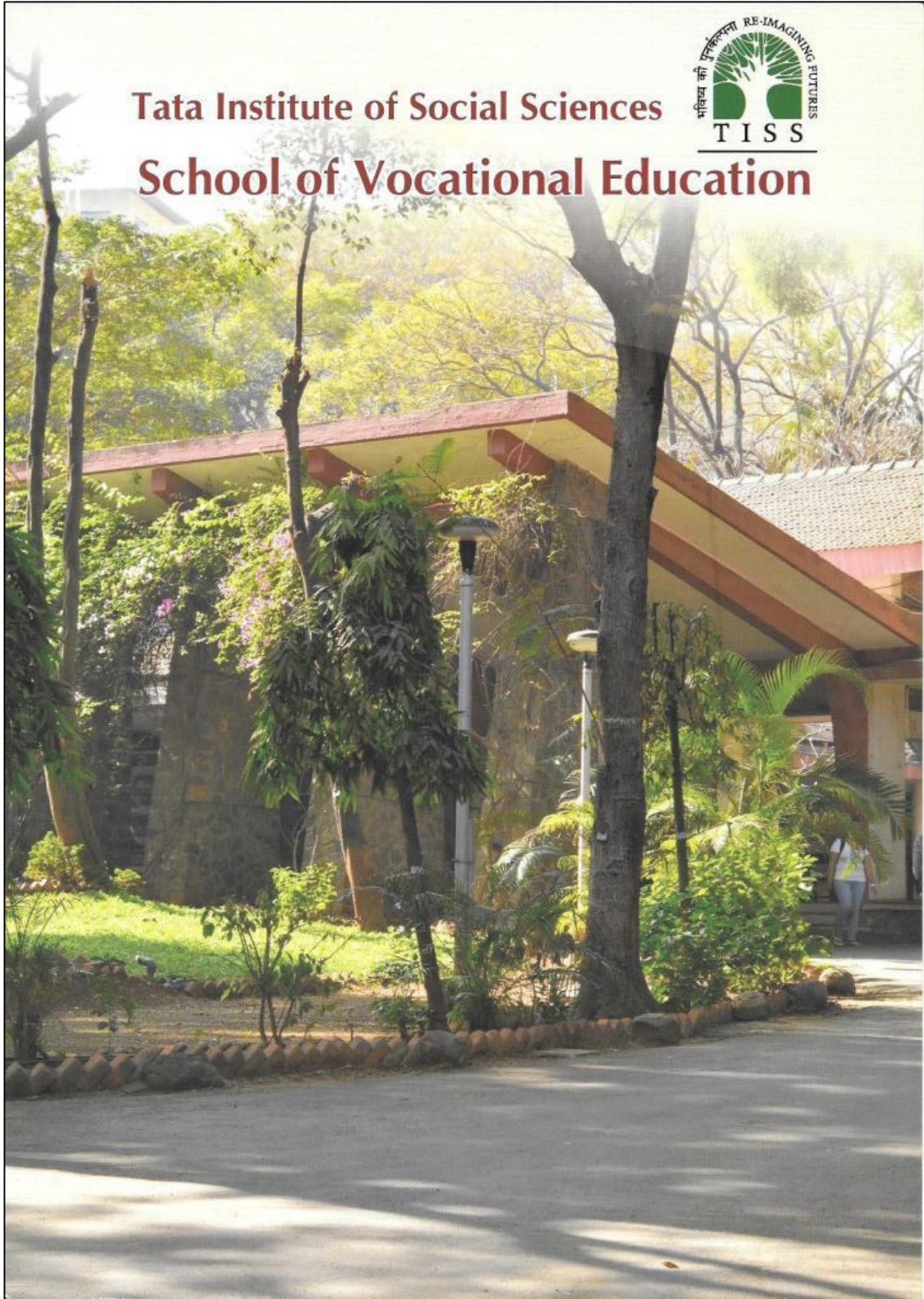


**Tata Institute of Social Sciences**



**School of Vocational Education**



## About TISS-SVE

The Tata Institute of Social Sciences (TISS) is a premier Institute of Social Work in India. It was established in 1936 and was recognised as a Deemed University by the University Grants Commission (UGC) of India in the year 1964. The vision of the institute is to be an institution of excellence in higher education that continually responds to the changing social realities through the development and application of knowledge, towards creating a people-centred and ecologically sustainable society that promotes and protects the dignity, equality, social justice and human rights for all, with special emphasis on marginalised and vulnerable groups.

In December 2011, Tata Institute of Social Sciences setup the School of Vocational Education (SVE) with the objective of incubating a 'National Vocational University' thus providing quality skill development opportunity across the length and breadth of the country. This project has been initiated under the aegis of the All India Council for Technical Education (AICTE) proposed by the Ministry of HRD, Government of India

# Women Safety

## Introduction and Course Objectives

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

## Eligibility for Admission

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

## Course Structure

The course will be delivered over 2 days

## Course Syllabus

The gamut of Payroll management includes, pay (fixed and Variable), benefits (Stock options, insurance and other perks), Statutory compliance (Provident fund, income tax etc), Annual increments and Full and Final Settlement etc applicable to Indian nationals and expats. In addition to individual payments, the payroll management also plays a vital role in enabling the stakeholders take the appropriate business decisions. This is by means of analysing various reports that get generated through the payroll process.

## Main Concepts Covered

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

12. Recognising sexual harassment
13. Sexual harassment of women at workplace Act 2013
14. Forming an Inquiry committee
15. Legal Aspects

### **Learning Objectives:**

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

### **Method of Teaching**

Classroom interactive session and Practical sessions

### **Method of Assessment & Weightage**

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