



Shree Chanakya Education Society's  
**College of Pharmacy, Pune**

*"Redefining Pharmacy Education"*

**NAAC: B++**


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### METRIC 5.1.4

*The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases*

- 1. Implementation of guidelines of statutory/regulatory bodies*
- 2. Organisation wide awareness and undertakings on policies with zero tolerance*
- 3. Mechanisms for submission of online/offline students' grievances*
- 4. Timely redressal of the grievances through appropriate committees*



  
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Indira College of Pharmacy  
Tathawade, Pune - 411 033

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### 1. Different regulatory bodies in institution

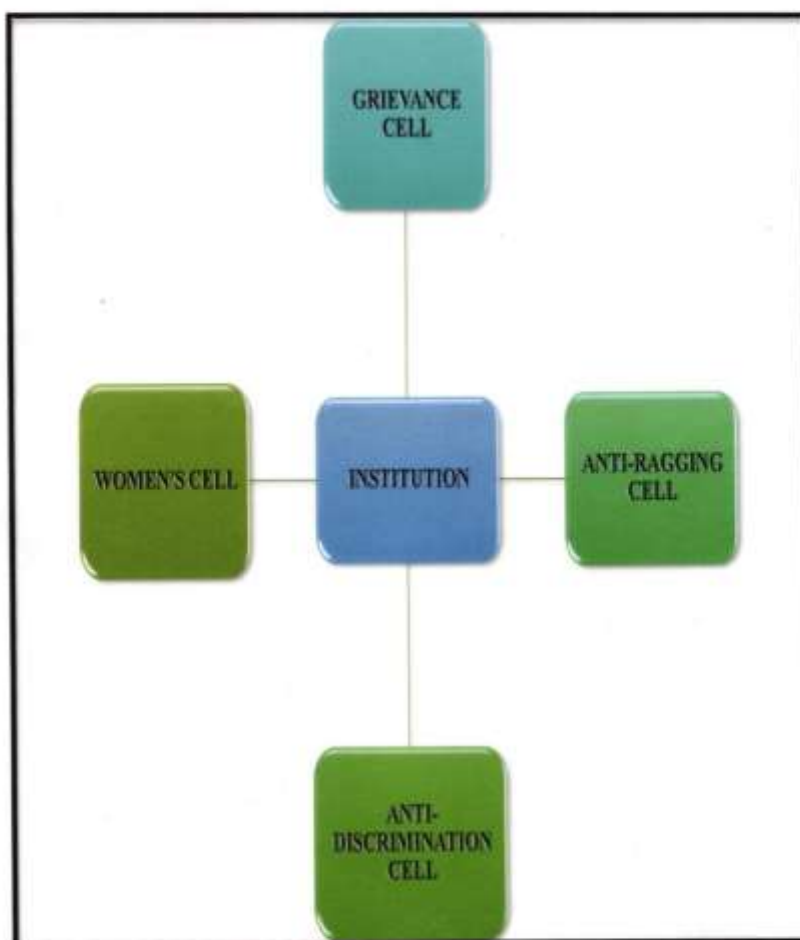
The institute has following governing committees for redressal of grievances. There are no grievances reported in last five years.



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## 2. Governing regulations implemented




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**1. Implementation of guidelines of statutory/regulatory bodies**

Sr. No.	Committee	Regulatory bodies for guidelines
1.	Anti-Ragging Cell	Maharashtra Prohibition of Ragging Act 1999
2.	Grievance Redressal Cell	AICTE's Establishment of Mechanism for Grievance Redressal, Regulation 2012
3.	Internal Complaints Committee / Women's cell	Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013
4.	Anti-Discrimination Cell/ SC-ST Committee	Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

  
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### **3. Awareness and undertakings**

1. **Rule book containing code of conduct and undertakings**
2. **Rule book and code of conduct on Website**
3. **Notice boards**

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### 3.1 Rule book (Sample attached)





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**2. Organisation wide awareness and undertakings on policies with zero tolerance**

## Rule Book

**Indira College of Pharmacy**  
Niramay 89/2B, New Pune Mumbai  
Highway,  
Tathawade, Pune -411033  
**Tel: 020-66759601, 03, 06**



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### Our Vision

To create a center for academic excellence by redefining pharmacy education where the students will be imparted professional knowledge, skills, attitude, values and ethics with a thrust on meaningful research, who will fulfill the industry's needs & serve the community.


### Our Mission

- To develop the college as a center of academic excellence and research & development
- To train students into professional pharmacist to fulfill the requirements of the pharmaceutical industry.
- To create state of art facilities to develop the technical skills of the students.
- To provide conducive environment for holistic development of students.
- To create and develop the industry and institute interface

### General Rules:

- ✓ 90% attendance for both theory and practical classes separately shall be mandatory to appear for sessional examination and university examination.
- ✓ All the students are advised to be in the college throughout the working hours. Those who are willing to leave early on urgent basis, prior information should be given to the class teacher.
- ✓ 3 consecutive absentees in a row will not be allowed.



  
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- ✓ In case of medical leave, on joining student must furnish medical certificate and details of treatment.
- ✓ Leave for any purpose has to be sanctioned in advance by Class teacher and Principal.
- ✓ **College Fees should be paid every year before 15<sup>th</sup> July.**
- ✓ Each student can issue 2 books on one card for a period of 10 days.
- ✓ **Late fees of Rs.2 will charged per book pre day.**
- ✓ A new I-card can be issued by paying a fine of Rs.100 in the accounts department and submitting the receipt of the same to the librarian, if it is lost.
- ✓ Students should carry their Identity cards at all times and wear decent, formal attire.
- ✓ Use of Mobile phones and other gadgets is not permitted in the college, during instructional hours.
- ✓ Students shall be given home assignments by the respective teachers which is as an integral part of academics.
- ✓ Students are supposed to bring all the required materials to the laboratory and maintain individuality.
- ✓ Students have to wear aprons and other safety gears during the practical hours.
- ✓ Students coming to college on two wheeler are suppose to wear helmet, then only they are allowed to park vehicle inside the campus.
- ✓ Parking of vehicles must be at designated areas in campus. Any loss / theft of vehicle will be student's responsibility.
- ✓ Behavior of students, inside and outside the campus should be in consonance with the brand image of ICP. Any complaint in this regards will be viewed seriously.

**Team ICP**



  
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- **Ragging is a crime** and a strict disciplinary action will be taken as per the law.
- Maharashtra Prohibition of Ragging Act 1999 which is in effect from 15th May, 1999 has the following provisions for Action against Ragging:
- Ragging within or outside of any educational institution is prohibited.
- Whosoever directly or indirectly commits, participates in, abets, or propagates ragging within or outside any educational institution shall, on conviction, be punished with imprisonment for a term up to 2 years and / or penalty, which may extend to ten thousand rupees.



  
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**Composition of Anti Ragging Committee**

(Constituted as per Maharashtra Prohibition of Ragging Act 1999)

**ACADEMIC YEAR 2022-2023**

Sr. No.	Anti-Ragging Committee Members	Organization
1.	Mr. Sandeep Gaekwad	Management Representative
2.	Dr. Anagha Joshi	Principal, SCES'S, Indira college of Pharmacy
3.	Police Inspector	Hinjewadi Police Station, Pune State Government of Maharashtra.
4.	Mr. Deendayal Vaidya	Sakal Newspaper ( Local Media)
5.	Mrs. Aarti Gokhale	NGO Representative
6.	Dr. Dayanand Kannur	Vice Principal, Indira College of Pharmacy
7.	Dr. Archana Karnik	SCES'S Indira College of Pharmacy, Pune (Pharmacist)
8.	Dr. Suniti Gore	DES, Fergusson College, Pune ( Parent)
9.	Mr. Pramod Sakhare	Warden, Akshar (Boys) Hostel, Indira Group of Institutes, Pune
10.	Ms. Rajashree Waralikar	Warden, Galaxy (Girls) Hostel, Indira Group of Institutes, Pune
11.	Ms. Prajakta Shingote	SCES'S Indira College of Pharmacy. (Student)
12.	Mr. Siddhesh Pawar	SCES'S Indira College of Pharmacy. (Student)
13.	Ms. Kaustubh Kulkarni	SCES'S Indira College of Pharmacy. (Student)
14.	Ms. Savya Jayachandran	SCES'S Indira College of Pharmacy. (Student)
15.	Ms. Prachi Waje	SCES'S Indira College of Pharmacy. (Student)



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**GRIEVANCE REDRESSAL CELL**

**CONSTITUTION**

**ACADEMIC YEAR 2022-2023**

(Constituted According to the AICTE's Establishment of Mechanism for Grievance Redressal, Regulation 2012,)

Sr. No.	Grievance Redressal Cell	Designation
1.	Mr. Shrikant Narayan Patil	Ombudsman
2.	Dr. Pravin Chaudhari	Professor
3.	Dr. Anagha Joshi	Principal, SCES'S, Indira college of Pharmacy
4.	Dr. Dayanand Kannur	Vice Principal, Indira College of Pharmacy
5.	Dr. Suvarna Ingale	Member from Teaching faculty
6.	Dr. Amir Shaikh	Member from Teaching faculty
7.	Mr. Dilip Dhamale	Member from Non- Teaching faculty
8.	Ms. Savya Jayachandran	Student representative- UG
9.	Ms. Priyanka Shingote	Student representative- Research Scholar
10.	Mr. Nakul Lagad	Student representative- Diploma



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**Internal Complaints Committee/Women Cell**

**ACADEMIC YEAR 2022-2023**

(Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013)

Sr. No.	Women's Cell	Designation
1.	Dr. Anagha Joshi	Presiding Officer
2.	Dr. Dayanand Kannur	Member Teaching faculty
3.	Dr. Suvarna Ingale	Member Teaching faculty
4.	Dr. Madhur Kulkarni	Member Teaching faculty
5.	Dr. Manasi Wagdarikar	Member Teaching faculty
6.	Dr. Amir Shaikh	Member Teaching faculty
7.	Mrs. Pradnya Kulkarni	Member from Non- Teaching faculty
8.	Ms. Laxmi Choudhary	Student representative- UG
9.	Ms. Savya Jayachandran	Student representative- UG
10.	Ms. Priyanka Shingote	Student representative- Research Scholar
11.	Ms. Prachi Waje	Student representative- Diploma
12.	Mrs. Aarti Gokhale	NGO Representative- ZTCC, Mumbai



*[Signature]*  
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**ANTI DISCRIMINATION CELL/ SC/ ST**  
**COMMITTEE**

(Constituted as per the Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989, No. 33 OF 1989, dated 11.09.1989) 19.

