

**STANDARD OPERATING PROCEDURE (SOP)**  
**FOR**  
**WOMENS' CELL**

**Vision:**

To create a conducive environment to women for realization of their potential by inculcating the values of honesty, integrity and professionalism.

**Mission :**

- To provide a safe studying environment for the girl students.
- To strive for the achievement of the gender sensitive community where all genders will get equal opportunities.
- To instill confidence in women so that they can face any situation coming in their way and prove themselves to be strong in the society.

**Objectives:**

- To deal with the cases of sexual and emotional harassment and taking an appropriate action in time.
- To address the issues and concerns of all women and girls in the institute.
- To create social awareness about the problems of women and in particular gender discrimination.

**Strategic plan of the Women's Cell:**

- To organize lectures and workshops on gender sensitization.
- To conduct a health camp for women.
- To recognize merit among girls by giving them special awards for their performance.
- To conduct various competitions which highlight various gender problems.
- To tie up with ALEAP for institutional membership.
- To invite eminent women personalities from industry to deliver lectures.

## **Functions**

1. To receive complaints, if any, from the lady staff and lady students who have been subject to sexual harassment.
2. To keep all records intact and in proper order of the complaints received.
3. To enquire into such complaints and establish the facts.
4. To keep an elaborate process document of each such case describing the methods adopted and the settlement reached in solving the problem.