

ANNASAHEB RAMESH AJMERA COLLEGE OF PHARMACY



Approved by PCI, New Delhi and affiliated to KBC North Maharashtra University, Jalgaon.
Accredited by NBA (B. Pharmacy)

President
Hon'ble Ashishji R. Ajmera
(B.Com, MBA)

Principal
Dr. Rajendra D. Wagh
(M.Pharm. Ph.D.)

Ref No.: DCS/ARACOP/ 2022-2023 /105-A

Date: 12.09.2023

This is to inform that, Student Council Committee has been appointed for DCS's A. R. A. College of Pharmacy, Nagaon, Dhule. The following members have been nominated as members of Student Council Committee appointed by Principal.

Student Council Committee

2022-2023		
Sr. No.	Member	Profession
1	Dr. Ranjendra D. Wagh	Principal
2	Dr. Ravindra B. Patil	Vice Principal
3	Dr. Vilas L. Badgujar	Professor
4	Dr. Nitin L. Shirole	Professor
5	Dr. Kailaspati P. Chittam	Professor
6	Dr. Minal S. Patil	Assit. Professor
7	Dr. Tanvir J. Shaikh (Gartering In Charge)	Professor
9	Dr. Hemant V. Deore (Sport In Charge)	Assit. Professor
10	Mr. Vikas Bagul (UR)	Student
11	Mr. Suyash Dighe (GS)	Student
12	Miss. Chinmayai Baviskar (LR)	Student



Rajendra D. Wagh
Principal
Dhule Charitable Society's
Annasaheb Ramesh Ajmera
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(M.Pharm. Ph.D.)

Ref No.: DCS/ARACOP/ 2022-2023/02

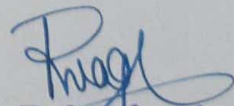
Date: 04.06.2022

This is to inform that, Finance and Purchase Committee has been appointed for DCS's A. R. A. College of Pharmacy, Nagaon, Dhule. The following members have been nominated as members of Finance and Purchase Committee appointed by Principal.

Finance and Purchase Committee

Sr. No.	Name of the committee member	Profession	Associated with
01	Hon. Shri. Bhaiyyasaheb Ashish Ramesh Ajmera	President	Institution
02	Dr. Rajendra D. Wagh	Principal	Institution
03	Dr. Ravindra B. Patil	Professor and Vice-Principal	Institution
04	Mr. Vijay O. Thorat	Accountant	Institution




Principal
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Principal
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(M.Pharm. Ph.D.)

Ref No.: DCS/ARACOP/ 2022-2023/03

Date: 06/06/2022

This is to inform that, Equipment Purchase Committee has been appointed for DCS's A. R. A. College of Pharmacy, Nagaon, Dhule. The following members have been nominated as members of Equipment Purchase Committee appointed by Principal.

Equipment Purchase Committee

Sr. No.	Name of the committee member	Profession	Associated with
01	Hon. Shri. Bhaiyyasaheb Ashish Ramesh Ajmera	President	Institution
02	Dr. Rajendra D. Wagh	Principal	Institution
03	Dr. Ravindra B. Patil	Professor and Vice-Principal	Institution
04	Mr. V. O. Thorat	Accountant	Institution



Rajendra D. Wagh
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(B.Com, MBA)

Principal

Dr. Rajendra D. Wagh

(M.Pharm. Ph.D.)

Ref No.: DCS/ARACOP/ 2022-2023/105-B

Date: 13/09/2022

This is to inform that, Bulletin and Magazine Committee has been appointed for DCS's A. R. A. College of Pharmacy, Nagaon, Dhule. The following members have been nominated as members of Bulletin and Magazine Committee appointed by Principal.

Bulletin and Magazine Committee

Sr. No.	Name of the committee member	Profession	Associated with
01	Dr. Rajendra D. Wagh	Principal	Institution
02	Dr. Ravindra B. Patil	Professor and Vice-Principal	Institution
03	Dr. Vilas L. Badgujar	Professor	Institution
04	Dr. Nitin L. Shirole	Professor	Institution
05	Dr. Umesh P. Joshi	Asso. Professor	Institution
06	Dr. Tanvir J. Shaikh	Professor	Institution
07	Dr. Minal S. Patil	Asst. Professor	Institution
08	Mr. M. N. Shaikh	Asst. Professor	Institution
09	Miss. Kalyani D. Sonawane	Student	Institution
10	Mr. Vishwajit S. Girase	Student	Institution
11	Miss. Vaibhavi A. Patil	Student	Institution



R. Wagh
Principal

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Principal
Dr. Rajendra D. Wagh
(M.Pharm, Ph.D.)