**ACADEMIC YEAR 2022-2023**

Sr. No.	Anti-Discrimination Cell	Designation
1.	Dr. Anagha Joshi	Principal, SCES'S, Indira college of Pharmacy
2.	Dr. Dayanand Kannur	Vice Principal, SCES'S, Indira college of Pharmacy
3.	Mr. Sunil Kakad	Member from Teaching faculty
4.	Mrs. Rutuja Kamble	Member from Teaching faculty
5.	Mrs. Ashwini Hingmire	Member from Non- Teaching Staff
6.	Mr. Anil Gaikwad	Member from Non- Teaching Staff
7.	Mr. Samadhan Tupare	Member from Non- Teaching Staff



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**Under taking**

I, \_\_\_\_\_, have  
carefully read all the information, rules mentioned in the college rule book  
and undertake to abide by them.

Yours Sincerely

(Name and signature of student)

Place:

Date:



  
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I, \_\_\_\_\_, have  
carefully read all the information, rules and regulations of University and  
college and agree hereby that they shall be binding upon my  
son/daughter/ward.


Yours Sincerely

(Name and signature of Parent/ Guardian)

Place:

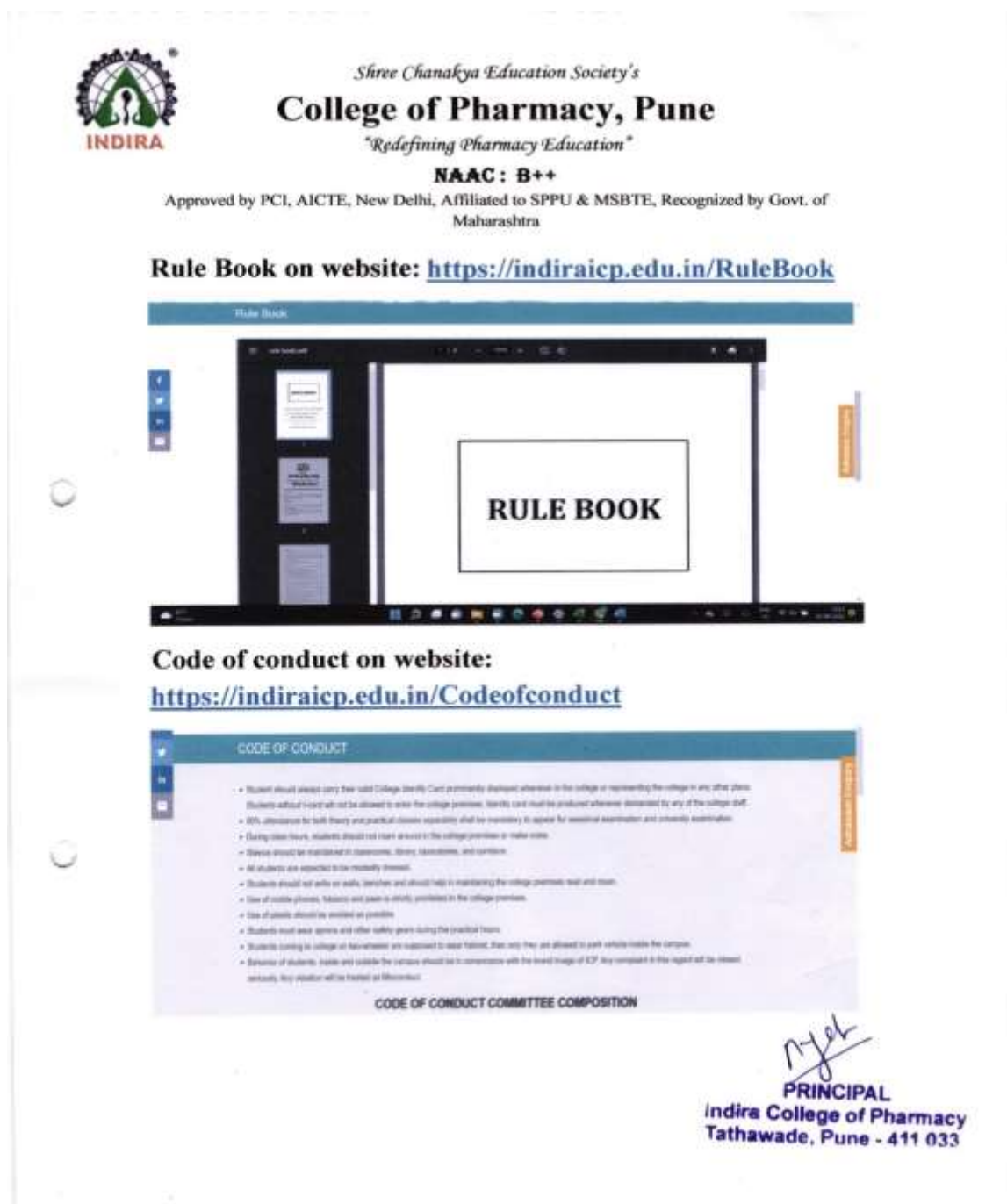
Date:




  
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### 3.2 Rule book and code of conduct on Website



  
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**Rule Book on website:** <https://indiraicp.edu.in/RuleBook>

**Code of conduct on website:**  
<https://indiraicp.edu.in/Codeofconduct>

**CODE OF CONDUCT**


- Student should always carry their valid College Identity Card prominently displayed whenever in the college or representing the college in any other place. Students without Identity Card will not be allowed to enter the college premises. Identity card must be produced whenever demanded by any of the college staff.
- 10% attendance for both theory and practical classes respectively shall be mandatory to appear for semester examination and university examination.
- During class hours, students should not move around in the college premises or make noise.
- Silence should be maintained in classrooms, library, laboratories, and corridors.
- All students are expected to be modestly dressed.
- Students should not smoke or drink, betches and should help in maintaining the college premises neat and clean.
- Use of mobile phones, tablets and game is strictly prohibited in the college premises.
- Use of private vehicle is restricted as possible.
- Students must wear aprons and other safety gears during the practical hours.
- Students coming in college at late evening are subjected to severe action. When they are allowed to park vehicle inside the campus.
- Behaviour of students inside and outside the campus should be in accordance with the lowest image of ICP. Any complaint in this regard will be treated seriously. Any violation will be treated as misconduct.

**CODE OF CONDUCT COMMITTEE COMPOSITION**


*N. J. Joshi*  
**PRINCIPAL**  
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#### 4. Notice Boards




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**INDIRA COLLEGE OF PHARMACY, PUNE**  
 (Affiliated to Savitribai Phule Pune University, Approved by AICTE, New Delhi, Pharmacy Council of India & Government of Maharashtra)  
**INTERNAL COMPLAINTS COMMITTEE/WOMEN CELL**  
 (Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013)

SR.NO.	WOMEN'S CELL	DESIGNATION
01	Dr. Anagha Joshi	Presiding Officer
02	Dr. Dayanand Kannur	Member Teaching faculty
03	Dr. Suvarna Ingale	Member Teaching faculty
04	Dr. Madhur Kulkarni	Member Teaching faculty
05	Dr. Manasi Wogdankar	Member Teaching faculty
06	Dr. Amir Shaikh	Member Teaching faculty
07	Mrs. Pradnya Kulkarni	Member from Non-Teaching faculty
08	Ms. Laxmi Choudhary	Student Representative-UG
09	Ms. Savya Jayachandran	Student Representative-UG
10	Ms. Priyanka Shingote	Student representative- Research Scholar
11	Ms. Prachi Waje	Student representative- Diploma
12	Mrs. Aarti Gokhale	NGO Representative- ZTCC, Mumbai



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## INDIRA COLLEGE OF PHARMACY, PUNE

(Affiliated to Savitribai Phule Pune University, Approved by AICTE,  
New Delhi, Pharmacy Council of India & Government of Maharashtra)

### COMPOSITION OF ANTI RAGGING COMMITTEE

(Constituted as per Maharashtra Protection of Ragging Act 1986)

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION NOTIFIED

REGULATION FOR PREVENTION AND PROHIBITION OF RAGGING IN AICTE APPROVED TECHNICAL INSTITUTIONS

SRL.NO.	COMMITTEE MEMBERS	ORGANIZATION
01	Mr. Sandeep Garkwad	Management Representative
02	Dr. Anagha Joshi	Principal, SCES's Indira College of Pharmacy Hingwadi Police Station, Pune State Government of Maharashtra
03	Police Inspector	
04	Mr. Dhandrayal Vaidya	Sakal Newspaper ( Local Media)
05	Mrs. Aarti Gokhale	NGO Representative
06	Dr. Dayanand Kamur	Vice Principal, Indira College of Pharmacy
07	Dr. Archana Kamik	SCES's Indira College of Pharmacy, Pune (Pharmacist)
08	Dr. Sumiti Gore	DNS, Fergusson College, Pune (Parent)
09	Mr. Pramod Sahasra	Warden, Akshar (Boys) Hostel, Indira Group of Institutions, Pune
10	Ms. Rajendra Wankar	Warden, Galaxy (Girls) Hostel, Indira Group of Institutions, Pune
11	Ms. Prajakta Shingare	SCES's Indira College of Pharmacy (Student)
12	Mr. Siddhesh Pawar	SCES's Indira College of Pharmacy (Student)
13	Ms. Kavayubh Kulkarni	SCES's Indira College of Pharmacy (Student)
14	Ms. Savya Jayashandhan	SCES's Indira College of Pharmacy (Student)
15	Ms. Prachi Waje	SCES's Indira College of Pharmacy (Student)

