a. Academic course requirements or any credit-bearing experience such as Orientation visits, Fieldwork, Field Trips, camps, Students Exchange, and Block Placement/Internship.
- b. Any activity supporting the pursuit of a degree such as research being conducted in another organization or an academic assignment.

DISCIPLINARY MISCONDUCT

As a condition for enrolment in the College, the student must adhere to the Code of Conduct that will maintain the well-being of the students and the entire academic community in the **College**. At the time of admission, each student must sign a statement accepting this Code by giving an



undertaking that a) She/he will abide by the Code of Conduct and Standard Procedure; b) She/he will comply with the decision taken by the Enquiry Committee when the Code of Conduct is breached. Any student found to have committed or attempted to commit any of the following misconduct will be subjected to appropriate disciplinary action under this code.

Disciplinary Misconduct 1

Disruptive Conduct: Conduct that intentionally and substantially obstructs and disrupts teaching or freedom of movement or other activities on the College campus or in connection with any university-sponsored event or activity

Disciplinary Misconduct 2

Discrimination: Engaging in verbal or physical behaviour directed at an individual or group based on an individual's origin, gender, caste, race, creed, religion or religious beliefs, region, language, disability, sexual orientation, marital or family status, etc that is likely to create a demeaning and intimidating atmosphere that impedes the access of students to the educational benefits available to them. It also includes wearing articles of clothing with derogatory, racist, sexist, discriminatory, profane, sexually explicit, or graphic messages either in words or pictures, which demonstrate bias against any individual or group within the college.

Disciplinary Misconduct 3

Falsification: Falsification means wilfully providing the College offices or officials with false, misleading, or incomplete information, forging or altering College records or documents, and doctoring the attendance register.

Presenting False Testimony: Knowingly making false statements regarding a disciplinary matter during the disciplinary adjudication process.

Disciplinary Misconduct 4

Smoking, Alcohol, and Other Drugs: The College is a Tobacco-Free Zone. The College prohibits the use of all tobacco and associated products (cigarettes, cigars, chew) on all campus grounds and facilities. Smoking is prohibited in all indoor spaces throughout the College, including meeting rooms, classrooms, students' rooms, library, restroom, and canteen. Smoking is also prohibited during off-campus programmes of the College (Student Induction Programme/Orientation Visits, Field Work, Camps, Block Placement/Internships, etc).



Illegal or Unauthorized Possession or Use of drugs/alcohol. Illegal or unauthorized possession or use of drugs/alcohol is strictly prohibited on all campus grounds and facilities and during off-campus programmes of the College (Student Induction Programme/Orientation Visits, Field Work, Camps, Block Placement/Internships, etc). Misconduct in this regard is also punishable by law apart from the action that would be taken by the Enquiry Committee set up by the college in the matter.

Disciplinary Misconduct 5

Violence: The act of violence includes threatening, harassing, or assaultive conduct. This means engaging in conduct that has caused injury to other students/staff on the campus, and endangers or threatens to endanger the health, safety, or welfare of another student/staff.

Disciplinary Misconduct 6

Theft, Property Damage, and Vandalism: This includes theft or embezzlement of, damage to, destruction of, unauthorized possession of any property that belongs to the College (offices, classroom, gym, computer laboratory, meeting room, and other services). For example, theft or abuse of College equipment, indoor and outdoor sports equipment, and other electronic resources such as computer and electronic communications facilities, systems, and services.

Disciplinary Misconduct 7

Recording of Images without prior intimation: Using electronic or other means to make a video or audio recording, recording telephonic conversations, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and expressed consent is strictly prohibited. The storing, sharing/or distributing of such unauthorized records by any means is punishable.

Exhibiting pornographic material: Exhibiting pornographic material or emailing pornographic material or using other forms such as SMS through mobiles etc. will not be tolerated by the College and is a criminal offence punishable under Section 67 of the Information Technology Act, 2000. The recording, exhibiting, broadcasting, or displaying of such materials, causes injury, distress, or damage to the reputation of the College and harms its self-integrity as also as the students and staff. This includes, but is not limited to, taking video or photographic images in washrooms and student rooms. The storing, sharing, and distributing of such unauthorized records by the student by any means is also prohibited.



Disciplinary Misconduct 8

Ragging: Any act that amounts to Ragging in any form as defined under the Maharashtra Prohibition of Ragging Act, 1999, and the UGC Prohibition of Ragging Regulations 2009 is strictly prohibited. The College will take action following the regulations against those found guilty of ragging/or abetting ragging actively or passively or has been part of a conspiracy to promote ragging.

Disciplinary Misconduct 9

Bullying and Intimidation: Bullying includes any electronic, written, verbal, or physical act or a series of acts of physical, social, or emotional domination that would cause physical or substantial emotional harm to another student or group of students. Cyber Bullying is prohibited and participating in such acts will result in disciplinary action.

Intimidation. Intimidation is any verbal, written, or electronic threats of violence or other threatening behaviour directed towards a student that reasonably leads the student to fear for her/his physical well-being is prohibited.

Disciplinary Misconduct 10

Media Contact: Students are prohibited from speaking on behalf of the College with any media organization or publication or inviting them to the College premises without the written consent of the College authorities.

Disciplinary Misconduct 11

Organizing Events: A student or group of students shall not form any organization, gatherings, conduct events or meetings, or collect any fund (from staff and students) or subscription without written permission from the College.

Disciplinary Misconduct 12

Breaching Protocols in the conduct of Public Meetings: Students have the right to express their views, feelings, and beliefs inside and outside the classroom and to support causes publicly, without breaching protocols for the same. This freedom of expression must not infringe and impinge on the rights of other members of the community or the orderly functioning of the College.


Violation of the orderly operation of the College implies but is not limited to 1. Excessive noise, which interferes with the functioning of classes, College office, residence neighbours, commercial and official premises; 2. Unauthorized entry into a private work area; 3. Conduct that restricts or prevents faculty or staff members or student from performing their duties, including interruption of meetings, classes, or events; 4. Failure to maintain clear passage into or out of any College building or passageway, and/or workspace; 5. Failure to disperse when a building, office, classroom, or campus space is closed; and 6. Any other conduct that disrupts the normal operations of the College. Students must be deterred from indulging in any forms of misconduct including partaking in any activity off-campus which can affect the College's interests and reputation to a substantial extent.

Disciplinary Misconduct 13

Violation of University Rules: Violation of University Rules, regulations, policies, or violations of law that foster academic integrity and ensure the smooth functioning of the College.

Disciplinary Misconduct 14

Social Media Misuse: Students are expected to use social media diligently; they cannot post derogatory comments/ instigating remarks about other individuals or groups. Posting derogatory or offensive remarks through social media having grave ramifications is strictly prohibited.

Disciplinary Misconduct 15

Banners, notices, display materials, and posters: All display materials must be reviewed by the sanctioned authorities before display. Once approved, students must deliver their banner/ display materials to the sanctioned authority for display. No student is permitted to display materials, banners, posters, etc directly without the written permission of the College authorities.

Disciplinary Misconduct 17

Unauthorized Entry or Access: Unauthorized entry into or presence within College buildings or areas, including Examination Assessment centres, board rooms, student rooms, or offices, even when unlocked, is prohibited. Climbing on any College building or College-owned structure is prohibited without authorization. Participation in tampering with the CCTV camera and locks to College buildings, unauthorized possession or use of College keys, and alteration or duplication of College keys may subject a student to a fine and/or further disciplinary action.



Unauthorized Use of College Facilities or Services: The unauthorized use of College property, including but not limited to College buildings, spaces, and grounds; College documents and records; or College furnishings, equipment, and materials, is subject to disciplinary action.

Disciplinary Misconduct 18

Audio or video recording of Lectures and Meetings: Students are not permitted to either audio or video record lectures in classrooms or actions of other students, Faculty Members, or staff without prior permission. Recording telephonic conversations are strictly prohibited.

Disciplinary Misconduct 19

Sexual Harassment: In pursuance of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 and the Rules framed thereunder and the University Grants Commission (Prevention, Prohibition and Redressal of sexual harassment of women employees and students in higher educational institutions) regulations, 2015, the College of Social Work, Nirmala Niketan has framed a safety policy for Prevention of Sexual Harassment at Workplace. An act of sexual harassment includes any one or more of the unwelcome acts or behaviour whether directly or by implication namely: physical contact or advances; a demand or request for sexual favours; making sexually coloured remarks; showing pornography; any other unwelcome physical, verbal or non-verbal conduct of a sexual nature. Complaints of Sexual Harassment will be handled by the ICC [Internal Complaints Committee] established under the Act. To enquire the Internal Complaints Committee shall have the same powers as are vested in a Civil Court under the Code of Civil Procedure 1908 when trying a suit in respect of the following matters, namely: -a) summarising and enforcing the attendance of any person and examining on oath; b) requiring the discovery and production of documents; and c) any other matter which may be presented.

Disciplinary Misconduct 20

Breaching Professional Boundaries

Students should not engage in any dual or multiple relationships with teaching/ Non-Teaching / Field staff in which there is a risk of exploitation or potential harm to the student. Students/ Teachers/ Non-Teaching/ Field Instructors/ Field staff are responsible for setting clear, appropriate, culturally sensitive, and professionally appropriate boundaries. Breaching of professional boundaries could imply but is not limited to physical touch, personal activities off-campus, and gift/ monetary exchange.



Disciplinary Misconduct 21

Behaviours Inappropriate to the Teacher-Student Relationship

Inappropriate behaviours imply those behaviours which demonstrate disrespect for others or a lack of professionalism in interpersonal conduct. These include, but are not limited to, the following: Unwanted physical contact (e.g. hitting, slapping, kicking, pushing) or other forms of violent or threatening acts; retaliatory behaviour towards teachers in the form of verbal abuse, threats, falsification, and defamation; reprisal of teachers based on caste, gender, national origin, disability, age, religion, marital status or sexual orientation; loss of personal civility including shouting, personal attacks or insults, displays of temper; and complying with the requests of teachers/ non-teaching staff to perform inappropriate personal errands unrelated to academic requirement.

PUNISHMENTS AND PENALTIES

If there is a case against a student for a possible **breach of the Code of Conduct**, a committee will be formed to recommend suitable disciplinary action. The committee shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of the misconduct.

- 1. **Warning-** a written letter of reprimand resulting from the student's misconduct and indicating that the action of the said student was in violation of the code and any further acts of misconduct shall result in severe disciplinary action.
- 2. **Suspension:** Suspension is an action that terminates the student's enrolment at the College for a specific period which will entail prohibition on participating in student-related activities, classes, programs, etc. Additionally, the student will be forbidden to use various College facilities unless permission is obtained from the Competent Authority. Suspension may also follow by possible dismissal, along with the following additional penalties.
- 3. **Monetary Fines:** Monetary fines are a sanction in which the student is expected to deposit an amount as a penalty or any amount deposited by him/her is forfeited or adjusted resulting from misconduct. It may also include suspension or forfeiture of scholarship/fellowship for a specific period and restitution which means making compensation for loss, damage, or injury.
- 4. **Confiscation:** Confiscation means confiscation of goods used and possessed in violation of college and university regulations.



- 5. **Restricting of Privileges**: This means the denial or restriction of specified privileges, including, but not limited to, access to students' facilities, placement programmes, college events, and academic programmes like camps for a defined period.
- 6. Withholding of Diploma/ Certificate or Degree: This means withholding the diploma or degree otherwise earned for a definite period till the completion of the assigned sanctions.
- 7. **Rustication**: This is a sanction that permanently separates a student from the College without the opportunity to re-enrol in the future.

PUNISHMENTS AND PENALTIES UNDER STATUTORY COMMITTEES

Unfair Means, Discipline Committee: The Committee is constituted to ensure honesty and fairness during examinations, and to assist the College authorities in promoting and maintaining discipline in the college. It shall be the responsibility of Exam Supervisors (University Exam/Class Test) to report in writing any malpractice or anomaly found during the examination to the Principal. The Principal in turn shall hand over the matter to the Committee.

Anti-Ragging Committee: Depending on the nature and gravity of the offence as established by the Anti-Ragging Policy of the College, the possible punishments for those found guilty of ragging shall be anyone or any combination of the following: Cancellation of admission; suspension from attending classes and other privileges; withholding/withdrawing scholarship/fellowship and other benefits; withholding results; debarring from appearing in any test/examination or other evaluation process; debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc; suspension/expulsion from hostel; rustication from the College for a period as may be determined by appropriate authority; expulsion from the College and consequent debarring from admission to any other institution of the University; collective punishment: if the persons committing or abetting the crime of ragging are not identified, the College shall resort to collective punishment as a deterrent to ensure community pressure on ragging.

