



**INDIAN INSTITUTE OF TECHNOLOGY KANPUR
DIRECTOR'S OFFICE**

DIR/IITK/2016/OO-52
December 1, 2016

OFFICE ORDER

Sub.: Functions and responsibilities of the 'Women's Cell'.

Ref.: 1. Office-Order No. DIR/IITK/2013/28 dated 10.05.2013.
2. Office-Order No. DIR/IITK/2016/)-39 dated 01.10.2016.

1. With the enactment of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, the Institute is required to take various steps and measures as stipulated in the Act to provide for safe working environment and also to promote gender sensitization on the campus. In order to institutionalize such steps and measures, the Women's Cell is henceforth entrusted with the following functions and responsibilities:

- (i) To sensitize the community at large towards gender related issues and to take such measures as would be necessary to create gender sensitivity on the campus;
- (ii) To conduct orientation programmes for new students and employees;
- (iii) To suggest measures for providing a safe working environment for women on the campus and to recommend actions to be taken by the Institute from time to time in order to deter the commission of any acts of sexual harassment or gender discrimination in any form;
- (iv) To make the Women's Cell and Internal Complaints Committee visible through posters at conspicuous places and a dedicated website with a prominent link to it on the Institute homepage – listing the unwelcome acts or behavior that legally constitute 'sexual harassment', the penal consequences of such actions, and helplines for the aggrieved women on campus;
- (v) To organize workshops and awareness programmes at regular intervals for sensitizing students and staff members of the Institute with the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013;
- (vi) To offer advice on available courses of action to an aggrieved woman on campus if she approaches the Women's Cell. If the woman chooses to file a complaint in relation to an offence under the Indian Penal Code or any other law for the time being in force, the Women's Cell may facilitate access to the Legal Cell and/or Security Section, in consultation with the Director. If the woman so wishes, the Cell may facilitate meetings with appropriate counsellors and/or the Chairperson, Internal Complaints Committee;
- (vii) To perform such other functions on behalf of the Institute as may be assigned to it by the Director;

2. The Women's Cell shall meet as frequently as it may deem appropriate, but it shall mandatorily meet at least once in every six months. Before completion of the tenure, the Women's Cell shall submit a terminal report to the Director dwelling upon the important initiatives made/recommended by them. Inquiries into specific complaints shall continue to be in the exclusive domain of the Internal Complaints Committee constituted vide Office Order dated 9.3.2016 pursuant to Section 4 of the aforementioned Act.

3. This is issued in continuation of the office order dated 01.10.2016 and supersedes the earlier Office-Order dated 10.05.2013 on the subject.

 1.12.2016

(Indranil Manna)
Director

Copy to:

1. Dy. Director
2. All Deans
3. Prof.-in-Charge (Admin.)
4. The Chairperson and members of the Women's Cell
5. The Presiding Officer and members of the ICC
6. All HoDs/IDPs/Centres/Sections/Unit-in-charges
7. Dy. Registrar (Legal & Admin.)
8. Website through Web Master
9. Hindi Cell for translation in Hindi
10. Circulation at 'all@lists.iitk.ac.in' (text only)