COMPOSITION OF ANTI RAGGING COMMITTEE



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Sl.NO.	ANTI-DISCRIMINATION CELL	DESIGNATION
01	Dr. Anagha Joshi	Principal, SCES'S, Indira college of Pharmacy
02	Dr. Dayanand Karmur	Vice Principal, SCES'S, Indira college of Pharmacy
03	Mr. Sunil Kakad	Member from Teaching faculty
04	Mrs. Rutuja Kambale	Member from Teaching faculty
05	Mrs. Ashwini Hingmire	Member from Non-Teaching Staff
06	Mr. Anil Gokwad	Member from Non-Teaching Staff
07	Mr. Sanadham Tupare	Member from Non-Teaching Staff




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<b>GRIEVANCE REDRESSAL CELL CONSTITUTION</b>		
(Constituted according to the AICTE's Establishment of Mechanism for Grievance Redressal, Regulation 2013)		
SERIAL	GRIEVANCE REDRESSAL CELL	DESIGNATION
01	Mr. Shrikant Narayan Patil	Ombudsman
02	Dr. Pravin Choudhary	Professor
03	Dr. Anagha Joshi	Principal, SCES's, Indira college of Pharmacy
04	Dr. Dayanand Kattur	Vice Principal, Indira College of Pharmacy
05	Dr. Suvama Ingale	Member from Teaching faculty
06	Dr. Amir Shaikh	Member from Teaching faculty
07	Mr. Dilip Dhamale	Member from Non-Teaching faculty
08	Ms. Savya Jayachandran	Student Representative - UG
09	Ms. Priyanka Shingore	Student Representative - Research Scholar
10	Mr. Naksul Lagad	Student Representative - Diploma



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## Mechanism for submission of online and offline students grievances

### ONLINE SUBMISSION THROUGH WEBSITE



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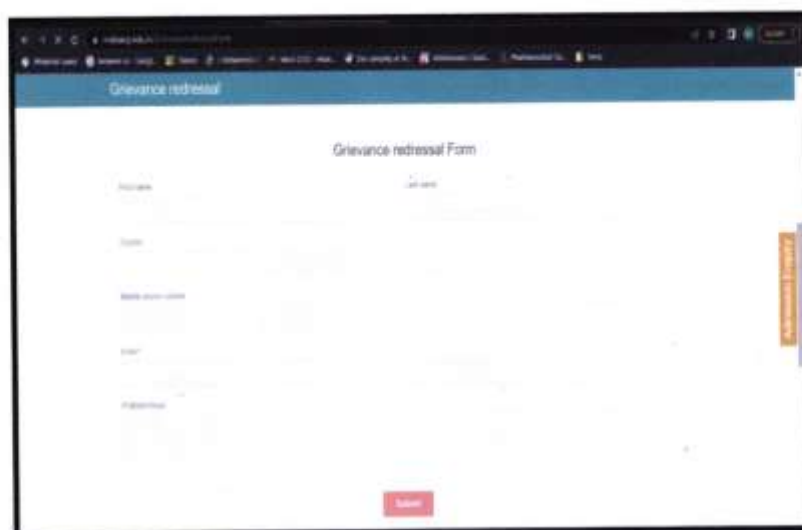
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### **3. Mechanisms for submission of online/offline students' grievances**

#### **ONLINE SUBMISSION**

<https://indiraicp.edu.in/GrievanceredressalForm>

A screenshot of a web browser displaying the 'Grievance redressal Form' on the website https://indiraicp.edu.in. The form is titled 'Grievance redressal Form' and contains several input fields for 'Name', 'Email', 'Mobile number', 'Address', and 'Grievance'. A red 'Submit' button is located at the bottom right of the form. The browser's address bar shows the URL.

  
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## OFFLINE SUBMISSION THROUGH COMPLAINT BOX




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**OFFLINE SUBMISSION**

**LIBRARY COMPLAINT BOX**

Students can deposit their compliants/ Grievances in the complaint box kept in Library.

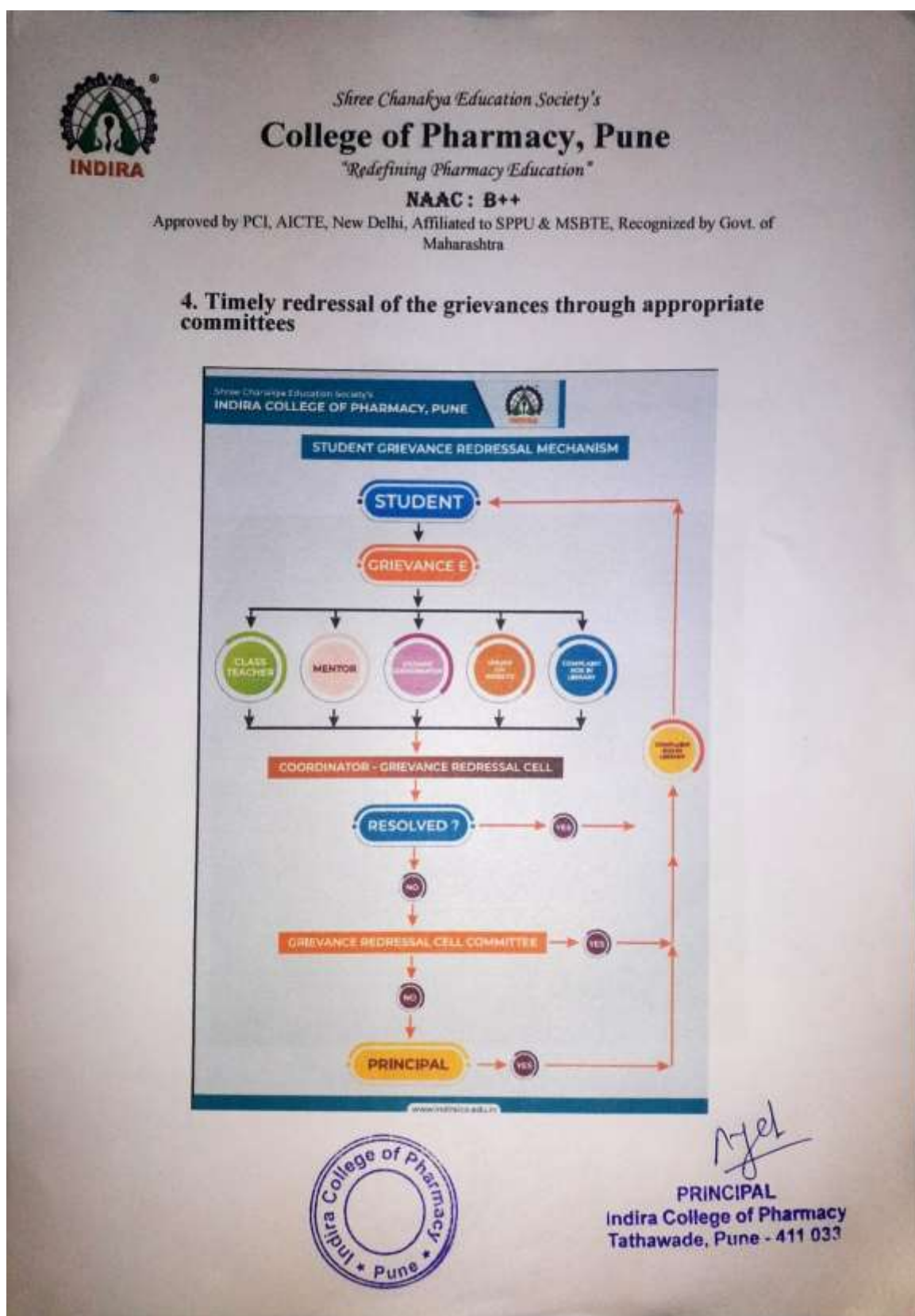


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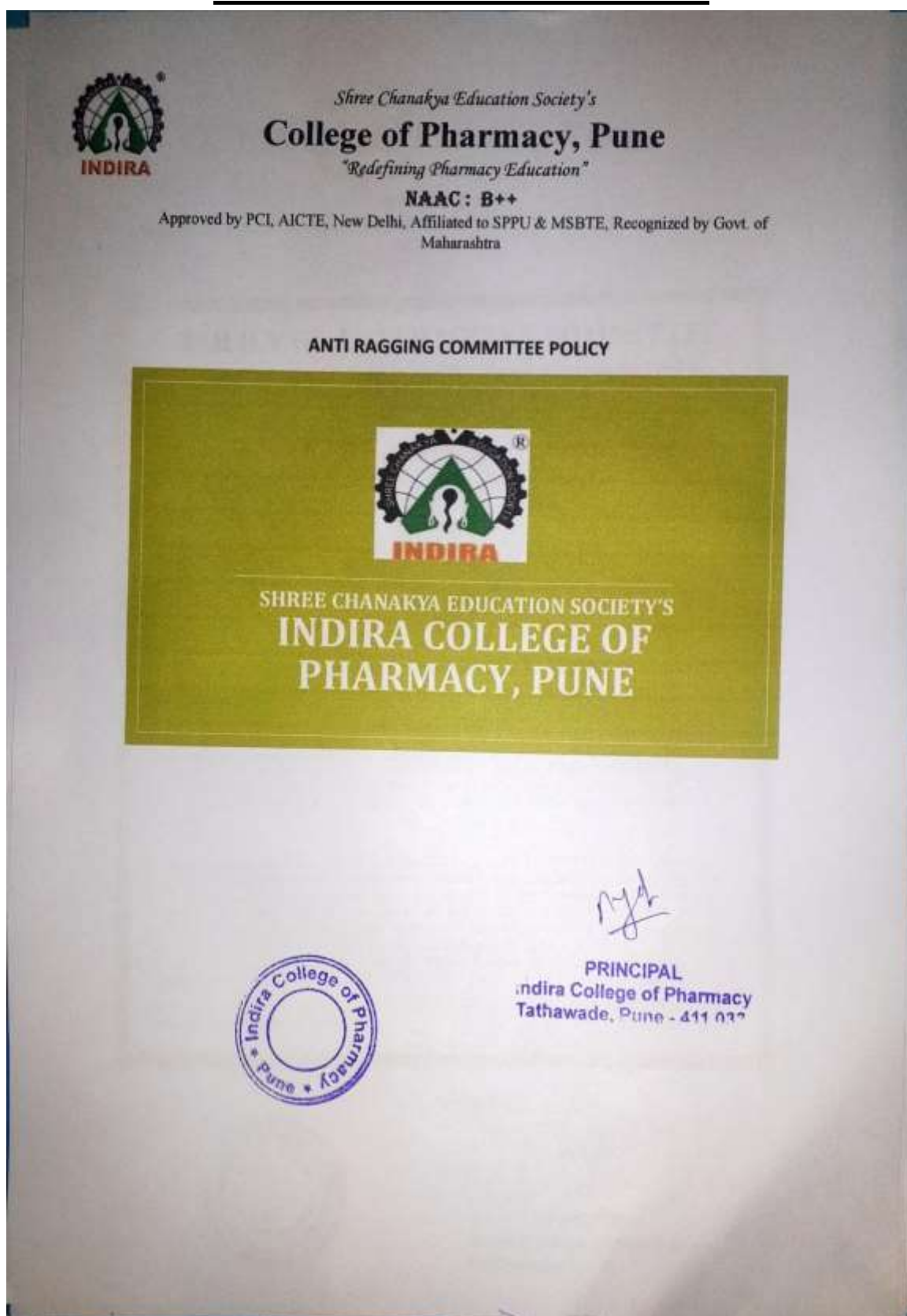
## Mechanism for timely redressal of grievances



