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MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE

(Deemed to be University under section 3 of UGC Act, 1956)

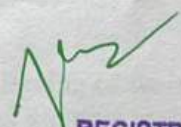
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POLICY DOCUMENT OF WOMEN EMPOWERMENT CELL (WEC)

- **Title** : Policy Document of Women Empowerment Cell (WEC)
- **Policy Code** : MITSU/WEC/POL/2025/01
- **Version No. / Effective Date** : Version1.0/ 06 December 2025
- **Prepared By** : Women Empowerment Cell (WEC)
- **Approved By** : Registrar

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1. Policy Metadata

Field	Details / Signature
Policy Title	Women Empowerment Cell (WEC)
Policy Code	MITSU/WEC/POL/2025/01
Version / Date	Version1.0/ 06 December 2025
Prepared by	 Dr.S.Shanmuga Priya WEC Coordinator
Reviewed by	 Dr.K.Sathesh IQAC Coordinator IQAC Co-ordinator Madanapalle Institute of Technology & Science MADANAPALLE - 517325.
Approved by	 Dr.D.Pradeep Kumar Registrar REGISTRAR Madanapalle Institute of Technology & Science (Deemed to be University) MADANAPALLE - 517 325, A.P., India
Next Review Date	December 2026

2. Policy Preamble

- Women Empowerment Cell (WEC) of the University has been constituted to promote gender equality, create awareness of women's rights, and ensure a safe, inclusive, and empowering environment for women. The Cell functions as a proactive body that addresses gender-related issues, fosters leadership among women, and ensures that the institution's policies uphold dignity, respect, and equity.
- The establishment and functioning of the WEC are in accordance with: UGC Regulations on the Safety of Women (Prevention, Prohibition, and Redressal of Sexual Harassment), 2015; UGC (Deemed-to-be Universities) Regulations, 2023; AICTE Guidelines for Gender Sensitization and Prevention of Harassment; NAAC Manual for Universities (Criterion VII – Institutional Values & Best Practices); and ISO 21001:2018 (EOMS) – Focus on equality and stakeholder well-being.
- The WEC reflects the University's commitment to fostering gender justice, inclusivity, and empowerment. It seeks to enhance women's participation in academic, administrative, and leadership domains and promote gender-sensitive practices across the campus.

3. Vision & Mission Linkage

- The WEC policy aligns with the University's vision of promoting holistic education, ethical leadership, and inclusivity. It supports the mission to provide a gender-balanced and safe academic environment that enables women to excel personally and professionally.
- The policy supports NEP 2020 goals emphasizing: Equity and Inclusion in higher education; Safe and supportive learning spaces and Women's leadership in academia and research.
- Contribution to **UN Sustainable Development Goals (SDGs)** - **SDG 4:** Quality Education; **SDG 5:** Gender Equality; **SDG 8:** Decent Work and Economic Growth; and **SDG 16:** Peace, Justice, and Strong Institutions

4. Objectives

- To safeguard the physical, mental, and emotional well-being of women on campus by ensuring access to counselling, health awareness, and support systems that enhance their overall quality of life.
- To promote gender justice by ensuring equitable opportunities, fair representation, and inclusivity for women in all academic, administrative, and decision-making processes of the University.
- To organize regular workshops, seminars, and campaigns that raise awareness about women's rights, gender sensitivity, legal literacy, and safety measures among all stakeholders.
- To implement NEP 2020 recommendations on equity and inclusion and contribute directly to the UN Sustainable Development Goals (SDG 5 – Gender Equality)
- To foster a campus environment rooted in respect, dignity, empathy, and collaboration, thereby eliminating gender bias, stereotyping, and discrimination in all forms.

5. Scope

This policy applies to all Schools, Departments, Centers, Cells and Administrative Units of the university and covers Faculty members, Staff, Students and other Stakeholders

6. Definitions

WEC: Women Empowerment Cell of the University

Policy Owner: WEC Coordinator

Custodian: Registrar

Stakeholders: Faculty members, Staff, Students, External Members

Review Cycle: Annual or as mandated by regulatory bodies

7. Policy Statement

MITS Deemed to be University upholds gender equity and women's empowerment as integral to its ethical and academic culture. The Women Empowerment Cell serves as the institutional mechanism to ensure safety, inclusivity, and equality through structured interventions, awareness, and monitoring.

