



# Prevention of Sexual Harassment (POSH) Training Programme

## ICC Training & Employee/Student Sensitization

Offered by: IIG Varsity

POSH Enabler: Bibhu R Pattnaik

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## Executive Summary

IIG Varsity is pleased to offer comprehensive **POSH Awareness and ICC (Internal Complaint Committee) Training Programmes** designed to create safe, inclusive, and harassment-free organizational and educational environments. Under the guidance of POSH enabler Bibhu R Pattnaik, we provide specialized training for Internal Complaint Committee members and sensitization programs for employees and UGC students to ensure compliance with legal requirements and foster a culture of respect and dignity.

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## Programme Overview

### What is the POSH Act?

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, is a landmark legislation that mandates organizations and institutions to create safe, harassment-free environments. Under this Act, every organization with 10 or more employees must establish an **Internal Complaint Committee (ICC)** to address complaints of sexual harassment.

### What is an Internal Complaint Committee (ICC)?

The ICC is a constituted body responsible for:

- Receiving and investigating complaints of sexual harassment
- Protecting the confidentiality of complainants and witnesses
- Ensuring fair, transparent, and timely redressal
- Preparing annual reports on complaints received
- Taking preventive measures against harassment



- Ensuring no retaliation against complainants

## UGC Compliance Requirement

For higher educational institutions, the **UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015** mandate regular POSH awareness and sensitization training for all staff and students.

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## Training Programmes Offered

### Programme 1: ICC Members Comprehensive Training

**Duration:** 2 Days (16 hours)

**Mode:** Online and Classroom options available

**Target Audience:** ICC Chairperson, Members, External Members, HR Professionals

#### Module 1: Understanding the POSH Act & Legal Framework

- Objectives and scope of the Sexual Harassment Act, 2013
- Key definitions: Sexual Harassment, Workplace, Employee
- Internal Complaint Committee: Formation, composition, tenure
- Powers and responsibilities of ICC members
- Legal obligations and accountability
- Penalties for non-compliance

#### Module 2: ICC Constitution & Governance

- ICC Formation: Steps and compliance requirements
- Composition: Chairperson, Members, External Members
- Functions and duties of each role
- Code of conduct for ICC members
- Confidentiality and ethics in complaint handling
- Annual Report preparation and submission to District Officer

#### Module 3: Complaint Handling & Investigation Process

- Types of complaints: Formal and informal



- Complaint filing procedure and documentation
- Recording and registering complaints
- Initial assessment and admissibility checks
- Investigation methodology: Step-by-step process
- Conducting interviews and cross-examinations
- Evidence collection and documentation
- Preventing retaliation and witness protection
- Closure and remedial action

## **Module 4: Creating Safe & Inclusive Workplace Culture**

- Prevention strategies beyond complaint handling
  - Organizational policies and their implementation
  - Awareness and sensitization best practices
  - Role of leadership in creating safe spaces
  - Building trust and psychological safety
  - Managing difficult situations with empathy
  - Case studies and real-world scenarios
  - Decision-making in complex situations
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## **Programme 2: Employee Sensitization & Awareness Training**

**Duration:** 1 Day (6-8 hours) OR Half-Day (3-4 hours)

**Mode:** Online and Classroom, Workshop format

**Target Audience:** All employees across organizational levels

### **Module 1: Gender Sensitization & Workplace Respect**

- Gender equality and respect in the workplace
- Understanding unconscious bias and stereotypes
- Diversity and Inclusion: Creating belonging
- Impact of discrimination and harassment
- Building respectful workplace relationships
- Rights and responsibilities of all employees



## **Module 2: What Constitutes Sexual Harassment?**

- Legal definition and scope of sexual harassment
- Forms of sexual harassment: Quid pro quo, hostile environment, cybersexual harassment
- Examples and scenarios relevant to your workplace
- Distinguishing harassment from friendly behavior
- Digital safety and online harassment
- Harassment outside workplace premises

## **Module 3: Prevention & Personal Responsibility**

- Individual role in preventing harassment
- Bystander intervention strategies
- Supportive behavior and allyship
- How to respond to uncomfortable situations
- Communication skills for difficult conversations
- Promoting psychological safety

## **Module 4: Complaint Mechanism & Resources**

- How to report harassment: Multiple channels available
- Formal and informal complaint options
- Role of Internal Complaint Committee
- Confidentiality and protection against retaliation
- Support services and counseling resources
- Timeline for redressal
- Rights of complainants and witnesses