Ref No.: DCS/ARACOP/ 2021-2022 / 28-B

Date: 30.6.2021

Local Management Committee

Sr. No.	Name of Committee Member	Profession	Contact No.
1	Hon. Shri. Bhaiyasaheb Ashishji R. Ajmera	President	9423193000
2	Dr. Rajendra D. Wagh	Principal	9421530963
3	Shri. Bhupendra Lahamge	Member	9422285046
4	Prof. Vilas L. Badgujar	Member	9423344607
5	Shri. Pankaj B. Ajmera	Member	9860656585




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Ref No.: DCS/ARACOP/ 2022-2023/222-A

Date: 07.01.2023

This is to inform that, Student Grievance Redressal Committee has been appointed for DCS's A. R. A. College of Pharmacy, Nagaon, Dhule. The following members have been nominated as members of Student Grievance Redressal Committee appointed by Principal.

Student Grievance Redressal Committee

Sr. No.	Name of Committee Member	Profession	Designation	Mobile Number & Email ID
1.	Dr. Rajendra D. Wagh	Chairman	Principal	9421530963 waghrd11@gmail.com
2.	Dr. Ravindra B. Patil	Member Secretary	Professor and Vice-Principal	9834548686 ravipharma31@gmail.com
3.	Dr. Umesh P. Joshi	Member	Asso. Prof.	9823331905 joshiup2008@gmail.com
4.	Dr. Minal S. Patil	Member	Asst. Prof.	9890373039 minal9980@gmail.com



Principal
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Ref No.: DCS/ARACOP/ 2022-23 / 222-A

Date: 05/01/2023

This is to inform that, Women Grievance Redressal Committee has been appointed for DCS's A. R. A. College of Pharmacy, Nagaon, Dhule. The following members have been nominated as members of Women Grievance Redressal Committee headed by Principal.

Women Grievance Redressal Committee

Sr. No.	Name of Committee Member	Profession	Associated with
1	Dr. Rajendra D. Wagh	Principal	Institution
2	Dr. Ravindra B. Patil	Professor	Institution
3	Dr. Vilas L. Badgujar	Professor	Institution
4	Dr. Kailaspati P. Chittam	Professor	Institution
5	Dr. Minal S. Patil	Asst. Professor	Institution
6	Mrs. Manali V. Joshi	Lecturer	Institution
7	Mr. Bhupendra Lahamange	Social Worker (NGO)	Social Worker (NGO)
8	Mr. Vijay O. Thorat	Accountant	Institution
9	Mrs. Sunanda A. Suryawanshi	Lab. Techn.	Institution
10	Mr. Kamlesh B. Sonawane	Student	Institution
11	Miss. Pooja A. Patil	Student	Institution
12	Miss. Mayuri M. Patil	Student	Institution



Rajendra D. Wagh
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President

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Principal

Dr. Rajendra D. Wagh
(M.Pharm. Ph.D.)

Ref No.: DCS/ARACOP/2022-2023)213-A

Date: 12.12.2022

Members of Governing Body

- | | | |
|--|---|------------------------|
| 1. Hon'ble Shri. Ashish Ramesh Ajmera | - | President |
| 2. Shri. Kamlesh Mishrilal Khivsara | - | Secretary |
| 3. Smt. Sumantai Girdharilal Chandak | - | Member |
| 4. Shri. Harsh Ramchandra Shinde | - | Member |
| 5. Hon'ble Regional Officer, AICTE, Mumbai | - | Ex. Officio (Advisor) |
| 6. Hon'ble Regional Director, R.D.T.E., Nasik | - | DTE Nominee |
| 7. Hon'ble Registrar KBC N. M. U. Jalgaon | - | KBC N. M. U. Nominee |
| 8. Hon'ble Dy. Secretary, RBTE, Aurangabad | - | MSBTE Mumbai |
| 9. Shri. Mahendra O. Patil (Matish Pharma Baroda Gujarat) | - | Industry Nominee |
| 10. Dr. S. R. Chaudhari
(Principal, Trinity College of Pharmacy, Pune) | - | Ex. Officio (Academic) |
| 11. Dr. Rajendra D. Wagh (Principal, DCS's A. R. A.
College of Pharmacy, Nagaon, Dhule) | - | Principal (Secretary) |
| 12. Dr. Ravindra B. Patil (DCS's A. R. A.
College of Pharmacy, Nagaon, Dhule) | - | Professor |
| 13. Dr. Minal S. Patil (DCS's A. R. A.
College of Pharmacy, Nagaon, Dhule) | - | Assistant Professor |



