



**STANDARD OPERATING  
PROCEDURES**

**WOMEN'S FORUM-UDAAN**

**Dr. N.S.A.M. First Grade College**

**Bangalore-64**

# **STANDARD OPERATING PROCEDURE**

## **FOR**

### **UDAAN WOMEN EMPOWERMENT CELL**

#### **Introduction:**

Women's empowerment is all about equipping and enabling women to take crucial decisions connected to their personal life and their role in society independently. Dr. N.S.A.M. First Grade College has constituted Udaan Women Empowerment Cell (UWEC) in the college campus to empower female students, to sensitize all on the issues related to women and to make the college campus a safer place for everyone.

Udaan Women Empowerment Cell is designed to motivate and aid women in their development by promoting their participation in all areas and sectors, thereby building stronger economies, improving their quality of life and bringing in gender equality with equal amount of opportunities. In this connection the UWEC has signed a Memorandum of Understanding with "AWAKE (The Association of Women Entrepreneurs of Karnataka), one of India's premier institutions promoting entrepreneurship amongst women, to conduct skill development training programs on campus.

#### **Objectives of the UWEC:**

The following are the objectives of the UWEC:

1. To cultivate leadership skills in women students.
2. To create an awareness about the social problems faced by women students.
3. To make the women students realize their equal responsibility in building society.
4. To create awareness, instill values, and develop the personality and leadership qualities in the members of UWEC.
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 facilitate women's empowerment through guest lectures, awareness programs and other welfare activities like visiting orphanages and old age homes.

### **Constitution of the Committee:**

The committee would consist of 6 members. The generic membership details are as follows:

<b>Sl. No.</b>	<b>Designation</b>	<b>Number of members</b>
1.	Chairperson/Coordinator (Faculty)	1
2.	Faculty representatives	3
3.	Student representatives	2
	<b>TOTAL</b>	<b>6</b>

The constitution of the committee can be increased if necessary, as per the requirement during the academic year.

### **Schedule of meetings:**

- 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.
- 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.
- The committee would formally and informally meet as many times as required depending on the need or in emergency situations.
- Minutes of informal meetings need not be maintained.
- 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:**

- The Coordinator of the committee is expected to convene the meetings and set an agenda for the discussion.
- The Coordinator of the committee is responsible for ensuring that each member has submitted and has maintained the relevant documents.
- To write and circulate the minutes of the meeting.

## **General Working Rules:**

- Strategic perspective plans need to be submitted by the committee along with estimated budget prior to the commencement of the academic year.
- 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.
- The task of notifying all members about the meeting of the UWEC will be coordinated by the members along with student coordinators.
- The Coordinator of the UWEC shall conduct informal meetings at regular intervals to discuss and allocate tasks related to the various programs and activities conducted by the cell.
- 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.
- It is an accepted practice that a list of correspondence, inwards and outwards, is made available to all members of the UWEC as and when the Convener may see to be fit.
- The committee would have to submit the bills and invoices for all expenditures involved to the accounts section.
- The committee is responsible for communicating the report for uploading on college website or arranging for press release.

## **Documents maintained by the Committee:**

- Copy of Strategic Perspective Plans submitted
- File the minutes of meetings for every formal meeting
- Circulars sent by the committee
- Circulars from IQAC/ Principal/ HODs linked to events organized.
- Brochures / Invitation cards
- Annual/individual event budget submitted
- Report on every event/ activity conducted (minimum 500 words)
- Student enrolment in activities/attendance
- Photographs of the event

- Certificate issued (if any)
- Copy/photos of press release or media coverage.
- Student feedback testimonials

**Range of Activities conducted by the UWEC:**

1. The UWEC shall periodically organize various programs for the benefit of women students. These would include special talks by experts. Topics may include Self-Reliance, Hygiene, Economic Independence and the like.
2. The UWEC will also host self-defense programs for women students
3. The Committee will also observe and celebrate International Women's Day on 8<sup>th</sup> of March each year.
4. The UWEC will organize outreach programs. As a part of this extension, the UWEC has taken the initiative to help victims of natural disasters and assists in fund raising to help blind students and children in orphanages.
5. Members of the UWEC will visit nearby villages and create awareness among the women about the rights and opportunities afforded to them in the Indian society.



PRINCIPAL

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