

Sakhi Samrudhi

(Women Empowerment Cell-WEC)

Policy

Policy outlines the framework and guidelines for the functioning of Women Empowerment Cell within an institution.

Vision

To uphold and promote women's rights, ensure fair and safe environment and respect towards female students /teachers and supporting staff.

Mission

1. To ensure protection and empowerment of women.
2. To provide safe and supportive environment for women community
3. Promoting gender equality and raising awareness about women's issues/rights.
4. To promote the well-being and advancement of women in all spheres of life.

Objectives :

Following are the objectives of WEC:-

1. To nurture leadership skills in women community
2. To raise awareness about the social issues that female student encounter.
3. To make the women students understand their equal responsibility in building society.
4. To create awareness, instil values, and develop the personality and leadership qualities in the members of WEC.
5. To reach out to women in rural areas and make them aware of their social and legal rights and to equip them to stand against gender violence and gender discrimination.
6. To enable women's empowerment through guest talk, awareness programs and other welfare activities

Schedule of meetings:

- 1 The committee would formally meet at the start of the academic year to plan for the year's activities, and submit a strategic perspective plan in the format given.
- 2 There would be a meeting at the end of the academic year to review the activities facilitated and the progress of the committee at the end of the academic year.
- 3 The committee would formally and informally meet as many times as required depending on the need or in emergency situations.

- 4 Minutes of informal meetings need not be maintained.
- 5 The committee would meet prior to the start of an event to discuss overall planning as well as individual roles and responsibilities.

Responsibilities of the Coordinator:

- 1 The committee coordinator is responsible for scheduling the meetings and preparing the agenda for the discussions.
- 2 The coordinator should manage the budget allocated to the women's cell and ensure that it is utilized effectively to meet the objectives of the cell.
- 3 The coordinator should recruit and train volunteers to support the activities of the women's cell.
- 4 The Coordinator of the committee is responsible for ensuring that each member has submitted and has maintained the relevant documents.
- 5 To write and circulate the minutes of the meeting.

Responsibilities of the Counsellor:

- 1 The counsellor should be available to listen and provide emotional support to women who seek their help. This could include offering empathy, compassion, and non-judgmental guidance.
- 2 The counsellor should be knowledgeable about the issues that women face and be able to provide guidance and advice on a wide range of topics such as career choices, relationship issues, legal rights, and mental health.
- 3 The counsellor should organize and conduct workshops and training sessions for women on various topics such as self-defence, career development, mental health, and personal growth.
- 4 The counsellor should maintain confidentiality and ensure that the privacy of the women seeking help is respected.
- 5 The counsellor should keep accurate records of the cases they handle and maintain a database of resources and referrals for women seeking help.

General Working Rules:

- 1 Strategic perspective plans need to be submitted by the committee along with estimated budget prior to the commencement of the academic year.
- 2 The committee needs to prepare the annual budget/individual event budget, keeping in mind the various events to be held over the course of the academic year.
- 3 The task of notifying all members about the meeting of the WEC will be coordinated by the members along with student coordinators.
- 4 The Coordinator of the WEC shall conduct informal meetings at regular intervals to discuss and allocate tasks related to the various programs and activities conducted by the cell.

- 5 The Coordinator along with the student coordinators shall be in-charge of displaying posters of the activities conducted and/or creating awareness regarding the various issues that are managed by the committee.
- 6 It is an accepted practice that a list of correspondence, inwards and outwards, is made available to all members of the WEC as and when the Convener may see to be fit.
- 7 The committee would have to submit the bills and invoices for all expenditures involved to the accounts section.
- 8 The committee is responsible for communicating the report for uploading on college website or arranging for press release.

Documents maintained by the Committee:

- 1 Copy of Strategic Perspective Plans submitted
- 2 File the minutes of meetings for every formal meeting
- 3 Circulars sent by the committee
- 4 Circulars from IQAC/ Principal/ HODs linked to events organized.
- 5 Brochures / Invitation cards.
- 6 Annual/individual event budget submitted.
- 7 Report on every event/ activity conducted.
- 8 Student enrolment in activities/attendance
- 9 Photographs of the event
- 10 Certificate issued (if any)
- 11 Copy/photos of press release or media coverage.
- 12 Student feedback testimonials



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