

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/

Date:

Student 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.




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Dhule Charitable Society's
Annasaheb Ramesh Ajmera
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❖ **Functions of Student 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.
- 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

Student Grievance Redressal 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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Committee Members:

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




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Internal Complaints Committee / Gender Sensitization Cell / Anti-harassment 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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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. Professor	Institution	9890373039	minal9980@gmail.com
7	Miss. Aparna S. Musale	Lecturer	Institution	9309965626	musaleaparna06@gmail.com
8	Mr. Vijay O. Thorat	Accountant	Institution	9422789662	vothorat@gmail.com
9	Mrs. Sunanda A. Suryawanshi	Lab. Assist.	Institution	7498294289	sunandasuryawanshi@gmail.com
10	Mr. Vishwajit S. Girase	Student	Institution	7218044017	vishwa88rajput@gmail.com
11	Miss. Bhagyashree M. Bhamare	Student	Institution	7887512080	bhamare01@gmail.com
12	Miss. Sakshi K. Bhamare	Student	Institution	7743996811	patilsakshi.123@gmail.com




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Anti-Ragging Committee / Squad

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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Anti-Ragging Committee / Squad

Sr. No.	Committee Type	Name of Committee Member	Profession	Contact Number
1	Anti-Ragging Committee	Dr. Rajendra D. Wagh	Principal	9421530963
2	Anti-Ragging Committee	Dr. Ravindra B. Patil	Professor	9834548686
3	Anti-Ragging Committee	Dr. Minal S. Patil	Asst. Professor	9890373039
4	Anti-Ragging Committee	Mr. Bhupendra Lahamange	Social Worker (NGO)	9422285046
5	Anti-Ragging Committee	Mr. Pankaj B. Ajmera	Lab. Techn.	9860626585
6	Anti-Ragging Committee	Mr. Rajendra Shankar Yadav	Business	9850448405
7	Anti-Ragging Committee	Mr. Janvi V. Mahajan	Student	9130597655
8	Anti-Ragging Committee	Miss. Rutuja M. Chaudhari	Student	8766689076
9	Anti-Ragging Committee	Miss. Nikita N. Chaudhari	Student	9373598731
10	Anti-Ragging Squad	Dr. Vilas L. Badgujar	Professor	9423344607
11	Anti-Ragging Squad	Dr. Kailaspati P. Chittam	Professor	9970144000
12	Anti-Ragging Squad	Miss. Aparna S. Musale	Lecturer	9309965626




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Women's Grievance Redressal 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 Dhule Charitable Society's Annasaheb Ramesh Ajmera 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 behavior 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:

Goals:

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.




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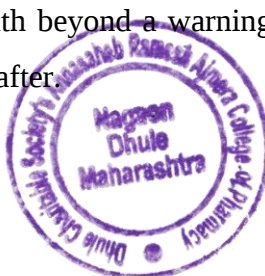
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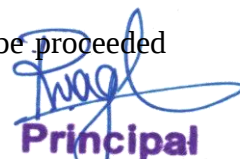
Objectives:

1. 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.
2. The Committee shall process all the individual complaints and take immediate suitable action.
3. The Committee will provide assistance for taking preventive steps in the matter of gender discrimination and sexual harassment.

Grievance Redressal Procedure:

- a) Any women employee or female student will have the right to lodge a complaint concerning sexual harassment against a male student or the employee of the institute by writing a letter or putting the complaint in the principal's office.
- b) The complaint will be confidential at this stage.
- c) The chairman will transfer the complaint to the Secretary of the Grievance cell.
- d) The Secretary will convene the meetings and conduct preliminary investigation and enquiry.
- e) The grievance committee shall then decide the course of action to proceed after hearing the opposite party.
- f) The complaint will stand dropped if the committee after an enquiry will not be able to prove prima-facie an offence of sexual harassment to the complainer /her representative by the offender.
- g) In case the grievance committee decides to proceed with the complaint, the wishes of the complainer shall be ascertained and if the complainer wishes that a warning will suffice then alleged offender shall be called to the meeting of the grievance committee, heard and if satisfied that a warning is just and proper, he will be warned about his behavior and non-occurrence of it. In case the complainer requests that the complaint should be proceeded with beyond a warning, the same may be proceeded with in the manner prescribed hereafter.