R. Wagh
Principal
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(M.Pharm. Ph.D.)

Ref No.: DCS/ARACOP/ 22-23-219

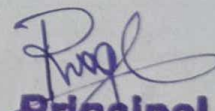
Date: 03-01-2023

This is to inform that, Industry Institute Cell/Training and Placement Cell has been appointed for DCS's A. R. A. College of Pharmacy, Nagaon, Dhule. The following members have been nominated as members of Industry Institute Cell/Training and Placement Cell headed by Principal.

Industry Institute Cell/Training and Placement Cell

Sr. No.	Name of Committee Member	Profession	Designation	Associated with	Contact Number
1	Dr. Rajendra D. Wagh	Principal	Chairman	Institution	9421530963
2	Dr. Ravindra B. Patil	Professor	Co- Chairman	Institution	9834548686
3	Dr. Vilas L. Badgujar	Professor	Faculty In-Charge	Institution	9423344607
4	Dr. Nitin L. Shirole	Professor	Faculty In-Charge	Institution	7588053136
5	Dr. Kailaspati P. Chittam	Professor	Faculty In-Charge	Institution	9970144000
6	Dr. Tanvir J. Shaikh	Professor	Faculty In-Charge	Institution	9595656553
7	Dr. Swapnil B. Deshmukh	Asso. Prof.	Faculty In-Charge	Institution	9325457775
8	Mr. Vishal S. Lad	Asst. Prof.	Placement In-Charge	Institution	8275733132
9	Mr. Harshal S. Bhandari	Asst. Prof.	Training In-Charge	Institution	8180011136




Principal
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(B.Com, MBA)

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Dr. Rajendra D. Wagh
(M.Pharm-Ph.D.)

Ref No.: DCS/ARACOP/2022-23/221

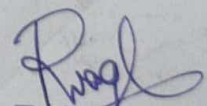
Date: - 04-07-2023

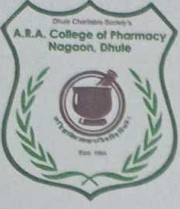
This is to inform that, Anti-Ragging Committee and Anti-Ragging Squad has been appointed for DCS's A. R. A. College of Pharmacy, Nagaon, Dhule. The following members have been nominated as members of Anti-Ragging Committee and Anti-Ragging Squad headed by Principal.

Anti-Ragging Committee / Squad

Sr. No.	Committee Type	Name of Committee Member	Profession	Associated with
1	Anti-Ragging Committee	Dr. Rajendra D. Wagh	Principal	Institution
2	Anti-Ragging Committee	Dr. Ravindra B. Patil	Professor	Institution
3	Anti-Ragging Committee	Dr. Minal S. Patil	Asst. Professor	Institution
4	Anti-Ragging Committee	Mr. Bhupendra Lahamange	Social Worker	NGO
5	Anti-Ragging Committee	Mr. Pankaj B. Ajmera	Lab. Techn.	Institution
6	Anti-Ragging Committee	Mr. Rajendra Shankar Yadav	Business	Business
7	Anti-Ragging Committee	Miss. Janvi V. Mahajan	Student	Institution
8	Anti-Ragging Committee	Miss. Rutuja M. Chaudhari	Student	Institution
9	Anti-Ragging Committee	Miss. Nikita N. Chaudhari	Student	Institution
10	Anti-Ragging Squad	Dr. Vilas L. Badgujar	Professor	Institution
11	Anti-Ragging Squad	Dr. Kailaspati P. Chittam	Professor	Institution
12	Anti-Ragging Squad	Miss. Aparna S. Musale	Lecturer	Institution




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Principal

Dr. Rajendra D. Wagh
(M.Pharm, Ph.D.)

Ref No.: DCS/ARACOP/ 22-23/ 222

Date: 05-01-2023

This is to inform that, Anti-Discrimination Cell or Committee for SC/ST has been appointed for DCS's A. R. A. College of Pharmacy, Nagaon, Dhule. The following members have been nominated as members of Anti-Discrimination Cell or Committee for SC/ST headed by Principal.

