

GOVERNMENT OF JHARKHAND
DEPARTMENT OF HIGHER AND TECHNICAL EDUCATION
STANDARD OPERATING PROCEDURE FOR ENSURING SAFETY
AND SECURITY OF WOMEN STUDENTS AND EMPLOYEE IN
HIGHER EDUCATION INSTITUTES OF JHARKHAND

(Draft Document for Citizen Consultation)

1. INTRODUCTION

The expansion in higher education from 18 Universities in 2017-18 to 32 Universities in 2020-21 and 307 colleges to 344 colleges has increased the enrolment of both girls and boys. The GER of female students at 17.5 has outright the enrollment of male students at 16.5. The Gender parity index of female students is 1.6 which is higher than all India average at 1.5. It indicates that women constitutes more than 50 percent of the total enrollment in HEIs.

The Higher Education Institutes engaged in teaching, research, gaining knowledge and overall development of students shall be gender sensitive. It shall oppose all forms of discrimination and harassment within the campus and create an atmosphere where students can pursue education in a free and fearless environment.

University Grants Commission believes that a safe, secure and cohesive learning climate is an ineluctable precondition to quality education and research in HEIs. It should be the prime concern of educational administrators to ensure that students are safeguarded against harassment, attacks, threats and accidents, both man-made and natural particularly for women students and staffs. With this in mind, the Commission has notified University Grant Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher education institutes) in 2016 on the ways in which the campuses of HEIs can be transformed into a safe and secured place to pursue higher education. The revised guideline was recommended by UGC committee in 2022 to create safe, secure and gender equitable environment in all HEIs.

In this context, the Department of Higher and Technical Education, Jharkhand has framed **Standard Operating Procedures for Safety and Security of Women students and Women employees** (both permanent, contractual, part-time and outsourced staffs) in Higher Education Institutes of Jharkhand. The minimum standards set aside in the SOP shall be adhered by all Higher Education Institutes of Jharkhand. It is essential that the compliance to the guidelines is measured with due seriousness so as to create a gender sensitive environment in HEIs.

The document is based on UGC guidelines on Safety of Students on and off campus of HEIs, UGC guidelines on Basic Facilities and Amenities for Safe Secure Environment for Women and Women Cell in HEIs and SAKSHAM report on Measures

for Ensuring the Safety of the Women and Programmes for Gender Sensitization on Campus.

2. PURPOSE

In order to ensure safety, security and gender equitable environment in HEIs the standard operating procedure shall be followed by all Universities/colleges/ Higher Education Institutes in the best interest of students.

3. SCOPE

All the Universities/Colleges/ Higher Education Institutes under the jurisdiction of Jharkhand shall be covered by the SOP.

4. RESPONSIBILITIES

The Governing Body/Head of the Institutions is responsible to ensure safety, security and gender equitable environment in all HEIs. The University is responsible to ensure Safety and Security of Women Students and Women Employees (both permanent, contractual and outsourced staffs) in Universities as well as their respective constituent and affiliated colleges.

5. SPECIFIC PROCEDURE

Basic Facilities and Amenities in Universities/ Colleges for Safety and Security of Female Student

1. Provision of female security guards

- (i) Adequate and well trained female security guards from credible security firms shall be deployed at the entry points of the HEIs to monitor any type of misbehaviour towards female student and restrict the crowd created by unknown persons nearby entry gates.
- (ii) The administration shall ensure that there are sufficient security guards on the campus and at the gates for 24x7 hours.
- (iii) All the students and staffs shall be provided with photo identity card that shall be checked by security guard. All the students and staffs shall wear such cards in the institutional premises.

2. Provision of biometric attendance and registration of outsider

- (i) HEIs shall make provision for biometric way of marking student and employees attendance in campus. Such digital mechanism can enable HEIs to regulate the proxy attendance.

3. Registration of Visitors

- (i) Any visitor shall be allowed to enter the campus after registering the name in register and proper identity verification. The entry and exit register shall be maintained properly.

4. Emergency notification system

- (i) HEIs shall install the emergency notification system through which emergency message can be sent via email, telephone, cell phone and text message within minutes of the occurrence of an incident or risk of having an incident.

