STANDARD OPERATING PROCEDURE (SOP)
WOMEN CELL
ST. BEDE'S COLLEGE, SHIMLA

SOP No.: WCELL/SOP/01/2026
Effective From: Academic Session 2026–27
Year of Establishment of Women Cell: 2016
Review Frequency: Annually
Approved By: Principal
Responsible Unit: Women Cell(WCELL)
Version: 1.0

PURPOSE

The purpose of this Standard Operating Procedure (SOP) for the Women Cell is to establish a structured framework for promoting gender equality, ensuring the safety, dignity, and well-being of women, and fostering a supportive, inclusive, and gender-sensitive environment within the institution.

This SOP aims to outline the guidelines, operational procedures, and execution strategies required for the effective, systematic, and smooth functioning of the Women Cell. It provides a standardized approach to planning, organizing, implementing, monitoring, and evaluating the activities and initiatives undertaken by the Cell.

The SOP defines the roles, responsibilities, operational procedures, and accountability mechanisms associated with the functioning of the Women Cell. It also establishes a framework for structured core activities, active student participation, awareness programmes, gender sensitization initiatives, and empowerment activities.

INTRODUCTION

The Women Cell of St. Bede's College functions as a platform for promoting gender equity, safety, and holistic development of women students and staff. The Cell aims to create awareness, provide support and counselling, and organize activities that empower women, foster leadership, and ensure a dignified and secure environment, in alignment with the vision and mission of the institution.

As an all-women's institution, the Cell holds a central role in sensitizing students about their rights, legal provisions, health and well-being, and leadership opportunities. It endeavours to create a gender-just campus where every student feels safe, respected, and confident to express herself without fear or bias. Through workshops, expert talks, self-defence training, health camps, legal awareness sessions and outreach programmes, the Cell provides experiential learning beyond the classroom.



VISION

To foster an inclusive, safe, and empowering environment that nurtures gender equality, leadership, self-reliance and responsible citizenship among women students.

MISSION

- Promoting gender sensitization and awareness.
- Providing experiential learning for self-defence, health and well-being.
- Encouraging teamwork and leadership.
- Organising academic/co-curricular activities focused on women empowerment.
- To empower students for self-reliance and holistic growth
- Ensuring a safe, secure and dignified campus environment
- Promoting legal literacy and grievance redressal.
- Fostering community engagement and social responsibility

OBJECTIVES

- To create awareness about gender equity, women's rights and legal provisions (POSH Act, Domestic Violence Act, POCSO).
- To ensure safety, dignity and well-being of women students and staff on campus.
- To organise workshops, seminars, self-defence training, health camps, legal awareness.
- To promote leadership and communication skills.
- To facilitate community engagement for women empowerment.
- To maintain systematic records and assess effectiveness and impact of society activities.

ORGANISATIONAL STRUCTURE

The organisation structure of Women cell shall ordinarily be

Principal/Patron

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Faculty Convener

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Faculty Members

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Student Office Bearers/Representatives

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Student Members

COMPOSITION OF THE WOMEN CELL

Position	Number	Mode of Selection/Appointment	Tenure
Patron	1	Institutional appointment	As per institutional norms
Convener	1	Appointed by Principal	Academic session/Institutional norms
Faculty Members	1	Nominated by Principal	Academic session/Institutional norms
Student Coordinator	1	Election/Nomination	Academic session
Student Members	1	Registration/selection	Academic session

ROLES AND RESPONSIBILITIES

PATRON/PRINCIPAL

- Provide institutional guidance and overall supervision.
- Approve major activities and programmes.
- Facilitate resources wherever required.
- Review the functioning of the Society periodically.

FACULTY CONVENER

- Prepare the annual activity plan of the Society
- Coordinate and supervise all activities of the Society.
- Conduct meetings and maintain minutes.
- Allocate duties among faculty members and student representatives.
- Obtain necessary permissions and approvals.
- Coordinate with departments/IQAC/college administration.
- Ensure proper implementation of activities.
- Monitor participation and student engagement.
- Ensure timely submission of reports.
- Maintain documentation and supporting evidence.
- Prepare an annual review of the Society's functioning.

