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MEDHAVI SKILLS UNIVERSITY
STANDARD OPERATING PROCEDURE (SOP) FOR GENDER-DISAGGREGATED DATA AND MONITORING
Effective Date: 04th March 2025

This SOP defines the collection, verification, consolidation, protection and reporting of gender-disaggregated data on women's access, participation and progression. It implements the monitoring requirements of the University's Policy on Women's Access and Participation in Higher Education.

Objectives

The objectives of this SOP are to:

1. Apply consistent reporting periods, definitions and data sources.
2. Produce verified counts and percentages for women's access and support.
3. Avoid double counting and distinguish missing data from zero.
4. Protect individual privacy and use findings for corrective action.

Scope

This SOP applies to all campuses, diploma, undergraduate, postgraduate and doctoral programmes, and offices holding relevant applicant or student records. It covers internal monitoring, public summaries and external submissions.

Procedure

Issue Reporting Definitions and Data Requests

Before each reporting cycle, the EOC shall issue a data request specifying the purpose, reporting dates, census or cut-off date, campus and programme coverage, definitions, source records and submission deadline. Academic-year, calendar-year and external reporting periods shall be identified explicitly and reconciled; the year of submission shall not be assumed to be the year of the underlying data.

Gender shall follow the student or applicant's recorded declaration. It shall not be inferred from a name, photograph or title. Other recorded gender categories and missing or not-disclosed entries shall be retained distinctly; staff shall not force a binary classification or alter a declaration for reporting convenience.

A unique beneficiary is a person counted once within the specified scheme and period. Session attendance, activities, applications and awards are separate measures. A woman using multiple schemes shall not be counted as multiple people in an institution-wide beneficiary total. Cross-scheme totals shall be deduplicated or clearly labelled as participation instances.

Collect Data from the Responsible Offices

Applications; offers; acceptances; entry and enrolment, by programme and campus: Admissions / Registrar; application and enrolment records. Frequency: Each cycle / census.



Scholarships and fee waivers, by scheme; awarded amount and recipient count: Scholarship Cell; award and fee records. Frequency: Each academic year.

Mentor allocation; unique mentees; session attendance and follow-up: Schools / CCDP / EOC; allocation and mentoring records. Frequency: Each semester.

OJL placements and paid status: CCDP; placement and stipend records. Frequency: Each placement cycle.

Girls' hostel occupancy: Hostel office; occupancy register. Frequency: Each semester / census.

Completion and graduation, by programme: Controller of Examinations; completion records. Frequency: Each academic year.

Outreach reach and attributable applications: Admissions / Schools; activity and follow-up records. Frequency: Each activity.

Grievances received and resolved: aggregate counts only: EOC / ICC; restricted registers. Frequency: Each semester.

Verify and Consolidate Returns

Each responsible office shall record data at source using a University student or applicant ID where available and submit its verified return within 30 calendar days of the relevant cycle, semester or academic-year end. External deadlines shall be planned separately; any interim return shall state its actual cut-off date.

The EOC shall check completeness, period coverage, duplicate records, campus and programme classifications, and consistency with the Registrar's totals. Queries shall be returned to the source office, which shall correct the return and confirm its basis. Missing information shall be marked unavailable or pending, with follow-up recorded; it shall not be entered as zero.

The consolidated statement shall show women's count, the relevant total, the calculated percentage and the period or census date for each measure. Women's share shall equal women's count divided by the corresponding total, multiplied by 100. Beneficiary coverage shall use eligible women as its denominator only where eligibility is established. A zero denominator shall be shown as not applicable. Rounding and classification rules shall be documented and applied consistently.

Campus-specific percentages shall identify the campus and shall not be presented as University-wide figures. Applications, offers, acceptances and enrolments shall not be interchanged. Multi-year outcomes shall identify the relevant cohort. Completion and graduation rates shall be reported by programme and cohort separately for women and men, and the difference between them shall be shown; any gap shall be examined and, where it persists, addressed through a corrective action plan. Every reported figure shall be traceable to a verified source and an accountable office.



Privacy, Access and Retention

Only data needed for the stated purpose shall be collected. Access shall be limited by role, transfers shall use University-authorised secure channels, and working files shall be protected against unauthorised disclosure or alteration. ICC and counselling case files shall remain with the competent office; the EOC shall receive only permitted aggregate information.

Small groups shall be combined or suppressed where identification is reasonably possible, including through comparisons between tables. Public participation data shall not identify individuals through names, IDs or indirect combinations. Source records and verified annual statements shall be retained for at least five years after the relevant reporting period, subject to longer applicable retention or preservation requirements, and then securely disposed of under the University's records process.

Responsibilities

EOC: Shall issue definitions, check returns, consolidate data, analyse gaps and prepare corrective action plans.

Source Offices: Admissions, Registrar, Scholarship Cell, Schools, CCDP, Hostel Office and the Controller of Examinations shall maintain and verify records within their respective mandates.

ICC and Support Bodies: Shall retain restricted case files and provide only permitted aggregate information.

Registrar's Office: Shall arrange authorised publication and maintain the institutional reporting record.

Review

The responsible office shall review implementation annually and recommend corrective action. A formal review of this SOP shall take place at least once every three years, or earlier following a material change in law, University requirements or identified need.

