



Women's Day Celebration

STANDARD OPERATING PROCEDURE (SOP): Women's Day Celebration

Name of the Institute: Lifeline Institute of Physiotherapy, Pandharpur

Event: International Women's Day Celebration

Date: 8th March 2025

Venue: Lifeline Institute of Physiotherapy, Pandharpur

Number of Participants: 31

Authorities & Organizing Team

Principals / Authorities:

- Dr. Ashwini Pardeshi
- Dr. Ashly Rose George

Event Organizer:

- Dr. Ashly Rose George

Theme of the Event: Women's Day – Empowerment, Equality & Excellence

Objectives of the Event

- To celebrate the achievements and contributions of women
- To promote gender equality and women empowerment
- To encourage confidence, leadership, and self-respect among female students and staff
- To create awareness about women's rights and well-being

Pre-Event Planning

1. Approval from the Principal and authorities
2. Finalization of theme, schedule, and venue
3. Formation of organizing and volunteer committee
4. Arrangement of stage setup, decorations, and audio system
5. Preparation of certificates, mementos, and refreshments

Event Schedule

- Welcome & Introduction
- Significance of International Women's Day
- Guest / Faculty Address

- Student Activities (Speech, Role Play, Cultural Program)
- Felicitation of Women Faculty / Staff
- Refreshments
- Vote of Thanks

Roles & Responsibilities

- Principals: Overall supervision and guidance
- Event Organizer: Planning, coordination, and execution
- Faculty Members: Participant management and discipline
- Volunteers: Registration, seating, and logistical support

Safety & Ethical Guidelines

- Maintain discipline and institutional decorum
- Ensure equal opportunity and respect for all participants
- Follow safety norms and emergency preparedness
- First-aid facility to be available

Post-Event Activities

- Feedback collection from participants
- Event photography and documentation
- Preparation and submission of event report

Conclusion

The International Women's Day Celebration at Lifeline Institute of Physiotherapy, Pandharpur was conducted successfully, highlighting the importance of women empowerment, equality, and leadership through meaningful activities and interactions.



A handwritten signature in blue ink, appearing to be "AAR".

Principal Signature
Principal
Lifeline Institute of Physiotherapy
Pandharpur, Dist. Solapur