

# STANDARD OPERATING PROCEDURE (SOP) OF WOMEN CELL

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**MORIDHAL COLLEGE**  
**P.O. - MORIDHAL DHEMAJI**  
**PIN- 787057**



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**STANDARD OPERATING PROCEDURE (SOP) OF  
WOMEN CELL, MORIDHAL COLLEGE**

The Rules and Regulations of Women Cell, Moridhal College amended on 08-09-2023 as Standard Operating Procedure (SOP) of Women Cell, Moridhal College. This Standard Operating Procedure (SOP) is in force with due approval of the Governing Body as modus operandi for Women Cell of the college.

***Motto: Equality and Empowerment***

**Formation of the Committee**

The Women Cell of the college is constituted by the Principal in consultation with IQAC of the college subject to the approval of the Governing Body with the following officials and members for a tenure of 03 (Three) years:

- President : From women faculty
- Secretary : -Do-
- Asstt. Secretary: -Do-
- Members : 05 (Five) from women faculty other than the above  
: 02 (Two) from women students

**Objectives**

- To look in to the problems and prospects of the women employees and women students of the college.
- To organise awareness programmes on equity and empowerment of women.
- To create awareness against gender disparity.
- To reach out rural women of the neighbourhood locality and help uplift their socio-economic status and improve their health and hygiene through creating awareness.
- To work with other women organization(s) of the locality on emerging gender issues.
- To make aware of women students and women of the locality about legal provision for protecting the rights of women.
- To create an environment of equity and gender justice for men and women to work together with a sense of dignity and personal security.





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## Functions

1. The Cell will conduct programmes and activities related to gender issues as scheduled in the Annual Action Plan of the college.
2. The Cell will organize programme(s) in collaboration with GOs and NGOs on emerging issues related to women for their upliftment and empowerment.
3. The Cell will oversee the safety and security of women students and employees in the college and women hostel campuses.
4. The Cell will organise counselling programmes on women related issues inside and outside the college.
5. The Cell will organize awareness programmes inside and outside the college for disseminating the ideas and thoughts on gender equity and gender justice for men and women to work together with a sense of dignity and personal security.
6. The Cell will make necessary arrangements including serving of notification for conduct of any programme at least one week prior to the date of programme for the knowledge of the students, faculty and/or others concerned.
7. The Cell will prepare report of the programme(s) for record keeping and submit a copy of the report(s) to IQAC within a week from the date of conduct of the programme(s).

***N.B. : The Committee may be re-constituted by the college authority in consultation with the IQAC subject to the approval of the Governing Body as and when required.***

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