

Guidelines for Women Empowerment Committee (WEC)

Introduction

ITM University, Gwalior, is committed to fostering an environment that promotes gender equality, inclusivity, and empowerment for all members of its community. As part of this commitment, the university has established the Women Empowerment Committee (WEC). The WEC is a crucial body aimed at addressing issues related to gender equality, ensuring the safety and well-being of women on campus, and promoting the active participation of women in all spheres of academic and extracurricular activities.

Role and Functions of the Women Empowerment Committee (WEC)

1. Advocacy for Gender Equality:

- **Promote Gender Equality:** The WEC will advocate for gender equality across all levels of the university, ensuring that policies, practices, and programs are inclusive and equitable.
- **Awareness Campaigns:** The committee will organize and promote awareness campaigns, seminars, and workshops on gender sensitization, women's rights, and empowerment.

2. Support and Counselling:

- **Provide Support:** The WEC will offer support and guidance to female students, faculty, and staff who face challenges related to gender bias, discrimination, or harassment.
- **Counselling Services:** The committee will coordinate with the university's counselling services to provide specialized support for women dealing with personal or professional issues.

3. Safety and Security:

- **Ensure a Safe Campus:** The WEC will work closely with the university administration to ensure that safety measures are in place to protect women on campus, including the implementation of anti-harassment policies and the provision of safe spaces.

- **Complaint Redressal:** The committee will establish mechanisms for the swift and effective redressal of complaints related to gender-based harassment or discrimination.

4. Empowerment Programs:

- **Skill Development:** The WEC will organize workshops, training sessions, and seminars focused on skill development, leadership, and entrepreneurship to empower women.
- **Scholarships and Awards:** The committee will facilitate the provision of scholarships, awards, and recognition for outstanding achievements by women in various fields.

5. Policy Formulation and Implementation:

- **Policy Development:** The WEC will be involved in the formulation and revision of university policies to ensure they are gender-inclusive and promote the empowerment of women.
- **Monitoring and Evaluation:** The committee will monitor the implementation of these policies and evaluate their effectiveness in achieving gender equality.

6. Research and Development:

- **Encourage Research:** The WEC will encourage and support research on issues related to women's empowerment, gender studies, and related fields.
- **Publications:** The committee will promote the publication of research findings in journals, conferences, and other academic forums.

7. Collaboration and Networking:

- **Partnerships:** The WEC will establish collaborations with other universities, NGOs, and governmental bodies to promote women's empowerment initiatives.
- **Networking Events:** The committee will organize networking events for women to share experiences, build connections, and collaborate on projects.

Constitution of the Women Empowerment Committee (WEC)

The Women Empowerment Committee at ITM University, Gwalior, will consist of the following members:

1. Chairperson:

- A senior female faculty member appointed by the Vice-Chancellor.

2. Faculty Members:

- At least three female faculty members from different departments.
- One male faculty member to promote gender inclusivity.

3. Administrative Members:

- A representative from the university administration (Registrar or Dean).
- A member of the university's counseling services.

4. Student Representatives:

- Two female student representatives (one undergraduate and one postgraduate).
- One male student representative to ensure inclusivity.

5. External Member:

- An external expert in gender studies or a representative from an NGO focused on women's rights.

6. Secretary:

- A faculty member responsible for coordinating meetings, maintaining records, and liaising with other committees.

Functions and Meetings

- **Meetings:** The WEC will meet at least once every quarter to discuss ongoing initiatives, address issues, and plan future activities.
- **Reporting:** The committee will report to the Vice-Chancellor annually, highlighting the progress of initiatives, challenges faced, and recommendations for the coming year.
- **Sub-Committees:** The WEC may form sub-committees as needed to focus on specific areas such as safety, research, or policy formulation.

Conclusion

The Women Empowerment Committee at ITM University, Gwalior, is a vital initiative that aligns with the university’s commitment to fostering an inclusive, safe, and supportive environment for all. By addressing gender-related issues, promoting empowerment, and advocating for equality, the WEC will play a crucial role in shaping a more equitable campus culture. The active involvement of faculty, students, and external experts will ensure that the committee's efforts are comprehensive, impactful, and sustainable.

Women Empowerment Committee (WEC) Quarterly Report Format ITM University, Gwalior

Quarterly Report

Reporting Period: [Specify Quarter and Year]

Date of Submission: [Date]

Prepared By: [Name and Position]

Reviewed By: [Name and Position]

1. Introduction

- **Overview of Activities:**

Provide a brief overview of the activities conducted by the Women Empowerment Committee (WEC) during the reporting period.

2. Key Activities and Initiatives

- **Awareness Programs:**

Detail the workshops, seminars, guest lectures, and campaigns conducted. Include dates, topics covered, and the number of participants.

- **Training and Capacity Building:**

Describe the training sessions provided to faculty, staff, and students. Include information on the content, facilitators, and participant feedback.

- **Student Engagement:**

List student-led activities such as debates, essay competitions, and club events. Mention the level of participation and outcomes.

- **Policy Implementation:**

Summarize any updates or reviews of university policies related to gender inclusivity. Include any compliance checks or audits conducted.

- **Support Systems:**

Report on the functioning of counselling services and support groups for gender-related issues. Include the number of students supported and the types of issues addressed.

- **Research and Development:**

Highlight any research projects initiated, grants awarded, and publications related to gender studies. Include collaborative efforts with other institutions or organizations.

- **Reporting Mechanisms:**

Provide details on the effectiveness of the reporting mechanisms for gender-based issues. Include the number of reports received and actions taken.

3. Outcomes and Impact

- **Awareness and Participation:**

Assess the overall awareness and participation levels in WEC activities. Mention any significant changes or improvements observed.

- **Policy Changes and Implementation:**

Discuss any policy changes that were implemented and their impact on the university community.

- **Support and Counselling:**

Evaluate the effectiveness of support services provided. Include any qualitative feedback from students or staff.

- **Research Contributions:**

Summarize the contributions to gender studies through research and publications. Mention any recognition or awards received.

4. Challenges and Issues

- **Challenges Faced:**

Identify any challenges encountered during the implementation of WEC activities. Discuss the reasons and impact of these challenges.

- **Issues Addressed:**

Mention any specific gender-related issues that were addressed by the WEC. Include the steps taken and the outcomes.

5. Recommendations

- **Actionable Recommendations:**

Provide recommendations for improving the effectiveness of WEC initiatives. Suggest new strategies or activities for the next quarter.

- **Resource Requirements:**

Mention any additional resources or support needed to implement the recommendations.

6. Plans for the Next Quarter

- **Upcoming Activities:**

Outline the planned activities, workshops, and initiatives for the next quarter. Include timelines and responsible parties.

- **Target Goals:**

Set specific goals for the next quarter in terms of awareness, training, support, and research.

7. Appendices

- **Supporting Documents:**

Attach any relevant documents, such as attendance sheets, feedback forms, policy review reports, or research publications.

- **Visuals:**

Include photographs, posters, or other visuals from the events and activities conducted.

Signature:

[Name]

[Position]

[Date]

Approval:

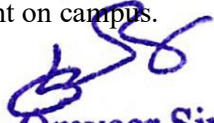
- **Approved By:**

[Name]

[Position]

[Date]

This report format is intended to provide a comprehensive overview of the activities and impact of the Women Empowerment Committee (WEC) at ITM University, Gwalior, on a quarterly basis. The detailed reporting will ensure that the WEC's efforts are documented, evaluated, and continuously improved to achieve the goal of gender equality and empowerment on campus.



Dr. Omveer Singh
REGISTRAR .
ITM University
Gwalior (M.P.)