Internal Complaints Committee: An appropriate complaint mechanism has been created by the College of Social Work, Nirmala Niketan for time-bound redressal of the complaints about Sexual Harassment in pursuance of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013. The Institution has constituted an Internal Complaints Committee for redressal of sexual harassment complaints. All investigations about such complaints will be carried on by this committee. The Internal Complaints Committee so constituted shall have jurisdiction to take care of all the complaints received from their institution situated at Churchgate



and Goregaon. Any student, service provider, resident, outsider, or a member of the academic or non-teaching staff found guilty of sexual harassment shall be liable for disciplinary action. The penalties are detailed in the Prevention of Sexual Harassment Policy and are indicative and shall not constrain the college authorities from considering others, under the rules governing the conduct of employees and students in practice at the time.

ACADEMIC INTEGRITY

As a premier institution for imparting Social Work knowledge, the College of Social Work emphasizes the values of academic integrity and is committed to fostering an intellectual and ethical environment. To promote academic integrity, the College has formulated certain guidelines:

Academic Dishonesty: Implies plagiarism (the act of taking ideas or words or specific substance of another and offering them as one's own) and cheating in assignments and examinations. Students found guilty of the same will be liable to disciplinary action based on the Anti-Plagiarism policy of the College.

Cheating: Cheating is the act of obtaining credit for work by the use of deceptive, dishonest, and fraudulent means. Cheating includes but is not limited to :(a) Copying during examinations, and copying of, term papers, theses, or manuscripts') (b)Fabricating data and reporting them in thesis and publications. Students found guilty of the same will be liable to disciplinary action based on the Unfair Means and Practices Policy of the College.

Attendance: Attendance is compulsory (100%) for Field Work, a minimum of 75 percent for classes. Attendance at and Student Induction Programme, Camps, Block Placement is compulsory and absence for any reason will have to be compensated by the student. The case of a student with satisfactory medical documents may be reviewed by the Attendance/Fieldwork Committee. Even in cases where the attendance has been condoned, the student will have to compensate for the hours lost due at the appropriate time based on the decisions of the Field Work /Attendance committee. The decision of the Principal will be final in matters related to attendance.

Discipline at The Field Work.

The students of social work are expected to behave with maturity, have respect for living beings, exhibit responsibility, and work towards maintaining the dignity and worth of individuals. The following acts may be treated as misconduct during the Field Work:



- Frequently late at the Field Work without intimating Faculty Advisor and organization's supervisors.
- Absent from Field Work and/or individual or group conferences without intimating College and organization's supervisor.
- Frequently late in completion of the task assigned by the organization and/or the College.
- Falsifying documentation in organization's records and Field Work reports.
- Exploiting the organizations by misuse of organization's services/resources.
- Taking photographs, or streaming audio/video documents and posting on social media without permission from the organization's and/or client.
- Exhibiting disruptive or harmful behaviour; acting in an unprofessional or inappropriate manner while at the Fieldwork such as inappropriate display of emotions or immature behaviour. If the complaint is received by the Faculty Advisor against a student or if the Faculty Advisor has enough evidence to confirm that a student is involved in any of the above-mentioned misconduct, then the procedure of disciplinary action will be initiated by the Field Work Committee.

Discipline during Student Induction Programme/Camp / Block placement: Students must be aware of and sensitive to the life and culture of the people they visit. Students should dress appropriately suitable and culturally sensitive to the field of visit/placement and rural life. Following behaviours are expected of students during student induction programmes, camps, and block placements. 1) Participate actively in all the activities of the Student Induction Programme/Orientation Programme/Camp/ Block Placement; 2) Refraining from using the mobile phone during the Student Induction Programme/Orientation Programme/Camp/ Block Placement activities; 3) It is also incumbent on the students to report to the organization's supervisor, Faculty Advisor and the Field Work coordinator regarding their safety and to seek timely assistance from competent authorities or personnel when their safety is threatened and 4) No Smoking or consumption of alcoholic beverages. Infringement of this rule will be an offence.

CLASSROOM ETIQUETTE AND OBSERVANCES:

The classroom should be a learning-centred environment in which Faculty Members and students are unhindered by disruptive behaviour.

College Photo Identification Card: Students are expected to always wear their ID cards prominently on campus and off-campus (Student Induction Programmes/Fieldwork, Camps,



Block placement, etc.). Failure to do so will restrict entry to the students to College or using the amenities or services at the College of Social Work.

Dress Code: Students should be mindful that the College is a working professional environment, and they are requested to follow the guidelines specified. It is strongly recommended that all students (male, female) avoid sleeveless tops or short tops/ shorts. Pants must be ankle length. Wearing articles of clothing with derogatory, racist, sexist, discriminatory, profane, sexually explicit, or graphic messages either in words or pictures, which demonstrate bias against any individual or group within the College is strictly prohibited.

Use of mobile phones: The College adopts have a "silent" or "vibrate" policy for cell phones during lecture time. Students must refrain from using cell phones in classes or the offices of the Institute. Beeping cell phones or SMS messaging is prohibited during lectures. Charging of cell phones in the classroom is strictly prohibited and a student found guilty of the same will be liable to a fine of Rs 100.

Misuse of College Equipment: Misuse of furniture, audiovisual and electrical appliances is liable to a fine of Rs 100 or more, or the payment of the cost of repairs

CLASSROOM ETIQUETTE AND STUDENT BEHAVIOR GUIDELINES

Depending on course rules set by the Faculty -in charge/Subject teacher, disruption in the classroom may include: Ringing cell phones or using a cell phone to talk or send text messages; Interrupting the instructor or other students; entering late/leaving early; filming, photographing, or taping the class; consuming food and drinks during the class; lack of cleanliness in the classroom and violation of disposal of waste as per the Municipal Solid Waste (Management & Handling), Cleanliness and Sanitation RULES / BYE-LAWS.

CODE OF CONDUCT FOR LIBRARY USERS

College of Social Work, Nirmala Niketan has a library that has publicly accessible facilities where we seek to provide the highest level of service to all student library users. The Code of Conduct is designed to encourage the maintenance of a positive and productive learning environment. Students engaged in prohibited behaviours, will face disciplinary action upon breaching the expected norms.

Expectations of Student Library Users



- Entry to the library is permitted with a valid College ID card with photo identification.
- Students entering the library shall deposit their personal belongings such as books, bags, files, folders, umbrellas, water bottles, etc. with the person at the entrance.
- Visitors to the library (students and Faculty Members) must enter their names and sign in the register kept at the entrance counter before entering the library.
- Library borrower cards are not transferable. The borrower is responsible for the books borrowed on his/her card. Students cannot issue books to others in their name.
- A book misplaced is a book lost. Books removed from the shelves should be kept on the issue counter to ensure correct shelving.
- In case of loss of books, the borrower must immediately inform the librarian of the same in writing.
- Silence and a quiet atmosphere for study should be maintained in the library. Discussions should be held outside the library.
- Furniture in the library should not be rearranged and should be put to proper use, e.g. no sitting on or resting one's feet on tables. Litter must not be dropped on the floor.
- Fans and lights should be put off when not required.
- The use of the mobile phone is strictly prohibited inside the library. If the student is found using her mobile phone in the library, she will be charged a fine of Rs. 500. The mobile would be confiscated and kept in the custody of the office for 15 days.
- The library staff is not responsible for the loss of students' mobile phones/wallets from the library.
- Newspapers, after reading should be kept back properly in the designated place.
- All books, files, notebooks, etc. must be presented to the attendant at the checkpoint for inspection before leaving the library. There is no exception to this rule.
- Readers who want to return the books issued in their names must ensure that the books are cancelled against their names.
- The librarian reserves the right to call back any issued books at any time.
- No periodical/Theses may be removed from the library.
- No photocopying is allowed of Theses.
- The Photo identification is not transferable and should not be loaned to others.
- Pay attention to due dates and return policies.
- All library users are expected to leave the library at closing time.
- The use of electronic information resources for educational and research purposes should be done ethically and lawfully.



Prohibited Behaviours in the Library

- Consuming food and drinks. The consumption of alcoholic beverages or drugs of any type is prohibited in all facilities of the College.
- Smoking, and the use of tobacco products, electronic cigarettes, and similar devices, are not permitted.
- The Discussion room in the library is a place of quiet reading, study, research, and reflection. Discussion Room space is provided to further the informational goals for which the Library exists. Students are expected to conform to the guidelines specified to use this reading space.
- Avoid behaviour that interferes with the normal use of the library. Examples of inappropriate behaviour include excessive noise from loud voices, cell phones, and personal listening devices; rowdiness; abusive language; rearranging furniture; inappropriate use of equipment and computers; offensive sexual behaviour; and so forth.
- Refrain from misuse, misappropriation, or damage to library collections, resources, furniture, buildings, or equipment.
- Report any spills you cannot effectively clean up to the library staff so that appropriate action can be taken.
- Dispose of all trash in appropriate containers so that a clean environment can be maintained.

Care and Handling of Library Books

- Protect borrowed materials from rain, dampness, sun, and heat.
- Library books should be used very carefully. Writing/making marks in the books are strictly forbidden. Pages should not be folded to be as bookmarks.
- Handle books carefully, especially when photocopying.
- Mark your place with a bookmark; do not bend corners of pages or use tape, post-It notes, paper clips, or other objects.
- Taking notes rather than using highlighters, underlining, or writing in the margins of the libraries' books and periodicals is not permitted. Tearing off pages is a serious offence. Any person found in the act or there is sufficient evidence of such action is liable to disciplinary action.
- Avoid eating snacks and drinking beverages while handling or working around library materials.
- Please notify the library staff at any service desk if you discover a book that needs repair.
- No Due Certificate: Each student shall obtain a No dues certificate from the library after returning all the books issued, surrendering the borrower card, and paying outstanding dues, if any.



Students who do not comply with the instructions of the library staff / or abide by the rules and regulations will be refrained from using the library services.

Nonstudents:

No visitors or guests will be permitted to use the library without the librarian's prior permission. Visitors are allowed to use the library only on Fridays and Saturdays with a reference letter from their respective College library and with Rs 100 reading charges per day would be charged.

The above code of conduct applies to student and non-student users of the library.

CODE OF CONDUCT FOR COMPUTER USERS

The College of Social Work, Nirmala Niketan has a computer lab that has student-friendly accessible facilities. The Code of Conduct is designed to encourage the maintenance of a positive and productive learning environment.

Expectations of Computer Library Users

- Students entering the computer lab shall keep their belongings (mobile phones, laptops, pen drive, purse, etc) in the rack at the entrance and take them back when leaving the lab. Computer Lab Technicians and Assistants are not responsible for any belongings left in the computer labs.
- Students must enter the computer lab with their photo identification cards.
- Saving any document and personal folder on a desktop is not advisable. The computer lab is not responsible for any data lost /backup and virus issues.
- Keeping the chairs back after use.
- The student must leave the lab promptly upon closing time.
- Users are allowed to print with the permission of the Computer Assistant. Take printouts only when necessary (print both sides) to save paper.
- Keeping pending dues. Students should take a receipt for the payments made.

Prohibited Behaviours in the Library in the computer lab.

- Use of mobile phone in the computer lab.
- Connecting and charging of mobiles, laptops, and any other electrical accessories to the computers and electrical sockets.
- Altering computer setup, installing copying, or deleting software is prohibited.



- No smoking, drinking, or eating is allowed in any computer lab. All open and unopened food, beverages, and tobacco products are not allowed in the computer lab. Water bottles are not allowed in the lab.
- Complete silence must be maintained in the computer lab respecting the privacy of other users.
- The facilities set up in the computer lab are an important academic service and monopolizing the services for non-academic use is strictly prohibited.
- Removal of any peripheral and hardware component from computers is not allowed. In such as situation, the actual cost of the damage will be charged if there is any harm done to the computers.
- Altering computer set up, installing copying or deleting software, changing or interfering with the configuration of the computers is prohibited.
- Attempting to damage or destroy information on the computers is not allowed.

Students who do not comply with the code of conduct and the instructions of the computer staff will be refrained from using the computer services.

Please note: During lectures hours/College events computer lab will not be accessible to students.

