



SRI MUTHUKUMARAN MEDICAL COLLEGE HOSPITAL AND RESEARCH INSTITUTE

(Affiliated to the Tamil Nadu Dr.M.G.R. Medical University)

Chikkarayapuram, Near Mangadu, Chennai - 600069

Ph: 044 - 66344044, 66344000 Fax: 66344055, 66344050

E-Mail : smmchri2009@gmail.com, smmchri@yahoo.com

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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 Members:

S.No.	Name	Designation/Department	Position held
1	Dr. S. Sampath Kumari	Professor,OBG	Chairperson
2	Dr. Safneetha P M	Associate Professor,Anaesthesia	Coordinator



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3	Dr. Sravani Chitra	Assistant Professor,OBG	Faculty member
5	Dr. M Saraswathi	Professor, Pathology	Faculty member
6	Dr.S. U. Abinayaah	Associate Professor,ENT	Faculty member
7	Mrs. Mohana	Admin staff	Support staff member
8	Ms. Ramya	Intern (CRMI) representative	Student member
9	Dr. Raveena Venkatraman	Postgraduate student representative	Student member
10	Abinaya E	Undergraduate student representative	Student member
11	Harini S	Undergraduate student representative	Student member
12	Janani R	Undergraduate student representative	Student member

4. Roles and Responsibilities:

- Chairperson/coordinator: - 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.



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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.
- 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.



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- 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 and at the end of the academic year for review.

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



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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 Dean and will be reviewed annually or as required.

S. Muthu M.

IQAC COORDINATOR

[Signature]

DEAN

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