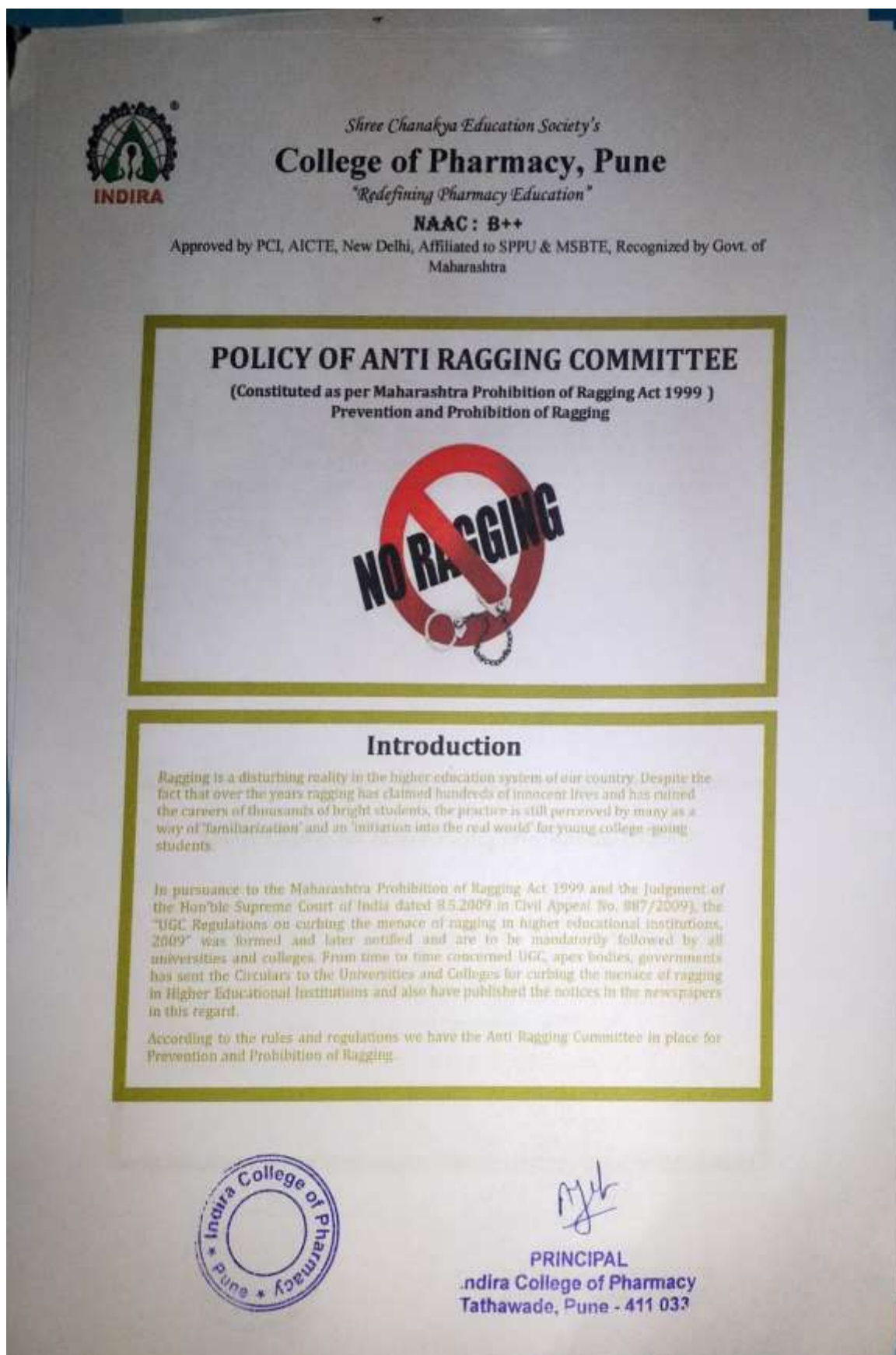
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## ANTI RAGGING CELL POLICY



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
### What is Ragging?

• "Any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student."

### Objective of Anti Ragging Committee

- To prevent any physical or mental torture or any disorderly conduct towards any student causing apprehension, dread, humiliation, or agitation
- Maintain a Ragging free, fear free, peaceful campus.
- ensure a student-friendly environment at all times
- To facilitate campus monitoring to ensure nil ragging.



  
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### FUNCTIONS OF ANTI RAGGING COMMITTEE

- It shall be the duty of the Anti-Ragging Committee to ensure compliance with the provisions of these Regulations as well as the provisions of any law for the time being in force concerning ragging.
- To monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.
- To make surprise raids on hostels, and other places vulnerable to incidents and having the potential for ragging and inspect such places.
- To conduct an on-the-spot enquiry into any incidents of ragging. Such enquiries must be observe 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 witnesses to place before it the facts, documents and views concerning the incidents of ragging, and considerations such other relevant information as may be required.
- To promote the objectives of these Regulations, constitute a Mentoring Cell consisting of students volunteering to be Mentors for students.
- The committee will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.
- To review the efforts made by institutions to publicize anti-ragging measures, soliciting of affidavits from parents/guardians and from students, each academic year, to abstain from ragging activities.
- To facilitate the implementation of anti-ragging measures at the level of the institution.

### Functions of Anti Ragging Squad

- The functions of Anti-Ragging Squad will be to keep a vigil and stop the incidences of Ragging, if any, happening / reported in the places of Student aggregation including, Classrooms, Canteens, Buses, Grounds, Hostels etc.
- To conduct on-the-spot enquiry into any incidents of ragging. Such enquiries must be observe 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 witnesses to place before it the facts, documents and views concerning the incidents of ragging, and considerations such other relevant information as may be required.



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**Mechanism of Anti Ragging Committee  
 and actions to be taken in the event of ragging**

The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed herein under:

- The Anti-Ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.
- The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;

- a) Suspension from attending classes and academic privileges.
- b) Withholding / withdrawing scholarship/ fellowship and other benefits.
- c) Debarring from appearing in any test/ examination or other evaluation process.
- d) Withholding results.
- e) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- f) Suspension / expulsion from the hostel.
- g) Cancellation of admission.
- h) Rustication from the institution for a period ranging from one to four semesters.
- i) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.


- Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.
- An appeal against the order of punishment by the Anti-Ragging Committee shall lie, (i) in case of an order of an institution, affiliated to or constituent part, of a University, to the Vice-Chancellor of the University; (ii) in case of an order of a University, to its Chancellor; (iii) in case of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the institution, as the case may be.
- Where in the opinion of the appointing authority, a lapse is attributable to any member of the faculty or staff of the institution, in the matter of reporting or taking prompt action to prevent an incident of ragging or who display an apathetic or insensitive attitude towards complaints of ragging, or who fail to take timely steps, whether required under these Regulations or otherwise, to prevent an incident or incidents of ragging, then such authority shall initiate departmental disciplinary action, in accordance with the prescribed procedure of the institution, against such member of the faculty or staff. Provided that where such lapse is attributable to the Head of the institution, the authority designated to appoint such Head shall take such departmental disciplinary action; and such action shall be without prejudice to any action that may be taken under the penal laws for abetment of ragging for failure to take timely steps in the prevention of ragging or punishing any student found guilty of ragging.



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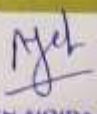
### ANTI RAGGING ACT PENALTY

- Ragging is a criminal offence and a strict disciplinary action will be taken as per the law.
- Maharashtra Prohibition of Ragging Act 1999 which is in effect from 15th May, 1999 has the following provisions for Action against Ragging
- Ragging within or outside of any educational institution is prohibited.
- Whosoever directly or indirectly commits, participates in, abets, or propagates ragging within or outside any educational institution shall, on conviction, be punished with imprisonment for a term up to 2 years and / or penalty, which may extend to Twenty Five thousand rupees.

### Measures for Prevention of Ragging

- Anti Ragging committee is formed to monitor incidents of hostile atmosphere
- Anti Ragging committee boards and information banners stating "Ragging is strictly prohibited and anyone found guilty of ragging and/or abetting ragging is liable to be punished" are displayed in the College premises.
- The institute has incorporated a detailed Anti ragging Act, procedure and composition in the admission prospectus and in the college rule book given to the students at the time of induction. The students are given clear idea about the consequences of ragging.
- It is made compulsory to the students and parents to fill the Anti Ragging Affidavit at the time of admission and the admission form contains the Anti Ragging Affidavit Number. We maintain the proper records of the affidavits obtained. Nowadays, digital Affidavits are obtained to keep the record safe.
- Behavioural patterns of the students are continuously monitored by the teachers and the mentors.
- We have mentoring system in place for students to interact individually with each member of the group on daily basis to ascertain the problems/difficulties, if any faced by the fresher's in the institution and extend necessary help.
- We publicize anti-ragging measures, cross verify the receipt of affidavits from candidates/students and their parents/guardian every year.