AUDIO-VISUAL UNIT POLICY

The Audio-Visual Unit of the College is an important resource centre consisting of projected and non-projected aids that enhance learning outcomes when used in the classroom and Field Work. The Audio-Visual Unit is equipped WITH video films, documentary films on a wide range of social issues, audio CDs of awareness songs, slide shows, and photo language. The audio-visual resources have their unique roles to play in teaching and learning situation and so has been made readily available and accessible to students and Faculty Members for academic and Field Work without any cost involved.

Guidelines to be followed in the use of Audio-visual material:

- The audio-visual material borrowed by the students cannot be relend to non-students or outsiders
- staff/ students of the College of Social work can borrow only 2 CDs/DVDs or two slide Programmes or two audio CDs, one manual slide projector at a time.
- Borrowed materials have to be returned the following day or within three days, if taken on a weekend (Friday, Saturday, and Sunday).
- A requisition slip for audio-visual materials should be submitted 24 hours in advance by students and Faculty Members.



- In cases of loss/damage of audio-visual materials borrowed the borrower shall incur the cost of the loss/damage after getting permission from the Head of the Audio-Visual Unit.
- Material that cannot be lent for outdoor activities including Field Work: Amplifiers and Microphones, Cameras, Overhead Projectors, LCD Projectors, Laptop
 Please Note: Each class is self-contained with a Television set, LCD Projector, an Overhead
 Projector, and a sound system, in a locker - the key of which is in the A.V. Unit. Each day the CR will be entrusted with the key to this locker and will return it at the end of the day. The entire class will be responsible for the AV equipment of their class. In case of loss or damage of any item the entire class will be held responsible and will have to meet the financial cost of the damage. CD Players will not be lent for dance or any other practices.
- Fees and Fines: No fee is charged to staff/ students for lending audio-visual material for college programmes.

SL	NAME	DESIGNATION
NO		
1.	Dr. Lidwin Dias	Principal
2.	Dr. Vaijanta Anand	IQAC Coordinator
3.	Dr. Anitha Machado	RUSA Nodal Officer

CODE OF ETHICS AND CONDUCT COMMITTEE



CHILD PROTECTION POLICY 2023–2024

COLLEGE OF SOCIAL WORK (EMPOWERED AUTONOMOUS) NIRMALA NIKETAN, MUMBAI

CHILD PROTECTION POLICY

COLLEGE OF SOCIAL WORK (AUTONOMOUS), NIRMALA NIKETAN

SECTION I: INTRODUCTION

The Child Protection Policy provides a framework of reasonable precautions to protect the safety and well-being of children and the reporting obligations should an incident occur. The Child Protection Policy is consistent with the National Child Protection Policy, Ministry of Women and Child Development, Government of India.

1.1.1 APPLICABILITY:

- 1. All employees of the college and individuals and entities with permanent or contractual relationships with the College
- 2. All students. The policy applies to all students who are minors; students who interact with children as part of their Fieldwork; academic and research programmes, whether on or off college campus

an employee of the College or College-affiliated organization; a College student; a volunteer of the College or College-affiliated organization; or iv. a vendor, licensee, permittee or other person, who is given permission to come onto campus or to use College facilities for Covered Activities; or v. an employee, agent or volunteer of (iv) Implement procedures related to the duty of care including:

- 3. Appropriate supervision at all times
- 4. Protection of children's health and safety
- 5. Appropriate use of protective equipm
- 6.

1.1.2. DEFINITIONS

Çhild: An individual under the age of eighteen years.

SECTION II: EXPECTED BEHAVIOUR AND ACTIONS

College employees, students who interact with children as part of their work-related duties or academic program, and visitors using college property who participate in programs responsible for the custody, control, and supervision of children

 Treat every child with empathy and respect, regardless of their race, colour, gender, sexuality, language, religion, religious belief, heritage, political/ other opinion, national/ ethnic/ social origin or property/ disability/ birth/ other status.

- 2. Listen to children and respect their views.
- 3. There should be no physical contact with the child under any circumstances.
- 4. Establish an atmosphere that fosters the development of children through actions and words.
- Always get permission from children and their parents/guardians before taking and uploading their photos or videos; uploading information on official websites and sharing data obtained; allotment of Field Placements and Camps
- Keep all personal information about children or their parents/guardians confidential and secure and ensure that such information is dispensed to only those individuals who are legitimately entitled to it.
- Attend all the applicable training sessions and workshops on the Child Protection Policy and child-related laws conducted by the College. Lessons learned from such sessions and workshops must be put into practice.
- 8. Adherence to provisions of the law related to children. For example mandatory reporting in cases of child abuse.

Individuals engaged in managing or supervising programs where children are present Implement procedures related to the duty of care including:

- Appropriate supervision at all times
- Protection of children's health and safety
- Appropriate use of protective equipm

SECTION III: PROHIBITED BEHAVIOUR AND ACTIONS

- Use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning, intimidating, offensive, discriminatory or culturally insensitive.
- 2. Use any form of corporal punishment on children.
- 3. Place a child in an environment where there is a risk of harm or abuse.
- 4. Harm or abuse any child physically, emotionally or sexually.

- Display of (electronically or in any other form) inappropriate content including pornographic material or material encouraging crime, violence, terrorism, racism, sexism, self-harm, suicide, cruelty and gambling.
- 6. Develop, induce or support physical or sexual relationships with children, in any way.
- 7. Use or encourage the use of alcohol, drugs, cigarettes or other intoxicating substances while interacting with children or provide such intoxicating substances to children.
- 8. Developing any form of relationship or arrangement (financial or otherwise) with children that could in any way be deemed to be exploitative or abusive.
- 9. Use or encourage child labour in any form.
- 10. Field Placements/Internships of students in organizations with reported cases of child abuse.
- 11. Accept endorsements of organizations, corporates where there is reported cases of child labour and/or child abuse.
- 12. Obtain signature of the minor on any documents without written permission of parentsuardians.

SECTION IV: DECLARATION BY THE EMPLOYEES AND STUDENTS

- 1. All employees must self-declare previous cases of criminal offence and child mistreatment if any at the time of employment application.
- 2. All employees will undergo child protection awareness training.
- 3. Enforce child safety guidelines that are required to be followed by the employees and students during excursions, picnics, educational tours, field placements and internships.
- 4. All employees would sign a copy of the Child Protection Policy.
- 5. Where the organisation undertakes any research on children or collects data on them, ensure that children are not harmed or traumatized in any way during the process.

SECTION V: PARTNERSHIPS TO SUPPORT IMPLEMENTATION WHERE POSSIBLE

- Partner with organisations to conduct age-appropriate sessions on the personal safety of students (including modules/materials on body parts, online safety, protection from child abuse and services available for the protection of children).
- 2. Partner with organisations working in the area of child abuse and child rights, to support employees in the effective implementation of the Child Protection Policy

SECTION VI: REDRESSAL MECHANISMS:

The responsibility to ensure procedures and arrangements are in place for effective implementation of the policy and redressal of child abuse complaints be assigned to the **Code of Ethics and Conduct Committee**/Internal Complaints Committee

6.1. FORMAT FOR COMPLAINT

6.1. FUNCTIONS OF THE REDRESSAL COMMITTEE

- 6.1.1. Psychosocial support for all complainants in cases of violation of Child Protection
- 6.1.2. Follow the legal process in cases of child abuse as mandated by law
- 6.1.3. Confidentiality during the enquiry process. The identity of the child and nearest kin must not be revealed.

IV.RECRUITMENT AND PROMOTION

4.1. Gender Balance in staff members:

The Institution's staff selection policies are used to increase the proportion of qualified female candidates and eliminate bias in the hiring process. Almost all positions are held by female staff members.

4.2. Proactive strategies to recruit women to senior positions

An effort is often made centrally to encourage staff members for career advancement by facilitating the application of the process.

4.3. Mentorship programme/training opportunities

Staff members are encouraged to participate in the Faculty Development Programme and apply for Post Graduate Teaching and PhD Guide recognition. Staff members are encouraged to take up leadership positions in various committees. Mentorship programmes and training opportunities could be implemented to prepare staff for leadership positions. However, the Faculty Development/Staff Development Programmes organised for the different cadre of staff members are centered on themes identified by staff themselves. Themes such as ethical conduct, teaching-learning strategies, and assessment and so on aim to enhance staff performance in the institution.

V. WORK ENVIRONMENT

5.1. Policies and procedures to address gender discrimination

The College has various policies to address gender-based harassment and discrimination for students and staff. The Internal Complaints Committee provides a mechanism for the redressal of such complaints.

Staff members are also encouraged to discuss their concerns through a structured feedback mechanism.

Annual meetings with the President of the Institute and the Internal Quality Assurance Cell, annual April meetings that include the presentation of various committees, are critical spaces where feedback on staff experiences and emerging challenges is addressed.

5.2. Flexible work arrangements

There are flexible work arrangements specifically on reporting and leaving time based on the lecture schedule of the teaching staff members. Teaching Faculty are expected to complete a minimum of six hours a day. Non-teaching staff members are permitted flexible work timings, considering the challenges of travelling.

5.3. Equal access to opportunities for professional development and advancement

All employees have equal access to opportunities for professional development and advancement. Employees are also supported and encouraged to pursue their educational aspirations for higher studies, present papers in international and national conferences, and become members of associations and committees beyond the scope of the College.

	Name of the	Date of	Joining		5th Pay	6th Pay				
	Faculty	Ad-hoc	Permanent	Designation	Sr. Lecturer	Stage 1-2	Stage 2-3	Stage 3-4	Extended	Professor
	Dr. Lidwin									Principal 18.02.20
1	Dias	from 2001	14.06.2004	Principal	14.06.2007	NIL	21.07.2014	21.07.2017		21
2	Dr. Anita Machado	from 1998	13.09.2005	Associate Professor	13.09.2006	NIL	01.10.2014	01.10.2017		01.10.20 20
3	Ms. Sonia Rodrigues	14.06.2004	20.06.2005	Associate Professor	NIL	20.06.2010	20.06.2015	20.06.2018		20.06.20 21
4	Dr. Renu Shah		22.06.2009	Assistant Professor	NIL	07.12.2014	07.12.2019	07.12.2022	06.02.2025	
5	Ms. Meghna Vesvikar		01.07.2009	Assistant Professor	NIL	01.07.2015	01.07.2020	01.07.2023		
6	Ms. Roshni Alphonso	14.06.2010	08.08.2011	Assistant Professor	NIL	14.06.2016	01.07.2021	25.05.2025		
7	Dr. Kalyani Talvelkar Dr. Saman		01.08.2013	Assistant Professor	NIL	12.05.2021	12.05.2026			
8	Aftoz Dr.Yesudhas		01.08.2013	Assistant Professor Assistant	NIL	19.12.2019	19.12.2024			
9	Ronald Dr. Smita		09.06.2014	Professor	NIL	30.09.2020	30.09.2025			
10	Bammidi		15.01.2015	Assistant Professor	NIL	06.01.2020	06.01.2025			
	Non- Teaching		Date of Joining	12 years	24 years					
1	Shweta Malvankar	OS	01.08.2013	01.08.2025						
2	Greta Lopes	Accountant	01.08.2013	01.08.2025						
3	Alka Dbritto	Clerk/Typist	07.03.2008	07.03.2020						
4	Pravin Gavali	Librerian	01.08.2011	stage 1 to 2						
5	Maya Barsing	Lib.clerk	02.05.2014	02.05.2026	45.00.0010					
6	Sandhya Wankhede	off.peon	17.08.1988	17.08.2000	17.08.2012					
7	Wilson Fernandes	lib.peon	01.04.1997	01.04.2009	01.04.2021					
8	Appa Sule	Watchman	01.09.2004	01.09.2016						
9	Santosh Phadke	watchman	25.02.2008	25.02.2020						

VI.RESOURCES

6.1. Facilities: Gender-responsive infrastructure for educational facilities creates safe, accessible, and inclusive learning environments for all. The **College Initiatives' initiative to promote gender-responsive infrastructure is enumerated below**

6.1.1. Provision for All –gender accessible facilities (bathrooms, common rooms)

The college had made provisions for WASH [Water, Sanitation and Hygiene] and menstrual hygiene management (MHM)-friendly latrines through safe, private, and clean toilets with water to comfortably change and dispose of sanitary pads. MHM-friendly WASH facilities, including an adequate number of latrines that are in a safe location, gender-segregated, clean, and provide privacy with features such as doors and internal locks, easy access to water supply for washing body and clothes, adequate lighting, rubbish bin with lid inside toilet cubicles for disposal, hand washing stations with soap and water, and mirrors are provided. The college provides sanitary napkin dispensing and disposal machines fitted in the washrooms on the first and second floors. A restroom for transgender individuals is available on the third floor.

