

SAMARTHINI - Women Empowerment Cell


Standard Operating Procedure for 2015-16

Women Empowerment Cell (WEC) of S.C.E. follows the following **Standard Operating Procedure**

1. The committee is initially formed by the Principal and IQAC.
2. The committee members would be nominated by the Principal initially and restructured every academic year.
3. Roles and responsibilities of WEC are formed
4. The committee meeting would be conducted before the starting of the academic year to make strategic plan for the year.
5. According to the strategic plan the events would be conducted.
6. Gender equity promotion activities would be conducted.
7. Gender sensitivity among the sexes would be conducted.
8. The students or faculty of the college can mention their issues in a written or typed note and drop it in the grievances box placed at various places in the college or inform through the helpline/direct contact with the Committee Chairman.
9. In case of any issues related to girl student or lady faculty or lady staff that are obtained in the grievances box placed at various places in the college or through the helpline or by the direct contact with the Committee Chairman is brought to the notice of the WEC committee.
10. The matter is discussed among the committee members and the grieved student or faculty and is resolved.
11. Event report is made for each event.
12. At the end of the academic year the annual report and action taken report are submitted to IQAC.


Convener


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