



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.



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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 are reconstitute the Women empowerment cell with effect from 05.08.2024. The committee shall be effective from the aforementioned date.

S.No.	Name	Designation/Department	Position held
1	Dr. Veronica Aruna Kumari	Professor, Department of Conservative Dentistry and Endodontics	Chairperson
2	Dr.B.Niveditha	Reader, Department of Oral Medicine and Radiology	Faculty member
3	Dr.Ramadevi	Senior lecturer, Department of Pedodontics and Preventive Dentistry	Faculty member
4	Dr.N.K.Savithri	Senior lecturer, Department of Periodontology	Faculty member
5	Mrs.R.Deepa	HOD, Department of Biochemistry	Faculty member
6	Dr. Jansi Ramani	Lecturer	Faculty member
7	Mrs. Tamizh Priya	Administrative staff	Administrative staff Member
8	Ms. Rooba Sri	BDS student –Intern (CRI)	Student member
9	Dr. Santhiya K	Postgraduate student	Student member



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4. Roles and Responsibilities:

- a. 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.
- b. 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.
- c. Student Representatives: - Represent the female student body in WEC meetings. - Provide feedback on issues affecting women students. - Promote a supportive and inclusive campus culture.
- d. Support Staff Representative : - Represent the support staff in WEC meetings. - Address concerns related to the support staff and promote a gender-friendly workplace.
- e. External Expert (Optional): - Provide expert advice on gender-related issues. - Conduct training sessions or workshops for WEC members and the college community.

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.



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- 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.

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.



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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.

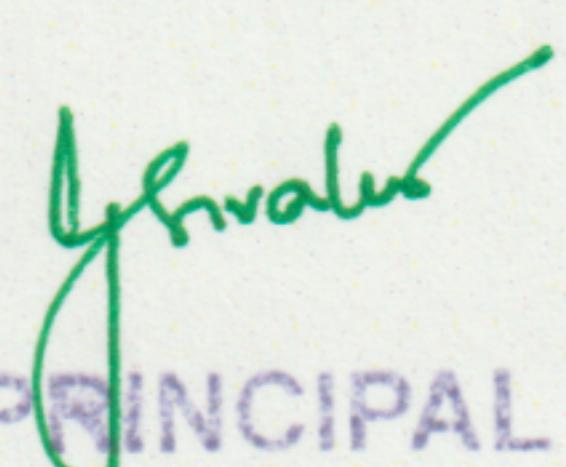
13. Review and Revision

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-600 069