STANDARD OPERATING PROCEDURE (SOP)
GENDER CHAMPION CLUB
ST. BEDE'S COLLEGE, SHIMLA

SOP No.: GCC/SOP/01/2026
Effective From: Academic Session 2026–27
Year of Establishment of Gender Champion Club: 2024
Review Frequency: Annually
Approved By: Principal
Responsible Unit: Gender Champion Club (GCC)
Version: 1.0

PURPOSE

The purpose of this Standard Operating Procedure (SOP) for the Gender Champion Club 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 Club. It provides a standardized approach to planning, organizing, implementing, monitoring, and evaluating the activities and initiatives undertaken by the Club in co-ordination with Women Cell.

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

INTRODUCTION

The Gender Champion Club of St. Bede's College, Shimla serves as an institutional platform for promoting gender equality, equity, dignity, inclusiveness, mutual respect and gender sensitivityamong students**.** The Club seeks to foster an environment in which students develop a deeper understanding of gender-related issues and recognise the importance of equality, non-discrimination and equal opportunities.

The Gender Champion Club shall undertake its activities in coordination and alignment with the Women Cell of the College**,** thereby complementing the initiatives and objectives of the Women Cell in promoting gender sensitisation, awareness, empowerment and an inclusive campus environment. The Club shall provide students with opportunities to actively participate in awareness programmes, sensitisation workshops, seminars, discussions, campaigns, competitions, outreach activities and other academic and co-curricularinitiativesrelated to gender equality and social responsibility.

Through its activities, the Club shall encourage students to developresponsibility, empathy, leadership and social awareness, enabling them to contribute positively towards creating a safe, respectful, inclusive and gender-sensitive society.

The activities of the Gender Champion Club shall be planned and implemented in accordance with the vision and mission of St. Bede's College, institutional policies and guidelines, the objectives and initiatives of the Women Cell, student development priorities, and relevant national initiatives concerning gender equality, women's empowerment, social justice and social responsibility**.**

VISION

To foster a gender-sensitive, inclusive and equitable campus environment where every student is treated with dignity, respect and fairness, and empowered to actively contribute towards gender equality, social justice and an inclusive society.

MISSION

The mission of the Gender Champion Club is to promote gender equality, equity, dignity and inclusion by fostering gender sensitivity, challenging stereotypes and discriminatory practices, and encouraging respectful and responsible behaviour. Through awareness programmes, discussions, workshops, competitions and outreach activities with the Women Cell, the Club seeks to empower students to actively participate, demonstrate leadership and contribute to a safe, inclusive and gender-sensitive campus and society.

OBJECTIVES

The objectives of the Gender Champion Club shall be:

1. To create awareness among students regarding gender equality, equity and social justice.
2. To foster an inclusive, equitable and respectful campus environment free from discrimination and gender-based bias.
3. To sensitise students to gender stereotypes, prejudices, discrimination, inequality and other gender-related concerns..
4. To promote equal participation, access and opportunities for all students, irrespective of gender.
5. To organise seminars, workshops, lectures, competitions and awareness campaigns on gender-related issues in co-ordination with women cell.
6. To promote leadership, communication, teamwork and organisational skills among student members.
7. To encourage students to participate in community outreach and extension activities related to gender equality.
8. To provide opportunities for experiential, participatory and peer-learning on gender-related issues through discussions, activities and community engagement.
9. To promote critical thinking, dialogue and informed discussion on contemporary gender issues and their social, cultural, educational and institutional dimensions.
10. To develop responsible student leaders who can promote equality, dignity and inclusion within the campus and community.

ORGANISATIONAL STRUCTURE

Principal/Patron

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Faculty Convener

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Faculty Members

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Student Coordinator

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Student Members

COMPOSITION OF THE GENDER CHAMPION CLUB

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	Appointed by Principal	Academic session/Institutional norms
Student Coordinator	1	Nomination by convener / Faculty member	Academic session
Student Members	1-4 (depending upon the eligibility)	Nomination by convener / Faculty member	Academic session

ELIGIBILITY CRITERIA FOR STUDENTS IN GENDER CHAMPION CLUB

A Gender Champion club should fulfil the following eligibility criteria:

- Gender Champions students above l6 years of age
- Should be enrolled in and regularly attending college.
- She must have secured minimum of 50% marks or equivalent grade in the annual examination/school leaving certificate.
- Excellent oral, written, and presentation skills.
- Should have demonstrated leadership qualities .
- Excellent understanding of the socio-cultural issues and prevailing gender norms and practices

TERM OF THE GENDER CHAMPION

The term of the Gender Champion shall initially be for a period of one year and extendable

for 1 or more years as may be decided by the Principal/Convener. The Gender Championwill receive a certificate of appreciation from the Principal for her committed efforts on successful completion of activities towards promoting gender equality.