Anti-Discrimination Cell or Committee for SC/ST

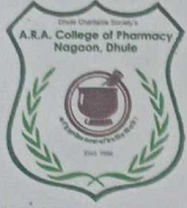
Sr. No.	Name of Committee Member	Profession	Associated with	Contact Number
1	Dr. Rajendra D. Wagh	Principal	Institution	9421530963
2	Dr. Ravindra B. Patil	Professor	Institution	9834548686
3	Dr. Vilas L. Badgujar	Professor	Institution	9423344607
4	Dr. Nitin L. Shirole	Professor	Institution	7588053136
5	Dr. Kailaspati P. Chittam	Professor	Institution	9970144000
6	Dr. Minal S. Patil	Asst. Professor	Institution	9890373039
7	Mr. Vinod S. Ahire	Asst. Professor	Institution	9890725779
8	Mr. Mukund S. Bhamare	Librarian	Institution	9552195034
9	Mr. Harsh R. Shinde	Administrative	Administration	9850627737



R. Wagh
Principal

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(M.Pharm. Ph.D.)

Ref No.: DCS/ARACOP/ 2022-2023/03-A

Date: 07/06/2023

This is to inform that, Building Committee has been appointed for DCS's A. R. A. College of Pharmacy, Nagaon, Dhule. The following members have been nominated as members of Building Committee appointed by Principal.

Building Committee

Sr. No.	Name of the committee member	Profession	Associated with
01	Hon. Shri. Bhaiyyasaheb Ashish Ramesh Ajmera	President	Institution
02	Dr. Rajendra D. Wagh	Principal	Institution
03	Dr. Ravindra B. Patil	Professor and Vice-Principal	Institution
04	Mr. V. O. Thorat	Accountant	Institution




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Principal

Dr. Rajendra D. Wagh
(M.Pharm. Ph.D.)

Ref No.: DCS/ARACOP/22-23/218

Date: 2-01-2023

This is to inform that, Internal Complaint Committee/Gender Sensitization Cell/Anti-harassment Committee has been appointed for DCS's A. R. A. College of Pharmacy, Nagaon, Dhule. The following members have been nominated as members of Internal Complaint Committee/Gender Sensitization Cell/Anti-harassment Committee headed by Principal.

**Internal Complaint Committee / Gender Sensitization Cell/
Anti-harassment Committee**

Sr. No.	Name of Committee Member	Profession	Associated with	Contact Number	Email ID's
1	Dr. Rajendra D. Wagh	Principal	Institution	9421530963	waghrd11@gmail.com
2	Dr. Ravindra B. Patil	Professor	Institution	9834548686	ravipharma31@gmail.com
3	Dr. Vilas L. Badgujar	Professor	Institution	9423344607	vilaspharma007@gmail.com
4	Dr. Nitin L. Shirole	Professor	Institution	7588053136	nitinshirole@gmail.com
5	Dr. Kailaspati P. Chittam	Professor	Institution	9970144000	kpchittam@gmail.com
6	Dr. Minal S. Patil	Asst. Prof.	Institution	9890373039	minal9980@gmail.com
7	Miss. Aparna S. Musale	Lecturer	Institution	9309965626	musaleaparna06@gmail.com
8	Mr. Vijay O. Thorat	Accountant	Institution	9422789662	vthorat@gmail.com
9	Mrs. S. A. Suryawanshi	Lab. Assist.	Institution	7498294289	sunandasuryawanshi@gmail.com
10	Mr. Vishwajit S. Girase	Student	Institution	7218044017	vishwa88rajput@gmail.com
11	Miss. B. M. Bhamre	Student	Institution	7887512080	bhamare01@gmail.com
12	Miss. Sakshi K. Bhamare	Student	Institution	7743996811	patilsakshi.123@gmail.com



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(M.Pharm. Ph.D.)

Ref No.: DCS/ARACOP/

Date:

Governing Body

Functions:

- To set and monitor the organisation's mission, purpose, priorities and the strategies within the boundaries of the organisation's constitution and legal obligations
- To decided strategic/perspective plan.
- To involve the key stakeholders to set and monitor the organisation's mission and maintain positive relationships with them.
- To specify the key outcomes and ensure that there are adequate resources to achieve this.
- To approve the annual budget of the institute.
- To Develop policies that will allow the organisation to serve its stakeholders. It's management's job to implement these policies.
- To monitor the organisation's programs and services.
- To scrutinize and approve the annual audit statement.
- To take review of admission for the academic year.
- To initiate recruitment of faculty members to full fill the norms of AICTE and PCI.
- To approve the agenda and meeting report of Governing Body.
- To take review on the academic progress of the students during the academic year.
- To give suggestions to the head of institute for applying for various affiliations and grants by different body.




