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Date: Tue, 25 May 2021 15:54:07 +0530 (IST)
 From: Shweta Kaushik <skaushik@punjab.gov.in>
 To: vc@pu.ac.in

CC: "shweta426" <shweta426@gmail.com>
 Subject: Three Hour Workshop on [UTF-8?] Protection of Women from Sexual Harassment at Workplace Act, [UTF-8?]2013 for the officers/officials of Private & Educational bodies
 Respected Sir/Madam,

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 1/6/2021

As you would be aware that [UTF-8?] The Protection of Women from Sexual Harassment at Workplace Act, [UTF-8?]2013 has been on the Statute book since 2013, but regrettably it has not received the consideration in required dimensions in [UTF-8?] work [UTF-8?] places; passing off the enactment [UTF-8?] casually in [UTF-8?] routine. The Act in its Chapter VI under Head [UTF-8?] Duties of [UTF-8?] Employer Section 19 (C) mandates every employer:

To organize workshops and awareness programmes at regular intervals for sensitizing the employees with the provisions of the Act and orientation programmes for the members of the internal Committee in the manner as may be prescribed

Mahatma Gandhi State Institute of Public Administration (MGSIPA) is an Institute set-up by the Government of Punjab for imparting trainings under the chairmanship of our worthy Director General Sir cum Special Chief Secretary, Government of Punjab Shri K.B.S. Sidhu, IAS & worthy Director Madam Ms. Jaspreet Talwar, IAS cum Principal Secretary, Department of Water Supply and Sanitation. The institute conducts the trainings programmes/Workshops for the IAS/PCS officers and other officers/officials of the Punjab Government as well as the Centre.

In view of this and considering the provisions of the Act, as referred to above and more so considering fact that the Act is applicable to all the private and educational bodies as well, I will request you to send your staff for a three hour online training at the Institute on the above cited subject on the following dates:

S No	Category of Participants	Course Date	Last Date to receive nomination
1	For Heads/ Sr. Management	8th October, 2021	31st July, 2021
2	Subordinate staff	22nd October, 2021	31st July, 2021
3	Other New/ Existing staff	29th October, 2021	31st July, 2021

The Institute will be charging a nominal sum of Rs. 500/- per participant for this three hour session. The group will consist of 25-30 participants per training course. The Module/Schedule for the Training Programme has been finalized and a brief is mentioned below for your information. This can be modified /improved upon based on your specific inputs. A Pre-Training Assessment of the nominated trainees will be conducted one day before the training followed by a Post-Assessment Training upon conclusion of the training programme. Upon successful completion of the course, participants will be awarded an e-certificate of the course on their email [UTF-8?] IDs and the respective department/board/corporation will be shared with the progress of each nominated trainee in the course. In this 3 Hour workshop, the following contents will be covered:

- A. Pre Training Assessment Will be sent one day before the start of the course
- | Sr No. | Topic | Faculty | Duration |
|--------|--|---|------------|
| 1 | Salient features of the Protection of Women from Sexual Harassment of Women at Workplace Act, 2103 | Ms. Shweta Kaushik, Consultant, CSL, MGSIPA | 1 Hour |
| 2 | Procedure to be followed by Internal Complaints Committee upon receipt of complaint | Ms. Sarojini Ganju Thakur, IAS (Retd.) | 1 Hour |
| 3 | Live Case Study Discussion | Prof. Rajesh Gill, Department of Sociology, Panjab University | 30 minutes |
| 4 | Question Answer Session | Ms. Sarojini Ganju Thakur, IAS (Retd.) | |
- Prof. Rajesh Gill, Department of Sociology, Panjab University
- Ms. Shweta Kaushik, Consultant, CSL, MGSIPA 15 Minutes
- 5 Post Training Assessment Ms. Shweta Kaushik, Consultant, CSL, MGSIPA 15 Minutes

You are requested to nominate your officers/officials for this online course on dates as mentioned above depending upon the category to which the employee belongs and send a sum of Rs. 500/- per participant in favour of Mahatma Gandhi State Institute of Public Administration, Punjab as per the below mentioned Bank Account Details:

[UTF-8?] Beneficiary's Name: Mahatma Gandhi State Institute of Public Administration, Punjab
 Account No 003104000109093
 Bank Address: IDBI Bank, S.C.O. 55-57, Madhya Marg, Sector-8 C, Chandigarh- 160009

IFSC Code: IBKL0000003
 MICR Code: 160259001

Nominations of the participant may please be send in the below mentioned format so that necessary instructions and link of the training programme are sent to them in advance:-

S no. Name of the Participant Designation Mobile No. (Wts App) Email Id

The undersigned who is a Consultant, Centre for Study of Laws, MGSIPA, Mobile no. 8283801188 will be contacting you in due course to draw modalities as per the training needs of your department. You may also contact the undersigned in case you wish to have more information on the subject, please.

Best regards,

Shweta Kaushik
Consultant & Course Director
Mahatma Gandhi State Institute of Public Administration,
Sector 26, Chandigarh
Mobile +91-8283801188image.png
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Website: <https://mgsipa.punjab.gov.in/>
Official email: skaushik@punjab.gov.in

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