



ISO 9001:2008 Certified & NBA Reaccredited B. Pharm Course
Mahatma Gandhi Shikshan Mandal's

Smt. Sharadchandrika Suresh Patil College of Pharmacy

Chopda-425107, Dist. Jalgaon, (M.S.), India.

Phone / Fax No - +91-2586-222366/223150. E-mail-bpharmchopda@yahoo.com

(Affiliated to Kavayitri Bahinabai Chaudhari North Maharashtra University, Approved by Govt. of Maharashtra and Pharmacy Council of India, New Delhi.)



Dr. Suresh G. Patil
Founder President

Adv. Sandeep S. Patil
President

Dr. G. P. Vadnere
Principal

5.1. Student Support

5.1.4. The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

Organisation wide awareness and undertakings on policies with zero tolerance

Grievance Redressal Mechanism and Policy

Grievance Redressal will primarily cover the receipt and processing of complaints from students, parents and staff a wider definition includes actions taken on any issue raised by them to avail services more effectively at the institute.

Anyone who belongs or related to organization can file a grievance including staff, students and parents. The acceptance of the grievance is subject to verification of association of the candidate to the institute and relevance of the grievance to above-mentioned heads. Once the grievance is verified, it will be forwarded to concern office. The identity of the complainant will be kept anonymous if required.

Grievance Redressal typically covers the following areas:

Grievance related to Ragging

Grievance related to caste discrimination

Internal Complaint Committee

Grievance related to sexual harassment

Gender Sensitization Cell

Grievance Mechanism for Ragging

Ragging is prohibited under the MAHARASHTRA PROHIBITION OF RAGGING ACT, 1999 and it is also punishable under various provisions of the Indian Penal Code, 1860. The Regulators of higher education like UGC and AICTE have also noted promptly by making the necessary Rules and Regulations to curb the menace of ragging in all the educational institutions. Its body at Institutional level has to establish measures for Prohibiting, Preventing and Punishing Activities




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of Ragging menace within and outside the campus in accordance with UGC Regulations, Supreme Court Directives and State Act. It is responsible for taking against those found guilty of ragging and or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

Composition of Anti-Ragging Committee

The College has constituted a Committee as the Anti-Ragging Committee headed by the Head of the Institution, and a diverse mix of faculty, senior students and non-teaching staff to avoid any form of conflict that could take the ugly form of ragging.

Functions of Anti-Ragging Committee

1. To ensure compliance with the provision of these regulations and any law for the time being in force concerning ragging and to deal and act promptly with the incidents of ragging brought to its notice.
2. To keep tabs on the happening of events related to, in Campus or Off- campus or other designed places in the premises
3. To conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witness to place before it the facts, documents and views concerning the incident of ragging and considering such other relevant information as may be required.
4. To monitor and observe in the functions and performance of the Anti-Ragging committee in prevention and curbing or ragging in the institution.
5. To conduct an on the spot enquiry into any incident of ragging referred to it by the Head of the Institution or any member of the Faculty or any member of the Staff or any student or any parent or guardian or any employee of a service provider or any other person, as the case may be: and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action under clauses (a) of Regulation 9.1 of UGC. Also to monitor the welfare of fresh students outside the campus.
6. To be vigilant at all hours including at odd hours all around the campus and other places vulnerable to incidents of, and having the potential of ragging and shall be empowered to




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inspect such places.

Action Taken by the Institute:

Formation of Committees & Squads -

Complying with the directives of the Hon'ble Supreme Court of India, the institute has formed the Anti-ragging committees and squads for tackling the menace of ragging and overseeing the implementation of all provisions of the verdict with immediate effect.

Permanent hoardings / banners have been erected in prominent places within the institute to insist the students to prevent or not to indulge in ragging and also indicating there in the names of the officials and their telephone numbers to be contacted in case of ragging.