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## **Programme 3: UGC Student Sensitization & Orientation**

**Duration:** 1-2 Days (depending on depth)

**Mode:** Online and Classroom, Interactive workshops

**Target Audience:** UGC students (undergraduate and postgraduate)



## **Module 1: Understanding POSH in Higher Educational Institutions**

- UGC Regulations and compliance requirements
- POSH Act provisions relevant to students
- Sexual harassment: Definition and types
- Institutional policy and zero-tolerance approach
- ICC composition and role in higher education

## **Module 2: Creating Safe Campus Environments**

- Student rights and responsibilities
- Respecting consent and personal boundaries
- Gender-based violence: Prevention and awareness
- Cyber harassment and digital safety
- Peer pressure and healthy relationships
- Ragging and other forms of harassment

## **Module 3: Reporting & Support Resources**

- How to report harassment on campus
- ICC contact details and accessibility
- Confidential reporting options
- Protection against retaliation
- Counseling and support services
- Resources available to students

## **Module 4: Building an Inclusive Campus**

- Student representation in safety measures
  - Peer support and bystander intervention
  - Creating forums for discussing safety concerns
  - Role of student leaders in promoting safety
  - Mental health and well-being support
  - Community responsibility in protecting others
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# Key Features of Our Training

## Expertise & Facilitation

- **POSH Enabler Leadership:** Guided by Bibhu R Pattnaik, an experienced POSH facilitator
- **Expert Faculty:** Subject matter experts with hands-on experience in ICC functioning
- **Real-world Scenarios:** Case studies and examples from actual organizational contexts
- **Current Jurisprudence:** Updates on latest judicial pronouncements and amendments
- **Practical Focus:** Beyond compliance—building genuine safe cultures

## Interactive & Engaging Methodology

- **Group Discussions:** Open forums for questions and concerns
- **Case Studies:** Real and hypothetical scenarios for analysis
- **Role Plays:** Practicing difficult conversations and situations
- **Video Content:** Visual learning with relatable examples
- **Q&A Sessions:** Direct interaction with subject matter experts
- **Feedback & Reflection:** Personal insights and action planning

## Flexible Delivery Options

- **Online Training:** Live interactive sessions, accessible from anywhere
- **Classroom Training:** In-person workshops in your location
- **Hybrid Models:** Combination of online and classroom sessions
- **Customized Duration:** Half-day, full-day, or multi-day programs
- **Batch Scheduling:** Weekend, weekday, or customized timing

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## Learning Outcomes

### Upon Completing ICC Training, Members Will:

- ✓ Understand the complete legal framework of the POSH Act and ICC responsibilities
- ✓ Confidently handle complaints with fairness, sensitivity, and professionalism



- ✓ Conduct effective investigations and maintain detailed documentation
- ✓ Protect complainants and witnesses from retaliation
- ✓ Prepare compliant annual reports
- ✓ Make informed decisions on remedial actions
- ✓ Address complex situations with emotional intelligence
- ✓ Lead efforts to create preventive organizational culture

## **Upon Completing Employee Sensitization, Participants Will:**

- ✓ Understand what constitutes sexual harassment in various forms
- ✓ Recognize their role in preventing harassment and supporting colleagues
- ✓ Know how to report concerns through proper channels
- ✓ Understand protection against retaliation
- ✓ Practice bystander intervention and allyship
- ✓ Contribute to building respectful workplace culture
- ✓ Feel empowered to speak up against harassment

## **Upon Completing Student Sensitization, Participants Will:**

- ✓ Understand POSH Act and institutional policies
- ✓ Recognize forms of harassment and consent issues
- ✓ Know reporting mechanisms and support resources
- ✓ Understand digital safety and online harassment
- ✓ Practice peer support and bystander intervention
- ✓ Take responsibility for creating safe campus spaces
- ✓ Access counseling and support services when needed

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# **Eligibility & Participation**

## **ICC Training**

- Internal Complaint Committee members (mandatory for ICC functioning)
- HR professionals and compliance officers
- External members nominated by ICC
- Organizational leaders and managers
- No prior POSH training required



## **Employee Sensitization**

- All employees across hierarchical levels
- New employees (part of onboarding)
- Existing employees (periodic refresher)
- Contractors and temporary staff (recommended)
- No prerequisites

## **Student Sensitization**

- UGC-affiliated undergraduate and postgraduate students
- New students (part of orientation)
- Existing students (periodic awareness sessions)
- Student leaders and campus ambassadors
- No prerequisites