5. Provision of facilities of proper toilet and drinking water

- (i) The HEIs should ensure clean, well maintained and fully functional separate toilets equipped with 24 hours tap water, covered dustbins, sanitary pad disposal bins and vending machines in all its buildings. There should be proper arrangement to keep the facilities clean and usable at all times.
- (ii) There shall be provision of clean drinking water for students in campus.
- (iii) The 4th Grade female staffs/outsourced female staffs engaged in cleaning and security of campus shall have facilities of proper toilets.

6. Provision of nutritious and hygienic food

- (i) The food outlets, canteen and mess in the institutions shall maintain the standards of quality and hygiene of food to avoid any type of food poisoning and other infection caused by food, water and cleanliness. The administration of the institutes shall take necessary steps to ensure quality of food.

7. Provision of Infrastructural facilities

- (i) The boundary wall of the campus shall be of such height that it cannot be scaled over easily. A fence of spiralling barbed wires can be surmounted on the wall so that unauthorized access to the infrastructure is prevented effectively.
- (ii) The HEIs shall have separate common rooms/women rest room for female students.

8. Provision of proper lighting

- (i) All the buildings, the open spaces and other infrastructural amenities and adjoining campus shall have proper lightening. The street lights to be protected by metal mesh. In case of power cuts, the institution shall have alternate arrangement of lightening.
- (ii) The play grounds, sports complex, and parks should have flood lights. All the roads and streets in the campus and the areas around the library and parking lots must have adequate lighting. The path from campus to hostel building should have proper lightening. There should be no dark stretch anywhere in the campus.

9. Transportation facility within campus

- (i) Universities/colleges having large campuses shall have reliable transport such as e-rickshaw/feeder bus between women's hostels and classrooms, laboratories, library, sports and other recreational facilities particularly at late hours.

10. CCTV cameras

- (i) CCTV cameras shall be installed at the entry gates, all other gates, corridor's and other important places.

11. Fire Safety System

The Universities/colleges shall install a fire safety system under which mechanisms for the detection of a fire, the warning resulting from a fire and standard operating procedures for the control of fire are evolved. This may include sprinkler systems or other fire extinguishing systems, fire detection

devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, smoke control and reduction mechanisms and fire doors & walls that reduce the spread of a fire. Students and staff should be trained in the effective operation of firefighting devices.

12. Provision of medical facility

- (i) The institutions shall have a sick room for female students with primary medical facilities for immediate medication.
- (ii) The campus shall have provision of regular health check-ups and arrangement of ambulance from nearby hospital or on their own for attending emergency and crisis situations.

13. Provision of Day Care Centre

There should be a clean and hygienic Day Care Centre available for the young children of the Women Employees/Student with all the required facilities.

14. Display of important numbers

- (i) The contact numbers of Police, Mahila Thana, Fire, Hospital, District Administration and other important offices shall be displayed in the notice board at the main entrance of the college.

The safety policies should not result in securitization, over monitoring or policing or curtailing the freedom of movement, especially for women.

Basic Facilities and Amenities in hostels for Safety and Security of Female Students

1. Provision of female security guards

- (i) The hostels for female students shall have a separate entry and female security guard shall be deployed at the entry and exit points of the hostel.
- (ii) The students residing in hostels shall carry a photo identity card specially made for the hostel girls. The identity card shall be checked by the female guards along with the belongings.

2. Provision of registration of visitor

- (i) The visitors to hostel shall be allowed to meet their ward only on the visiting hours. The identity of the visitor shall be checked and contact details to be noted. The entry and exit register shall be maintained properly.

3. Provision of facilities of proper toilet and drinking water

- (i) The hostels should have clean, well maintained and fully functional toilets equipped with 24 hours tap water, covered dustbins, sanitary pad disposal bins and vending machines in all its hostel buildings. There should be proper arrangement to keep the facilities clean and usable at all times.

4. Provision of nutritious and hygienic food

- (i) The canteen/mess in the hostel shall maintain the standards of quality and hygiene of food to avoid any type of food poisoning and other infection caused by food, water and cleanings. There should be provision of filter/RO to provide clean water to all the hostellers.