6.1.2. Safe and inclusive spaces for students of all genders.

Addressing safety concerns around harassment, sexual assault, and violence is paramount in mitigating the risks often faced by girls, LGBTQI, and other vulnerable students through awareness, sensitisation and redressal mechanisms. There are several safety features in place, keeping in mind the need for the safety of all persons on campus. Forty-nine CCTV cameras are installed at all prominent locations on the campus and in all classrooms. On campus, the College has a male security guard and two female receptionists on two shifts. Students are not permitted to enter without the verification of the College Identity Card. Visitors are expected to enter their details at the reception and only if the purpose of the visit is confirmed are they allowed in. The College has created spaces for confidential counselling where students can talk with complete physical, visual and auditory privacy. Counselling services are made available on the Second Floor of the College for staff and students through a Counsellor appointed to provide psychosocial support and guidance. Adequate lighting throughout educational facilities and surrounding areas.

6.1.3. Common room for girls: There is a common room only for girls on the second floor.

6.1.4. Other facilities available: The College is centrally located within 500 km of Churchgate Railway Station and Goregaon East Railway Station, facilitating accessibility. There are accessibility provisions for students and educators with disabilities, including adaptations such as ramps and toilets

with handles or rails. While the college does not have a daycare centre, there is an openness to the presence of children of staff members on the campus whenever the child has accompanied the staff member. The Marie Adelaide Play Lab is also a space that the children could explore during their visit to the College. **Safe and accessible open spaces are provided for students to study and socialise.**

6.2. Resources and Materials on Gender Issues

- 6.2.1. Books and Dissertations based on Gender (2)
- 6.2.2. Gender Related Books
- 6.2.3. Transgender Related Books
- 6.2.4. Women's Studies Books

Books on Women studies

The Institute has an extensive collection of that reflects a deep commitment to gender studies, offering a well-rounded exploration of feminist scholarship and gender discourse.

1. Total Number of Books:

There are more than 300 collection of books related to gender studies, feminism, women's rights, and gender issues.

2. Authors:

 The collection includes works by renowned scholars, activists, and feminist theorists such as Kamla Bhasin, Flavia Agnes, Judith Butler, Bell Hooks, and Naila Kabeer. Other prominent Indian and international authors include Tarabai Shinde, Mary Eagleton, Zoya Hasan, and Vandana Shiva. The collection of books also feature contributions from organizations like AIDWA and research institutes focused on gender studies.

3. Years of Publication:

- The collection spans multiple decades, covering early feminist writings to contemporary discussions on gender equality, legal rights, and empowerment.
- Some books focus on historical accounts, while others examine modern gender dynamics, policy changes, and feminist movements.



• The document includes publications from the **1980s to the 2020s**, reflecting the evolution of gender discourse over time.

Key Themes Covered in the Books

- Feminist Theory & Thought: Various perspectives on feminism, including postmodern, socialist, and intersectional feminism.
- Women's Rights & Legal Reforms: Studies on gender laws, human rights, and women's legal struggles in India and beyond.
- Social & Political Issues: Books addressing gender-based violence, women's representation in politics, and economic empowerment.
- **Cultural & Religious Contexts**: Analysis of gender roles in different religious and cultural settings, including Hindu, Muslim, and Christian perspectives.
- **Historical & Biographical Accounts**: Narratives on women's movements, prominent female leaders, and gender-related historical events.

Queer Literature and Trans Narratives

There are a number of Books on Queer and Trans Literature. There are more than 30 Books available with its focus on queer literature and trans narratives. Some of the most important areas of Focus include

1. Focus on Transgender and LGBTQ+ Issues

Several books specifically focus on transgender identities and experiences:

- A Life in Trans Activism by Murali Nandini
- *Human Rights Violations Against the Transgender Community* by People's Union for Civil Liberties
- Neither Man Nor Woman: The Hijras of India by Serena Nanda
- We Are Not the Others: Reflections of a Transgender Artivist by Subramaniam Kalki
- With Respect to Sex: Negotiating Hijra Identity in South India by Reddy Gayatri
- The Third Gender by Samuthiram S.V.

These books emphasize transgender activism, human rights issues, and social challenges faced by the hijra community in India.

2. Gender Identity and Psychological Perspectives

Several books explore the psychological aspects of gender identity and sexual orientation:

• Lesbian, Gay, Bisexual, Trans, and Queer Psychology: An Introduction by Victoria Clarke

- Lesbian, Gay, Bisexual, and Trans Health Inequalities by Julie Fish
- *Transgenderism and Intersexuality in Childhood and Adolescence: Making Choices* by Cohen-Kettenis Peggy T.
- Boy Erased: A Memoir of Identity, Faith, and Family by Conley Garrard
- Sissy: A Coming of Gender Story by Tobia Jacob

These books provide insight into mental health, identity formation, and medicalization of genderrelated issues.

3. Cultural and Social Perspectives on Gender and Sexuality

Some books analyze the role of gender and sexuality within cultural and social contexts:

- Gay Bombay: Globalization, Love and (Be)longing in Contemporary India by Parmesh Shahani
- Change in Western
 Cultures: Sexual
 Moralities by Robert
 Bocock
- *Sex in Social Life* by Neville Rolfe S.
- Sex Roles in
 Transition: The Changing Dialogues Between Men and Women by Sahoo Fakir M.
- Sexual Politics by Kate Millett

These books examine societal norms, globalization, and the shifting perception of gender roles.

4. Gender and Child Development

Some books specifically focus on gender identity development in childhood and adolescence:

- *He and She: How Children Develop Their Sex-Role Identity* by Jeanne Brooks-Gunn
- Sex Knowledge for Boys and Adolescents by A. P. Pillai
- *Male & Female* by Margaret Mead



Cultural and Social Perspectives on Gender and Sexuality



Gender and Sexuality

Gender and Child Development

Gendered Perspectives in Research: A Compilation of Theses on Women's Issues, Work, Health, and Social Challenges

The Total number of theses for the academic year 203 2024 was 47 theses which include both MSW (Master of Social Work) dissertation and Ph.D. thesis. These theses collectively provide a gendered lens on issues of work, health, violence, family, and policy, showing the systemic challenges women and marginalized genders face. It can be safely inferred from the collection of research studies done there is a growing academic interest in intersectionality, emphasizing on how gender intersects with caste, class, sexuality, and labor conditions.

Key Themes Covered in the Research studies Conducted

ECONOMI	À	DER-BASED IOLENCE		Community, Family, & Social Skills	
Work and Economic Condition	Health and Well Being	Violence and Social Challenges	Impact of Covid 19	Family and Social Dynamics	LGBTQ= and Gender Diversity

1. Work and Economic Conditions

- Several studies address the conditions of women workers in different sectors, including domestic work, agriculture, and the unorganized sector.
- Issues such as remuneration regulations (*Domestic Workers Remuneration Regulation Act 2019*) and financial literacy highlight economic empowerment and systemic inequalities.
- Self-Help Groups (SHGs) are examined as a tool for women's socio-economic progress.

2. Health and Well-being

- Research covers challenges faced by women regarding maternal healthcare, sexual and reproductive health, and menopause.
- The impact of polycystic ovarian syndrome (PCOS) on self-esteem and menstrual hygiene in tribal communities shows a focus on gendered health disparities.

3. Violence and Social Challenges

- Domestic violence is a recurring theme, with studies analyzing factors influencing domestic violence, NGO interventions, and support mechanisms for women facing abuse.
- Sex workers' access to health services and the impact of homophobia on LGBTQ+ individuals also indicate intersections of gender and marginalization.

4. Impact of COVID-19

 The pandemic disproportionately affected women, with studies on pregnant women, domestic workers, migrant working mothers, and sex workers during COVID-19. Issues of employment, stress, and lack of social security are highlighted.

5. Family and Social Dynamics

- Studies explore single motherhood, life satisfaction among working and nonworking women, and women's roles in Panchayati Raj governance.
- Research on spousal addiction's impact on women co-dependents shows the influence of gender roles in family settings.

6. LGBTQ+ and Gender Diversity

• Studies on transgender women's employment and homophobia's impact on mental health indicate a broadening scope of gender studies beyond cisgender experiences.

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Physical Inventory Status - Call Number, Accession Number Wise

Verification Status in ('Marked')

24-Mar-2025

AccNum	AccnDate	Title & Author	CallNum	Pub.Year	Price Description
TH2015	11-Jul-2023	Arora Urja: Study On Living & Working Condition Of Women Workers In Slate Pencil Industries In Mandsaur District. College Of Social Work	ARO		0.00 Ok
TH2077	29-Sep-2023	George Agnel: Factors causing stress among Nurses during Covid-19 Pandemic in India. CSWNN	131.3/GEO		0.00 Ok
TH2102	19-Oct-2023	Jadhav Mayuri: Problem faced by Pregnant women during their pregnancy in Covid-19. CSWNN	306/JAD		0.00 Ok
TH2082	29-Sep-2023	Arshak, Babu: Status of self-employed women in Malappuram District, Kerala. CSWNN	331.4/ARS		0.00 Ok
TH2129	26-Oct-2023	Londhe Antor: Domestic Workers Remuneration Regulation Act 2019. CSWNN	331.4/LON		0.00 Ok
TH2128	26-Oct-2023	Ravrani Tanvi: Situational analysis of women Domestic workers in Covid-19 pandemic. CSWNN	331.4/RAV		0.00 Ok
TH2111	20-Oct-2023	Dharankar Pranoti: Economic problem and Accessibility of Health Services during Covid Pandemic by Sex Worker in Budhawar Peth Pune city. CSWNN	362/DHA		0.00 Ok
TH2080	29-Sep-2023	Thomas, Anto: Perception of women co-dependents on the effect of Spousal addiction on family with specific reference to Santali community, Jha. CSWNN	362/THO		0.00 Ok
TH2081	29-Sep-2023	Chowdhury, Anwesha: Social work practitioners perception on best practices in addressing Domestic Violence against married women. CSWNN	362.82/CHO		0.00 Ok
TH2123	23-Oct-2023	Kulkarni Shruti: Financial Literacy among women in Chalisgaon Town. CSWNN	374/KUL		0.00 Ok

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AccNum	AccnDate	Title & Author	CallNum	Pub.Year	Price Description
ГН2119	20-Oct-2023	Kadam Sayali: A study on Sexual and Reproductive Health practices among women of phase Pardhi Tribe in Mumbai. CSWNN	614/KAD		0.00 Ok
ГН2087	29-Sep-2023	D'souza, Chionia: Study on plastic waste management techniques adopted by women in Wadala, Mumbai. CSWNN	658.567/D'S		0.00 Ok
ГН2214	27-May-2024	Sena Josna: Study on challenges faced by migrant working mothers with school-age children, Post COVID-19 in Goa. CSWNN	R 301.326/SEN/ ROD		0.00 Ok
ГН2048	19-Aug-2023	Jadhav Mrunmai: trutiypanthyanche vividh samaj va samuh aani tyanchya barobar kaam karnarya samajik sanstha yancha abhyas. CSWNN	R 301.41/JAD		0.00 Ok
ГН2173	14-Aug-2023	Jain Naman: Study on the employment issues faced by transgender women in Delhi. CSWNN	R 301.41/NAM		0.00 Ok
ГН2178	14-Aug-2023	Gaikwad Sajan: Challenges faced by employed women in agriculture sector at Babhleshwar. CSWNN	R 301.412/GAI		0.00 Ok
TH2176	14-Aug-2023	Itur Priti: Changes in the lives of women through SHG's in Kaithoon Kota district Rajasthan. CSWNN	R 301.412/ITU		0.00 Ok
ГН2137	12-Aug-2023	Jangid Ankit: Status of women elected representative a Panchayati raj in Haryana. CSWNN	R 301.412/JAN		0.00 Ok
FH2188	14-Aug-2023	Kulkarni Vaibhavi: Life satisfaction and stress among working and non working women in Jalgaon city: a comparative study. CSWNN	R 301.412/KUL		0.00 Ok
ГН2153	12-Aug-2023	Menon Ashwati: Effects of polycystic ovarian syndrome on young women's self esteem. CSWNN	R 301.412/MEN		0.00 Ok
TH2180	14-Aug-2023	Noronha Sanjana: Study on challenges faced by working women in Vasai during the pandemic. CSWNN	R 301.412/NOR		0.00 Ok