Undertaking from Students and Parents -

Student of the College and his / her parents and, or Guardian are hereby required to submit a combined undertaking at the time of registration. All concerned officials of the Institute, students, parents and guardians of the students, members of Anti- ragging committees & Anti-ragging squads are hereby requested to adhere to the stipulations and effectively monitor and comply with the provisions made in the directives.

Grievance Mechanism for Caste Discrimination

The anti-discrimination cell of the college aims at monitoring, evaluation and planning for ensuring effective implementation of the policies and programmes of the government concerning SC / ST candidates. It promotes the special interests of students in the reserved category. The anti- discrimination cell has also been entrusted with work related to grievance received from SC / ST students and staff members. It is expected to provide special inputs in areas where the students experience difficulties.

Objectives and Functions

1.To collect information on a regular basis about the admission of SC / ST candidates in the institute.




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2. To work / function as a Grievance Redressal Cell for the Grievances of SC/ ST students and staff members of the institute and render them necessary help in solving their academic as well as administrative problems.
3. To conduct regular remedial coaching classes on life skills, personality development and communication skills etc.
4. To organize enrichment programs for slow and weak learners.

UGC Guidelines for the Establishment of the Anti-discrimination Cell

According to the 1998 UGC Guidelines for the establishment of Special Cell for Scheduled Castes and Scheduled Tribes, for the institute, the purpose of these Cells is to monitor the admission of students and the recruitment of teaching and non-teaching staffs at various levels. Its function is also to help **the SC/ST categories** to integrate with the mainstream of the institute and to remove difficulties, which they may be experiencing.

Objectives

According to the UGC Guidelines of 1988, the following are the objectives of the Cell;

1. To implement the reservation policy for SCs / STs in the institute Collect data regarding the implementation of the policies in respect of admissions, appointments to teaching and non-teaching positions in the institute and analysis of the data showing the trends and changes towards fulfilling the required quota.
2. To take such follow up measures for achieving the objectives and targets laid down for the purpose by the Government of India, MHRD and the UGC.
3. To implement, monitor continuously and evaluate the reservation policy in the institute and plan measures for ensuring effective implementation of the policy and programmers of the Government of India.

Functioning of Anti-discrimination Cell




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Circulate GOI and Commission's decisions and to collect regularly, on an annual basis, information regarding course-wise admissions to candidates belonging to the Scheduled Castes and Scheduled Tribes in the institute for different courses, in suitable forms prescribed, by a stipulated date, and to take follow up action, where required; Circulate GOI orders and Commission's decisions and to collect information in respect of appointment, training of these communities in teaching and non-teaching posts in the Colleges, in suitable forms by a stipulated date and take follow up action where required. Collect reports and information regarding the GOI orders on the various aspects of education, training and employment of Scheduled Caste and Scheduled Tribe candidates, for evolving new policies or modifying existing policy by the Commission; Analyze information on admissions, education, training and employment of SCs and STs, and prepare reports and digests for onward transmission to the Ministry of Human Resource Development/University Grants Commission and such other authorities as may be required; Deal with representations received from Scheduled Castes and Scheduled Tribes candidates regarding their admission, recruitment, promotion and other similar matters in institute.

Function as a Grievances redressal cell for the grievances of SC/ST students and employees of the institute and render them necessary help in solving their academic as well as administrative problems.

The Anti-discrimination Cell is monitoring the Following Activities of the Institute

The anti-discrimination cell is giving wide publicity through circulars to all the faculties and informs the students about the various scholarships government and other authority.

The anti-discrimination cell has taken up the problems of the SC / ST students and employees with the institute authorities and has solved some of them amicably. The cell, in the ultimate analysis, has been a user friendly counsellor to all SC/ST employees and students.

The anti-discrimination cell is also helping the SC / ST Research Scholars in getting the University Fellowship from the university and the government.




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Government of India, and the State Government

The anti-discrimination cell provides guidance to various institute Committees in respect of promotions/ recruitment for the latest rule position concerning SC / ST reservations.

