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सचिव

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University Grants Commission  
(शिक्षा मंत्रालय, भारत सरकार)  
(Ministry of Education, Govt. of India)

D.O.No.F.91-4/2025 (GS)

05 पौष 1947 / 26<sup>th</sup> December, 2025

26 DEC 2025

**Subject: Submission of Report on Observance of “Sexual Harassment Prevention Week” – Reg.**

आदरणीय महोदय/महोदया,


The Ministry of Education, vide email dated **12.12.2025**, forwarded a D.O. letter No. **13016/2/2017-WW-Part (1)** dated **10.12.2025** from the Secretary, Ministry of Women and Child Development (MWCD), informing that the Ministry had commemorated the period from **10th December to 17th December 2025** as “**Sexual Harassment Prevention Week**”, in accordance with the provisions of the *Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013*.

Accordingly, all Higher Educational Institutions (HEIs) are requested to email a brief report on the activities undertaken during the said week to **women-welfare1@gov.in**, under intimation to the UGC. The activities may include:

- Constitution/revamping of the Internal Complaints Committee (ICC) and updating its details on the **Saksham Portal** and **SHe-Box Portal**;
- Conducting sensitization and awareness programmes; and
- Expeditious disposal of all pending complaints, if any.

A suggestive list of activities is enclosed for reference. HEIs are also encouraged to continue undertaking such activities on a regular basis in the future.

सादर,

भवदीय,  
  
(मनिष जोशी)

सेवा, में,

- सभी विश्वविद्यालयों के कुलपति ।
- सभी महाविद्यालयों के प्राचार्य ।

## **List of activities**

### **A. For all workplaces**

1. Constitution/revamping of Internal Committees (ICs).
2. Onboarding/ regular updation of IC/ LC details on the SHe-Box portal.
3. Organise awareness programmes for employees on POSH Act.
4. Conduct sensitization programmes for IC/ LC members on provisions of Act.
5. Display of the list of IC members, penal consequences, what constitutes SH at workplace, do's & don'ts for employees, prominently at workplace premises, visible to all employees.
6. Expeditious disposal of pending complaints, whether received through the portal or manually.
7. Uploading of Annual Reports on the portal.
8. Regular monitoring of portal by the designated Nodal officer for portal
9. Actively promote the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, as well as the SHe-Box portal, through official websites and social media handles, so as to enhance awareness and facilitate wider outreach.
10. Awareness about Women Helpline (181) and One Step Centre (OSC) to assist women in distress.

### **B. For States/UTs (as per Hon'ble Supreme Court's Order dated 12.08.2025)**

1. A survey shall be conducted with the assistance of District Labour Commissioners and the Chief Labour Commissioner of the State within six weeks (Pg. 14 of order).
2. The Labour Commissioner/Labour Officer or equivalent officer in each District shall be directed by the Chief Secretary and the Chief Labour Commissioner of the State/UT to ensure that data collected from respective Districts is forwarded to the District Officers (Pg. 11-12 of order).
3. States/UTs shall also ensure that data already collected is duly onboarded on the SHe-Box portal created by the Ministry of Women and Child Development.