FACULTY MEMBERS

- Assist the Convener in planning and execution.
- Supervise assigned activities.
- Mentor student members.
- Ensure discipline and safety during activities.
- Verify attendance and documentation.
- Assist in preparation of reports.
- Support assessment of outcomes.

STUDENT COORDINATORS

- Coordinate with student members.
- Communicate information regarding activities.
- Assist in event planning and execution.
- Maintain student participation records.
- Support documentation.
- Collect feedback from participants.

STUDENT MEMBERS

- Participate actively in activities.
- Perform duties assigned by the Convener/coordinators.
- Maintain discipline and institutional decorum.
- Assist in event management and documentation.
- Provide feedback for improvement.

ANNUAL ACTIVITY PLANNING OF WOMEN CELL

The Women Cell shall prepare an Annual Activity Calendar/Action Plan before or at the beginning of the academic session, which should mention a name of the proposed activity and tentative date and should be aligned with theInstitutional Vision & Mission, IQAC Academic Calendar,NEP 2020 objectives ,Student development, community engagement.

Proposed activities includes: International Women's Day celebration, International Girl Child Day Celebration, Self-Defence Training, Awareness programs regarding Health & Hygiene, Legal Awareness on POSH Act and Women-Centric Laws through Experts talks and workshops, Poster Making / Debate competition, Extension and Outreach Activities, Celebration of Other Important Days

PROCEDURE FOR CONDUCTING WOMEN CELL ACTIVITY

Identification of activity

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Proposal preparation

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Approval from competent authority

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Budget/resource planning

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Duty allocation

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Publicity/communication

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Registration/participant selection

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Execution of activity

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Attendance and documentation

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Feedback collection

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Outcome assessment

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Activity report preparation

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Submission and record keeping

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Review and corrective action

MEETING PROCEDURE

- The Women Cell shall conduct meetings at regular intervals and as required for planning and review.
- The Convener may call meetings and prepare the agenda.
- Attendance of members shall be recorded.
- Minutes shall record decisions, responsibilities and timelines.
- Action points shall be assigned to responsible persons.
- An Action Taken Report (ATR) shall be prepared/followed up where required.

SUGGESTED CYCLE:

Meeting → Minutes → Action Points → Responsibility → Timeline → ATR

DOCUMENTATION AND RECORD MANAGEMENT

A dedicated physical and digital Women Cell folder shall be maintained. Records shall include:

- List of members
- Annual activity plan
- Meeting notices
- Minutes of meetings
- Action Taken Reports
- Permission
- Notice/invitation
- Programme schedule
- Brochure/poster
- Registration list or Attendance sheet
- Photographs, Videos, where relevant
- Resource-person details and Certificates
- Feedback

- Activity report and Outcome/impact report
- Press/media coverage, if available

If Financial support is provided copy of following should be with the convener of Women Cell

- Approved budget
- Sanction/approval
- Bills and vouchers
- Expenditure statement
- Sponsorship/donation records
- Utilisation details

OUTCOME AND IMPACT ASSESSMENT

The women cell shall assess activities beyond merely recording that an activity was conducted. For major activities, the following shall be documented:

Indicator	What should be recorded	Examples
Output	What was done?	Programme conducted; number of participants; outreach undertaken.
Outcome	What did students learn/gain?	Improved understanding their rights, laws, responsibilities etc.
Impact	What changed as a result?	Increased awareness, participation and student engagement in the activities.

Possible indicatorsinclude

- Number of activities conducted
- Number of student participants
- Number of beneficiaries
- Student feedback
- Skills developed
- Awards/recognitions
- Community beneficiaries
- Participation in external events (For staff and students)

FEEDBACK MECHANISM

A systematic feedback mechanism should be included.