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Date:

Committee for SC/ST

The scheduled Caste (SC) and Scheduled Tribes (ST) Committee in an institute promotes the special interest of students in the reserved category and to provide special inputs in areas where the students experience difficult

Committee for SC/ST has been appointed for DCS's A.R.A. College of Pharmacy, Nagaon, Dhule. The following members have been nominated as committee for SC/ST headed by Principal.

Objectives and Functions:

- To implement the reservation policy for SCs/STs in the College.
- To collect data regarding the implementation of the policies in respect of admissions, appointments to teaching and non-teaching positions in the colleges,
- To implement, monitor and evaluate continuously the reservation policy in college and plan measures for ensuring effective implementation of the policy and programme.
- To organize enrichment programs for slow and weak learners




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Ref No.: DCS/ARACOP/

Date:

EXAMINATION COMMITTEE

Examinations play a very important role in student's curriculum and the quality of education provided by the institute. With the globalization and increasing competency level, outcome-based education (OBE) is need of the hour. OBE is driven by two important criteria.

Examination Committee plays an important role for the planning and execution of all examination with transparency, precision and fairness. This helps students to be self-reliant and helps maintain credibility and esteem of the institute. The composition and responsibilities of examination committee are broadly defined by the administrative body of the institute and is responsible for the planning, coordination and conduct of all examination for B. Pharm. and M. Pharm. The Examination Committee is chaired by Principal, College Examination Officer nominated by the Institute works in liaison with the University for all communication regarding university examination.

Objective and Function:

- To conduct the Internal/ External/ Practical Examinations for all the programmes offered in the College.
- To prepare Time Table for the above-mentioned examinations in advance and inform the students and staff about the same.
- To allot the exam halls for all the examinations conducted in the College.
- To ensure that all the question papers are prepared well in advance.
- To collect all the answer scripts and the supporting documents required.
- To arrange for External/Internal Valuation of Exams.
- To publish the results and take necessary steps for the conduct of supplementary exams in time.
- To address the grievances/ complaints of the students and staff concerning exam-related issues.




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Students Grievance Redressal Committee

Excellence in education is the prime focus of the institute. The grievance handling procedure will contribute to the maintaining the harmonious environment in the organization. The Grievance Redressal Committee has come up with a lot of initiatives that are oriented to providing a structured and effective complaints redressal mechanism. The committee proactively gives an opportunity to everyone in VSIT to be listened to so that any feeling of injustice is sorted out promptly. The institute's policy on grievance redressal has been formulated in order to make all the students and employees aware of the complaint handling process. This system would ensure that the redressal sought is just and fair and is within the given frame-work of rules and regulation. The Committee shall discuss and analyze the causes for the complaints, the complaint resolution process and to discuss the progress and action plans on the same. Grievance Redressal Committee has been appointed for DCS's A.R.A. College of Pharmacy, Nagaon, Dhule. All grievances of staff are redressed expeditiously, as each staff is a key member of the organization. Any grievances reported verbally or written are appropriately dealt with by the concerned Head of the Department. However, the staff, if desires or not feel that his/her grievance is not redressed satisfactorily, can approach the Grievance Cell for redressal.

❖ Functions of Grievance Redressal Committee

- To accept written grievances from students and staff related to the system.
- To look into the complaints lodged by any student, and judge its merit. The Grievance cell is also empowered to look into matters of harassment.
- Anyone with a genuine grievance may approach the department members in person, or in consultation with the class in-charge.
- In case the person is unwilling to appear in self, grievances may be dropped in writing at the letterbox/ suggestion box of the Grievance Cell at Administrative Block. Grievances may also be sent through e-mail to the **dcsaracop@gmail.com** or officer in-charge of Students' Grievance Cell.

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Accredited by NBA (B. Pharmacy)

President
Hon'ble Ashishji R. Ajmera
(B.Com, MBA)

Principal
Dr. Rajendra D. Wagh
(M.Pharm. Ph.D.)

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Date:

- The cases will be attended promptly on receipt of written grievances from the students. The Grievance Cell will act upon those cases which have been forwarded along with the necessary documents.
- The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell.

Exemptions

Students Grievance Committee shall not entertain following issues.

- Decisions with regard to award of scholarships / fee concessions / awards / medals.
- Decisions made by college under the Discipline Rules and Misconduct.
- Decisions of the competent authority on assessment and examination result.