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		Mumbai, Thane and Palghar. CSWNN	DIA		
TH2023	07-Jul-2023	Sequeria Aniksha: Factors influencing	R		0.00 Ok
		resilience among single mother. CSWNN	301.412/SEQ		
ГН2172	14-Aug-2023	Shah Manisha: Phenomenon of solo	R		0.00 Ok
		agers among single women in Mumbai	301.412/SHA		
		concerns and challenges. CSWNN			
ГН2029	12-Aug-2023	Yadav Bhoomi: Psychosocial health and	R		0.00 Ok
		livelihood problems faced by women	301.412/YAD		
		evicted after slum demolition in Mumbai.			
		CSWNN			
ГН2193	21-May-2024	Luckose Bibin: Challenges faced by	R		0.00 Ok
		women sex workers of Banchada	301.4154/LUC/		
		community in Mandsaur, Madhya	AND		
		Pradesh. CSWNN			
ГН2039	18-Aug-2023	Dave Jvalin: Decriminalization of	R		0.00 Ok
		homosexuality in India. CSWNN	301.4157/DAV		
ГН2059	19-Aug-2023	Dias Savia: Psychosocial impact of	R		0.00 Ok
		homophobia on homosexual men in	301.4157/DIA		
		India. CSWNN			
ГН2190	21-May-2024	Shrungare Siddhi: Study on tribal	R		0.00 Ok
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		functioning, socio-economic benefits and	HR/VES		
		challenges. CSWNN			
ГН2043	18-Aug-2023	Dathil Velliyamkan: Role od self-help	R		0.00 Ok
		groups in the development of tribal	301.450954/V		
		women. CSWNN	EL		
TH2041	18-Aug-2023	Leanne Colaco: Abuse faced by	R 331.4/COL		0.00 Ok
		domestic workers and NGO interventions			
		in urban cities of India. CSWNN			
ГН2165	14-Aug-2023	Lakra Kamal: Livelihood crisis of	R 331.4/LAK		0.00 Ok
		migrants women domestic workers			
		during pandemic in Andheri (West)			
		Mumbai Maharashtra. CSWNN			
ГН2245	03-Jun-2024	Lopes Natty: Working conditions and	R		0.00 Ok
			••		
		health issues of women domestic	331.4/LOP/TIR		

AccNum	AccnDate	Title & Author	CallNum Pub.Year	Price Description
TH2166	14-Aug-2023	Ramesh Keetthana: Psychosocial effects of menopause on domestic workers. CSWNN	R 331.4/RAM	0.00 Ok
TH2053	19-Aug-2023	Kamatham Rajani: Women working in unorganised sector: issues and concerns. CSWNN	R 331.542/KAM	0.00 Ok
TH2238	28-May-2024	Minj Neelam Sangeeva: Challenges of Chota Nagpur tribal women domestic workers in India. CSWNN	R 331.542/MIN/X AL	0.00 Ok
TH2202	22-May-2024	Sarodas Josphine: Exploring supportive mechanisms for achieving work-family balance: a study of women employees in Mumbai. CSWNN	R 344.02/SAR/M AC	0.00 Ok
TH2170	14-Aug-2023	Bhavsar Dharma: Adivasi samajatil muli va mahilana kamachya thikani bhedsavanarya samasyancha abhyas. CSWNN	R 346.046/BHA	0.00 Ok
TH2191	21-May-2024	Zine Varsha: Problems and training needs of the Anganwadi workers in the ICDS block in Parner Taluka of Maharashtra. CSWNN	R 362.010425/ZI N/ALP	0.00 Ok
TH2215	27-May-2024	Sawant Sejal: Problems and challenges faced by homeless menstruating women in India. CSWNN	R 362.7/SAW/AN D	0.00 Ok
TH2044	18-Aug-2023	Maria Bastin: Factors determining the increase in domestic violence against women. CSWNN	R 362.82/BAS	0.00 Ok
TH2020	07-Jul-2023	Devadhe Ajinath: महिलांवरती होणारे घरगुती आत्याचाराची कारणे आणि वाढते प्रमाण यांचे विश्लेषण करणे. CSWNN	R 362.82/DEV	0.00 Ok
TH2026	12-Aug-2023	Augustine Ansa: Menstrual hygiene of women among Indian tribal communities. CSWNN	R 612.662/AUG	0.00 Ok
TH2223	28-May-2024	Varpe Sonali: Taboos exsiting around menstruation in Indian context. CSWNN	R 613.0424/VAR/ THO	0.00 Ok

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AccNum	AccnDate	Title & Author	CallNum	Pub.Year	Price Description
TH2060	19-Aug-2023	Ahmed Shabana: Maternal healthcare practices of rural women in Assam. CSWNN	R 614/AHM		0.00 Ok
TH2047	19-Aug-2023	Prajapati Mohini: Challenges faced in rural areas to access maternal healthcare services during pregnancy. CSWNN	R 614/PRA		0.00 Ok
TH2204	22-May-2024	Kulkarni Harshali: Study on working mother's relationship with their children: the challenges and coping strategies. CSWNN	R 649.1/KUL/MA C		0.00 Ok
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14851	Women Welfare Some New Dimensions	Kushwaha Saumya	Book	College of Social Work (Autonomous) Nirmala Niketan	1
14853	Women Who May Never Marry : The Reasons, Realities And Opportunities.	Wolfe Leanna	Book	College of Social Work (Autonomous) Nirmala Niketan	1
14856	Women Work And Family.	Tilly Louise A	Book	College of Social Work (Autonomous) Nirmala Niketan	1
70829	Women workers and globalisation emergent contradictions in India	Mazumdar Indrani	Book	College of Social Work (Autonomous) Nirmala Niketan	1
83123	Women writing gender	Kosambi Meera	Book	College of Social Work (Autonomous) Nirmala Niketan	1
14868	Women, Body, Desire In Post- Colonial India : Narratives Of Gender And Sexuality.	Puri Jyoti	Book	College of Social Work (Autonomous) Nirmala Niketan	1
70703	Women, builders : breaking barriers in earthquake torn village	Martin Max	Book	College of Social Work (Autonomous) Nirmala Niketan	1
14869	Women, Democracy And The Media : Cultural And Political Representations In The Indian Press.	Bathla Sonia	Book	College of Social Work (Autonomous) Nirmala Niketan	1
36974	Women, employment and empowerment	Bhatnagar Tiku Paul	Book	College of Social Work (Autonomous) Nirmala Niketan	1

ID	Title	Author	Item Type	Library	Copies
)78589	Women, food security and nutrition	Padma K	Book	College of Social Work (Autonomous) Nirmala Niketan	1
080863	Women, man and God - talk : gender inclusive language	George Julie	Book	College of Social Work (Autonomous) Nirmala Niketan	1
014876	Women, Social Justice And Human Rights.	Devasia V V	Book	College of Social Work (Autonomous) Nirmala Niketan	1
014877	Women, Struggles And Strategies : Third World Perspectives.	lwics	Book	College of Social Work (Autonomous) Nirmala Niketan	1
014880	Women, Work And Property In North-west India.	Sharma Ursula	Book	College of Social Work (Autonomous) Nirmala Niketan	1
014881	Women.	National Conference On Womens Studies	Book	College of Social Work (Autonomous) Nirmala Niketan	3
014882	Women. (Cyclostyled Papers)	Women	Book	College of Social Work (Autonomous) Nirmala Niketan	1
014883	Womens Two Roles : Home And Work.	Myrdal Alva	Book	College of Social Work (Autonomous) Nirmala Niketan	1
014884	Womens As Mothers.	Kitzinger Sheila	Book	College of Social Work (Autonomous) Nirmala Niketan	1
014885	Womens Asia.	Matsui Yayori	Book	College of Social Work (Autonomous) Nirmala Niketan	1
014887	Womens Challenges Of The New Millenium	Patel Vibhuti	Book	College of Social Work (Autonomous) Nirmala Niketan	1
14888	Womens Claims : A Study In Political Economy.	Peattie Lisa	Book	College of Social Work (Autonomous) Nirmala Niketan	1
014889	Womens Development : Policy And Administration.	Varma Sudhir	Book	College of Social Work (Autonomous) Nirmala Niketan	1

ID	Title	Author	Item Type	Library	Copies
)14890	Womens Development : Some Critical Issues.	Gandhi Peace Foundation	Book	College of Social Work (Autonomous) Nirmala Niketan	1
14891	Womens Development And Ngos.	Bhatia Anju	Book	College of Social Work (Autonomous) Nirmala Niketan	1
82985	Womens empowerment : a strategy for development	Pattnaik Binay Kumar	Book	College of Social Work (Autonomous) Nirmala Niketan	1
14894	Womens Health In India : Risk And Vulnerability.	Dasgupta Monica	Book	College of Social Work (Autonomous) Nirmala Niketan	1
14896	Womens Image Making & Shaping.	Yasas Frances Maria	Book	College of Social Work (Autonomous) Nirmala Niketan	1
14897	Womens Image Making And Shaping.	Fernando Peter [ed.]	Book	College of Social Work (Autonomous) Nirmala Niketan	1
14900	Womens Influence In The East.	Pool John J	Book	College of Social Work (Autonomous) Nirmala Niketan	1
14901	Womens Information Network For Asia And The Pacific.	United Nations	Book	College of Social Work (Autonomous) Nirmala Niketan	1
14903	Womens Issues In Water And Sanitation : Altempts To Address An Age - Old Challenge.	International Development Research Centre	Book	College of Social Work (Autonomous) Nirmala Niketan	1
14906	Womens Liberation And Voluntary Action.	Shah Kalpana	Book	College of Social Work (Autonomous) Nirmala Niketan	1
14908	Womens Link.	Indian Social Institute	Book	College of Social Work (Autonomous) Nirmala Niketan	1
14909	Womens Movement : Political, Socio, Economic And Psychological Issue.	Deekard Bathara	Book	College of Social Work (Autonomous) Nirmala Niketan	1

ID	Title	Author	Item Type	Library	Copies
081609	Womens oppression in the public gaze : an analysis of newspaper coverage, state action and activist response	Kosambi Meera	Book	College of Social Work (Autonomous) Nirmala Niketan	1
014912	Womens Organisations And Womens Interests.	Mathew P M	Book	College of Social Work (Autonomous) Nirmala Niketan	1
014913	Womens Participation In Politics.	Kaushik Susheela	Book	College of Social Work (Autonomous) Nirmala Niketan	1
014915	Womens Question A Quiz Book	Shanbag Kumud	Book	College of Social Work (Autonomous) Nirmala Niketan	1
014916	Womens Realities, Womens Choices : An Introduction To Womens Studies.	Bates U Ulku	Book	College of Social Work (Autonomous) Nirmala Niketan	1
014919	Womens Resource And National Development : A Perspective.	Chandrasekhar R	Book	College of Social Work (Autonomous) Nirmala Niketan	1
014921	Womens Right.	Antony M J	Book	College of Social Work (Autonomous) Nirmala Niketan	1
014922	Womens Rights : Everything An Indian Woman Must Know About Her Rights - In Plain Language.	Antony M J	Book	College of Social Work (Autonomous) Nirmala Niketan	1
014923	Womens Rights : Myth And Reality.	Sachidananda	Book	College of Social Work (Autonomous) Nirmala Niketan	1
036756	Womens rights as multicultural claims: reconfiguring gender and diversity in political philosophy	Mookherjee Monica	Book	College of Social Work (Autonomous) Nirmala Niketan	1
014924	Womens Rights Human Rights : International Feminist Perspectives.	Peter Jullie	Book	College of Social Work (Autonomous) Nirmala Niketan	1
081865	Women's spirituality : resources for christian development	Conn Joann Wolski	Book	College of Social Work (Autonomous) Nirmala Niketan	1