  
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**Composition of ANTI RAGGING COMMITTEE 2021-22**

Sr. No.	Anti-Ragging Committee Members	Organization
1.	Mr. Sandeep Gokhad	Management Representative
2.	Dr. Anagha Joshi	Principal, SCES'S, Indira college of Pharmacy
3.	Police Inspector	Hingewadi Police Station, Pune State Government of Maharashtra.
4.	Mr. Deendayal Shidya	Sakal Newspaper (Local Media)
5.	Mrs. Aarti Gokhale	NGO Representative
6.	Dr. Dayanand Karsur	Vice Principal, Indira College of Pharmacy
7.	Dr. Archana Karik	SCES'S Indira College of Pharmacy, Pune (Pharmacist)
8.	Dr. Smiti Gore	DES, Ferguson College, Pune (Parent)
9.	Mr. Pramod Sakham	Warden, Akash (Boys) Hostel, Indira Group of Institutions, Pune
10.	Ms. Rajashree Wankar	Warden, Galaxy (Girls) Hostel, Indira Group of Institutions, Pune
11.	Ms. Shweta Mhatre	SCES'S Indira College of Pharmacy (Student)
12.	Mr. Varad Shinde	SCES'S Indira College of Pharmacy (Student)
13.	Ms. Aditi Shinde	SCES'S Indira College of Pharmacy (Student)
14.	Ms. Savya Jyotsnandina	SCES'S Indira College of Pharmacy (Student)
15.	Mr. Jaydatta Chorge	SCES'S Indira College of Pharmacy (Student)

**Composition of ANTI RAGGING Squad 2021-22**

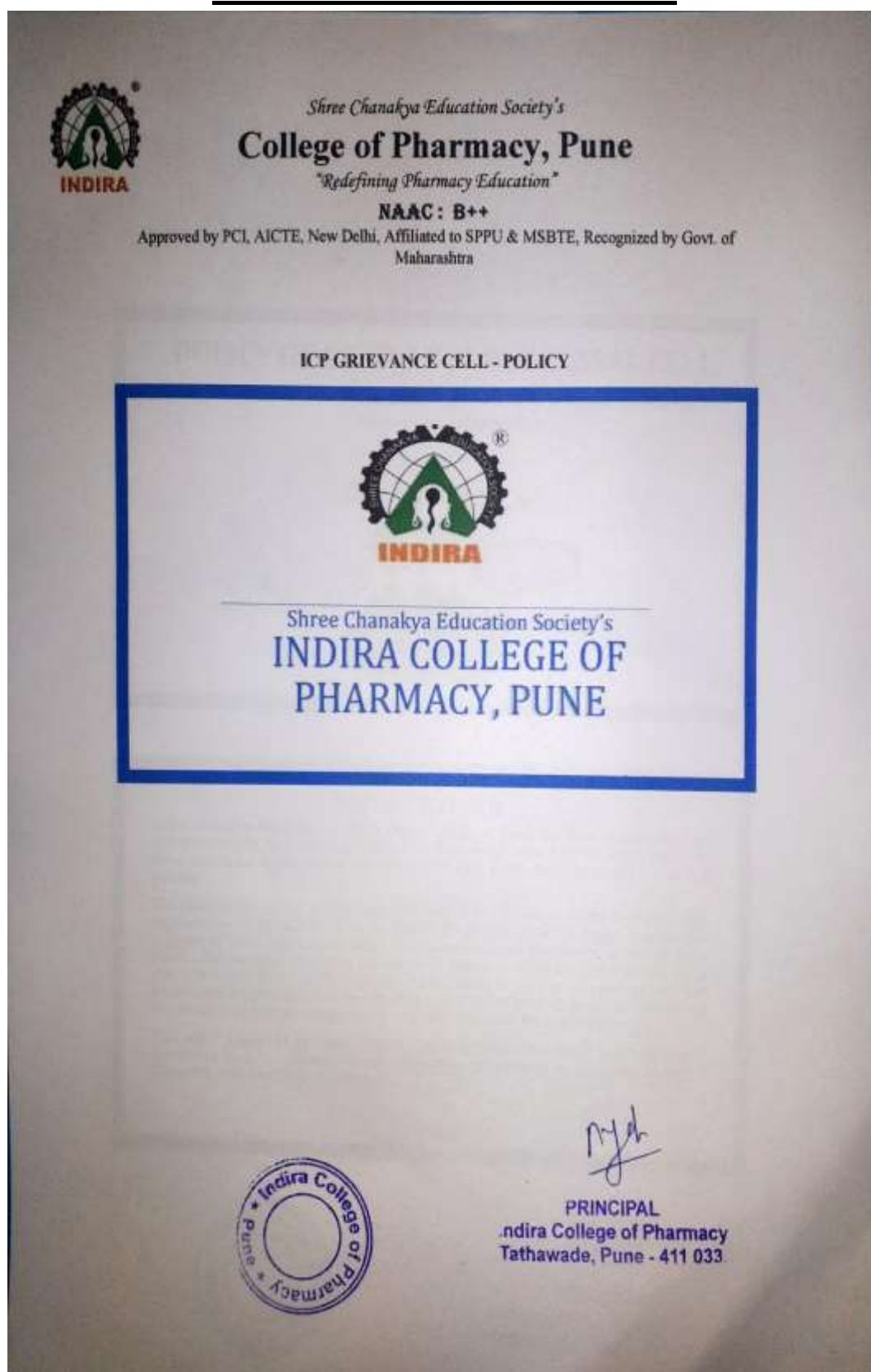
Sr. No.	Anti-Ragging squad Members	Organization
1.	Dr. Madhur Kulkarni	Pharmacist
2.	Mr. Dilip Dhanale	Admin co-ordinator
3.	Mr. Pramod Patale	Member - Staff
4.	Mr. Pramod Sakham	Boys Hostel warden
5.	Ms. Rajashree Wankar	Girls Hostel warden
6.	Faculty Member (Available at the time of visit)	Member - Teaching Staff



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## GRIEVANCE CELL POLICY



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## POLICY OF GRIEVANCE REDRESSAL CELL

(Constituted According to the AICTE's Establishment of Mechanism for Grievance Redressal, Regulation 2012).

### Grievance

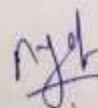


### Introduction

Shree Chanakya Education Society's Indira College of Pharmacy, Pune is committed to provide excellent academics and professional knowledge to the students which will grow them as a better human being and excellent Pharma Sector resource having values and morals.

The Institute has set up a Grievance Redressal Cell/ Committee in the Institution and Appointment of OMBUDSMAN by the University. As per University Grants Commission Regulations 2012 and have modified the composition and regulations as per All India Council for Technical Education (Redressal of Grievance of Students) Regulation, 2019 vide F.No.1-101/PGRC/AICTE/Regulation/2019 dated 07.11.2019 to promote safe, fair, harmonious environment amongst students and staff. We have set up a systematic policy and mechanism to deal with grievances received from students or employees.


This policy applies to all stakeholders of Indira College of Pharmacy in the matters of Academics, fees, library, hostel, sanitations, preparation of food, availability of transport, victimization by teachers etc.



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### Objective

- Grievance Redressal Cell aims to facilitate the resolutions of complaints or grievances fairly and transparently maintaining confidentiality.
- The procedure allows all the stakeholders to express their concerns or problems without any fear.
- To provide an efficient and open process which is transparent and fair with everyone.
- A process designed to resolve the issues swiftly.
- To investigate the issues thoroughly
- To record, monitor and report grievances accurately.
- To make improvements in the systems according to the feedbacks received.

### FUNCTIONS OF CELL

- Ensure to settle the issues amicably in a time bound manner after receiving the grievances on written form or online portal from the students.
- To investigate the issues thoroughly, fairly and with confidentiality.
- To keep necessary records, monitor the same and report grievances accurately, to take follow up with the concerns.
- To make improvements in the systems according to the feedbacks received.
- The cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities



  
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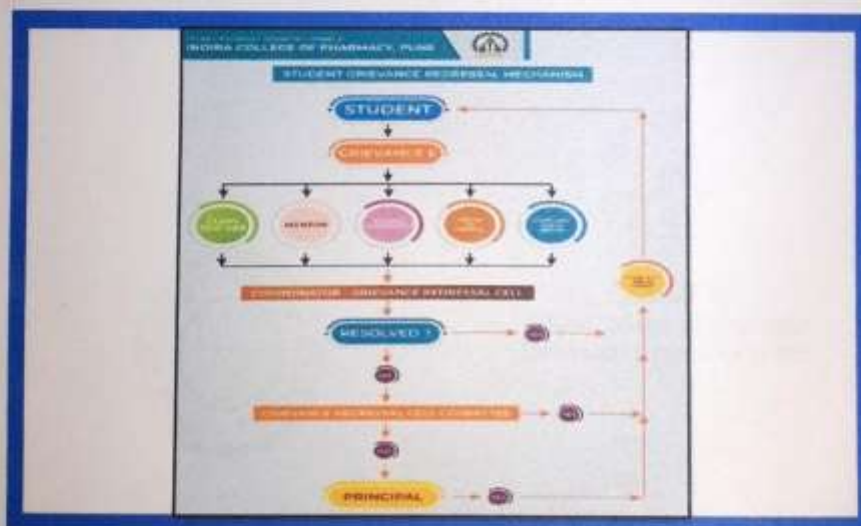
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### Mechanism of Grievance Committee

1. Student can Register a Grievance with the help of class teachers, mentors, online portal, student Coordinator, complaint box kept in the library or can give written complaint to the Principal.
2. The coordinator of Grievance Cell, the Grievance committee and Principal will address the issue by hearing, investigating the same and will make a proper report of action taken and resolution.
3. The resolution will be communicated to the concerns.