The Cell takes due care in establishing the Book Bank and Book Grants for the SC / ST students of the institute. The Cell also advises the students to utilize the facilities of the Book Bank and to borrow books depending on availability.

Procedure to file a complaint

A written complaint may be submitted to the Coordinator, anti-discrimination cell. Any student and employee (including contractual, casual and temporary) of institute can approach the Cell.

Internal Complaint Committee

Internal Complaints Committee (ICC) for the process of prevention and redressal of complaints of sexual harassment.

Roles and Responsibilities

- Student including Employees - It is the responsibility of the student / employees to:
- Refrain from committing any which may amount to sexual harassment at the institute
- Report incidents of sexual harassment without fear or favor
- Create an environment conducive for growth and development without fear of harassment
- Seek advice and clarifications from the ICC as and when required Heads of all Administrative/ Academic committees
- Ensure that there is no hostile working environment in the institute.
- Ensure that all the staff of the section/department is aware of the purpose of the policy.
- Report any complaint or grievance received, immediately to the concerned authorities.
- Ensure that no victimization of the aggrieved party takes place at the institute where the supposed action is said to have taken place.




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Policy

Institute is committed to creating a healthy, conducive working environment that enables the students and employees {Teaching and Non-teaching} to carry out their work without any fear of gender bias, prejudice and sexual harassment. The institute is also committed to foster an environment of mutual respect and dignity of all its students and employees.

Keeping this in view, all the employees/students must be sensitive to acts of conduct which may be considered offensive by fellow personnel and must refrain from engaging in such conduct. The institute will not, under any circumstances, condone or tolerate any such acts that may constitute to sexual harassment in the institute.

Smt. Sharadchandrika Suresh Patil College of Pharmacy abides by the "Vishakha Guidelines" and "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013" ensuring protection against sexual harassment/ gender inequality.

Procedure for Filing Complaints

Any employee/student of institute who feels is being sexually harassed or is being subjected to any disparity on the basis of gender or sex, directly or indirectly may submit a complaint of the alleged incident to any member of the Internal Complaints Committee (ICC) in writing with his/her signature (with date) within three months from the date of the incident.

A complaint must specify the nature of the charge, the date and time of specific event(s), names of witnesses if any, and any evidence that support the allegation(s). In addition, it should also include the contact details of the aggrieved party such as address, contact number, department and name(s) of alleged harasser, etc.

If the complaint has been submitted with any Department Head, the same should be forwarded to ICC for investigations.

Redressal of Complaint

1. Before initiating inquiry into the alleged complaint, at the request of the aggrieved party, the ICC may take step to resolve the matter between the aggrieved party and respondent, through conciliation.




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2. Where the settlement has been arrived as per point (1) above, no further inquiry shall be conducted by ICC. ICC shall record the details of the settlement so arrived and forward the same to the employer for necessary action as specified in the recommendation.
3. The ICC shall forward the copies of the settlement as recorded under point (2) to the aggrieved party and respondent.
4. Subject to point (3) as above, if the complaint has not been resolved through conciliation, ICC may proceed to initiate inquiry into the complaint. The inquiry shall be completed within a period of 90 days
5. During the pendency of the inquiry, on a written request made by the aggrieved party, ICC may recommend management of AVCOP to:
 - a. Transfer the aggrieved party or respondent to other department/practice.
 - b. Grant leave to the aggrieved party up to a period of one month.
6. A copy of the complaint will be forwarded to alleged respondent and ICC shall direct the respondent(s) to submit a written response to the complaint/ allegations within the time period decided by ICC.
7. ICC shall conduct the proceedings in accordance with the principles of natural justice and in line with the Act and this Policy. It shall allow both parties reasonable opportunity of presenting their case. Documents produced by either party shall be affixed with that party's signature to certify the documents as original/true copy (as appropriate).
8. Should the respondent choose not to participate in the proceedings, ICC shall continue the inquiry, ex parte.
9. Minutes of all proceedings of each sitting of ICC shall be prepared and duly signed by the members of the committee.
10. ICC shall record the conclusion of its findings in writing supported with explanations & recommendations and shall forward the same to the administrative section within a period of 10 days from date of completion of inquiry. In case ICC finds that prima facie criminal case exists, the same shall be specifically mentioned in the ICC's report.