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## **Evaluation & Certification**

### **Assessment Methods**

#### **For ICC Training:**

- Written assessment on legal knowledge
- Case study analysis and decision-making
- Investigation report writing exercise
- Participation in group discussions
- 80% attendance mandatory

#### **For Employee Sensitization:**

- Pre and post-training knowledge assessment
- Participation and engagement evaluation
- Feedback and reflection forms
- Certificate of participation upon attendance

#### **For Student Sensitization:**

- Participation and engagement





- Reflection exercises
- Certificate of awareness upon attendance

## Certification

- **ICC Training Certificate:** "POSH ICC Members Training Certificate" with competency validation
  - **Employee Sensitization Certificate:** "POSH Awareness Training Certificate"
  - **Student Sensitization Certificate:** "POSH Awareness Certificate"
  - **All Certificates:** Issued by IIG Varsity, recognizing compliance and awareness building
  - **Digital & Physical Copies:** Available to all participants
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## Course Schedule & Batches

### Batch Frequency

- **ICC Training:** Monthly batches (or customized dates for organizations)
- **Employee Sensitization:** Monthly batches + customized sessions
- **Student Sensitization:** Quarterly + university orientation schedules

### Timing Options

- **Morning Sessions:** 9:00 AM - 1:00 PM
- **Afternoon Sessions:** 2:00 PM - 5:30 PM
- **Weekend Sessions:** Saturday 10:00 AM - 4:00 PM (available on request)
- **Flexible Duration:** Half-day to multi-day customized schedules

### Group Size

- **ICC Training:** 8-20 participants (interactive format)
  - **Employee Sensitization:** 15-50 participants (classroom/online)
  - **Student Sensitization:** 20-100+ participants (scalable format)
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## Registration & Enrollment



## Pricing Structure

- **ICC Training (2 days):** Standard pricing with organization discounts
- **Employee Sensitization (1 day):** Per capita pricing with bulk discounts
- **Student Sensitization (customized):** Per institution/university pricing
- **Early Bird Discount:** 10% off for registrations 15+ days prior
- **Group Discount:** 15-20% for organizations registering 20+ participants
- **Institutional Packages:** Customized annual training plans available

## What's Included

- ✓ Comprehensive training materials and workbooks
- ✓ Digital resources and reference guides
- ✓ Certificates upon completion
- ✓ Post-training support and resources
- ✓ Access to case studies and scenario updates
- ✓ Email support for clarifications

## Enrollment Process

1. Contact us with your training requirements
2. Confirm dates and participant details
3. Receive quotation and terms
4. Complete registration and payment
5. Receive pre-training materials
6. Confirm final schedule with facilitators
7. Attend training and receive certificate

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## POSH Enabler: Bibhu R Pattnaik

Bibhu R Pattnaik brings extensive expertise in organizational development and POSH compliance. As the designated POSH enabler for this program, Bibhu ensures:

- Alignment with latest legal developments and judicial pronouncements
- Integration of best practices from diverse organizational contexts
- Practical, implementable solutions for real organizational challenges
- Empathetic yet professional approach to sensitive topics



- Commitment to creating genuinely safe and inclusive cultures
  - Mentoring of facilitators and ICC members for continuous improvement
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## Faculty & Expertise

All facilitators for this program are:

- Certified in POSH training and ICC functioning
  - Experienced in organizational development and change management
  - Subject matter experts on the POSH Act and legal frameworks
  - Skilled in adult learning and group facilitation
  - Trained in handling sensitive and emotional topics
  - Updated on latest legal amendments and jurisprudence
  - Committed to creating psychologically safe learning environments
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## Post-Training Support

### Ongoing Resources

- **Resource Library:** Access to templates, sample reports, communication materials
- **Quarterly Updates:** Notifications on legal amendments and new judicial pronouncements
- **Follow-up Support:** Email and call support for post-training queries
- **Alumni Network:** Community of trained ICC members for peer learning and best practice sharing
- **Refresher Sessions:** Optional annual refresher trainings to maintain competency

### Implementation Support (For Organizations)

- **Policy Customization:** Help in tailoring POSH policies to organizational context
  - **Process Documentation:** Assistance in creating complaint handling processes
  - **ICC Mentoring:** Ongoing guidance for new ICC members
  - **Gap Assessment:** Evaluation of organizational POSH readiness
  - **Consultation Services:** Available for specific organizational challenges
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## Why Choose IIG Varsity?