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**Composition of Grievance Cell**

Sr. No.	Grievance Redressal Cell	Designation
1.	Mr. Shrikant Narayan Patil	Ombudsman
2.	Dr. Pravin Chaudhari	Professor
3.	Dr. Anagha Joshi	Principal, SCES'S, Indira college of Pharmacy
4.	Dr. Dayanand Kannur	Vice Principal, Indira College of Pharmacy
5.	Dr. Suvama Ingale	Member from Teaching faculty
6.	Dr. Amir Shaikh	Member from Teaching faculty
7.	Mr. Dilip Dharmale	Member from Non - Teaching faculty
8.	Ms. Savya Jayachandran	Student representative - UG
9.	Ms. Priyanka Shingote	Student representative - Research Scholar
10.	Mr. Nakul Lagad	Student representative - Diploma



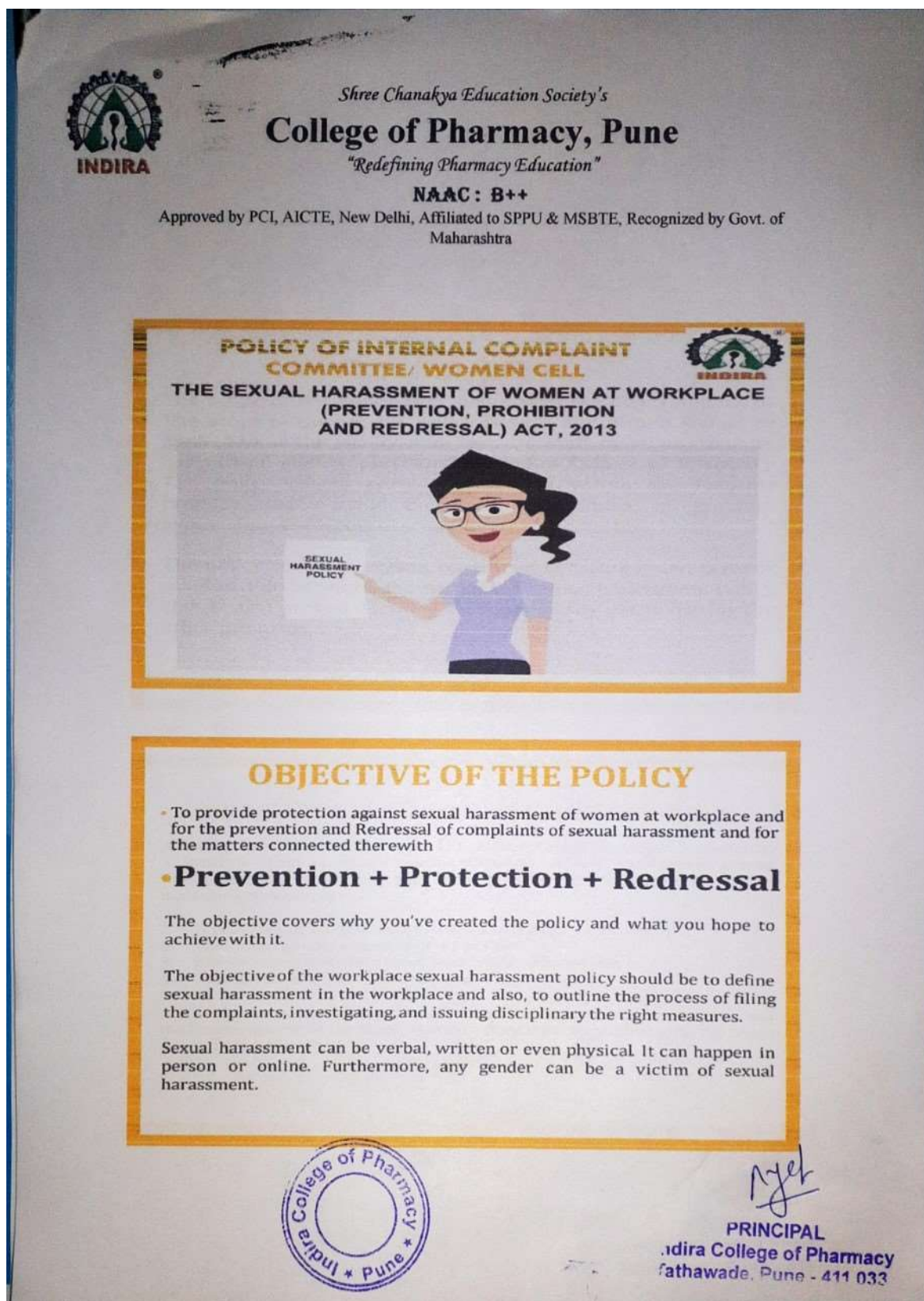
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## WOMENS CELL POLICY




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**POLICY OF INTERNAL COMPLAINT COMMITTEE/ WOMEN CELL**  
**THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013**




**OBJECTIVE OF THE POLICY**

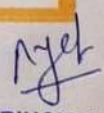
- To provide protection against sexual harassment of women at workplace and for the prevention and Redressal of complaints of sexual harassment and for the matters connected therewith
- **Prevention + Protection + Redressal**

The objective covers why you've created the policy and what you hope to achieve with it.

The objective of the workplace sexual harassment policy should be to define sexual harassment in the workplace and also, to outline the process of filing the complaints, investigating, and issuing disciplinary the right measures.

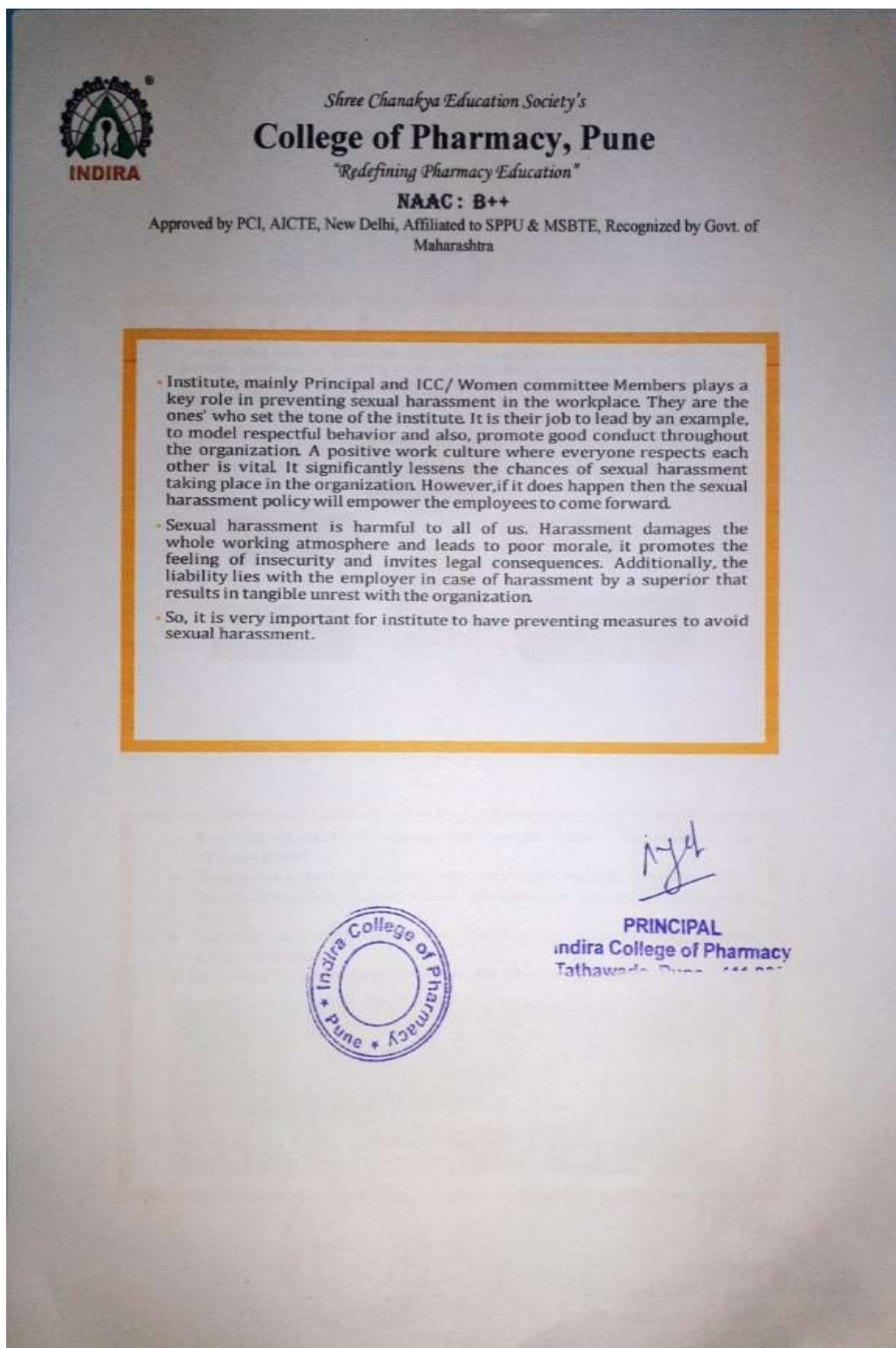
Sexual harassment can be verbal, written or even physical. It can happen in person or online. Furthermore, any gender can be a victim of sexual harassment.



  
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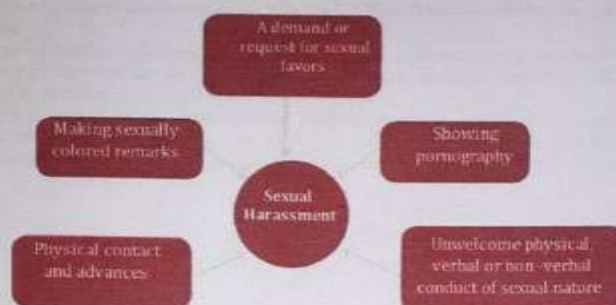
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### "SEXUAL HARASSMENT" MEANS

"An unwanted conduct with sexual undertones if it occurs or which is persistent and which demeans, humiliates or creates a hostile and intimidating environment or is calculated to induce submission by actual or threatened adverse consequences and includes any one or more or all of the following unwelcome acts or behavior (whether directly or by implication), namely :-




- Implied/explicit promise of preferential treatment in employment
- Implied/explicit threat of detrimental treatment in employment
- Implied/explicit threat about present or future employment status
- Interference with work or creating an intimidating/hostile environment
- Humiliating treatment, likely to affect health or safety



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**"Workplace" means**

The campus including -


Any department, organization, undertaking, establishment, enterprise, institution, office, branch or unit which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly by the Institute

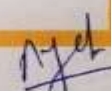
Any sports institute, stadium, sports complex or competition or games venue, whether residential or not used for training, sports or other activities relating thereof in institute;

Any place visited by the employee or student arising out of or 20 during the course of employment or study including transportation provided by the Executive Authority for undertaking such journey for study in institute.'