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11. If the ICC arrives at the conclusion that allegation against the respondent has not been proved, it shall recommend management of SSSPCOP, to take action against the respondent for sexual harassment as a misconduct in accordance with disciplinary policy of SSSPCOP.
12. If the ICC arrives at the conclusion that allegation against the respondent has not been proved it shall recommend the management of SSSPCOP.that no action is required to be taken in the matter.
13. In continuation of point (12) above if ICC arrives at conclusion that allegation made against the respondent is malicious and or made with a false intent and or aggrieved party has produced false / misleading document ICC may recommend the management of SSSPCOP. to take action against the aggrieved party in accordance with disciplinary policy of SSSPCOP..
14. If in the course of the proceedings the committee finds that any person / respondent has victimized the aggrieved party and/ or person assisting the aggrieved party the committee shall record the same in writing with a recommendation to management of SSSPCOP. to take disciplinary action against such person(s).

Role of ICC

1. To create awareness among the employees including students regarding the constitution of the ICC for looking into complaints of sexual harassment.
2. To register complaint received thereof.
3. To hold inquiry into the complaint to decide whether the facts contained in the complaint make a case of "sexual harassment" in light of the definition contained in the policy
4. To hold meetings to provide an opportunity for both parties to present their case.
5. To summon witness/documents to assess the allegations contained in the complaint
6. To recommend the disciplinary action as per the policy of the institute.
8. To ensure that the details of the complaints and proceeding are maintained strictly confidential.




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Gender Sensitization Cell

A campus level Gender sensitization cell has been constituted. It has been instructed to spread the message of gender equality in order to eliminate gender bias insensitivity through seminars, poster display, organizing exhibitions etc.

The cell has also been mainly entrusted with taking up cases of harassment and atrocities on female teachers, employees and girl students, enquire and take appropriate action against the culprits.

Roles and Responsibilities

1. To examine all grievance letters received from the women staff/students regarding the sexual harassment.
2. To examine and investigate on each complaint received from the women staff/ students by collecting the required information from connected people.
3. To give feedback to the women staff/students concerned/ to find solution for their grievances.
4. The committee will record such grievances received from the women staff/ students in a separate register maintained exclusively for this purpose. The replay given by the committee to the women staff/students for grievance should also be recorded in the register.
5. The committee should find suitable solution to settle the problems faced by the women staff/students in regard to matters relating to sexual harassment within 10 days after thorough investigation.




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Awareness creating measures, facilities for women at workplace and safety measures taken by college

Facilities for women, Awareness creating and safety measures taken by College are mentioned below with the help of photographs

Antiragging committee members and students meet was conducted with Police Inspector Mr. Vinayak Lokare on 4/07/2019



Antiragging committee members and students meet with PI Vinayak Lokare




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Anti- ragging Committee board displayed at College corridor

