



# MADHA DENTAL COLLEGE & HOSPITAL

(A Christian Minority Institution)

(Recognised by the Dental Council of India, New Delhi (F.No.v.12017/75/2006-DE dt.01.11.2011)  
and affiliated to the Tamil Nadu Dr. M.G.R. Medical University, Chennai)

Madha Nagar, Kundrathur, Chennai - 600 069. Ph.: 72739 01234, 72749 01234, Fax : 2478 0798  
E-Mail : info@madhadentalcollege.com Website : www.madhadentalcollege.com

Admin. Office : 1A, Chari Street, North Usman Road, T.Nagar, Chennai - 17. Ph : 2814 0212, Tele fax : 044-2814 0213

## WOMEN EMPOWERMENT CELL STANDARD OPERATING PROCEDURE

### 1.Objectives:

The objectives of the Women empowerment cell are to:

- Ensure a gender-sensitive and inclusive environment.
- Address issues related to gender-based discrimination and harassment.
- Promote women's participation in all aspects of academic and extracurricular activities.
- Provide support and resources for the personal and professional development of women.

### 2.Structure of the Women Empowerment Cell:

- a. Chairperson: - The head of the WEC, typically a senior faculty member. - Responsible for overall coordination and leadership.
- b. Faculty Members: - Faculty representatives from different departments. - Act as points of contact for women-related concerns in their respective departments.
- c. Student Representatives: - Female student representatives from different academic years. - Provide a student perspective and voice concerns to the WEC.
- d. Support Staff Representative: - A representative from the support staff. - Ensures inclusivity across all staff members.
- e. External Expert (Optional): - An external expert or professional in gender issues. - Provides guidance and expertise on women empowerment matters.

### Committee constitution:

The following members herewith constitute Disciplinary committee with effect from 12/10/22. The committee shall be effective for three years from the aforementioned date.

S.No.	Name	Designation/Department	Position held
1	Dr. Veronica Aruna Kumari	Professor, Department of Conservative Dentistry and Endodontics	Chairperson





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2	Dr.B.Niveditha	Reader, Department of Oral Medicine and Radiology	Faculty member
3	Dr.R.P.Ramadevi	Senior lecturer, Department of Pedodontics and Preventive Dentistry	Faculty member
4	Dr.S.Sangeetha	Senior lecturer, Department of Periodontology	Faculty member
5	Dr.R.Deepa	HOD, Department of Biochemistry	Faculty member
6	Dr. JansiRamani	Lecturer	Faculty member
7	Mrs. Thamizh Priya	Administrative Office	Support staff member
8	Ms.G.Harthi	BDS student –Intern (CRI)	Student member
9	Dr.S.Mary Grace	Postgraduate student	Student member

#### 4. Roles and Responsibilities:

- Chairperson: - Coordinate and preside over WEC meetings. - Oversee the implementation of women empowerment initiatives. - Act as a liaison between the WEC and the college administration.
- Faculty Members: - Act as points of contact for women-related concerns within their departments. - Facilitate awareness programs and workshops. - Encourage women's participation in academic and extracurricular activities.
- Student Representatives: - Represent the female student body in WEC meetings. - Provide feedback on issues affecting women students. - Promote a supportive and inclusive campus culture.
- Support Staff Representative: - Represent the support staff in WEC meetings. - Address concerns related to the support staff and promote a gender-friendly workplace.
- External Expert (Optional): - Provide expert advice on gender-related issues. - Conduct training sessions or workshops for WEC members and the college community.





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## 5.Functions

- To organize Programmes and Activities on gender equity and Women Empowerment.
- To encourage Girl Students and Female Staff Members to participate enthusiastically in various Programmes and Competitions.
- To sensitize the Student Community on Eve-teasing, Violence against Women, harassment etc.
- To develop the Self-Confidence of women in building their Self-Identity.
- To review safety and security measures for Female Employees and Girl Students at Campus.
- To promote a Culture of respect, equality and freedom for Female Gender.
- To instill the Entrepreneurial Attitude among the Girl Students.
- To provide psychological support for the Students lagging in Academic Performance.

## 6.Activities and Initiatives:

- a. Workshops and Training Programs: - Organize workshops on gender sensitivity, diversity, and inclusion. - Conduct training programs on preventing and addressing gender-based discrimination and harassment.
- b. Awareness Campaigns: - Conduct awareness campaigns on women's rights and empowerment. - Promote gender equality through posters, seminars, and social media.
- c. Counseling and Support Services: - Provide counseling services for women facing challenges or discrimination. - Collaborate with the college's counseling center and support services.
- d. Celebration of Women's Achievements: - Recognize and celebrate achievements of women in the college community. - Organize events to highlight the contributions of women in the field of dentistry.

## 7.Reporting Mechanism:

Establish a confidential reporting mechanism for incidents of gender-based discrimination or harassment.





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Ensure timely investigation and resolution of reported cases.

## 8. Meetings and Decision-Making

The Committee shall formally meet once at the start of the academic year to plan for the WEC's activities of the aforementioned year.

Meetings can be conducted formally/informally in case of emergencies and minutes of the informal meetings need not be maintained

## 9. Review and Evaluation:

Conduct periodic reviews of the WEC's activities and effectiveness.

Seek feedback from stakeholders and make necessary adjustments to the SOP.

## 10. Record Keeping:

Maintain records of WEC meetings, activities, and initiatives.

Ensure the confidentiality and security of sensitive information.

## 11. Collaboration with Other Committees:

Collaborate with other committees and cells within the institution to promote a holistic approach to gender equality and empowerment.

## 12. Amendments to SOP:

The SOP may be amended based on evolving needs or changes in institutional policies.

All amendments should be documented and communicated to relevant stakeholders

## 13. Review and Revision

Periodically review the SOP to ensure its relevance and effectiveness.

Revise the SOP as needed to accommodate changes in academic policies or college structure.

## 14. Approval

This SOP is approved by the Principal of the Dental College and will be reviewed annually.

PRINCIPAL

MADHA DENTAL COLLEGE & HOSPITAL  
KUNDRATHUR, CHENNAI - 600069.