Activity → Feedback → Analysis → Improvement

Feedback may assess:

- Relevance of activity
- Quality of content
- Organisation
- Student engagement
- Learning gained

- Suggestions for improvement

The Convener should maintain a feedback analysis report for major programmes.

MONITORING AND REVIEW

The functioning of the women cell should be reviewed periodically by the management and IQAC.

REVIEW PARAMETERS

- Activities planned vs. conducted
- Student participation
- Achievement of objectives
- Documentation compliance
- Feedback
- Outcomes
- Budget utilisation, where applicable
- Challenges encountered
- Corrective measures
- Best practices

GRIEVANCE AND CONFLICT-RESOLUTION MECHANISM

All activities of the Women Cell and Gender Champion Club of St. Bede's College shall comply with the College Code of Conduct and applicable institutional rules and regulations. Both bodies shall promote gender equality, women's empowerment, mutual respect, dignity, and a safe, inclusive, and non-discriminatory institutional environment.

Concerns relating to membership, participation, allocation of responsibilities, conduct, interpersonal disagreements, or programme-related activities shall be addressed through a fair, transparent, and confidential grievance-resolution mechanism.

INCLUSIVITY AND ACCESSIBILITY

The Women Cell and Gender Champion Club shall work towards creating an equitable, inclusive, and gender-sensitive campus environment that encourages the active participation of all students, irrespective of gender, background, or social circumstances.

- Equal Opportunity: Equal opportunities shall be provided to eligible students to participate in activities, discussions, workshops, awareness programmes, and other initiatives organized by the Women Cell and Gender Champion Club.
- Diversity and Inclusion: Students from diverse social, cultural, economic, and educational backgrounds shall be encouraged to participate actively and contribute to gender sensitization and empowerment initiatives.
- Accessibility: Reasonable accessibility and appropriate support shall be promoted for students with disabilities to ensure meaningful participation in all activities.

- Non-Discrimination: All activities shall promote equality and prohibit discrimination, exclusion, harassment, and degrading or disrespectful treatment on the basis of gender or other protected characteristics.
- Gender Sensitization: Programmes shall promote awareness of gender equality, women's rights, gender stereotypes, respectful relationships, prevention of gender-based violence, and the importance of equal opportunities.
- Safe and Respectful Environment: Both bodies shall encourage mutual respect, responsible behaviour, open communication, and sensitivity towards gender-related concerns.
- Awareness and Empowerment: Activities shall focus on women's empowerment, leadership development, legal awareness, health and well-being, equal representation, and the prevention of gender-based discrimination and violence.
- Confidentiality and Dignity: Personal concerns and sensitive information shared during meetings or activities shall be treated with due confidentiality and respect, subject to applicable institutional policies and legal requirements.
- Student Participation and Leadership: Students shall be encouraged to express their views, take leadership roles, participate in decision-making, and contribute constructively to initiatives promoting gender equality and an inclusive campus culture.

The Women Cell and Gender Champion Club shall periodically review their activities to strengthen inclusivity, accessibility, gender sensitivity, and student engagement in accordance with institutional policies and applicable regulations.

RISK MANAGEMENT AND SAFETY

The Women Cell and Gender Champion Club of St. Bede's College shall ensure that all activities, including field visits, outreach programmes, awareness campaigns, workshops, seminars, travel, and large gatherings, are conducted in a safe, responsible, and well-organized manner. Appropriate preventive measures shall be adopted to safeguard the physical and emotional well-being of all participants and to promote a safe, inclusive, and gender-sensitive campus environment.

- **Prior Institutional Permission:** Approval shall be obtained from the Principal or the competent institutional authority before organizing activities that require formal permission.
- **Faculty Supervision:** The Faculty Coordinator or an authorized faculty member shall supervise activities, field visits, outreach programmes, and other events wherever required.