| Mahatma Gandhi Shikshan Mandal's SMT. SHARADCHANDRIKA SURESH PATIL COLLEGE OF PHARMACY Chopda Tal. Chopda Dist. Jalgaon, Maharashtra- 425107 | | | | |
|--|-----------------------------|--------------------|-------------------------------|-------------|
| ANTI-RAGGING COMMITTEE | | | | |
| Sr. No. | Name | Designation | Profession | Contact No. |
| 1 | Dr. Gautam P. Vadnere | Chairman | Principal | 9896022892 |
| 2 | Mr. Anil R. Gavli | Member | Taluka Magistrate | 7657546133 |
| 3 | Mr. Avtar S. Chavan | Member | Police Inspector, Chopda City | 8887000215 |
| 4 | Mr. Vijay T. Patil | Member | Media Representative | 9325262586 |
| 5 | Mrs. Ratnamala H. Shirvath | Member | NGO Member (Lady Constable) | 9637739581 |
| 6 | (Dr.) Mrs. Preena N. Jadhav | Co-ordinator | Staff Representative | 9420349129 |
| 7 | Dr. Avinash V. Patil | Member | Member | 9850990650 |
| 8 | Dr. Jagendra C. Hundiwale | Member | Staff Representative | 9860779469 |
| 10 | Dr. Kiran D. Patil | Member | Staff Representative | 9423949267 |
| 11 | Dr. Md. Ragesh Md. Usman | Member | Staff Representative | 9860888842 |
| 12 | Mr. Piyush K. Chavan | Member | Staff Representative | 8087506799 |
| 13 | Ms. Akanksha L. Patil | Asst. Co-ordinator | Staff Representative | 9284627274 |
| 14 | Mr. Raghunath S. Patil | Member | Guardian Representative | 9309578443 |
| 15 | Mr. Vinod N. Patil | Member | Guardian Representative | 9922726401 |
| 16 | Mr. Paresh V. Patil | Member | Guardian Representative | 9822501059 |
| 17 | Nalini D. Wagh | Member | Sr. Student Representative | 9689200562 |
| 18 | Divya D. Patil | Member | Sr. Student Representative | 7378793533 |
| 19 | Ganesh S. Vyav | Member | Sr. Student Representative | 9960636559 |
| 20 | Robit Raj | Member | Sr. Student Representative | 9325694423 |
| 21 | Dhiraj R. Patil | Member | Sr. Student Representative | 7666974453 |

| ANTI-RAGGING SQUAD (For Boys Hostel) | | | |
|--------------------------------------|--------------------------|---------------------------|-------------|
| Sr. No. | Name | Details | Contact No. |
| 1 | Dr. Gautam P. Vadnere | Chairman | 9896022892 |
| 2 | Dr. Avinash V. Patil | Member | 9850990650 |
| 3 | Dr. Kiran D. Patil | Member | 9423949267 |
| 4 | Dr. Bharat V. Jain | Member | 9923057005 |
| 5 | Dr. Md. Ragesh Md. Usman | Member | 9860888842 |
| 6 | Mr. Piyush K. Chavan | Member | 8087506799 |
| 7 | Mr. Kiran D. Bavthar | Member | 951732774 |
| 8 | Mr. Prafulla B. More | Member | 8805592762 |
| 9 | Mr. Ravindra R. Deshmukh | Member | 8881933378 |
| 10 | Mr. Vasudev H. Patil | Member (Hostel In-charge) | 9949497837 |

| ANTI-RAGGING SQUAD (For Girls Hostel) | | | |
|---------------------------------------|-----------------------------------|--------------------|-------------|
| Sr. No. | Name | Details | Contact No. |
| 1 | Dr. Gautam P. Vadnere | Chairman | 9896022892 |
| 2 | Dr. Avinash V. Patil | Member | 9850990650 |
| 3 | Dr. Kiran D. Patil | Member | 9423949267 |
| 4 | Dr. Bharat V. Jain | Member | 9923057005 |
| 5 | Dr. Md. Ragesh Md. Usman | Member | 9860888842 |
| 6 | Mr. Piyush K. Chavan | Member | 8087506799 |
| 7 | (Dr.) Mrs. Preena N. Jadhav | Co-ordinator | 9420349129 |
| 8 | Ms. Akanksha L. Patil | Asst. Co-ordinator | 9284627274 |
| 9 | Mrs. Sunaina S. Manu | Member | 8005591922 |
| 10 | Mrs. Kranti D. Patil | Member | 9534813057 |
| 11 | (Dr.) Mrs. Suvarnalata S. Mahajan | Member | 7020209120 |
| 12 | Mr. Prafulla B. More | Member | 8805592762 |
| 13 | Mr. Ravindra R. Deshmukh | Member | 8881933378 |
| 14 | Mrs. Surekha D. Dhanger | Member | 9021728244 |




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Anti- ragging Committee board displayed at girls hostel




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Ragging Prohibition banner displayed in the College corridor




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Chopda-425107, Dist. Jalgaon, (M.S.), India.