**FOUNDATION OF THE LAW**

IN THE AFTERMATH OF THE NIRBHAYA INCIDENT OF 2012, GOVERNMENT OF INDIA PROMULGATED THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013 AND THE AFORESAID ACT OF 2013 TO UNIVERSITIES AS WORKPLACES AND THE SAKSHAM REPORT



  
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### Indian Law on Sexual Harassment

The Constitution of India

1997: Vishaka vs. State of Rajasthan

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

The Indian Penal Code, 1860


### THE VISHAKA JUDGMENT - 1997

Supreme Court acknowledged that:

- Sexual harassment is a **human rights** violation
- Sexual harassment is a violation of the constitutionally guaranteed **fundamental rights**

- Right to equality
- Right to life - to live with dignity
- Right to ————— to ————— practice ————— any profession/trade/occupation/business, i.e., a right to a safe environment free from harassment



  
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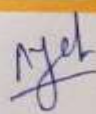
**The Vishaka Judgment - Guidelines**

- Employer's duty to
  - Prevent and prohibit acts of sexual harassment  
Article 21: Right to life - to live with dignity
  - Redress and resolve grievances pertaining to sexual harassment
- The Guidelines = Law, until such time a legislative frame work on the subject is enacted


**Norms - Internal Complaints Committee**

1. It is Mandatory for establishments employing 10 or more employees for better interest of women employees and students
2. ICC to be appointed by an order in writing
3. At least  $\frac{1}{2}$  of the membership of the ICC to be women
4. ICC to prepare and submit an annual report to the employer.

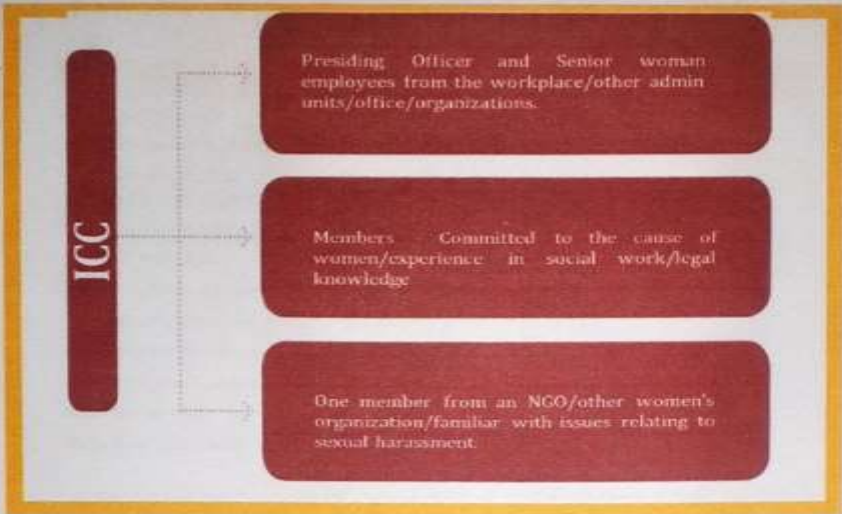


  
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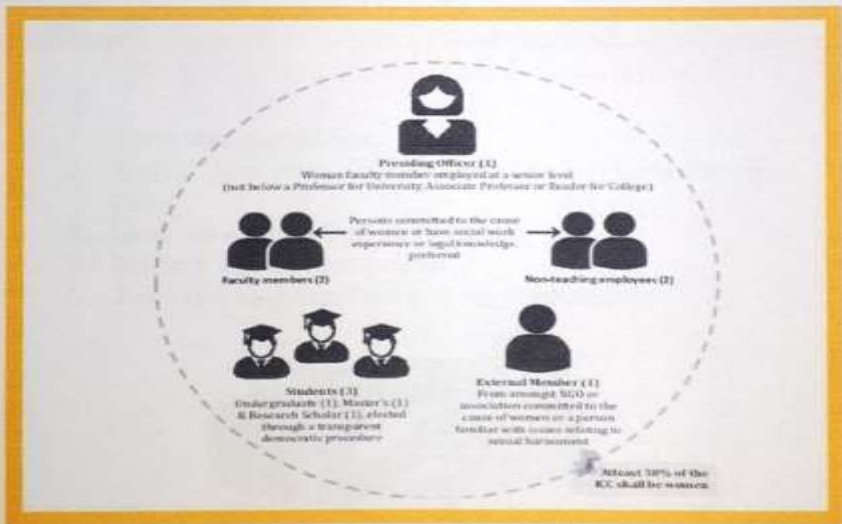


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The diagram shows the composition of the ICC (Internal Complaints Committee). A vertical bar on the left is labeled 'ICC'. To its right, three boxes list the members:


- Presiding Officer and Senior woman employees from the workplace/other admin units/office/organizations.
- Members Committed to the cause of women/experience in social work/legal knowledge
- One member from an NGO/other women's organization/familiar with issues relating to sexual harassment.

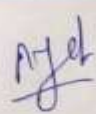


The diagram details the membership of the ICC within a dashed oval:

- Presiding Officer (1):** Woman faculty member employed at a senior level (not below a Professor for University, Associate Professor or Reader for College).
- Faculty members (2):** Persons committed to the cause of women or have social work experience or legal knowledge preferred.
- Non-teaching employees (2):**
- Students (3):** Undergraduate (1), Master's (1) & Research Scholar (1), elected through a transparent democratic procedure.
- External Member (1):** From amongst NGO or association committed to the cause of women or a person familiar with issues relating to sexual harassment.

At least 50% of the ICC shall be women.



  
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### Current Composition of ICC

Name	Designation
Dr. Anagha Joshi	Presiding Officer
Dr. Dayanand Kannur	Member Teaching faculty
Dr. Suvarna Ingale	Member Teaching faculty
Dr. Madhur Kulkarni	Member Teaching faculty
Dr. Manasi Wagdarikar	Member Teaching faculty
Dr. Amir Shaikh	Member Teaching faculty
Mrs. Pradnya Kulkarni	Member from Non- Teaching faculty
Ms. Laxmi Choudhary	Student representative- UG
Ms. Savya Jayachandran	Student representative- UG
Ms. Priyanka Shingote	Student representative- Research Scholar
Ms. Prachi Waje	Student representative- Diploma
Mrs. Aarti Gokhale	NGO Representative- ZTCC, Mumbai

### Steps of handling the complaint

1. Take the complaint
2. Talk to the victim, witnesses (if any) to study the case
3. Interview the alleged harasser
4. Initiate the investigation
5. Take the appropriate action, if necessary



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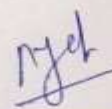
### Questions

- Where did the behavior occur?
- Who was involved?
- Were there any witnesses?
- Did you talk to anybody else about what happened?
- Has this happened before? \_\_\_\_\_
- How long has this been going on?
- Was the person told that the behavior was unwelcome?

### PLAN TO AVOID SEXUAL HARASSMENT AT ICP

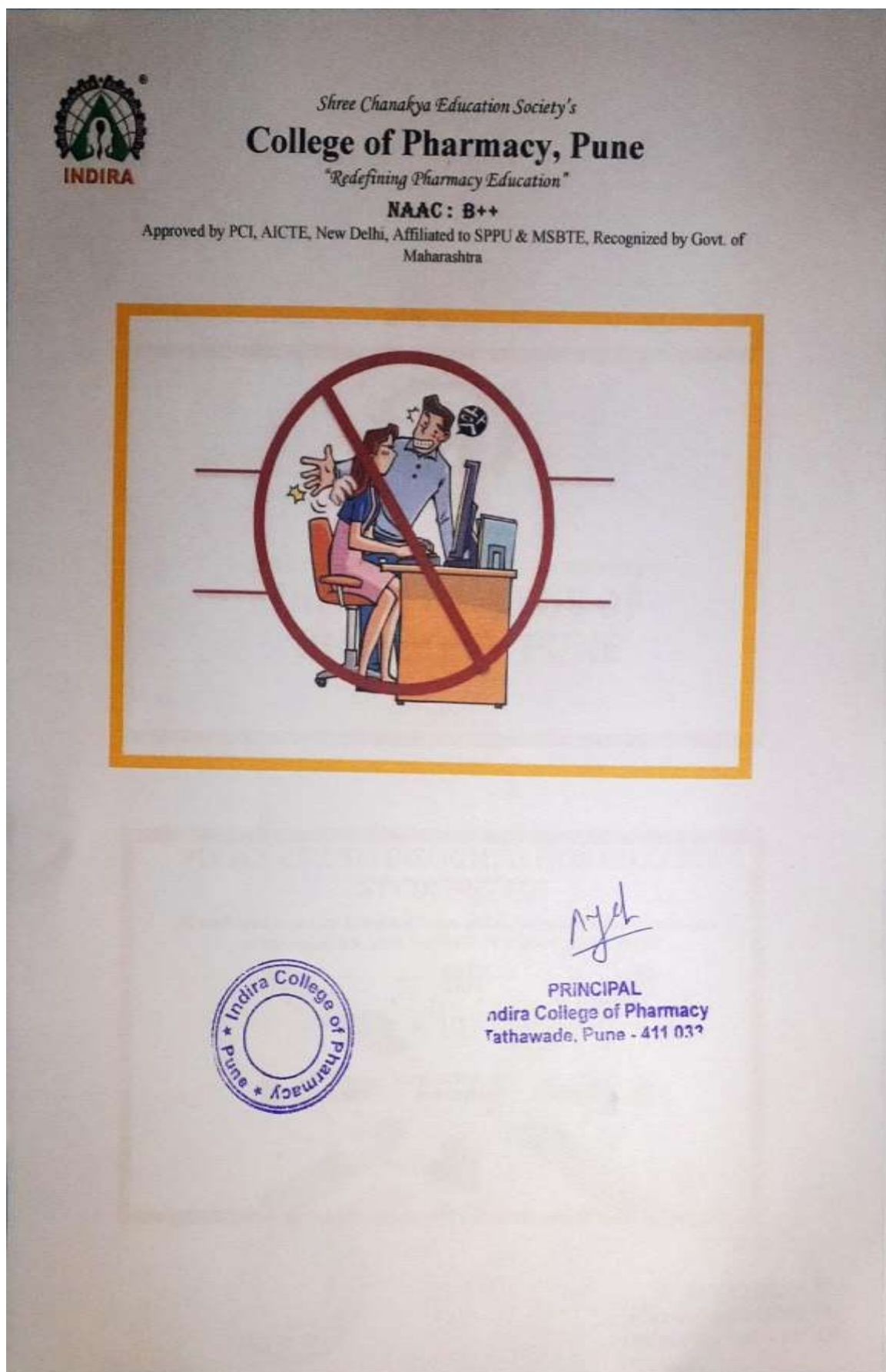
- We have a culture of respect and trust in the workplace.
- We conduct regular meetings and training about sexual harassment and also, educate employees, students about what is sexual harassment and how to create a safe environment for each other.
- We convey proper process and the key steps to take if an employee reports being sexually harassed.
- We incorporate many staff welfare measures and we also have clear reporting procedures in place
- We have a thorough sexual harassment policy along with the consequences in place
- We have a dedicated committee review any allegations immediately
- We ensure the employees know that there is a zero-tolerance policy for sexual harassment in your company.
- We advise employees of their rights to use the ICC complaint process.
- Counselling sessions for students and staff



