

Bhartiya Institute of Engineering & Technology, Sikar

Meeting Minutes

Women cell

Date: 09/05/23

Location: Seminar Hall

Attendees:

Dr. Suman Nehra, Chairperson of cell

Mrs. Vandana Dhaka, Member

Mr. Ajay Moyal, Member

Ms. Renu Saini, Member

Mrs. Priyank Khanna, Member

Agenda: Review of Women Cell

Meeting Commenced:

The meeting was called to order by [Name], the Chairperson of the meeting. [Name] welcomed all the members present and expressed gratitude for their attendance. The purpose of the meeting was stated, which was to review the performance and effectiveness of the Women Cell.

Introduction and Background:

The Chairperson provided a brief overview of the Women Cell, its formation, and its objectives. They emphasized the importance of conducting regular reviews to assess the cell's activities, address challenges, and identify areas for improvement.

Review of Previous Activities:

The committee reviewed the activities and initiatives undertaken by the Women Cell in the previous months. The following points were addressed:

a. Awareness Programs: The Chairperson highlighted the various awareness programs organized by the Women Cell, such as workshops, seminars, guest lectures, and campaigns. The effectiveness of these programs in promoting gender equality, women's empowerment, and addressing gender-related issues was discussed.

b. **Complaint Handling:** The committee discussed the number and nature of complaints received by the Women Cell, as well as the process followed for complaint resolution. The Chairperson emphasized the importance of ensuring a fair, confidential, and timely resolution of complaints.

c. **Collaborations:** The committee members shared information about collaborations and partnerships established by the Women Cell with other departments, student organizations, or external entities. The outcomes and benefits of these collaborations were evaluated.

Evaluation of Challenges and Successes:

The committee members identified challenges faced and successes achieved by the Women Cell during its operations. The following points were discussed:

a. **Challenges:** The members discussed common challenges encountered, such as limited awareness and participation, resource constraints, and the need for better coordination among cell members. Strategies to address these challenges were proposed.

b. **Successes:** The committee acknowledged the accomplishments and positive impact of the Women Cell. This included increased awareness among the student community, successful complaint resolutions, and the fostering of a supportive and inclusive environment. The factors contributing to these successes were identified.

Feedback and Suggestions:

The committee members shared feedback and suggestions for improving the functioning of the Women Cell. The following recommendations were made:

a. **Enhanced Outreach:** It was proposed to implement targeted outreach strategies to reach a wider audience, including students, faculty, and staff. This could involve utilizing social media platforms, organizing interactive sessions, and collaborating with student organizations or clubs.

b. **Training and Capacity Building:** The committee discussed the importance of providing training and capacity-building opportunities for Women Cell members. Suggestions included conducting workshops or sessions on topics such as gender sensitivity, conflict resolution, and effective communication.

c. **Improved Complaint Handling:** The members emphasized the need to streamline the complaint handling process, enhance confidentiality measures, and ensure transparency in the resolution procedures. Regular feedback mechanisms from complainants should be implemented to assess their satisfaction with the process.

Action Plan:

The committee discussed and agreed upon an action plan to address the identified challenges and implement the suggested improvements. Responsibilities were allocated to individual members to oversee specific tasks, such as organizing awareness programs, strengthening collaborations, and improving complaint handling procedures.

Timeline and Progress Monitoring:

A timeline was established for the completion of assigned tasks, and regular progress monitoring was emphasized. The Chairperson will coordinate follow-up meetings to review the progress made and address any issues or concerns.

Conclusion:

The Chairperson expressed appreciation to all the members for their active participation and valuable contributions during the meeting. They highlighted the importance of continuous improvement and collaboration in advancing the Women Cell's objectives.

[Signature of the Chairperson]

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Note: These minutes will be reviewed, edited, and approved by the Chairperson before distribution to the committee members.