



Pune District Education Association's
Shankarrao Ursal College of Pharmaceutical
Sciences and Research Centre, Kharadi, Pune



Metric No. 5.1.4 QnM

**THE INSTITUTION HAS A TRANSPARENT
MECHANISM FOR TIMELY REDRESSAL OF
STUDENT GRIEVANCES INCLUDING SEXUAL
HARASSMENT AND RAGGING CASES**

**Policy and other documents as available on the
website as well as with the response.**



**Pune District Education Association's
Shankarrao Ursal College of Pharmaceutical Sciences &
Research Centre, Kharadi, Pune-14.**



THE POLICY OF INTERNAL COMPLAINTS COMMITTEE (ICC)

Pune District Education Association's Shankarrao Ursal College of Pharmaceutical Sciences & Research Centre, Kharadi has zero tolerance policy against discrimination and sexual harassment.

An act of sexual harassment is a punishable offence. In terms of the Sexual Harassment of Women at Workplace (Prevention, Harassment and Redressal) Act 2013 (NO. 14 OF 2013) wide notification published in the gazette of India: extraordinary PART-II-SEC (I) and , with a view to provide protection against discrimination and sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental there to, the Internal Complaints Committee has been constituted in Pune District Education Association's Shankarrao Ursal College of Pharmaceutical Sciences & Research Centre, Kharadi has zero tolerance policy against discrimination and sexual harassment.

The ICC will be responsible for the redressal of complaints made by women employees and girl students and ensure time-bound treatment of the complaints as provided in the Act.

Functions of Internal Complaints Committee

To hear and address complaints regarding sexual harassment at workplace.

1. Effectively communicate a policy that prohibits unwelcome behavior that constitutes workplace sexual harassment, and provides a detailed framework for prevention, and redress processes.
2. Carry out awareness and orientation for all employees and students.
3. To spread awareness about gender-related issues and functioning of the ICC.
4. Widely publicize names and contact details of Complaints Committee members.

Grievance Redressal Mechanism of ICC


1. The aggrieved member shall submit a written and signed complaint to the secretary of the Committee. Also the complaint can be given orally.
2. Principal of the institute calls for the meeting of the committee through secretary within 10 working days. The complainant and the guilty will be called in the meeting.
3. The committee shall study the complaint and after looking into the relevant document, discuss with those concerned and submit its recommendations and prepare a report.
4. The institution will take appropriate action against the guilty according to the decision of the committee.

Grievance portal is made available on the website.

Link: <https://e-onlinegrievance.com/c/SUCOPSRC>



Dr. V. U. Barge
Presiding Officer, ICC



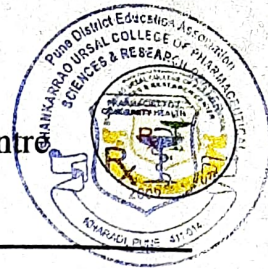
PRINCIPAL
Pune District Education Association's
Shankarrao Ursal College of Pharmaceutical
Sciences & Research Centre,
Kheradi, Pune-411014.



Pune District Education Association's

Shankarrao Ursal College of Pharmaceutical Sciences and Research Centre

Kharadi, Pune.



The policy of Anti-Ragging Committee

This policy has been formulated in consonance with UGC Rules 2016, on Anti Ragging in Higher Educational Institutions, as published in the gazette notification

OBJECTIVES :

To prohibit, prevent, and eliminate any conduct by any student or students which constitutes ragging.

WHAT CONSTITUTES RAGGING :

Ragging constitutes one or more of any of the following acts:

- a) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- b) Indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
- d) Any act by a senior student that prevents, disrupts, or disturbs the regular academic activity of any other student or a fresher.
- e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students
- g) Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h) Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
- i) Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.