5. Provision of Infrastructural facilities

- (i) The boundary wall of the hostel building shall be of such height that it cannot be scaled over easily. A fence of spiralling barbed wires can be surmounted on the wall so that unauthorized access to the infrastructure is prevented effectively.
- (ii) The administration shall make provision of accommodation facility to women students through establishment of hostel.

6. Provision of proper lightening

- (i) All the hostel buildings, the open spaces and adjoining space of the hostel shall have proper lightening and shall be maintained on regular basis. In case of power cuts the hostels shall have alternate arrangement of lightening.

7. Provision of other facilities

- (i) CCTV cameras shall be installed at the entry points, all other gates, corridor's and other important places.
- (ii) The hostel shall have fire safety system in all its building and all the hostellers shall be given training to evacuate the building in situation of crisis.

8. Provision of medical facility

The campus shall have facility of First Aid and arrangement of ambulance from nearby hospital or on their own for attending emergency and crisis situations.

HEIs shall not maintain differential timings and codes of behaviour for women hostellers as it is not acceptable ways of keeping women safe.

Creation of Gender Sensitive Environment in HEIs

1. Zero tolerance environment in campus

- (i) The administration of HEIs should make provision for zero tolerance to Sexual Harassment and Gender Discrimination within campus.
- (ii) The University and Colleges shall make strict rules to prohibit discrimination, verbal or behavioural, based on the caste, religion, colour, nationality sex, gender, sexual orientation and social status.

2. Ethics of Research Supervision

- (i) The HEIs shall prepare code of ethics of research supervision that should strictly be followed by all the HEIs involved in research activities there should be clear norms in the relationship such that neither is the student violated nor does her research suffer. Time spent with supervisors must be professionally oriented and not be personal. Unnecessary requests to spend time with supervisors should be avoided. All meetings should be during office hours in office space.

3. Use of Gender Sensitive language

- (i) The administrative machinery of the HEIs should ensure the use of gender inclusive language for all official communications.

4. Establishment of Gender Sensitization Cell/ Women Cell/Women Development Cell

- (i) Gender Sensitization Cell/Women Cell/Women Development Cell shall be formed as per the guidelines of University Grants Commission issued under **Section 3.2 (15) of UGC Guidelines** (*Prevention, Prohibition and Redressal of Sexual Harassment of women employees and students in Higher Educational Institutions*) Regulations, 2015 which will act as a nodal division to give effect to the policy of zero tolerance of gender based violence in campus. The cell shall comprise of trained personnel dedicated exclusively for the functioning of cell.
- (ii) The Gender Sensitization Cell/Women Cell have the responsibility to create gender sensitive environment in the campus through continuous workshops/seminars/exhibition/debates/film screening on gender, masculinity, issues pertaining to sexual harassment, issues of gender based violence and cultures of impunity and silence, and knowledge about the law and rights to students, teachers, support staff and administrative officers in collaboration with NGOs/Social organisation working on issues of Gender. A gender equality wall may be maintained in the campus and students should be encouraged to express their views on a daily basis to orient fellow students and staff members towards the need to build gender inclusive societies.

5. Setting up Internal Complaint Committee

- (i) The HEIs shall set up an Internal Complaints Committee (“ICC”) with inbuilt mechanism for gender sensitiveness against sexual harassment as per UGC notification (*Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutes*), Regulation, 2015. The ICC members shall provide support to the student in lodging FIR against any sexual harassment case as per the decision of the committee.
- (ii) The Authority of HEIs must mandatorily implement the recommendation of ICC in a timely manner.

- (iii) The students shall be made aware of the role of ICC. The contact numbers must be displayed in websites, notice boards, canteen, hostel building and other important areas.
- (iv) A toll free number shall be prominently displayed in website and important places for registration of grievances related to women and sexual harassment.
- (v) The University shall organize mandatory training sessions for members of the ICC, so that they may discharge their functions.
- (vi) All HEIs must adhere to the Regulation on Prevention, prohibition and redressal of sexual harassment of women employees and students in higher education institutes, 2015.

