



SREE SAKTHI ENGINEERING COLLEGE (AUTONOMOUS)

OOTY MAIN ROAD, KARAMADAI,
COIMBATORE - 641 104

MOB : +91 92445 04444, 92445 02222
Web : www.sreesakthi.edu.in

Affiliated to Anna University & Approved by AICTE, Accredited by NAAC

CIRCULAR

Ref.No: SSEC/WDC/2025-2026/01

Date: 24.07.2025

Constitution of Women Development Cell (WDC)

In accordance with the vision of empowering women and promoting gender equality, the Women Development Cell (WDC) is hereby constituted for a period of two years. The Cell will plan, implement, and monitor activities aimed at the holistic development and well-being of women students and staff.

Sl. No	Name	Designation / Department	Role
1	Mrs.P.Malarvizhi	Senior Woman Faculty	Chairperson
2	Ms.Sworna Jo Lija	Faculty Member	Member
3	Mrs.J.Jayasathya	Faculty Member	Member
4	Mrs.M.Benitta Mary	Women Staff Representative	Member
5	Ms.S.Rishivarthini	Women Student Representative	Member

This circular is effective immediately.




Principal

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MEETING CIRCULAR

Ref.No: SSEC/WDC/2025-2026/02

Date: 07.10.2025

All members of the **Women Development Cell (WDC)** are requested to attend a meeting as per the details below:

- **Date:** 09.10.2025
- **Time:** 2.00.p.m.
- **Venue:** COE Conference room

Agenda:

1. Review previous meeting MoM.
2. Discuss annual action plan and upcoming activities.
3. Plan workshops, seminars, and awareness programs.
4. Any other matter with permission of the Chair.



p. malen y
Chairperson – WDC



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Members Present:

Sl. No	Name	Designation / Department	Role	Signature
1	Mrs.P.Malarvizhi	Senior Woman Faculty	Chairperson	P. Malarvizhi
2	Ms.Sworna Jo Lija	Faculty Member	Member	Ms. Sworna Jo Lija
3	Mrs.J.Jayasathya	Faculty Member	Member	Mrs. J. Jayasathya
4	Mrs.M.Benitta Mary	Women Staff Representative	Member	M. Benitta Mary
5	Ms.S.Rishivarthini	Women Student Representative	Member	S. Rishivarthini


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Women Development Cell (WDC) – Action Taken Report

- Meeting No.: 01
- Date: 09.10.2025
- Time: 2.00.p.m.
- Venue: COE Conference room

Action Taken:

- ❖ The resolutions of the meeting were communicated to all concerned departments for implementation.
- ❖ Awareness programs on women's health, safety, leadership skills, and legal rights were scheduled and included in the activity calendar.
- ❖ Arrangements were initiated to conduct self-defense training and motivational sessions for girl students.
- ❖ Efforts were made to encourage active participation of women students in academic and extracurricular activities.
- ❖ Feedback was collected from participants to assess the effectiveness of the programs conducted.
- ❖ Continuous monitoring is being carried out to strengthen women empowerment initiatives on campus.

P. Malen

Chairperson – WDC

[Signature]

Principal

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Minutes of Meeting – Women Development Cell

- Meeting No.: 01
- Date: 09.10.2025
- Time: 2.00.p.m.
- Venue: COE Conference room

Meeting Minutes:

- ❖ The Chairperson welcomed the members and emphasized promoting gender equality and empowerment initiatives on campus.
- ❖ The Committee reviewed the support systems available for women students and staff, including mentoring and counseling facilities.
- ❖ It was proposed to conduct programs focusing on women's legal awareness, career advancement, and mental well-being.
- ❖ Members discussed organizing interactive sessions with successful women professionals to inspire students.
- ❖ The need to strengthen communication channels for reporting concerns and seeking guidance was highlighted.
- ❖ The meeting concluded with a vote of thanks to the Chair.

P. Malas y
Chairperson

[Signature]
Principal

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MEETING CIRCULAR

Ref.No: SSEC/WDC/2025-2026/03

Date: 21.01.2026

All members of the **Women Development Cell (WDC)** are requested to attend a meeting as per the details below:

- **Date:** 24.01.2026
- **Time:** 2.00.p.m.
- **Venue:** COE Conference room

Agenda:

1. Review previous meeting MoM.
2. Discuss annual action plan and upcoming activities.
3. Plan workshops, seminars, and awareness programs.
4. Any other matter with permission of the Chair.



P. Malen
Chairperson – WDC
Sree Sakthi Engineering College



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Minutes of Meeting – Women Development Cell

- **Meeting No.:** 02
- **Date:** 24.01.2026
- **Time:** 2.00.p.m.
- **Venue:** COE Conference room

Meeting Minutes:

- ❖ The Chairperson welcomed the members and emphasized promoting gender equality and empowerment initiatives on campus.
- ❖ The Committee reviewed the support systems available for women students and staff, including mentoring and counseling facilities.
- ❖ It was proposed to conduct programs focusing on women's legal awareness, career advancement, and mental well-being.
- ❖ Members discussed organizing interactive sessions with successful women professionals to inspire students.
- ❖ The need to strengthen communication channels for reporting concerns and seeking guidance was highlighted.
- ❖ The meeting concluded with a vote of thanks to the Chair.

P. Malan
Chairperson

[Signature]
Principal
SREE SAKTHI ENGINEERING COLLEGE
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3	Mrs.J.Jayasathya	Faculty Member	Member	J. Jayasathya
4	Mrs.M.Benitta Mary	Women Staff Representative	Member	M. Benitta Mary
5	Ms.S.Rishivarthini	Women Student Representative	Member	S. Rishivarthini


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Women Development Cell (WDC) – Action Taken Report

- Meeting No.: 02
- Date: 24.01.2026
- Time: 2.00.p.m.
- Venue: COE Conference room

Action Taken:

- ❖ The resolutions of the meeting were communicated to all members and an action plan was prepared.
- ❖ Counseling and mentoring support mechanisms were reviewed and reinforced.
- ❖ Programs on legal awareness, career guidance, and mental health were scheduled in the academic calendar.
- ❖ Invitations were initiated to resource persons for motivational and interactive sessions.
- ❖ Grievance reporting procedures and support contacts were re-circulated to students and staff.
- ❖ Continuous monitoring is being undertaken to ensure effective implementation of women empowerment activities.

P. N. Malan

Chairperson – WDC

[Signature]
Principal

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