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Women's Grievance Committee:

In view of the recent upsurge in cases of abuse and harassment of women and the need to build a safe environment for lady students and staff members Principal of DCS's A.R.A. College of Pharmacy, Nagaon, Dhule has constituted a 'Women Grievance Redressal Committee' The said committee will be functioning to attend and handle any cases/ complaints related to eve teasing, indecent behaviour towards women, sexual harassment of women and related issues.

The committee has been initiated with the main objective of creating an effective organizational structure for improving the status of women in the institution. The committee will maintain communication with and advise the institutions administration in planning and monitoring progress for women personnel and students. The committee shall advise the administration about a broad range of issues and concerns that influence women's work lives and status in the institution.

Goals and Objectives of Women's Grievance Committee:

1. Equity for women in the organization with respect to study, work, recreation and compensation.
2. Specific strategies for women to achieve upward mobility.
3. Strategies for increasing the representation of women throughout upper levels of the organization and in areas where women are generally under represented.
4. Educational programs regarding gender equity, work life balance etc.,
5. The Committee will deal with the cases / complaints of sexual harassment and any other type of harassment of the female students, teaching and non-teaching women staff of the college.
6. The Committee shall process all the individual complaints and take immediate suitable action.
7. The Committee will provide assistance for taking preventive steps in the matter of gender discrimination and sexual harassment.



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Internal Complaint Committee

In accordance with —The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and as per the notification of KBC North Maharashtra University, DCSARACOP has constituted the Internal Complaints Committee (ICC) for the process of prevention and redressal of complaints of sexual harassment.

This cell aims at sensitizing the students and staff to work diligently to prevent sexual harassment in the college. Complaints of sexual harassment shall be lodged with the Committee and appropriate disciplinary action is initiated by the members in accordance to the rules and regulations of the college.

❖ 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
- To prevent sexual harassment at workplace.
- To prevent discrimination and sexual harassment against girls by promoting gender amity among students and employees
- To conduct periodical programmes on women empowerment.
- To provide conducive environment and congenial atmosphere for women.




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Anti-Ragging Committee

The University Grants Commission has reiterated the ban on ragging of learners in Institutions of Higher Education. The learners admitted in the DCS's A. R. A. College of Pharmacy are therefore directed to strictly desist from any kind of ragging in the college premises.

Objective and Function: -

- To disseminate information against indulging in any kind of ragging issued by The Honourable Supreme Court of India, The Honourable High Court of Maharashtra and the UGC and DCSARACOP.
- To organize awareness Programmes on gender equity, human rights and dignity, moral and ethical values.
- To examine the complaints lodged by the students on any kind of Ragging and to conduct an enquiry in this regard.
- To formulate strategies to prevent and discourage menace of Ragging on and off the campus.
- Actions as per Anti Ragging Committee.




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Student Council Committee

Student Council is an organization run by students and supervised by teachers. The purpose of the student council is to give students an opportunity to develop leadership by organizing and carrying out college activities and service projects. In addition to planning events that contribute to college spirit and community welfare, the student council is the voice of the student body.

Responsibilities

- To bridge the gap between the students and the management.
- The members of student council will promote the interest of learners among the college administration, staff, and parents.
- The student council shall identify and help solve problems encountered by students in the college. To coordinate educational and recreational activities for students.
- To engage in activities and to recognize the efforts of students involved in organizing college activities.
- To maintain gratifying relations with mutual reverence, with staff (teaching and non-teaching) and parents.




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Finance and Purchases Committee

Purchase and finance committee is described as the activity directed to securing the materials, supplies and equipment required in the operations of an Institute. It has a long-range objective of ensuring continuity of cost-effective supplies of materials and services. It is a managerial activity that includes planning and policy activities covering a very wide range of related and complimentary activities such as: Follow up to ensure proper delivery Inspection of materials for quality and compliance with specifications, Development of proper systems and procedures to enable the purchase function to be carried out efficiently.

Functions:

1. To prepare guideline and devise general system for procurements of materials, equipment's and items for the Institution.
2. To coordinate all the purchases of various Departments and ensure the procurement of required items as per schedule.
3. To carry out discussions and negotiations with suppliers and procure the best quality items with competitive price.
4. To scrutinize requisitions for equipment of various Departments and decide upon the necessity of purchasing the equipment, keeping in view the possibility of its in-house manufacture in the Institute and the requirements specified by the Government, University. AICTE etc.
5. Any other works related to procurement of the items.




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