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- h) Any frivolous/ vexatious complaint lodged against the accused shall be viewed seriously after appropriate enquiry. The committee shall have the right to decide upon the course of action thereafter.

Procedure beyond warning:

- If the complainer wishes to proceed beyond a mere warning to the accused, the accused shall be given in writing by the grievance committee an opportunity to explain within one week why he should not be, for good and sufficient reasons, be punished for the act of sexual harassment on his part.
- If the written explanation of the accused is not found to be satisfactory or if he does not provide any written explanation, the grievance committee will decide whether the offence deserves a minor penalty or a major penalty.
- In the event that the grievance committee deciding that the accused be imposed a minor penalty, the said penalty will be recommended by the grievance committee to the chairman of the cell for decision.
- If the grievance committee reaches a conclusion that the accused in case if his guilt proved, should be imposed a major penalty, it shall make a recommendation of action. If the accused is an employee, he may be placed under suspension.
- If a person is charged with physical molestation or rape in institution premises, he shall be immediately placed under suspension pending the completion of the investigation and enquiry. Appropriate actions can be initiated as per the laws of Indian penal code.




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Punishment for sexual harassment:

1. Any member of the institute fraternity (student/employee/outsider related to institute) found guilty of sexual harassment shall be liable to be punished. This shall be subject to the same penalties for major or minor misconduct as prescribed under government/university rules.
2. A student guilty of sexual harassment shall be liable for any of the following penalties:
 - a) Warning or reprimand.
 - b) Suspension from the institution for an appropriate term as decided by the Committee.
 - c) Debarment from appearing for the examination for a period up to three years.
 - d) Rustication from the university as the case may be.
 - e) Any other punishment as defined by the government/ university act.

Protection against Victimization:

The committee notes and approves the policy on Protection against Victimization of the Women's Grievance Redressal Cell as:

- In the event of the complainer being a student and the accused being a teacher, during the pendency of the investigation and inquiry and even after such an enquiry if the teacher is found to be guilty, the accused will not act as an examiner for any examination for which the student appears.
- In the event the complainer and the accused both being employees, during the pendency of the investigation and enquiry even after such an enquiry if the accused is found to be guilty, the accused shall not write the confidential reports of the complainer, if it is otherwise so authorized.




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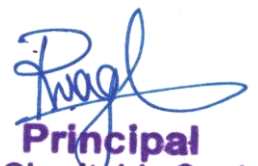
List of women faculty and staff with qualifications, designations, experience etc.

- Grievances of women.
- Enquiry reports
- Letter from the complainant if the solution delivered is satisfactory

Women Grievance Redressal Committee

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1	Dr. Rajendra D. Wagh	Principal	Institution	9421530963
2	Dr. Ravindra B. Patil	Professor	Institution	9834568484
3	Dr. Vilas L. Badgajar	Asso. Professor	Institution	9423344607
4	Dr. Kailaspati P. Chittam	Asso. Professor	Institution	9970144000
5	Dr. Minal S. Patil	Asst. Professor	Institution	9890373039
6	Mrs. Manali V. Joshi	Lecturer	Institution	7588003324
7	Mr. Bhupendra Lahamange	Social Worker (NGO)	Social Worker (NGO)	9422285046
8	Mr. Vijay O. Thorat	Accountant	Institution	8999324431
9	Mrs. Sunanda A. Suryawanshi	Lab. Assist.	Institution	7498294289
10	Mr. Kamlesh B. Sonawane	Student	Institution	7083833513
11	Miss. Pooja A. Patil	Student	Institution	9545527222
12	Miss. Mayuri M. Patil	Student	Institution	9403500072




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Anti-Discrimination Cell or 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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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	9890755779
8	Mr. Mukund S. Bhamare	Librarian	Institution	9552195034
9	Mr. Harshal R. Shinde	Administrative	Administration	9850627737
10	Miss. Wagh Ragini Dyaneshwar	Student	Institution	9823805244
11	Mr. Thakare Kushal Subhash	Student	Institution	7028050349
12	Mr. Pawara Vinod Daulatsing	Student	Institution	7775034724




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