ID	Title	Author	Item Type	Library	Copies
075023	Womens studies in India : A journey of 25 years	Vij Madhu	Book	College of Social Work (Autonomous) Nirmala Niketan	1
)14839	Womens studies in India a reader	John Mary E	Book	College of Social Work (Autonomous) Nirmala Niketan	2
014930	Womens studies in India a reader	John Mary E	Book	College of Social Work (Autonomous) Nirmala Niketan	1
)14931	Womens Testimonies From Kashmir.	Choudhury Gouri	Book	College of Social Work (Autonomous) Nirmala Niketan	1
)14932	Womens Two Roles.	Myrdal Alva	Book	College of Social Work (Autonomous) Nirmala Niketan	1
)36755	Womens welfare programmes: a sociological study of Andhra Pradesh	Madhavi G.	Book	College of Social Work (Autonomous) Nirmala Niketan	1
014933	Womens Work And Family Values 1920 - 1940.	Wanderel D Winifred	Book	College of Social Work (Autonomous) Nirmala Niketan	1
075210	Women's writing text and context	Jain Jasbir	Book	College of Social Work (Autonomous) Nirmala Niketan	1
014984	Working Mother And Early Childhood Education.	National Institute Of Public Co-operation And Chil	Book	College of Social Work (Autonomous) Nirmala Niketan	1
070372	Working the night shift : women in India's call centre industry	Patel Reena	Book	College of Social Work (Autonomous) Nirmala Niketan	1
85979	Working with muslims : beyond burqa and triple talaq	Naqvi Farah	Book	College of Social Work (Autonomous) Nirmala Niketan	1
15029	Workshop Models For Family Life Education : Career Planning For Womens.	Callahan B N	Book	College of Social Work (Autonomous) Nirmala Niketan	1
015037	Workshop On Human Sexuality In Family Life. 26th Feb 3rd March 1977.	Family Planning Association Of India.	Book	College of Social Work (Autonomous) Nirmala Niketan	1

ID	Title	Author	Item Type	Library	Copies
015051	World Conference Of The United Nations Decade For Women : Equality, Development And Peace. Copenhagen,Denmark 14-30, July 1980.	United Nations	Book	College of Social Work (Autonomous) Nirmala Niketan	5
089777	Writing Caste/ Writing Gender : Reading Dalit Women's Testimonios	Rege Sharmila	Book	College of Social Work (Autonomous) Nirmala Niketan	1
015111	Writing The Womens Movement A Reader.	Khullar Mala	Book	College of Social Work (Autonomous) Nirmala Niketan	1
081789	Yell-oh girls nam	Nam Vickie	Book	College of Social Work (Autonomous) Nirmala Niketan	1
081302	Yuvati mela : games and training for gender equality	Akshra	Book	College of Social Work (Autonomous) Nirmala Niketan	1
)15251	Zealous reformers deadly laws battling stereotypes	Kishwar Madhu Purnima	Book	College of Social Work (Autonomous) Nirmala Niketan	1
Fotal Titles:	690			Total Copies:	72

VII.FINANCIAL SUPPORT

7.1. Resource allocation for Gender Specific needs (e.g. menstrual products)/ equitable distribution of resources across departments and genders.

The College has earmarked a significant budget for the promotion of gender-sensitive initiatives in the Institute.





- Committees: Awareness Programmes/Sensitisation/Induction/Skills
- Policy/Welfare Schemes: Midday Meals/Scholarships
- Field Action Projects
- Resource Persons (Sessions, Workshops/Classes
- Stipulated amount for participation of staff in conferences/workshops/programmes

The College encourages committees to submit the statement of expenditure for the academic year. Special provisions are earmarked for conducting gender sensitisation programmes by the Women Development Cell and Internal Complaints Committee and maintaining infrastructure facilities that ensure safety and protection. Books, journals and so on specific to gender are purchased annually after review by the subject teachers. Course teachers are also encouraged to identify books related to their courses and are reimbursed for the purchases. An amount of Rs 5,000 [Rupees Five Thousand only] per annum is earmarked for Faculty Members to participate in academic programmes outside the college.

VII.CURRICULUM AND INSTRUCTIONS

8.1. Content

8.1.1. Educational Materials gender sensitive

The course outcomes are tailored based on the programme outcomes that are grounded in the vision and mission of the College. The courses offered are centred on global realities and promote a rights and strengths-based approach to practice. Thus, there are no prescribed textbooks for the various subjects offered in the programmes of the College. Students are encouraged to access the library resources that provide a rich repository of content centered on the multidimensional perspective and understanding of the issues and their impact on the most vulnerable and marginalised.

8.1.2. Diverse perspectives and experiences represented in the curriculum

The genesis of women's studies lies in the women's movement (WM) of the 1970s that brought a new direction, scope and dynamism for the institutionalization of Women's Studies in higher education institutions. The United Nations International Year for Women in 1975 opened the door for national, regional and global discourses by women's rights groups and newly emerging University Grants Commission-sponsored women's studies centres in Indian Universities. WS was envisaged as an 'interventionist' and as a 'critical perspective' within higher education in its formative years (1980s), which recommended an integration of women's questions in all existing disciplines. Today, Women's Studies could include anything from the addition of women to course syllabi to a completely reconceptualized methodology and pedagogical practice.

At the College of Social Work, Women's Studies is offered as a Core subject in the Bachelor of Social Work, Semester III, and Master of Social Work, Semester IV. The units of the course include basic gender concepts, women's movement in India; feminism, historical perspectives on women, gender-based violence, national and international initiatives for women's empowerment, and Feminist Social Work Practice.

Gender as a theme also cuts across various subjects that are offered by the College, including Integrated Social Work Practice, Human Rights, Ageing, Work with Disability, Health and Mental Health and Therapeutic Skills. Gender-sensitive content is integrated across subjects to address the marginalization and social exclusion based on gender and promote awareness of the subject through a gender lens. The use of gender-sensitive language and feminist pedagogy are important strategy to promote inclusivity in teaching. An effort is made to incorporate diverse perspectives and experiences of women and marginalized genders in the curriculum. The Syllabus under NEP for MSW [Semester I and II] and BSW [Semester II to IV] is presented below, highlighting how Gender is taught as a separate programme and interspersed with the curriculum:

Table 14

Master of Social Work Programme Semester I and II

Semester, Course Name and Code	Unit	Subunits
Semester I Introduction to Social Sciences CC401	Unit III Sociology of Gender	Gender as a Social Construct: Gender, Sex, Sexuality; Production of Masculinity and Femininity Gender: Differences and Inequalities concerning class, caste, work and family Gender, Power and Resistance: Role of Movements
Semester I Health and Social Work DSE401	Unit IV Health Disparities and Social Work Intervention	Aging and health Migration and Urban Health Health and Gender-gender dimensions of health care, reproductive rights, gender- based violence, female deficit and emerging issues
Semester I Family-Centred Practice DSE403	Unit III Challenges and Coping strategies of Families in difficult situations	Families facing issues related to child protection (violence, abuse, child marriage, trafficking, child work)
Semester II Mental Health Practice DSE404	Unit I Mental Health: history, concept, social determinants, multidimensional impact of mental health concerns.	Mental Health: history, concept, social determinants, multidimensional impact of mental health concerns. History of mental health: demonological to reformation Social determinants of mental health Mental health models and classification systems Multidimensional impact: magnitude; human rights violations; social, economic and holistic health aspects. ICF's model of disability

Semester, Course Name and Code	Unit	Subunits
	Unit IV Social Work Practice across mental health settings	Community Mental Health: concept, relevance, types Role of social worker in mental health settings as well as in multidisciplinary teams Mental Health in various settings: Schools, De-Addiction Centres, Hospitals, Child Guidance Clinics, Half Way Homes, Prison Settings, Palliative Care.
Semester II Marginalisation and Social Inclusion DSE 405	Unit II Marginalised groups and descriptions of marginalisation	Marginalised communities: Dalit-caste
Semester II Women Studies DSE 406	Unit I Gender Concepts and Feminism	Sex and Gender; Femininity and Masculinity; Gender Bias; Gender Stereotypes; Gender Discrimination, Intersectionality, Patriarchy/Gender Order. Understanding the concept of Feminism, Feminist theories/perspectives
	Unit II Women's Movement in India Status of Women in India across the times. The genesis of the Women's Movement in India; and critique of the Women's Movement; Evolution of Women Studies	Women's Movement in India Status of Women in India across the times. The genesis of the Women's Movement in India; and critique of the Women's Movement; Evolution of Women Studies
	Unit III Initiatives for Addressing Gender Inequality and Gender-Based Violence	International Initiatives by United Nations Statutory bodies for the empowerment of women Schemes and policies for women's empowerment Gender-Based Violence: Concept, Theories, Types, Interventions
	Unit IV Law and Gender	Law and Gender Laws and acts related to women and violence: domestic violence, sexual offences, Personal Laws (Hindu, Islam, Parsi and Christian) and family courts; Strategies -Gender mainstreaming, Gender Audit

Table 15

Semester, Course Name	Unit	Subunits
and Code		
Semester I Health and Nutrition OE 101	Unit I Introduction to Health	Concept and definition of health (objective and subjective components) Bio-psychosocial Model of Health Biomedical concept, Ecological concept, Psychosocial concept, Holistic concept Determinants of Health in India
	Unit II Introduction to Nutrition	Nutrition: Definition of Nutrition and its relation to health, Functions of foods Types of Nutrients: Source and functions, The food pyramid, My Food Plate and Balanced Diet Meal planning: Meal planning on using locally available low-cost foods to improve one's diet Malnutrition: Definition of malnutrition, the vicious cycle of malnutrition, and factors affecting malnutrition: (biological, socioeconomic, customs, superstitions and gender, caste; the influence of maternal nutritional status resulting in
Semester II Introduction to Sociology OE 103	Unit III Culture, Socialization and Indian Society	malnutrition).Culture:concept, functions,characteristics, dimensions of cultureSocialization:Definition, Agents ofSocialisation (family, peer group, religion,education, mass media)Caste System;Tribal communities;Ruralandurbansocieties;Religiouscommunities;Gender and Society in India
Semester III Contemporary Development Studies Minor 201	Unit III Measuring Tools of Human Development	History and concepts of measuring Human Development - Mahbub Ul Haq, Amartya Sen, John Dreze Measuring Human Development Human Development indicators Poverty Index Gender Development Index Comparative analysis of HDI
Semester IV Rural and Urban Studies Minor 202	Unit II Rural Communities: Structure, Governance & Livelihood	Village Structure: Social stratifications: Class, Caste and gender dynamics in context of equity. Rural Livelihoods Rural Governance: Funds, Functions, Functionaries

Bachelor of Social Work Programmes [Semester I to IV]

6.1.3. Gender sensitive approach integrated into teaching and learning.

The following measures are adapted to include gender sensitive approach in classrooms:

- All genders have equal scope to select electives offered at different semesters
- There is an equal representation of male and female teachers teaching courses
- Field based assignments, classroom activities for students engagement, reading materials for varied courses, gender perspective as a social identity and an important intersectional factor, introducing students to contribution of social work pioneers irrespective of gender [sometimes focusing on women's contribution side-lined by history] teaching in gender sensitive language, addressing stereotypes and prejudice, referring to current affairs, addressing sexism in classes, use of participative and inclusive teaching methods are some measures to promoted gender sensitivity in teaching-learning process
- Seating arrangements are catered to the needs and comfort of students
- Representative of students from all genders is encouraged during group work.
- Internalisation of gender biases and patriarchal ideology is addressed through innovative and creative techniques exploring the privilege-oppression continuum framework.

8.1.4 Pedagogy

Gender responsive teaching methods

Besides the above gender sensitive approaches, teachers, specifically course teachers, specifically Gender Studies teachers, adopt feminist pedagogies in their teaching. Feminist pedagogy is grounded in feminist theory, and it stems from critical pedagogy. Feminist pedagogy seeks to connect social justice with learning and acknowledges a connection between power and knowledge in the learning environment. The Feminist Pedagogies adopted by the course teachers across core and other subjects are enumerated below:

Participatory learning

This involves cultivating a learning environment in which the teacher and students work against the creation of hierarchy. Instead of being the 'expert' in imparting knowledge, the feminist pedagogue becomes a facilitator and learner at the same time. Participatory learning is encouraged through student-led discussions, debates, and group presentations on topics such as the Feminist vision and phases of the Women's Movement.

Validation of personal experience

Valuing the personal as a source of legitimate and valid knowledge, critical feminist pedagogues encourage students to understand personal experience as political, historical and socially constructed. Reflective assignments centred on "everydayness of violence", interaction and dialogue with survivors of violence, review of documentary films based on testimonies of survivors, and case studies are some techniques utilised in the class.

Development of critical thinking and open-mindedness

Feminist pedagogies support class participants not merely to acquire new knowledge, but also to develop their thinking in new directions. Students are encouraged to reflect, discuss and present on thematic areas through group presentations, thematic poster exhibitions, audio-video presentations on gender issues, etc.

