

Guidelines for Maintenance of 'Sakhi' Portal

1.0 MAINTAINENCE OF 'Sakhi' PORTAL

- 1.1. 'Sakhi' Portal will be accessible to all serving women employees of SAIL and its subsidiaries through login-credentials.
- 1.2. The portal will be hosted and maintained by a dedicated all-women team of Corporate C&IT.
- 1.3. An Overview Committee of three (3) women executives at E-8 grade & above grades will be constituted to overview the functioning of the portal, rendering suggestions for making the portal more relevant and useful for the women employees and undertake any other activities as may be assigned for promotion of the portal.
- 1.4. A team of three-women executives from SAIL Plants/Units will be selected by the Overview Committee for functioning as "Administrative Team" of the portal for one (1) quarter at a time as follows:
 - a) An option will be given on the portal through which any woman executive may express her willingness for functioning as member of the administrative team.
 - b) Three (3) women executives, out of all those who have expressed their interest, will be chosen on random-basis by the above committee, every quarter for functioning as "Administrative Team" for the quarter. Name, Designation, and contact details of the team members will be notified on the portal.
 - c) In case, the number of interests expressed is less than three (3) for any quarter, any women executive may be included in the "Administrative Team".

2.0 ROLE OF THE ADMINISTRATOR

- 2.1. The administrative team will be responsible for managing and uploading the content on the portal through the following means (*illustrative list only*):
 - a) Any book reviews.
 - b) Life/success stories/ interviews of preferably women leaders/ Entrepreneurs.
 - c) Articles on related topics like Parenting, Health, Work-life Balance, Emotional intelligence, handling of matrimonial issues, Career



Progression, Maternity (*including child care post joining the work place*), etc.

- d) Motivational Videos, TED-Talks, Podcasts, etc.
- e) Newsletter and updates of all SAIL Plants/Units.
- f) *'Theme-based'* discussions for view/experience sharing and learning on the particular Topic/Issue.

- 2.2. The Administrative Team will be empowered to organize any of the developmental activities as indicated above and/or organize any live-webinar/ session, etc. on regular-basis through concerned HRD department. The financial budget for payment of any honorarium to any faculty at approved rates and related resources will be arranged by concerned Plant/Unit HRD Department or by Corporate HRD, as the case may be.
- 2.3. The Administrative Team will be expected to upload at least ten (10) different types of content on the portal during the quarter.

3.0 RECOGNITION

- 3.1. Based on the contributions made on the portal by the individual members, "**Best three Sakhis**" will be selected every year. Further, in order to recognize the efforts made by the different administrative teams towards effective functioning of the portal, "**Best Administrative Team**" will be announced every year. The above selections will be done on the basis of recommendation of the Overview Committee.
- 3.2. The "**Best Administrative Team**" and the "**Best three Sakhis**" will be felicitated by Chairman/Director on the occasion of International Women's Day i.e. 8th March every year. Outstation winners will be invited to participate in virtual mode.