MONITORING AND REPORTING

The Principal/Convener will maintain a list of Gender Champions with their contact details. At the end of session, Gender Champions will prepare and submit a report to the member teachers, on the implementation of activities related to gender equity.

ASSESSMENT AND EVALUATION

On the basis of the reports, each Gender Champion will be assessed according level of proficiency and accomplishment. And will be awarded with a certificate of appreciation from the Principal for her committed efforts towards promoting gender equality.

ROLES AND RESPONSIBILITY OF A GENDER CHAMPION CLUB

The Gender Champion Club and the Women Cell shall jointly undertake and fulfill all the roles and responsibilities aimed at promoting gender equality, gender sensitization, women's empowerment, inclusivity, dignity and social justice within the Institution.

Theroles and responsibilities of the Patron/Principal, Faculty Convener, Faculty Members and Student Coordinators of the Gender Champion Club shall be aligned with and carried out in accordance with the objectives, guidelines and activities of the Women Cell. They shall work together to plan, coordinate, implement and monitor initiatives that promote gender equality, gender sensitization, inclusivity, safety, dignity and women's empowerment across the Institution.

ANNUAL ACTIVITY PLANNING

The Gender Champion Club and the Women Cell shall jointly prepare an Annual Action Plan before the commencement of each academic session**.** The plan shall outline the proposed activities and programmes to be undertaken during the academic year, along with their tentative dates. The Annual Action Plan may include awareness programmes, workshops, seminars, debates, poster-making and essay-writing competitions, campaigns, outreach activities, observance of relevant days, and other initiatives related to gender equality, gender sensitisation and women's empowerment.

The Annual Action Plan shall be reviewed periodically and revised, wherever necessary**,** in accordance with institutional requirements, emerging gender-related concerns, available resources etc. All activities shall be planned and implemented in accordance with the objectives and guidelines of the Institution, the Women Cell and the Gender Champion Club.

DOCUMENTATION AND RECORD MANAGEMENT

The Gender Champion Club and the Women Cell shall jointly maintain systematic and comprehensive records of all activities and programmes undertaken during the academic session. The documentation shall include the Annual Action Plan, list of members and student representative, notices, minutes of the meetings, programmes schedule, attendance records, photographs, reports, feedback, outcomes and other relevant supporting documents.

records shall be properly maintained and updated for monitoring, evaluation, institutional reporting, future planning and documentation of best practices related to gender equality, gender sensitisation and women's empowerment.

APPROVAL AND IMPLEMENTATION

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

ANNEXURE

Annexure: Application Form for Engagement as Gender Champion

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

Officiating Principal
St. Bede's College
Shimla -171002

Signature: Sr. Rosily

Date: 02-11-2026

Gender Champion Club Convener : Dr. Kanu Mehta

Signature:

St. Bede's College Shimla

Application Form For Engagement As Gender Champion

1. Name(in block letters) :_____
2. Sex (Male/Female) :_____
3. Date of Birth (DD/MM/YY) :_____
4. Parent/Guardian's Name :_____
5. Residential Address :_____

6. Mobile Number :_____

7. Email Address :_____

8. Community (SC/ST/GENERAL) :_____

9. Educational Qualifications:(Please add additional diploma/any other additional Qualifications, if any)

Degree/ Class	Stream/ Discipline	Aggregate Marks (in%only)or Grade of The last exam passed	Name of Board/ University	Year of Passing

10. Computer Skills :_____
11. Languages known :_____

12. Why do you want to become a Gender Champion?

Declaration

I hereby declare that the statements made in the application are true and complete to the best of my knowledge and belief. I understand that the action can be taken against me in case the event of any the said information furnished by me being found false or incorrect.

Signature of Applicant :_____

Date _____
Place_____