  
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## ANTI-DISCRIMINATION CELL POLICY





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—SHREE CHANAKYA EDUCATION SOCIETY'S  
**INDIRA COLLEGE OF  
PHARMACY, PUNE**

**POLICY OF ANTI DISCRIMINATION CELL/ SC/  
ST COMMITTEE**  
(Constituted as per the Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989, No. 33 OF 1989, dated 11.09.1989) 19.



  
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### Introduction

When India became independent, it committed itself to a socially just and equal social order. The Constitution of the country, promulgated in 1950, recognizes the scheduled castes and the scheduled tribes as the two most backward groups needing special protection. A number of provisions have been made in the Constitution with a view to abolish all forms of discrimination and put these groups at par with others. Specific provisions for the reservation in services, in favour of the members of the scheduled castes and scheduled tribes, have been made in the Constitution of India. The main objective of providing reservation for Scheduled Castes and Scheduled Tribes in Government services is not just to give jobs to some persons belonging to these communities, and thereby increase their representations in the services, but to improve the status of these people socially and educationally so that they can take their rightful place in the mainstream of society.

### No Discrimination



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## Objective

- To prevent any kind of discrimination and protect employee's, student's well being from any harmful behavior.
- Employees should not be discriminated on basis of any kind based on race, colour, gender, language, religion, political or other opinion, national or social origin, property, birth or other status such as disability, age, marital and family status, sexual orientation and gender identity, health status, place of residence, economic and social situations etc.
- Give equal treatment to every individual which is free of discrimination and give opportunities on the basis of their abilities and merit.
- This cell is committed to give working environment which is healthy and harmonious, in which every individual is treated equally with dignity and respect. It assists in growth of every employee.
- Ensure to implement selections as per reservation policies.

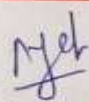
## FUNCTIONS OF CELL

- Ensure implementation, monitoring and evaluation of the reservations policy of the provisions of the Constitution of India concerning the Scheduled Castes & Scheduled Tribes and OBC's.
- Guide the SC/ST/OBC/PWD students of the Institute, to optimally utilize the benefits of the schemes offered by the State Governments, Government of India (GOI) and UGC. Announce the schemes time to time. Update the students about form filling schedules.
- Offer professional trainings, development programs to staff and students to equip them to reach excellence.
- Offer guidance for competitive Examinations

## SCOPE OF CELL


This policy is applicable to all teaching staff, non-teaching staff and students belongs to Backward class.



  
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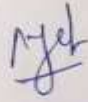
**Roles and Responsibilities of Anti Discrimination Cell**

- To comply with this policy and all applicable laws and regulations. Compliance is required whenever an employee is acting in their capacity as a representative of the
- To take reasonable steps to resolve complaints that are brought to their attention and to maintain confidentiality as far as practicable
- To provide advice and address grievances relating to the employment of persons with disabilities and/or any other complaints regarding discrimination in any other form against any job applicant/employee.
- To organize interactive sessions and informal meetings with students
- To monitor the working of cell

**Registering a Complaint**

1. Register a written complaint to Principal or email on [ajoshi@indiraedu.com](mailto:ajoshi@indiraedu.com)
2. Through the online Grievance portal provided on the website of the Institution
3. Proper Applications through the Grievance boxes kept in the Principal's office



  
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### Mechanism

- On receiving a complaint, the Committee shall call a meeting within 7 days of receipt of complaint
- Committee should address the issue related to discrimination
- The committee should arrange a Hearing to investigate the issue.
- Make Report of the issue with proper investigation remarks
- Action taken or dismissal of case both should be informed to the concerns.
- Resolution of the issue within 15 days.

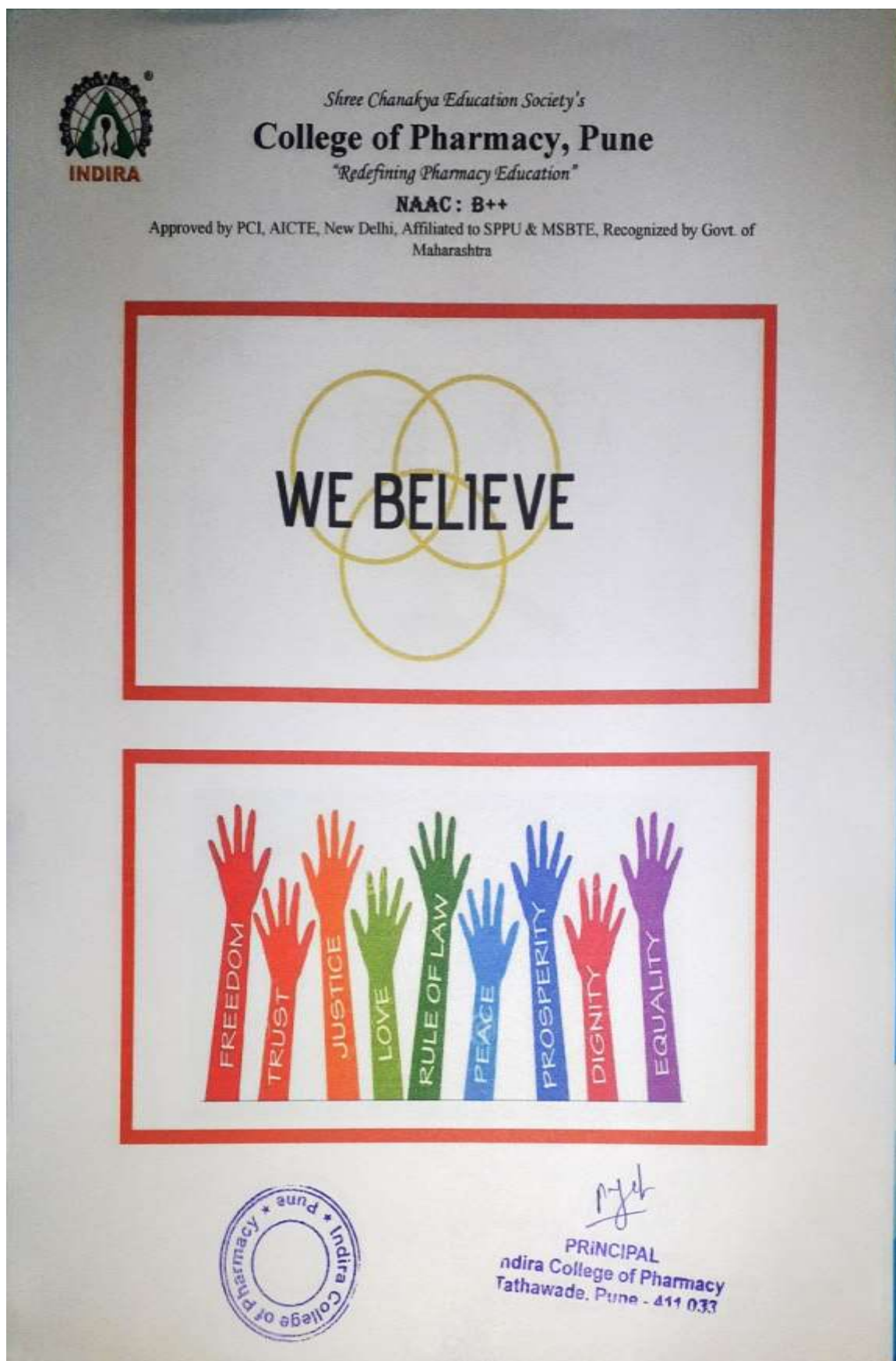
### Composition of Anti Discrimination Cell/ SC/ST Committee

Sr. No.	Anti-Discrimination Cell	Designation
1.	Dr. Anagha Joshi	Principal, SCES'S, Indira college of Pharmacy
2.	Dr. Dayanand Kannur	Vice Principal, SCES'S, Indira college of Pharmacy
3.	Mr. Sunil Kakad	Member from Teaching faculty
4.	Mrs. Rutuja Kamble	Member from Teaching faculty
5.	Mrs. Ashwini Hingmire	Member from Non - Teaching Staff
6.	Mr. Anil Galkwad	Member from Non - Teaching Staff
7.	Mr. Samadhan Tupare	Member from Non - Teaching Staff
8.	Mr. Pramod Patale	Scholarship Coordinator



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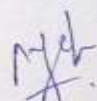


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