Phone / Fax No - +91-2586-222366/223150. E-mail-bpharmchopda@yahoo.com

(Affiliated to Kavayitri Bahinabai Chaudhari North Maharashtra University, Approved by Govt. of Maharashtra and Pharmacy Council of India, New Delhi.)



Dr. Suresh G. Patil
Founder President

Adv. Sandeep S. Patil
President

Dr. G. P. Vadnere
Principal

Ragging Prohibition banner displayed in the College corridor




Principal
Smt. Sharadchandrika Suresh Patil
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Grievance box to drop complaints




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Internal Complaint Committee/ Women's Grievance Redressal Cell

|    Mahatma Gandhi Shikshan Mandal's SMT. SHARADCHANDRIKA SURESH PATIL COLLEGE OF PHARMACY Chopda Tal. Chopda Dist. Jalgaon, Maharashtra- 425107 | | |
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| WOMEN'S GRIEVANCE & REDRESSAL COMMITTEE | | |
| Sl. No. | Name of the Members | Designation |
| 1 | Dr. Gautam P. Vadnere | Principal |
| 2 | Mrs. Kranti D. Patil | Chairman |
| 3 | (Dr.) Mrs. Sevanantia S. Mahajan | Secretary |
| 4 | Mrs. Manisha J. Chaudhari | NGO Member |
| 5 | (Dr.) Mrs. Preema N. Jadhav | Member |
| 6 | Mrs. Priyanka S. Jain | Member |
| 7 | Ms. Akanksha L. Patil | Member |
| 8 | Mrs. Susaina S. Matur | Member (Diploma Faculty) |
| 9 | Dr. Ashish V. Patil | Member |
| 10 | Shri. Pradip B. More | Member |
| 11 | Mr. Kiran D. Ravikar | Member |
| 12 | Mr. Atul A. Sabe | Member |
| 13 | Ms. Payal D. Aher | Member (Final Year Students Representative) |
| 14 | Ms. Chaitali N. Shinde | Member (Diploma Second Year Students Representative) |

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| WOMEN EMPOWERMENT CELL | | |
| Sl. No. | Name of the Members | Designation |
| 1 | Dr. Gautam P. Vadnere | Principal |
| 2 | Mrs. Kranti D. Patil | Presiding officer |
| 3 | (Dr.) Mrs. Sevanantia S. Mahajan | Member |
| 4 | (Dr.) Mrs. Preema N. Jadhav | Member |
| 5 | Mrs. Priyanka S. Jain | Member |
| 6 | Ms. Akanksha L. Patil | Member |
| 7 | Mrs. Susaina S. Matur | Member (Diploma Faculty) |
| 8 | Mr. Manishar N. Patil | Member (Non-Teaching Staff Representative) |
| 9 | Mr. Atul M. Patil | Member (Non-Teaching Staff Representative) |
| 10 | Ms. Payal D. Aher | Member (Final Year Students Representative) |
| 11 | Ms. Sahitya G. Agrawal | Member (Third Year Students Representative) |
| 12 | Ms. Purva Deshmukh | Member (Second Year Students Representative) |
| 13 | Ms. Sonam Mahajan | Member (First Year Students Representative) |
| 14 | Ms. Garviti L. Patil | Member (Diploma First Year Students Representative) |
| 15 | Ms. Chaitali N. Shinde | Member (Diploma Second Year Students Representative) |




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Ladies Common Room available in college




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Security guard with security cabin in college campus




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**Participation of Girls students in every program such as traditional days
reflecting gender equality and anti-discrimination**




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Institute arranges Awareness programs such as Poster competition on topic Gender equality and women empowerment.




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