Experiential Learning

Experiential Learning is promoted through field visits, and interaction with stakeholders, collaborators and survivors of violence. Field visits are organised to government and non-government organisations, enabling students to understand their role and interventions in gender-based violence.

Social Action

Empowering students to take action and advocate for social change, whether through activism, community organizing, or other forms of social engagement, by encouraging students to organise gender awareness sessions and campaigns as part of field-based or class assignments.

IX: CAMPUS CULTURE

7.1. Student Activities

7.1.1. Student activities and clubs are inclusive of all genders.

There is equal representation of students across committees (statutory and non-statutory) and clubs. Election policies increase the proportion of female student candidates nominated as representatives for various committees. Various interventions are organized based on national and international issues concerning women through student initiatives as members of various committees.

X. COMMUNITY ENGAGEMENT

10.1. Field Action Projects

The College has a history of innovation in intervention in problem situations. Field Action Projects (FAPs) which are initiated by Faculty Members with student's participation have plays a major role in establishing the Colelge as a leadership training institute. Many of the FAPs evolved into Non-Governmental Organizations that are contributing to the development of the marginalized sections in India. The Field Action Projects have worked on issues ranging from dowry-related violence, prostitution, communal violence, malnourishment deaths of children, domestic work, construction work, disability, Care for persons living with HIV/AIDs, disaster management, elder rights and youth empowerment. The target groups range from women in distress, street children, children with mental retardation, children of women in sex work, tribal communities, urban poor, and marginalized elders and so on.

Currently, the College has three Field Action Projects: Spandan, Anubhav Youth Development Center and Pravas. Spandan aims to promote sustainable development for better livelihood and focuses on malnutrition issues at Talasari and Dahanu block of Palghar district, Maharashtra. Anubhav Youth Development Center.

Pravas is a field action project started by the College of Social Work Nirmala Niketan, Mumbai, to help the senior citizens living in the Urban Marginalized Communities. The project was initiated to form self-supporting groups of senior citizens.

Anubhav Mumbai (1997-2019) was renamed as Anubhav Youth Development Centre (AYDC – September 2020 onwards). Through 'Anubhav Youth Development Center (AYDC)', the College of Social Work at the Extension Center has initiated various interventions grounded on international and national strategic principles for youth empowerment. The main focus of AYDC is organizing workshops on Constitutional Values, Personality Development, Developing Skills and Livelihood for city-level college youth and community youth and building a cadre of committed, sensitized and informed youth groups.

10.2. Feminist Social Work Practice through Fieldwork Practicum

Students are placed in a range of fieldwork settings working directly and indirectly on gender issues. Interventions centered on Feminist Social Work Practice include working with women, working with men, community engagement and support, working with the system and addressing patriarchal structures. Students engage in Feminist Counselling, formation of consciousnessraising groups, sensitisation, case interventions and advocacy. The Fieldwork Practicum thus provide students and spaces to critically reflect, internalise and integrate principles and skills of Feminist Practice and Feminist Research in the field. Currently, 14 organizations are working directly on gender issues.

Placements include government and semi-government organizations, non-government organizations, special courts and legal aid services.

Urban/Rural	Child-Centred Practice	Feminist Social Work Practice
Communities	Child Relief and You (CRY)	
Bright Future		Sakhya Women Guidance Cell
Premdarshan	· · · · · · · · · · · · · · · · · · ·	Myna Mahila
		Suryoday Foundation (Financial Literacy)
5		Mahila Arthik Vikas Mahamandal
		Department for Women and Child Development
Vimla Vikas Kendra	Children	Akshara
		Foundation For Mother and Child (Health)
1 5	8	Special Cell For Women and Children
Kendra	Indian Association for Adoption	1
Pahunch	1	Maharashtra State Commission For Women
Karunya Trust		Ashiyana
Lok Seva Sangh	· · · ·	Navjeevan
		Center For Development Initiative
Communities (Rural)		Prerana
· · · · ·	Doorstep	i iciaila
communities]	1	Legal Aid/Human Rights
Jeevan Dhara		Family Court [Bandra, Thane, Navi Mumbai]
Snehavardini Trust		Prayas
Shenavardini 11ust		District Legal Services Authority
		District Legar Services Authority
Youth-Centered	Corporate Social	Government
Youth-Centered Practices	1	Government Mumbai Metropolitan Regional Authority
Practices	Responsibility	Government Mumbai Metropolitan Regional Authority
Practices Young Men Christian	Responsibility United Way	Mumbai Metropolitan Regional Authority
Practices Young Men Christian Association	Responsibility United Way	Mumbai Metropolitan Regional Authority Education
PracticesYoungMenAssociationAnubhavYouth	Responsibility United Way	Mumbai Metropolitan Regional Authority
PracticesYoungMenAssociationAnubhavYouthDevelopmentCenter	Responsibility United Way	Mumbai Metropolitan Regional Authority Education
PracticesYoungMenAssociationAnubhavYouthDevelopmentCenter(FAP)	Responsibility United Way	Mumbai Metropolitan Regional Authority Education
PracticesYoungMenAssociationAnubhavYouthDevelopmentCenter	Responsibility United Way	Mumbai Metropolitan Regional Authority Education
PracticesYoungMenAssociationAnubhavYouthDevelopmentCenter(FAP)YouthYouthForVoluntaryAction	Responsibility United Way	Mumbai Metropolitan Regional Authority Education
PracticesYoungMenAssociationAnubhavYouthDevelopmentCenter(FAP)YouthYouthForVoluntaryAction	Responsibility United Way Health Hospital/Institutions	Mumbai Metropolitan Regional Authority Education
PracticesYoungMenAssociationAnubhavYouthDevelopmentCenter(FAP)YouthForYouthForVoluntaryActionDisability/ MentalHealth	Responsibility United Way Health Hospital/Institutions KJ Somaiya Hospital	Mumbai Metropolitan Regional Authority Education
PracticesYoungMenAssociationAnubhavYouthDevelopmentCenter(FAP)YouthForVouthForVouthForUisability/MentalHealthMontford Care Early	Responsibility United Way Health Hospital/Institutions KJ Somaiya Hospital Rangoonwala Foundation	Mumbai Metropolitan Regional Authority Education
PracticesYoungMenAssociationAnubhavYouthDevelopmentCenter(FAP)YouthForYouthForVoluntaryActionDisability/ MentalHealthMontford Care EarlyIntervention Programme	Responsibility United Way Health Hospital/Institutions KJ Somaiya Hospital Rangoonwala Foundation Elizabeth Hospital	Mumbai Metropolitan Regional Authority Education
PracticesYoungMenAssociationAnubhavYouthDevelopmentCenter(FAP)YouthForVoluntaryActionDisability/ MentalHealthMontford Care EarlyIntervention ProgrammeNational Society for Equal	Responsibility United Way Health Hospital/Institutions KJ Somaiya Hospital Rangoonwala Foundation Elizabeth Hospital Tata Memorial Hospital	Mumbai Metropolitan Regional Authority Education
PracticesYoungMenAssociationAnubhavYouthDevelopmentCenter(FAP)YouthForVouthForVouthForVouthVoluntaryActionDisability/ MentalHealthMontford Care EarlyIntervention ProgrammeNational Society for EqualOpportunitiesfor	Responsibility United Way Health Hospital/Institutions KJ Somaiya Hospital Rangoonwala Foundation Elizabeth Hospital Tata Memorial Hospital L.T.M.G Hospital	Mumbai Metropolitan Regional Authority Education
PracticesYoungMenAssociationAnubhavYouthDevelopmentCenter(FAP)YouthForYouthForVoluntaryActionDisability/ MentalHealthMontford Care EarlyIntervention ProgrammeNational Society for EqualOpportunitiesfortheHandicapped (NASEOH)	Responsibility United Way Health Hospital/Institutions KJ Somaiya Hospital Rangoonwala Foundation Elizabeth Hospital Tata Memorial Hospital L.T.M.G Hospital K.E.M Hospital	Mumbai Metropolitan Regional Authority Education
PracticesYoungMenAssociationAnubhavYouthDevelopmentCenter(FAP)YouthForVoluntaryActionDisability/ MentalHealthMontford Care EarlyIntervention ProgrammeNational Society for EqualOpportunitiesforHandicapped (NASEOH)MUSKAAN-Foundation	Responsibility United Way Health Hospital/Institutions KJ Somaiya Hospital Rangoonwala Foundation Elizabeth Hospital Tata Memorial Hospital L.T.M.G Hospital K.E.M Hospital Holy Spirit Hospital	Mumbai Metropolitan Regional Authority Education
PracticesYoungMenAssociationAnubhavYouthDevelopmentCenter(FAP)YouthForVouthForVouthForVouthForVouthForVouthForVouthForVouthForVouthForVouthForVouthForVouthForVouthForVouthForVouthForVouthForVouthForVouthForVouthForVouthForMUSKAAN-FoundationForPeopleWithMultiple	Responsibility United Way Health Hospital/Institutions KJ Somaiya Hospital Rangoonwala Foundation Elizabeth Hospital Tata Memorial Hospital L.T.M.G Hospital K.E.M Hospital Holy Spirit Hospital Rangoonwala Foundation	Mumbai Metropolitan Regional Authority Education
PracticesYoungMenAssociationAnubhavYouthDevelopmentCenter(FAP)YouthForYouthForVoluntaryActionDisability/ MentalHealthMontford Care EarlyIntervention ProgrammeNational Society for EqualOpportunitiesOpportunitiesForHandicapped (NASEOH)MUSKAAN-FoundationForPeopleWith MultipleDisabilities	Responsibility United Way Health Hospital/Institutions KJ Somaiya Hospital Rangoonwala Foundation Elizabeth Hospital Tata Memorial Hospital L.T.M.G Hospital K.E.M Hospital K.E.M Hospital Holy Spirit Hospital Rangoonwala Foundation Sukoon Nilaya	Mumbai Metropolitan Regional Authority Education
PracticesYoungMenAssociationAnubhavYouthDevelopmentCenter(FAP)YouthForYouthForVoluntaryActionDisability/ MentalHealthMontford Care EarlyIntervention ProgrammeNational Society for EqualOpportunitiesOpportunitiesForHandicapped (NASEOH)MUSKAAN-FoundationForPeopleWith MultipleDisabilitiesGregorian Public School	Responsibility United Way Health Hospital/Institutions KJ Somaiya Hospital Rangoonwala Foundation Elizabeth Hospital Tata Memorial Hospital L.T.M.G Hospital K.E.M Hospital Holy Spirit Hospital Rangoonwala Foundation	Mumbai Metropolitan Regional Authority Education
PracticesYoungMenAssociationAnubhavYouthDevelopmentCenter(FAP)YouthForYouthForVoluntaryActionDisability/ MentalHealthMontford Care EarlyIntervention ProgrammeNational Society for EqualOpportunitiesOpportunitiesForHandicapped (NASEOH)MUSKAAN-FoundationForPeopleWith MultipleDisabilities	Responsibility United Way Health Hospital/Institutions KJ Somaiya Hospital Rangoonwala Foundation Elizabeth Hospital Tata Memorial Hospital L.T.M.G Hospital K.E.M Hospital K.E.M Hospital Holy Spirit Hospital Rangoonwala Foundation Sukoon Nilaya	Mumbai Metropolitan Regional Authority Education

XI. FORMAL GENDER POLICY AND ACTION PLAN

- 11.1. Gender Policy and Action Plan: The College adapts its gender initiatives to the guidelines of the Gender Policy of the Catholic Church
- 11.2. Internal reviews of policies and procedures: Policies and procedures are reviewed through structured and unstructured mechanisms, emerging trends and ground realities on matters concerning gender concerns.
- 11.3. Training, Staff and Faculty Members: All collaborators receive training on gender sensitivity regularly through the activities of the Women's Development Cell, Internal Complaints Committee and Krantijyoth Savitribai Phule lecture series. The Savitribai Lecture Series is another initiative of the College to sensitise all collaborators on relevant themes related to gender

11.4. Establishment of the Women's Development Cell

The Women's Development Cell (WDC) of the College of Social Work actively promotes gender awareness and equality. The Cell is committed to sensitizing students on issues related to gender equity. Every year, the WDC consciously works with the students to build gender awareness and equality on the College campus through mindfully planned activities and observances of important days, and the program budget is approved by the principal. The Cell includes representatives from various stakeholders: Faculty Representatives, Representatives from Non-Teaching Staff and students. The Annual Gender Sensitization Plans are presented in the April Meetings for approval by the Faculty Members. The interventions of the Women Development Cell have been centered on Awareness/Sensitisation, Conscientization, and Action.





