



JDSG COLLEGE, BOKAKHAT

Bokakhat, Golaghat District, Assam – 785612

Affiliated to Dibrugarh University | NAAC Accredited

POLICY DOCUMENT **GENDER CHAMPIONS CLUB**

Established under UGC Guidelines on Gender Sensitisation

Document Type	Institutional Policy
Institution	JDSG College, Bokakhat
Governing Body	Internal Complaints Complaints (ICC) and Internal Quality Assurance Cell (IQAC)
Nodal Officer	Women's Cell Secretary / ICC member
Regulatory Framework	UGC Guidelines on Gender Sensitisation, 2018 & Allied Circulars
Effective Date	2025–2026 Academic Session
Review Cycle	Annual (Every Academic Year)

1. Preamble

JDSG College, Bokakhat, is committed to fostering a campus environment founded on the principles of equality, dignity, and respect for all genders. In consonance with the University Grants Commission (UGC) Guidelines on Gender Sensitisation in Higher Educational Institutions, this Policy Document establishes the Gender Champions Club (GCC) as a student-driven initiative aimed at mainstreaming gender equity across academic, co-curricular, and administrative domains of the institution.

Gender-based discrimination, stereotyping, and violence remain systemic challenges in higher education. The Gender Champions Club serves as a proactive mechanism to build awareness, sensitise the campus community, and promote an inclusive culture where every individual — regardless of gender, sexual orientation, or gender identity — can thrive with dignity and free from fear.

This document outlines the vision, objectives, structure, functions, responsibilities, and operational procedures of the Gender Champions Club at JDSG College, Bokakhat, and shall be binding on all stakeholders associated with the Club.

2. Legal and Regulatory Framework

The Gender Champions Club is constituted in accordance with the following statutory provisions and guidelines:

- UGC Guidelines on Gender Sensitisation in Higher Educational Institutions (2018)
- UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015
- Transgender Persons (Protection of Rights) Act, 2019
- National Education Policy (NEP), 2020 — Equity and Inclusion provisions
- Assam State Higher Education Policy guidelines on gender equality and student welfare
- JDSG College Women's Cell Constitution and IQAC Annual Quality Improvement Framework

3. Vision and Mission

3.1 Vision

To create a gender-just, inclusive, and empowered campus community at JDSG College, Bokakhat, where every individual enjoys equal rights, opportunities, and dignity irrespective of gender.

3.2 Mission

- To sensitise students, faculty, and administrative staff on gender issues, rights, and responsibilities.
- To cultivate a network of gender champions who serve as ambassadors of equality within the institution and the broader community.
- To integrate gender perspectives into academic programmes, co-curricular activities, and institutional policies.
- To provide a safe, supportive, and responsive environment for reporting and redressing gender-based grievances.
- To strengthen linkages with government schemes, NGOs, and civil society organisations working on gender equity.

4. Objectives

The Gender Champions Club shall strive to achieve the following objectives:

- Promote awareness of gender equality, women's rights, and the rights of LGBTQIA+ persons among students and staff.
- Conduct regular sensitisation programmes, workshops, seminars, debates, and campaigns on gender issues.
- Engage students as active agents of social change by building their capacity on gender rights and advocacy.
- Support the implementation of the POSH Act through awareness and collaboration with the Internal Complaints Committee (ICC).
- Develop gender-sensitive educational materials, resources, and reading modules for the college community.
- Facilitate peer support networks for students facing gender-based challenges or harassment.
- Undertake community outreach programmes in collaboration with local schools, Self-Help Groups (SHGs) etc.
- Monitor and report on the gender climate of the institution annually through surveys and feedback.
- Collaborate with the Women's Cell, IQAC, NSS, and NCC units of the college for integrated gender programming.

5. Membership

5.1 Eligibility

Membership of the Gender Champions Club shall be open to:

- All enrolled students of JDSG College, Bokakhat, regardless of programme, year, or gender.
- She/he must have secured minimum of 50% marks or equivalent grade in the annual examination/school leaving certificate.
- Excellent oral, written and presentation skills.
- Should have demonstrated leadership qualities.
- Excellent understanding of the socio-cultural issues and prevailing gender norms and practices.

5.2 Enrolment Process

- Interested students shall submit a signed Membership Form at the beginning of each academic session.
- Members shall attend a mandatory orientation session on gender rights, the Club's objectives, and the Code of Conduct.

5.3 Membership Strength

- The Club shall maintain a core membership of a maximum of twenty-five (25) students per academic session.
- The executive committee shall comprise of students of all the departments of the college.

5.4 Termination of Membership

- Membership may be terminated for violation of the Club's Code of Conduct
- A member found guilty of gender-based harassment, discrimination, or misconduct shall be immediately removed from the Club
- Voluntary resignation from the Club shall be accepted in writing

6. Organisational Structure

The Gender Champions Club shall function under the overall supervision of the Principal, JDSG College, and shall be coordinated by the Women's Cell Secretary. The Club's Executive Committee shall be constituted as follows:

Position / Role	Number	Qualification / Selection Criteria
Patron	1	Principal, JDSG College (ex officio)
Faculty Coordinator / Nodal Officer	1	Women's Cell Secretary (ex officio)
Faculty Co-coordinator	1	Member of ICC of the college
Student members	Maximum 25	Students of the college having 50% marks in HSLC

The Executive Committee shall serve a tenure of one (1) academic year, subject to renewal. No member shall hold the same post for more than two consecutive years.

7. Roles and Responsibilities

7.1 Faculty Coordinator / Nodal Officer

- Provide academic and administrative guidance to the Club.
- Liaise between the Club, Principal's office, Women's Cell, IQAC, and ICC.
- Supervise all programmes, activities, and expenditures of the Club.
- Submit annual activity reports and impact assessments to IQAC.

7.2 Student Members:

- Maintain records of meetings, events, memberships, and correspondence.
- Issue notices and agenda for meetings in consultation with the President.
- Prepare and circulate minutes of all meetings within seven (7) days.
- Assist in planning, organising, and executing Club activities.
- Act as gender champions in their respective departments.
- Promote Club membership and participation among peers.

8. Functions and Activities

8.1 Mandatory Annual Activities

- Gender Sensitisation Week (to be held every year during March in alignment with International Women's Day, 8 March).
- Workshop on Prevention and Redressal of Sexual Harassment (at least once per semester, in coordination with the ICC).

- Wall magazine on gender issues for campus and community outreach.
- Annual Gender Climate Survey to assess the campus environment and produce a report for IQAC.
- Gender Champions Induction Programme at the start of each academic session.

8.2 Regular Activities (Quarterly or as Needed)

- Panel discussions, invited lectures, and film screenings on gender themes.
- Poster-making, essay-writing, and quiz competitions on gender equality.
- Peer counselling and support sessions.
- Awareness campaigns on government schemes (Beti Bachao Beti Padhao, One Stop Centre, etc.).
- Digital literacy and cyber safety workshops with a focus on online gender-based harassment.

8.3 Community Outreach

- Collaboration with nearby schools and colleges for gender sensitisation drives.
- Engagement with local Self-Help Groups (SHGs), Mahila Mandals, and Panchayat bodies.
- Participation in district and state-level gender equity campaigns.

9. Meetings

- The Executive Committee shall meet at least once a month during the academic session.
- A General Body Meeting shall be convened at least twice a year — at the beginning and close of each academic session.
- A quorum of fifty per cent (50%) of Executive Committee members shall be required for official decisions.
- Minutes of all meetings shall be recorded, signed by the Faculty Coordinator, and submitted to the Principal's office.

10. Financial Management

- The Club shall source funds through institutional grants, IQAC allocations, and approved fundraising activities.
- All expenditures shall require prior written approval from the Faculty Coordinator.
- Expenditures exceeding Rs. 5,000/- (Rupees Five Thousand) shall additionally require approval from the Principal.
- Audited financial statements shall be submitted to the IQAC and Principal at the end of each academic year.
- Unspent funds shall be carried forward to the next academic session.

11. Code of Conduct for Members

All members of the Gender Champions Club shall:

- Uphold and model the principles of gender equality, respect, and inclusion in all personal and professional interactions.

- Refrain from any form of gender-based discrimination, harassment, bullying, or stereotyping within or outside the campus.
- Respect the confidentiality of individuals who approach the Club for support or redressal.
- Represent the Club with integrity and professionalism in all external forums.
- Not engage in any political, communal, or sectarian activities in the name of the Club.
- Comply with all institutional rules, the POSH Act, and applicable laws at all times.
- Report any instance of gender-based violence or harassment witnessed on campus to the Faculty Coordinator or ICC.

13. Collaboration and Partnerships

The Gender Champions Club shall work in close collaboration with the following institutional bodies and external organisations:

13.1 Internal Bodies

- Women's Cell, JDSG College
- Internal Complaints Committee (ICC)
- Internal Quality Assurance Cell (IQAC)
- National Service Scheme (NSS) Unit
- NCC Unit
- Student Union
- Library Committee (for gender resource development)

13.2 External Partners

- Dibrugarh University — Gender Studies Department
- State Commission for Women, Assam
- One Stop Centre (Sakhi), Golaghat District
- District Legal Services Authority (DLSA), Golaghat
- Registered NGOs and civil society organisations working on gender rights in Assam
- UGC Regional Office, Guwahati

14. Documentation, Monitoring, and Reporting

- The Club shall maintain a comprehensive Activity Register, Attendance Register, Membership Register, Financial Register, and Grievance Register.
- An Annual Action Plan shall be prepared at the start of each academic session and submitted to IQAC.
- An Annual Activity Report and Impact Assessment shall be submitted to IQAC and the Principal by 30 April of each year.
- Key performance indicators (KPIs) shall include: number of events organised, student participation rates, outreach activities conducted, and results of the Annual Gender Climate Survey.
- The Club's activities shall be documented on the college website and in the IQAC annual quality report (AQAR).
- Photographs, certificates, and other evidence of activities shall be archived by the Secretary.

15. Amendment Procedure

This Policy Document may be amended by a resolution passed by a two-thirds (2/3) majority of the Executive Committee, subject to the approval of the Principal and the IQAC. Proposed amendments shall be circulated to all Executive Committee members at least fifteen (15) days before the meeting at which they are to be considered. All amendments shall be recorded and appended to this document with the date of effect.

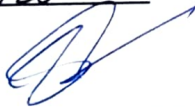
16. Supremacy Clause

In the event of any inconsistency between this Policy Document and the provisions of the UGC Guidelines on Gender Sensitisation, the POSH Act, 2013, the Transgender Persons (Protection of Rights) Act, 2019, or any other applicable statute, the provisions of the relevant statute shall prevail. This document shall be read and interpreted in a manner consistent with all applicable laws and regulations.

17. Declaration and Adoption

This Policy Document for the Gender Champions Club, JDSG College, Bokakhat, was deliberated upon and adopted by the ICC/IQAC in its meeting held on 28/03/2025.

Signature: _____



Name: Dr. / Mr. / Ms. Jayanta Gogoi

Designation: Principal

JDSG College, Bokakhat

Date: 28/3/2025

Principal & Secretary
J.D.S.G. COLLEGE
BOKAKHAT

Signature: _____

1. Tea 27/05/26

2. Monsumi Sarma

Name: 1. Paponi Borah

2. Monsumi Sarma

**Designation: Women's Cell Secretary,
Member, ICC**

& Faculty Coordinator GCC

Date: 28/03/25