MEASURES FOR PROHIBITION OF RAGGING:

Some of them that are important for students to know are as follows:

- a) Display of UGC regulation on curbing the menace of ragging in higher educational institutions, 2009 at college Entrance.
- b) Display of Antiragging committee members with mobile numbers on college notice board.
- c) Display of UGC regulation on curbing the menace of ragging in higher educational institutions, 2009 in college brochure.
- d) Display of UGC regulation on curbing the menace of ragging in higher educational institutions, 2009 on college website
- e) Campus under CCTV cameras at Vital Points.
- f) College has taken undertakings from admitted students and their parents which is also submitted online at [www. antiragging.in](http://www.antiragging.in)

GRIEVANCE REDRESSAL MECHANISM:

- a) The aggrieved member / complaint shall submit a written and signed complaint to the Head of Institution. Student can be conveyed complaint orally.
- b) The chairman calls the meeting of committee through Secretary within 7 working Days. The complained will be called in the meeting.
- c) The committee shall study the complaint and after looking into the relevant documents. Discuss with those concerned and submit its recommendations and prepare a report.
- d) The institution will take appropriate action against the guilty according to the decision of the committee and if in the inquiry it is found that student accused of the offence complaint should immediately forward to police station for FIR.
- e) The institute should report to Antiragging cell of Concerned University.

ADMINISTRATIVE ACTION IN THE EVENT OF RAGGING:

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

1. 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.
2. 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) Withholding results.
- d) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- e) Cancellation of admission.
- f) Rustication from the institution for period ranging from one to four semesters.
- g) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

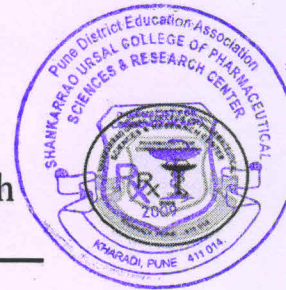



Dr. Ashok Bhosale

PRINCIPAL
Principal
Pune District Education Association's
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Kharadi, Pune-411014.



Pune District Education Association's
Shankarrao Ursal College of Pharmaceutical Sciences & Research
Centre, Kharadi, Pune-14.



POLICY OF STUDENT'S GRIEVANCE REDRESSAL COMMITTEE

The College has a Students' Grievance Redressal Committee. The functions of the Committee are to look into the complaints lodged by any student, and judge its merit. Anyone with a genuine grievance may approach the Grievance Redressal Committee members in person. In case the person is unwilling to appear in self, grievances may be sent in writing. Grievances may also be sent through e-mail to the officer in-charge of Students' Grievance Redressal Committee or Principal.

Objective:-

The objective of the Grievance Redressal Committee is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute. The Students' Grievance Cell is constituted for the redressal of the problems reported by the students of the College. This is with the following objectives in mind :

- Grievance cell is formed in order to keep the healthy working atmosphere amongst staff, students and parents.
- This cell helps Students to record their complaints and solve their problems related to academics, resources and personal grievances freely and frankly without any fear of victimization.
- To keep the dignity of the college high by ensuring conflict free atmosphere in the College by promoting good Student-Student relationship and Student-teacher relationship.
- To ensure effective solution to the student grievances with an impartial and fair approach.
- In order to advising Students of the College to respect each other and be patient whenever any occasion of conflict arises.
- To advise all the students to refrain from stirring up students against other students, teachers and College administration.

Scope : The cell will deal with grievances received in writing/via mail from the students about any of the following matters:

1. Academic Matters: Related to timely issue of duplicate Mark-sheets, Transfer Certificates, Conduct Certificates or other examination related matters.
2. Financial matters: Related to dues and payments for various items from library, Laboratories, etc.
3. Other Matters: Related to certain misgivings about conditions of sanitation, victimization by teachers, office/nonteaching staff, etc.

Mechanism :

- Complaint Boxes have been installed in the College campus in which the Students, who want to remain anonymous, can put in writing their grievances and their suggestions for improving the academics/administration in the College.
- Students can lodge a complaint.
- The person concerned can personally approach to any member of the Cell and can send email or write an application and submit to Cell Convener for grievances of any sort.
- The cases will be attended promptly on receipt of grievances from the students. All complaints received are scrutinized by Grievance Redressal Committee. The Chairman of the committee calls upon the meeting of the committee through Secretary within 10 working days. The complainant will be called in the meeting.
- The cell will review all cases and will act formally accordingly as per the Principal decisions / policy.
- The cell will give report to the Principal of the college about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.
- The institution will take appropriate action against the guilty according to the decision of the committee.


Exclusions:

- Decisions of the executive council, academic council, board of studies and other administrative or academic committees constituted by the university.
- Decisions with regard to award of scholarship, fee concessions, medals etc.
- Decisions made by the university and college with regard to disciplinary matters and misconduct.
- Decisions of the university about admissions in any courses offered by the institute.
- Decisions by competent authority on assessment and examination result.

Grievance portal is made available on the website

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Coordinator


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