8. Governance & Composition

Role	Designation
Chairperson	Senior Female Faculty nominated by Vice-Chancellor/Registrar
Members	Faculty & Staff members
Student Members	2 (One UG & One PG representative)
External Member	Expert/NGO representative in women's rights

- Tenure of members: One year.

9. Terms of Reference (ToR)

Objectives: Promote women's welfare, equity, and participation in institutional processes.

Functions:

- Conduct awareness and sensitization programmes.
- Organize leadership and skill development sessions.
- Maintain records of activities and reports.

Reporting Hierarchy: Reports to IQAC →Registrar

Meeting Frequency: Quarterly or as needed.

10. Roles & Responsibilities

- **Chairperson:** Strategic leadership, policy oversight, programme planning, documentation, and follow-up actions.
- **Members:** Organize events and participate in decision-making.
- **IQAC:** Documentation, Review and Compliance support

11. Functions of WEC

Statutory functions as per UGC/AICTE/Govt. guidelines

- Ensure compliance with UGC Regulations (2015) on the prevention, prohibition, and redressal of sexual harassment of women in higher educational institutions by coordinating with the Internal Complaints Committee (ICC) in awareness creation, preventive education, and dissemination of grievance redressal mechanisms.
- Implement AICTE Guidelines on Gender Sensitization, workplace safety, and inclusive institutional culture.
- Ensure non-discrimination and equal opportunity in academic, administrative, and employment practices.
- Conduct gender sensitization programmes for students, faculty, and staff.
- Align operations with ISO 21001:2018 (EOMS) focusing on equity, inclusivity, and stakeholder well-being.

University-specific initiatives and monitoring functions

- Organize workshops, seminars, and training on: Women's leadership and professional development; Health, wellness, and mental well-being; and Cyber safety and digital literacy
- Observe significant days such as International Women's Day; conduct campus-wide gender sensitization campaigns involving all stakeholders; and promote inclusive and gender-responsive communication practices.
- Monitor gender equity indicators such as participation of women in leadership roles; and access to facilities and support services.

Reports and Documentation

- Event-wise reports with objectives, outcomes and photographs.
- Minutes of WEC meetings.

12. Standard Operating Procedures (SOPs)

- Meetings: Quarterly with quorum of 50% members
- Agenda circulated 7 days in advance
- Minutes recorded and approved within 7 days
- Action Taken Report monitored in subsequent meetings

13. Policy Review, Implementation & Updating

WEC policy shall be revised annually or earlier, if required, due to regulatory changes. The policy shall be disseminated through Email and University Website

14. Training & Awareness

- Awareness Programmes
- Digital dissemination through Email and University Website

15. Compliance & Legal Requirements

UGC Guidelines (2022)

- Basic Facilities and Amenities for a Safe and Secure Environment for Women.
- Mandatory establishment of a Women Cell for:
 - Gender sensitization.
 - Policy implementation.
- Coordination with the Internal Complaints Committee (ICC).

UGC Promotion of Equity Regulations

- Promote gender equality, inclusion and non-discrimination.
- Encourage safe and inclusive campuses.

16. Review & Revision Mechanism

- Annual review cycle
- Registrar approves revisions

17. Documentation & Record-Keeping

- Unique Policy code & versioning
- Central Digital Repository maintained by IQAC

18. Reporting & Audit

- Submission of Annual Reports to IQAC
- Internal Compliance Audit by IQAC annually

19. References

- University Grants Commission, SAKSHAM Report, 2013.
- University Grants Commission, Guidelines on Basic Facilities and Amenities for a Safe, Secure Environment for Women and Women Cell (for Sensitization, Policy Implementation, Monitoring and Grievance Redressal) in Higher Educational Institutions. New Delhi, India: UGC, 2022.