1. **Expert Leadership:** POSH enabler Bibhu R Pattnaik brings credibility and real-world experience
  2. **Comprehensive Programs:** ICC, employee, and student training under one platform
  3. **Flexible Delivery:** Online, classroom, and hybrid options for diverse needs
  4. **Practical Focus:** Beyond compliance—building genuine safe cultures
  5. **Customization:** Tailored programs for organizational and institutional contexts
  6. **Local Understanding:** Based in Bhubaneswar, familiar with Odisha's institutional landscape
  7. **Ongoing Support:** Resources and mentoring extend beyond training
  8. **Professional Facilitation:** Certified trainers with sensitivity and expertise
  9. **Compliance Assurance:** Ensures adherence to POSH Act and UGC regulations
  10. **Sustainable Impact:** Building lasting organizational culture change
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## Contact & Enrollment

**IIG Varsity**  
Bhubaneswar, Odisha

Email: [training@iigvarsity.in](mailto:training@iigvarsity.in)

Phone: +91-XXXXXXXXXX

Website: [www.iigvarsity.in](http://www.iigvarsity.in)

**POSH Training Coordinator:** [Contact Details]

### How to Enroll:

1. Contact us with your training requirements and preferred dates
  2. Complete the registration form with participant details
  3. Discuss customization options if needed
  4. Confirm payment and receive invoice
  5. Receive pre-training materials and schedule confirmation
  6. Attend training and receive certificate
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## Frequently Asked Questions



**Q: Is ICC training mandatory?**

A: Yes, according to the POSH Act, organizations must ensure ICC members receive training on their roles and responsibilities.

**Q: How often should employees attend POSH sensitization?**

A: While the Act requires organization-specific training, annual refresher sessions are recommended to maintain awareness.

**Q: What if we have a small organization with fewer than 10 employees?**

A: While ICC is not mandatory for organizations with fewer than 10 employees, POSH training and awareness are still recommended for creating safe work environments.

**Q: Can training be customized for our organization?**

A: Yes, absolutely. We offer fully customized training aligned to your organizational context, policies, and needs.

**Q: Do you provide online-only training?**

A: Yes, we offer fully online interactive training with live facilitation and Q&A sessions.

**Q: What if we have a hybrid workforce?**

A: We can deliver hybrid training with some participants online and others in-classroom, all participating together.

**Q: Are certificates recognized by regulatory bodies?**

A: Our certificates demonstrate compliance and awareness training. For ICC functionality, the training ensures members are equipped to fulfill their legal responsibilities.

**Q: Can you train our student representatives separately?**

A: Yes, we offer specialized student leader training to empower student representatives in promoting campus safety.

**Q: What happens after training?**

A: We provide ongoing resources, support for implementation, and optional refresher sessions to ensure sustained impact.

**Q: Can we request specific facilitators?**

A: Yes, we can accommodate requests for specific facilitators based on availability.

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## Compliance & Legal Framework

This training program ensures compliance with:

- The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013
- The POSH Rules, 2013 (as amended)
- UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015



- Amendments and judicial pronouncements through 2024-2025
  - Best practices for organizational culture and safe environments
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## Testimonials

*"The ICC training provided comprehensive insights into complaint handling. Our committee now feels confident and equipped to handle situations professionally."* — ICC Chairperson, Manufacturing Organization

*"The sensitization training was engaging and relevant. Employees appreciated the practical examples and felt empowered to speak up."* — HR Manager, Service Organization

*"Our students found the awareness session very helpful. Many appreciated knowing their rights and support resources available on campus."* — Dean of Students, University

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## Next Steps

1. **Assess Your Needs:** Determine which programs are needed (ICC, employee, student, or combination)
  2. **Contact Us:** Reach out with your requirements and preferred dates
  3. **Customize:** Discuss any specific organizational or institutional needs
  4. **Schedule:** Confirm dates and participant details
  5. **Prepare:** Receive and review pre-training materials
  6. **Participate:** Engage actively in training sessions
  7. **Implement:** Apply learning in your organization and create sustainable change
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### IIG Varsity - Creating Safe, Inclusive, Respectful Environments

*"Prevention through Awareness, Protection through Process, Progress through Culture"*

For more information and to register, contact [info@iigvarsity.in](mailto:info@iigvarsity.in) or visit [iigvarsity.com](http://iigvarsity.com)

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