



Internal Quality Assurance Cell PANCH PARGANA KISAN COLLEGE, BUNDU

Standard Operating Procedures

Women Cell

Purpose:

To promote gender equality, empower women, and create a safe, supportive environment for female students, faculty, and staff.

1. Objective:

- Promote gender equality and women's rights.
- Address women's issues like safety, health, and empowerment.
- Provide support and counseling services.
- Organize awareness programs and workshops on women's empowerment.

2. Structure:

- **Coordinator:** Principal.
- **Convener**
- **Members:** Faculty, staff, and student representatives.

3. Functions:

- **Awareness & Empowerment:** Organize workshops on women's rights and personal development.
- **Support System:** Provide counseling for academic, personal, or safety issues.
- **Safety & Security:** Collaborate with the college for women's safety.
- **Celebrations:** Celebrate significant events like International Women's Day.

4. Reporting & Action:

- **Report Issues:** Students can report issues through email, complaint box, or directly.
- **Counseling & Support:** Provide immediate counseling and ensure follow-up.
- **Investigation:** Collaborate with college authorities for investigation and action.

5. Awareness Activities:

- **Seminars:** Organize events on women's health, rights, and self-defense.

For [Signature]



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- Campaigns: Promote gender equality and women's education.

6. Monitoring & Reporting:

- Monitor Programs: Track the success and impact of initiatives.

7. Confidentiality & Ethics:

- Ensure all complaints and personal information are kept confidential.
- Operate with fairness, transparency, and respect for all individuals.

8. Review:

- Conduct an annual review to evaluate activities and introduce improvements.

Convener

Coordinator, IQAC
IQAC
Coordinator
Panch Pargana Kisan College
Bundu

Principal
PRINCIPAL
Panch Pargana Kisan College
Bundu