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OPERATIONAL PLAN

Women Resource Center

A. Introduction:

The Women Resource Center (WRC) at the Mehran University of Engineering & Technology, Jamshoro aims at serving as a central facility to promote gender equity, diversity and full participation of women and girls in all the activities at campus. The WRC will be a support institution to facilitate the effective implementation of MUET's gender policy and help in transforming policy principles into action points.

The main thrust of the center would embed in facilitating programs, counseling services and training & learning opportunities mainly focusing women staff and girl students. The Center will take affirmative efforts to promote the gender sensitive and women friendly culture across the campus.

B. Key Functions

1. General

1.1. Work as a support institution to help implement & strengthen MUET gender policy framework

1.2 Work as a support mechanism to transform the campus outlook into women friendly and gender inclusive place

Enhance resources on/about women & gender

1.4 Educate the stakeholders on issues of International and National importance with reference to their impact on women in general and women in higher education and STEM in particular

1.5 Support management's efforts in developing and managing gender disaggregated data base of students, faculty, staff and alumnus

1.6 Promote research on gender related issues in higher education institutes and other relevant academic disciplines

1.7 Promote partnerships with women organizations and other relevant networks for knowledge sharing and capacity building

2. Provide Services for Women Staff and Students

- 2.1 Provide counseling services to women on campus and campuses in surroundings (Psychosocial/career counseling/guidance on technical issues)
- 2.2 The Women's Resource Center to work with different organizations both on campus (Girls hostel wardens, Sexual Harassment committee, Gender equity committee etc) and in the community to ensure that students receive the support and assistance they need in order to be successful and thrive at the MUET.
- 2.3 Undertake/facilitate/support capacity strengthening measures for women faculty, staff and students on gender related themes, leadership and other soft skills mainly focusing on girls and women
- 2.4 Facilitate & promote inter-departmental and inter-university networking among girls' students and women staff
- 2.5 Assist girls' students in getting scholarships, trainings, internships and other learning opportunities within MUET and outside.
- 2.6 Organize events; celebrate international days, workshops, trainings, seminars, exposure/learning visits, summer schools for girls' students

3. Promote the Recruitment of Women (students and faculty/staff)

- 3.1 Improve outreach to girls' colleges and schools to conduct sessions on opportunities for women in STEM fields
- 3.2 Help profiling the work and academic excellence of girls' students and women faculty/develop success stories (Role Modeling approach)
- 3.3 Publish powerful messages on gender equality and girls' leadership in newsletter and website etc.
- 3.4 Develop database of position holder girl students as a potential candidate for future openings in University and other relevant departments
- 3.5 Conduct sessions for girls' students on effective job searching skills, CV writing and interviewing tips etc.

4. Sustainability

- 4.1 Mobilize resources for sustainability of WRC
- 4.2 Build partnerships with other govt/private institutions and donors to get scholarships, training, learning and internships opportunities for girls' students
- 4.3 Promote culture of ownership within MUET
- 4.4 Encouraging Entrepreneurship

5. Governance:

5.1 Core Supervisory Group/Steering Committee

MUET gender Committee, Society of Women Engineers, Sexual Harassment Monitoring Officer, Wardens of girls' hostel will form a core supervisory group to oversee the governance of WRC. Some external gender experts as technical advisers will be taken on board after the agreement of core supervisory group.

5.2 MUET will appoint/notify a program officer to lead and coordinate the efforts of WRC

6. Budget:

Officer WRC in consultation with the core supervisory group/steering committee will develop and submit a quarterly activity plan and budget to the competent authorities for approval.

7. Monitoring, Evaluation, Quality & Learning Framework:

Officer WRC in consultation with the Core Supervisory Group will develop the MEQ&L framework for the center and ensure the results/reports/learning are communicated with the concerned stakeholders on regular basis.

8. Preliminary Action Plan

#	Action Point	When
8.1	Relocation of Women Resource Center (WRC) to a centralized place like Student Teacher Center.	30-03-2018
8.2	For the sustainability of the WRC, a souvenir shop under WRC will be set-up with the seed money of center/MUET.	30-09-2018
8.3	To make WRC a live place, facilities like a TV, photocopying Machine, Internet facility, Printer, Newspapers, Magazines, 5 to 6 workstations, and staff for running the center along with necessary furniture & fixtures should be provided.	15-04-2018
8.4	Set-up a corner library of general books on gender, development and motivation etc.	30-06-2018
8.5	The establishment of the "Beyond life or Go girls" program through which targeted group of girls from underprivileged areas, minorities and economically disadvantaged female students with the aim of early exposure to higher education. (outreach)	To start from August 2018
8.6	Celebration of International Days for awareness and fund-raising.	After the WRC is operational. (as and when)

8.7	Organize events on career counseling, gender & development, entrepreneurship and other related topics.	After the WRC is operational. (as and when)
8.8	Periodic meetings with MUET faculty and students to increase interaction.	Quarterly