



**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**  
Sector- 16 C, Dwarka, New Delhi-110078  
**Registrar Office**

GGSIU/SDC/6509

Dated:15/09/2025

**Circular**

Staff Development Cell, Guru Gobind Singh Indraprastha University Organizes Four-Day Workshop on "POSH at Workplace: Awareness & Responsibilities" from 16th Sept 2025 to 19th Sept 2025. The objective of this POSH Awareness Workshop aims to familiarize staff with the 2013 POSH Act, define sexual harassment in all forms, and promote dignity, respect, and inclusivity on campus. The details of the proposed Workshop are given below:

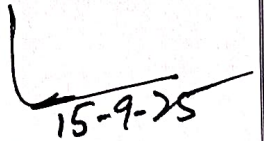
| Date and Time                    | Details   | Proposed no. of participants   |
|----------------------------------|---|--|
| 16th Sept 2025 to 19th Sept 2025 | It will highlight staff roles, rights, and reporting mechanisms through the Internal Complaints Committee, clarify procedures for redressal, and encourage bystander intervention. Using case studies and discussions, the workshop seeks to build a safe, harassment-free university environment where every individual feels respected and protected. | Participants from each group<br>1 <sup>st</sup> Day : Non-Teaching<br>2 <sup>nd</sup> Day: Teaching<br>3 <sup>rd</sup> Day: ICC members<br>4 <sup>th</sup> Day: Blue Collar Staff).<br><br>(The workshop is open to all the employees of the University) |

All the Deans/ Directors/ Branch Heads/ Librarian of GGSIPU are requested to nominate two employees from each category as follows from your branch to attend the said workshop.

Participants from each group

- 1<sup>st</sup> Day : Non-Teaching
- 2<sup>nd</sup> Day: Teaching
- 3<sup>rd</sup> Day: ICC members
- 4<sup>th</sup> Day: Blue Collar Staff

They are requested to fill the attached form and submit into Staff Development Cell, D-318 before 15<sup>th</sup> September, 2025.

  
15-9-25

Registrar

Copy t:

1. All Deans/Directors/Branch Heads/Librarian of GGSIPU.
2. AR to Hon'ble Vice Chancellor for kind information of the Hon'ble Vice Chancellor.
3. AR to Registrar for kind information of the Registrar.
4. In-Charge UITs with a request to upload this notice on the University website.

**Staff Development Cell**  
**Guru Gobind Singh Indraprastha University**  
*Organizes*

***Four-Day Workshop on***  
***“POSH at Workplace: Awareness & Responsibilities”***  
***from 16th Sept 2025 to 19th Sept 2025***

**NOTICE**

AADC Under the aegis of Staff Development Cell is organizing One Day Workshop on “POSH at Workplace: Awareness & Responsibilities” from 16<sup>th</sup> Sept 2025 to 19<sup>th</sup> Sept 2025 in offline mode. The details of the proposed Workshop are given below:

| Date and Time                    | Details   | Proposed no. of participants   |
|----------------------------------|---|--|
| 16th Sept 2025 to 19th Sept 2025 | The objective of this POSH Awareness Workshop aims to familiarize staff with the 2013 POSH Act, define sexual harassment in all forms, and promote dignity, respect, and inclusivity on campus. It will highlight staff roles, rights, and reporting mechanisms through the Internal Complaints Committee, clarify procedures for redressal, and encourage bystander intervention. Using case studies and discussions, the workshop seeks to build a safe, harassment-free university environment where every individual feels respected and protected. | Maximum 40 participants from each group (Teaching, Non-Teaching, ICC members, Blue Collar Staff). (Target Group : The workshop is open to all the employees of the University) |

Interested participants should fill up the attached form and send it through proper channel at the following address by 15<sup>th</sup> Sept 2025, 5.00 pm.

***The Chairperson, Staff Development Cell, Room number: D-317, GGSIP University***

Applicants are also requested to fill the following form in Google link (mandatory) and the list of selected participants will be displayed on the website on 15<sup>th</sup> Sept, 2025, 8.00 pm

<https://forms.gle/5tjH4CLM862BXfDs7>



**Prof Arvinder Kaur**  
**Chairperson (SDC Cell)**  
**Nodal Officer, AADC cell, GGSIP**

Copy to:

1. All Deans/Directors/Branch Heads/Librarian of GGSIPU.
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3. AR to Registrar for kind information of the Registrar.
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**Staff Development Cell**  
**Guru Gobind Singh Indraprastha University**  
*Organizes*

**Four-Day Workshop on “POSH at Workplace: Awareness & Responsibilities”  
from 16th Sept 2025 to 19th Sept 2025**

|  |                  |  |
|--|------------------|--|
| 1  | Eligibility      | All Employee of GGSIP University (Regular/ Contractual/ Outsource) |
| 2  | Mode of delivery | Offline Mode   |
| 3  | Venue            | Seminar Hall, Admin Block  |
| Certificate will be given by Staff Development Cell, GGSIP University to all Participants. |                  |  |