- **Safety Precautions:** Appropriate safety measures shall be implemented to protect participants from potential risks, harassment, discrimination, or any form of misconduct during activities.
- **Emergency Contact Arrangements:** Emergency contact details of the Faculty Coordinator, organizing team, and relevant emergency services shall be available wherever necessary.
- **First-Aid and Emergency Preparedness:** Suitable first-aid facilities and emergency response arrangements shall be ensured according to the nature and scale of the activity.
- **Transport Arrangements:** Safe and appropriate transportation shall be arranged for field visits, outreach programmes, and other off-campus activities wherever applicable, in accordance with institutional guidelines.
- **Risk Assessment:** Potential risks associated with each activity shall be assessed in advance, and appropriate preventive measures shall be taken.
- **Incident Reporting:** Any accident, safety concern, harassment, or untoward incident shall be reported promptly to the Faculty Coordinator and the competent institutional authority for necessary action.
- **Inclusivity and Accessibility:** Reasonable arrangements shall be made to facilitate the safe and meaningful participation of students from diverse backgrounds, including students with disabilities.
- **Confidentiality and Dignity:** Personal concerns or sensitive information arising during activities shall be handled with due care, confidentiality, and respect, subject to applicable institutional policies and legal requirements.

All activities shall comply with the Code of Conduct of St. Bede's College, institutional safety guidelines, and applicable rules and regulations.

FINANCIAL PROCEDURE

All financial transactions and expenditure relating to the activities of the Women Cell and Gender Champion Club of St. Bede's College shall be carried out transparently and in accordance with the financial rules and procedures prescribed by the College.

- **Prior Financial Approval:** Expenditure shall be incurred only after obtaining the necessary approval from the Principal or the competent institutional authority.
- **Compliance with College Financial Rules:** All financial transactions shall follow the prescribed institutional procedures and applicable financial regulations.
- **Maintenance of Bills and Vouchers:** Original bills, receipts, vouchers, and other supporting documents shall be maintained for all approved expenditure, wherever applicable.
- **Proper Record-Keeping:** Details of expenditure incurred on workshops, seminars, awareness programmes, gender sensitization campaigns, outreach activities, meetings, and other approved initiatives shall be recorded systematically.

- **Budgetary Discipline:** Activities shall be planned within the approved budget and available institutional resources. Any additional expenditure shall require prior authorization.
- **Utilisation and Expenditure Statements:** Utilisation certificates, expenditure statements, or other financial reports shall be submitted to the competent authority within the prescribed timeline, wherever applicable.
- **Financial Transparency and Accountability:** All expenditure shall be supported by appropriate documentation and made available for verification or audit in accordance with institutional procedures.
- **Reimbursement and Settlement:** Reimbursements and settlement of advances, wherever applicable, shall be processed according to the College's prescribed financial rules.
- **Resource Utilisation:** Institutional funds and resources shall be used exclusively for approved activities promoting women's empowerment, gender equality, awareness, inclusion, and student welfare.

The Faculty Coordinators of the Women Cell and Gender Champion Club shall ensure proper documentation, financial accountability, and compliance with institutional procedures for all approved activities.

REPORTING FORMAT

Every major activity should preferably have a standard Activity Report containing:

1. Name of Activity
2. Date and Venue
3. Organising Society
4. Convener/Faculty Coordinators
5. Objectives
6. Target Group
7. Number of Participants
8. Resource Persons/Judges, if applicable
9. Brief Description
10. Learning Outcomes
11. Impact
12. Feedback Summary
13. Photographs
14. Media Coverage, if any
15. Supporting Documents
16. Follow-up/Action Taken

APPROVAL AND IMPLEMENTATION

This SOP shall come into effect from the academic session 2026–27 upon approval by the Principal. All Women Cell members shall follow the procedures and responsibilities specified herein

Approved by: Principal, St. Bede's College, Shimla

Signature: Sr. Rosily Tom

Date: 02-11-2026

Officiating Principal
St. Bede's College
Shimla -171002

Women Cell Convener : Dr Kanu Mehta

Signature: