



Standard Operating Procedure Gender Champions

BML Munjal University, Gurugram



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Standard Operating Procedure

Gender Champions

1. **Objective:** To lay down a procedure for selection and functioning of Gender Champions on Campus.
2. **Scope:** This SOP is applicable for all University students and employees.
3. **Responsibility:** Sr. Counselor
4. **General :** Gender socialization begins early, and it is important to initiate the change process at a young age to shape attitudes and transform behaviours. Students spend a significant amount of time engaged with peers in such settings. Creating positive social norms that value girls and their rights is important to approve girls' well-being and achieve long-term and sustainable social change. Engaging with these young students is crucial to help them critically assess notions of masculinity and question prevailing gender inequities. We need to tap into the goodness and sense of justice of these young minds to give them tools for maintaining those gifts as they encounter people and experiences that are different from their own. In view of this, a joint initiative of the Ministry of women and child development and the Ministry of Human Resource Development was launched to introduce Gender Champions in HEIs.

In BMU, Gender Champions are envisaged as responsible leaders who will facilitate an enabling environment within the campus, where girls are treated with dignity and respect. They will strengthen the potential of these young people to advocate for gender equality and monitor gender justice. The aim is to make young boys and girls gender sensitive and create positive social norms that value the girls and their rights.

5. **Selection Criteria:** Gender Champions can be any student above 16 years of age enrolled in educational institutions. At the time of selection and interview, the contending Gender Champions should be in their Pre-Final Year. Minimum eligibility criteria for the nominated students should be as follows.
 - a) 6 CGPA and no backlogs.
 - b) No record of DAC/UFM Cases.
 - c) No outstanding payment dues. To be confirmed by CFAO's Office.
 - d) Excellent oral, written, and presentation skills.
 - e) Should have demonstrated leadership qualities.
 - f) Excellent understanding of the sociocultural issues and prevailing gender norms and practices.
 - g) Should be easily recognizable by students/peers as a supporter of gender equality.



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6. Selection Process

- a) Applications from interested Gender Champions shall be invited by the Student Council Executive Committee (SCEC) at the beginning of the semester, within the first one week.
- b) Received applications will be shortlisted by initial screening by the Student Council.
- c) After initial screening, the credentials of the shortlisted candidates would be verified through the Registrar's Office.
- d) The final selection would be made by the Dean of Student Welfare and Senior Counselor, through interviews, to select the two Gender Champions - one girl and one boy.

7. Roles and Responsibilities of a Gender Champion: The responsibilities of the Gender Champion will include the following:

- a) Provide overall guidance to the peer group in integrating/mainstreaming gender in all activities of the Institutions in the form of focused discussions, debates, poster competitions etc. They would do this through Udaan Club.
- b) Identify gaps in college activities and make recommendations on addressing these gaps, e.g., observing classrooms and other forums to detect gender bias in interactions.
- c) Promote the Gender Champion Club (Udaan) in their educational institutions and undertake innovative activities.
- d) Organize awareness programs on various gender issues, including legislation to influence behaviour change. This could be facilitated through workshops, theme-based plays, films, painting competition, etc.
- e) Organize the annual college function or the college fest on the theme of gender equality and women's empowerment and encourage students to sign up and express their support for gender justice and equality in attractively designed Gender Champion booths.
- f) Organize exposure visits through NSS to various public service institutions at the village, block, district and city level public health centres, hospitals, post offices, banks, police stations, block office, SDM/DM office to facilitate knowledge about gender issues as they affect diverse populations.
- g) Popularize phone numbers of such services as police helpline, women helpline, hospitals among students.
- h) Arrange for providing necessary life skill education and information /guidance about existing public services to their fellow students.
- i) Demonstrate knowledge of important Government schemes, events, legislation, and court.
- j) Document best practices measuring the extent of behaviour change and display the same through exhibitions, fests, annual magazines etc.

8. Term of the Gender Champions: The term of the Gender Champions shall be for two years. The Gender Champions will receive a certificate of appreciation from the Head of the Institution for their committed efforts to complete activities towards promoting gender equality.



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9. Procedure to be Followed

- a) **Training.** The Senior Counselor will train the Gender Champions on campus. The training method will be participatory and interactive to enable and empower the Gender Champions to sensitize further students, the peer group in colleges and their family members on gender issues. The training shall include gender stereotypes, various forms of gender-based discrimination, gender equity and equality, legislation, and life skills. At the end of the training, the Gender Champions will be given a special badge to authorize their identity, visibility, and engagement with the students.
- b) **Monitoring and Reporting.** At the end of each quarter, Gender Champions will prepare and submit a report to the Dean Student Welfare and Senior Counselor on implementing activities related to gender equity. The report will be based on the Gender Champions daily diary. The quarterly report will be submitted in a pre-designed format, with suitable enclosures as required. The format is given in the Appendix attached herewith.
- c) **Assessment and Evaluation.** The Gender Champions will be awarded a certificate of appreciation from the Head of the Institution for their committed efforts towards promoting Gender Equality.



Registrar
BML Munjal University

Appendix

Reporting Format for BMU Gender Champions

For the Quarter _____ to _____

Submitted by.....

S.No.	Tasks/Activities Planned	Tasks Completed		Tasks Ongoing	
		Start Date	End Date	Start Date	Expected Completion Date

Suggestions given by Students:

Note:

Please attach valid proof of the activities e.g., photos, reports, clippings etc. with the report.

Signature of Gender Champion: _____

Date: _____




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