6. Students Counselling and Mentor Support cell

- (i) The Universities/Colleges shall have Students Counselling and Mentor Support cell as per the guidelines of University Grants Commission issued under **Section 3.2 (8) of UGC Guidelines** (*Prevention, Prohibition and Redressal of Sexual Harassment of women employees and students in Higher Educational Institutions*) Regulations, 2015 for providing psychological support to the students. The cell shall provide effective management of the problems and challenges faced by the students with the support of trained counsellors.
- (ii) The University/ College shall establish career counselling cell for providing guidance to students.

7. Trainings/Workshops/Seminars on Gender Sensitization and Sexual harassment

- (i) All members of higher educational institutions whether students, faculty, administration, support staff, contractual or visiting teaching staff, contractual non-teaching staffs, part-time or outsourced staffs must undergo processes of gender sensitization every year. For employees the training in gender sensitization workshops are compulsory once in a year. The students in the first year shall undergo at-least one orientation training programme on gender sensitization.

- (ii) The HEIs through Gender Sensitization Cell/Women Cell shall organize regular interaction of students with lawyers in collaboration with JHALSA or DALSA and police to create legal awareness and other safety issues.
- (iii) The HEIs should regularly organise health awareness programme on issues such as breast cancer, menstrual hygiene, use of contraceptive pills, unwanted pregnancy, depression, anxiety, stress induced disorders, hormonal imbalance, Polycystic Ovarian Disease (PCOD) etc. The local doctors can be made the members of Gender Sensitization Cell/Women Cell for better facilitation and conducting monthly programme on health awareness.
- (iv) The HEIs should invite eminent members of society such as professionals, and functionaries from the state, corporate and civil society who are known to promote gender equality in their respective fields.
- (v) The HEIs shall create a culture of open discussion on issues related to gender sensitization and harassment through different modes such as talks, discussions, films, plays and cultural events.
- (vi) The HEIs shall impart self-defence training to women students through tie-ups with training institutions / NGOs and should be made a mandatory component of extra-curricular activities undertaken in HEIs. NCC unit of the institutions can also be assigned to conduct training programmes per week.

8. Establishment of Women Study Centre

- (i) The University/Colleges shall establish one Women Study Centre as per UGC guidelines for *Development of Women's Studies Centres in Indian Universities and Colleges (2019)* to undertake **Foundation Course/ Short-term Courses** in Women's Studies.
- (ii) The Centre shall support in **Curriculum Development** of all disciplines by incorporating women's dimension, undertake research studies related to issues of gender, training programmes and workshop. The centres

shall collaborate with different organisations to be able to carry out the range of activities.

- (iii) The Women Study Centre at University level shall comprise of Vice Chancellor as Chairperson, one representative from the Department of Women and Child Development, Jharkhand, one or two representatives from voluntary organization active in women's development, two faculties from concerned department, two experts in Women's Studies, one Teacher- in -charge of the centre. The total members should not exceed more than 8 in numbers.
- (iv) At college level, the Women's Study Centre shall comprise of Principal as Chairperson, two representatives from voluntary organization active in women's development, one faculty/ Teacher- in -charge of the centre, two experts in Women's Studies.
- (v) It will also monitor the activities of women cell in each college.

9. Reports on Safety and Security of Women in HEIs

- (i) All Universities shall prepare a **Handbook on Safety and Security of Women in HEIs** for students and teachers and display it on institutional websites for compliance. A reference to such document must invariably be made in prospectus of HEIs where the student is enrolled.
- (ii) The HEIs shall prepare **Annual Gender Audit Report** and display on institutional websites. This should be a requirement along the lines of Annual Submission of Accounts.
- (iii) The University and colleges should produce a '**Status Report**' annually on Safety and Security of Women Student and Employees in HEIs that shall include the following components:
 - i. functioning of ICC,
 - ii. cases filed
 - iii. disposal of cases,
 - iv. nature of cases
 - v. preventive measures instituted, including workshops organized.

(iv) The **Annual Report of Gender Sensitization and Women Cell** should be uploaded on Institutional website. The status report shall include the following components:

- i. Workshops/Seminars/training programme on Gender Sensitization
- ii. Interaction with lawyers and police to create legal awareness and other safety issues
- iii. Awareness programme on issues of health in collaboration with doctors
- iv. Details of self-defence training programme
- v. Short term courses and research activities conducted in women's study centre.