**Workshop Objectives**

- Awareness of the Law**
  - To familiarize participants with the provisions of the *Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013* and its relevance in educational institutions.
- Understanding Workplace Harassment**
  - To help staff identify what constitutes sexual harassment (verbal, non-verbal, physical, and digital forms) and differentiate between acceptable and unacceptable workplace behavior.
- Building a Respectful Culture**
  - To promote values of dignity, respect, inclusivity, and safe interaction within the university ecosystem.
- Roles & Responsibilities**
  - To educate employees on their role in preventing harassment, fostering mutual respect, and reporting incidents responsibly.
- Internal Committee Awareness**
  - To explain the structure, role, and functioning of the Internal Complaints Committee (ICC) and the reporting mechanisms available in the university.
- Rights & Redressal**
  - To inform staff about their rights, responsibilities, and protections under POSH, and the step-by-step redressal process in case of complaints.
- Case Studies & Scenarios**
  - To provide practical understanding through real-life examples, interactive case discussions, and role plays to clarify gray areas.
- Encouraging Bystander Intervention**
  - To motivate staff to act as responsible bystanders—preventing, discouraging, and reporting inappropriate behavior.
- Creating a Safe Campus**
  - To align university policies and personal conduct in building a safe, harassment-free campus for staff, students, and visitors.



**Inaugural Session**  
**2.00 pm – 2.30 pm (First Day i.e. 16<sup>th</sup> Sept 2025)**  
**Academic Block, Seminar Hall**

|  |                   |   |   |
|--|-------------------|---|---|
| Academic Block, Seminar Hall   |                   |   |   |
| Day-1<br>16 <sup>th</sup> Sept 2025<br>Academic Block,<br>Seminar Hall | 2.00 pm – 2.30 pm | Registration and Inauguration                           | Dr. Rina Sharma,<br>COO Parwarish<br>Foundation |
|  | 2.30 pm – 4.00 pm | Workshop for Non-Teaching staff                         |   |
|  | 4.00 pm – 4.30 pm | Tea Break   |   |
|  |                   |   |   |
| Day-2<br>17 <sup>th</sup> Sept 2025<br>Academic Block,<br>Seminar Hall | 2.00 pm – 2.30 pm | Interactions with Deans, Directors and Senior officials | Dr. Rina Sharma,<br>COO Parwarish<br>Foundation |
|  | 2.30 pm – 4.00 pm | Workshop for Teaching staff                             |   |
|  | 4.00 pm – 4.30 pm | Tea Break   |   |
|  |                   |   |   |
| Day-3<br>18 <sup>th</sup> Sept 2025<br>Academic Block,<br>Seminar Hall | 2.00 pm – 2.30 pm | Interactions with ICC members                           | Dr. Rina Sharma,<br>COO Parwarish<br>Foundation |
|  | 2.30 pm – 4.00 pm | Workshop for ICC members and case studies discussion    |   |
|  | 4.00 pm – 4.30 pm | Tea Break   |   |
|  |                   |   |   |
| Day-4<br>19 <sup>th</sup> Sept 2025<br>Academic Block,<br>Seminar Hall | 2.00 pm – 3.30 pm | Workshop for blue Collar staff (MTS, Sweepers)          | Dr. Rina Sharma,<br>COO Parwarish<br>Foundation |
|  | 3.30 pm – 4.00 pm | Valedictory   |   |
|  | 4.00 pm – 4.30 pm | Tea Break   |   |
|  |                   |   |   |



## **Workshop Registration Details (Registration is FREE)**

The participants can register for the Workshop by accessing the following link and providing the required details.

<https://forms.gle/CBEvWkGufxLXkPJU6>

### **Patrons:**

**Prof Mahesh Verma, Vice-Chancellor, GGSIP University**

### **SDC Chairperson:**

**Prof Arvinder Kaur, Chairperson, SDC, GGSIP University**

### **SDC Co-ordinator:**

**Dr. Anuradha Chug, Convener, SDC, GGSIP University**

### **SDC members:**

**Ms. Shikha Agarwal**

**Mr. Kushpreet Singh Chhatwal**

### **Contact Details:**

**[sdc@ipu.ac.in](mailto:sdc@ipu.ac.in)**

**Staff Development Cell**  
**Guru Gobind Singh Indraprastha University**

*Organizes*

**Four-Day Workshop on “POSH at Workplace: Awareness & Responsibilities”**  
**from 16th Sept 2025 to 19th Sept 2025**  
**(Application Form)**

|  |  |
|--|--|
| Name of the employee                                   |  |
| Designation  |  |
| Employee Department/ School                            |  |
| Employee Code  |  |
| Date of Birth  |  |
| Employee type (Regular/ Contractual/ Adhoc/ Outsource) |  |
| Date of Joining in the university                      |  |
| Mobile number  |  |
| Email id   |  |

**Signature of the employee**  
**(Name and Designation)**

The candidate will be permitted to attend the above course, if selected.

**Signature of the forwarding authority**  
**(Name and Designation)**