11.4. Safety and Protection Mechanisms: Constitution of the Internal Committee under the

POSH Act. The Internal Complaints Committee of the College of Social Work was formed according to the provisions of the POSH ACT- Sexual Harassment of Women (Prevention, Prohibition and Redressal) at Workplace Act of 2013, 9th December 2013. (The ICC is also mentioned in the University Grants Commission (Prevention, Prohibition and Redressal of sexual harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015- 2nd May 2016. The function of the IC is to prevent sexual harassment at the workplace, to prevent discrimination and sexual harassment against girls by promoting gender amity among students and employees, to conduct periodical programmes on women's empowerment and to provide a conducive environment and safe space for all students in the course of their learning. The Internal Committee, on average, handles three cases a year. Besides the redressal of complaints, the IC also organizes sensitisation and awareness programmes for stakeholders on the PoSH law in collaboration with experts and the proactive measures that could be taken to ensure the well-being and safety in the College by one and all. The recommendations of the aggrieved women guide the IC interventions in creating a safe environment. The IC is in the process of completing two critical initiatives based on the survivors of sexual harassment: creating a booklet on PoSH with frequently asked questions and setting up a grievance box on every floor.

The IC also organises orientation on the prevention of Sexual Harassment in the workplace (Prevention, Prohibition and Regulation Act 2013) during the Student Induction and Orientation Programme. Students are given information on the redressal mechanisms for dealing with Sexual Harassment in the Workplace, Prevention of Sexual Harassment, and the safety policy of the College. All Fieldwork Organizations are given acopy of the Safety Policy and given an orientation on the need for creating safe spaces for students during the Fieldwork Practicum.

There is a well-structured feedback mechanism for the curriculum, Fieldwork and supportive services, providing students with an important mechanism for the redressal of grievances and suggesting welfare measures for the well-being of all.

ANNEXURES



1. GOOGLE FORMS 2. SURVEY REPORT 3. ICC REPORTS 4. WDC REPORTS 5. STUDENT ACTIVITIES REPORTS

STUDENT FEEDBACK DATA

Student feedback plays a crucial role in assessing and improving institutional policies, academic programs, and campus environments. This section presents an analysis of student responses regarding gender-related policies and support systems at the College of Social Work, Nirmala Niketan. The objective is to understand students' awareness and perceptions of existing policies such as the Internal Complaints Committee (ICC), the Women's Development Cell (WDC), and gender sensitization programs. The survey covered 68 students across all the Programs

The data survey covered the following areas Perception on Gender equality and safety, awareness of policies, grievance mechanisms, curriculum inclusivity, and gender-sensitive practices. The tables are divided into the following sections


MAJOR INFERENCES FROM THE QUANTITATIVE DATA



STUDENTS PERCEPTION ON WHAT CAN THE INSTITUTION DO TO IMPROVE

GENDER SENSITIVITY?

 Move beyond Theory to Challenge Mind-sets – Programs should actively challenge patriarchal attitudes among students and staff rather than remaining theoretical. Encouraging self-awareness of ingrained biases is essential.

- 2. Expand Gender Sensitivity Training Continue organizing gender equality programs but ensure they are interactive and thought-provoking. Discussions where students argue from perspectives different from their own can foster deeper understanding.
- Inclusive Curriculum Gender Studies should be a core subject rather than an elective. Small modules on gender sensitivity should be introduced from the first semester to build awareness early on.
- Encourage Gender-Inclusive Policies Promote equal opportunities for all genders, including representation in leadership roles. Ensure access to gender-neutral restrooms, flexible dress codes, and safe spaces for open discussions.
- Enhance Campus Facilities Improve access to menstrual hygiene products and maintain well-ventilated, clean common rooms. Consider providing a common room for male students as well.
- Strengthen Leadership & Representation Increase leadership opportunities for women and marginalized gender identities in student councils and decision-making bodies. Establish mentorship programs to support underrepresented students.
- Improve Faculty Training Conduct gender sensitivity training for senior faculty to create a more inclusive academic environment.
- 8. **Safe Reporting Mechanisms** Strengthen the Anti-Sexual Harassment Committee, ensure anonymous reporting options, and create awareness about these mechanisms.

9. Engage with the Community – Collaborate with NGOs and advocacy groups to provide students with hands-on fieldwork opportunities in gender justice, women's empowerment, and LGBTQ+ rights.

QUANITATIVE DATA BASED ON STUDENT FEED BACK











WHAT ARE SOME OF THE GENDER SENSITIVE PROGRAMS?









11. THE LIST OF RESPONSES RECEIVED RELATED TO THE GENDER BASED PROGRAMS ORGANISED

RESPONSES TO GENDER-RELATED PROGRAMS

1.) Women's Day

• Speech on gender equality

2) Workshops & Sessions

- Sex Education Workshop
- POSH Seminar
- Gender Awareness Sessions
- Gender Audits Practice
- Workshop on Gender Audit
- Workshop on Sex and Gender
- Women Studies Workshop

3) Gender-Related Programs

- Gender Audit Program
- Session on Gender Audit and Budgeting
- Savitribai Phule Session

- POSH Session
- Savitribai Phule Program organized by WDC

4) . Programs Organized by Women's Development Cell (WDC)

- Lecture series
- Observance of important days
- Competitions
- Friendship Day Celebration
- Women's Day Celebration
- 5)ased discrimination
- Child sexual harassment awareness
- POSH training

5). Concerns Raised

- Gender-related programs primarily focus on women, ignoring other vulnerable gender groups.
- Need to analyse the impact of existing programs and student engagement.
- Are these programs genuinely effective or just attended for attendance purposes?
- More engaging programs should be organized.
- 6. No / Not Sure Responses Five responses











18.Are there any unsafe spaces [areas not lit, isolated areas, limited exit spaces, absence of CCTV cameras, area beyond the purview of the security etc. which needs to be duly noted by institution] ⁶⁶ responses





STUDENT FEEDBACK FOR GENDER AUDIT IS PRESENTED BELOW

SWOT ANALYS

STUDENT FEEDBACK FOR GENDER AUDIT IS PRESENTED BELOW

SWOT ANALYS

STRENGTHS OF THE INSTITUTE

The survey indicated that the institution has adopted multi-pronged strategy to actively promote gender equality, as opined by a majority of the student team that they feel safe and respected on campus. The presence of gender-related policies such as IC, Women's development program initiatives and grievance redressal mechanisms is acknowledged by some students, suggesting that the institution has taken steps to create an inclusive environment with gender sensitivity initiatives. However, greater awareness and accessibility of these mechanisms can further enhance their effectiveness. Several students recognized and appreciated existing practices that contribute to a gender-inclusive environment, including efforts in curriculum design, campus policies, and opportunities for leadership roles among students of all genders

- Majority of students feel the institution actively promotes gender equality.
- Gender-sensitive policies exist and are recognized by some students.

Institutional Commitment to Gender Equality



 Most students feel safe and respected on campus.

 The institution has Policy level initiatives to strengthen Gender initiatives and address gender-specific needs

• Leadership opportunities are encouraged for all genders.

Safe & Respectful Environment Restrooms, common rooms, and menstrual hygiene support are available.

Availability of Gender-Sensitive Facilities

F

Infrastructure

AREAS THAT CAN BE WORKED UPON

Though the institute has stringent Gender sensitive policies many students could not specify the Policies. Lack of awareness can hinder the effectiveness of gender sensitive policies. Though the institution takes significant efforts and feedback to ensure students actively participate in Gender sensitive initiatives not all students actively participate in gendersensitization events or programs which can be a major limitation to the overall impact of such initiatives. While gender-friendly facilities exist, some responses highlight inadequacies or uneven implementation of amenities such as restrooms, common rooms, and menstrual hygiene support. Few students have also specified, the identification of unsafe spaces, including areas with poor lighting or limited security which suggests that certain physical campus environments may be carefully looked into to ensure it is gender safe



OPPORTUNITIES

While gender-friendly facilities exist, some responses highlighted the inadequacies or uneven implementation of amenities such as restrooms, common rooms, and menstrual hygiene support. There were suggestions of common room for boys. Few students have also mentioned some areas that are identified as unsafe spaces, including areas with poor lighting or limited security, suggests that certain physical campus environments may not fully support student safety. It was heartening to note that several students recognized and appreciated existing practices that contribute to a gender- inclusive environment. Some of the significant efforts mentioned by students include a well-structured curriculum design, campus policies, and opportunities for leadership roles among students of all genders.



CHALLENGES IN ADDRESSING THESE CONCERNS

It is imperative that the concerns expressed with specific reference to unsafe spaces such as corridor Pathways outside the gents washroom and the Space behind the canteen which has no security access, are taken into consideration and remedial action taken. Gender sensitisation implies radical shift. Resistance to change and lack of interest could be an inherent barrier. The policies should be consistently implemented and effectively monitored otherwise there is a risk that students will continue to underutilize grievance redressal mechanisms.



EXISTING GENDER PRACTICES Stakeholder Feedback



TEACHING FACULTY RESPONSES IN GENDER AUDIT

All Faculty staff (12 in total) participated in the Gender Audit via a Google form about the areas that they may be assessed, and they were asked to reflect and provide information for the following-

General information, i.e. gender, department and designation (details of faculty)

Institutional environment and work culture (that is suitable for all genders)

Teaching and curriculum (that is, gender inclusive)

Policies and grievance redressal (gender specific)

Suggestions (to promote gender equality in the workplace)

The charts are presented for at a glance understanding









Suggestions & Comments to make NN a Gender Sensitive Workplace

- POWER Subtle power hierarchy trying to bud, this has to be dismantled, to ensure gender gender-friendly work space and professional environment. Encouraging Rotational Leadership
- Facilities- Creche facility for the staff's children who are 0 to 4 year olds, more and renovated/clean washrooms for teaching staff, cafeteria for health lunch at subsidy price for teaching staff, sick room/ common room for girls, boys and non-binary persons students, rest room for teaching staff, pregnant women, breastfeeding.

- Policies and Leaves for Women- Menstrual leave of at least one day for students/staff, Miscarriage leave, exemptions for pregnant women in strenuous activities (standing, invigilating, field visits and travel activities), child care leave, maternity leave granted without hassle
- Leaves for men- Paternity leave, child care leave (to plan), Miscarriage of spouse (to plan)
- Suggestions & Comments to make NN Gender Sensitive Workplace
- Mental health- of women due to PMS, PCOD, Pregnancy, post partum, peri menopause, menopause, work related stress has to be catered to at workplace urgently. Enhancing positive workplace communication & culture.
- Work- Personal Life Balance Men and Women with children who are 0-10 years old, single women, women/ men who are caregivers to older people or sick family members. Flexible Work Arrangements.
- Periodic Gender sensitivity training for removing bias, stereotypes and discrimination faced by women staff- for male students, teaching staff and non teaching staff. Lot of re learning to take place. Encourage more open conversation and inter gender dialogues among the students and staff.
- Career and Salaries- Timely Career Advancement, Recognition of Past Service for Salary Protection, Regular salary payments for teaching staff.
- Non-Teaching Faculty Responses in Gender Audit

The Non-Teaching Faculty staff (28 out of 29) participated in the Gender Audit via a Google form about the areas that they may be assessed, and they were asked to reflect and provide information for the following-

General information, i.e. gender, department and designation (details of faculty)

Institutional environment and work culture (that is suitable for all genders)

Policies and grievance redressal (gender specific)

Suggestions (to promote gender equality in the workplace)

The charts are presented for at a glance understanding





85.7%

😑 No/नाही

Suggestions & Comments to make NN a Gender Sensitive Workplace

- The Institution is already practising gender equality, a smooth and safe environment at the workplace. No recommendations. All perfect.
- Workshop, webinar, sessions and seminar on gender equality.
- Educational material should be free from gender stereotypes. Use gender neutral pronouns like everyone instead of guys, they instead of boys and girls, etc. Put up a notice board with

gender equality posters, pictures, and photos. Encourage/ make mandatory equal participation in every event, etc.

- Departmental classification of work. Don't segregate boys & girls or men & women for any activities.
- More flexibility in the work system, for respectful behaviour, needs to be reworked on some existing workplace policies.
- Incorporate feedback from diverse stakeholders, train designated personnel to handle complaints sensitively and effectively, organize regular awareness campaigns, and provide support.