

Criteria: 5	<b>Student Support and Progression</b>
Key Indicator: 5.1	<b>Student support</b>
<b>Metric No: 5.1.4</b>	<b>The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases</b>

**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

**Institute response: All of the Above**

## **Implementation of guidelines of statutory/regulatory bodies for timely redressal of student grievances including sexual harassment and ragging cases**

<b>Sr No</b>	<b>Name of Constituted Committee</b>	<b>Page No</b>
<b>1</b>	<b>Internal Complaints Committee</b>	<b>6</b>
<b>2</b>	<b>Grievance Redressal Committee</b>	<b>7</b>
<b>3</b>	<b>Anti-ragging Committee</b>	<b>8</b>

## **Organisation wide awareness and undertakings on policies with zero tolerance**

<b>Sr No</b>	<b>Name of constituted committee</b>	<b>Page</b>
<b>1</b>	<b>Code of conduct for students</b>	<b>9 to 20</b>
<b>2</b>	<b>Minutes of meetings of Internal Complaint Committee</b>	<b>21 to 23</b>
<b>3</b>	<b>Minutes of meetings of Grievance Redressal Committee</b>	<b>24 to 25</b>
<b>4</b>	<b>Minutes of meetings of Anti-ragging Committee</b>	<b>26 to 28</b>

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

<b>Sr No</b>	<b>Mechanism of submission of grievances</b>	<b>Page</b>
<b>1</b>	<b>Internal Complaints Committee</b>	<b>29 to 32</b>
<b>2</b>	<b>Grievance Redressal Committee</b>	<b>33 to 37</b>
<b>3</b>	<b>Anti-ragging Committee</b>	<b>38 to 51</b>

## **Timely redressal of the grievances through appropriate committees**

<b>Sr No</b>	<b>Proof of timely redressal</b>	<b>Page</b>
<b>1</b>	<b>Internal Complaints Committee</b>	<b>52</b>
<b>2</b>	<b>Grievance Redressal Committee</b>	<b>53</b>
<b>3</b>	<b>Anti-ragging Committee</b>	<b>54</b>



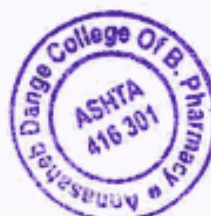
**Sant Dnyaneshwar Shikshan Sanstha's  
Annasaheb Dange College of B. Pharmacy, Ashta**

**ADCBP**

**INTERNAL COMPLAINTS COMMITTEE/ANTIDISCRIMINATION CELL  
/GENDER SENSITIZATION CELL  
2021-22**

Sr. No.	Name of Member	Designation
1	Miss. Momin Y.H. Assistant Professor ADCBP, Ashta	Chairman (Teachers)
2	Dr. Saralaya M.G. Principal ADCBP, Ashta	Member (Teachers)
3	Mr. Sajane S.J. Assistant Professor ADCBP, Ashta	Member (Teachers)
4	Ms. Desai S.P. Assistant Professor ADCBP, Ashta	Member (Teachers)
5	Mr. Mohite R.A. Advocate	Member (External)
6	Mr. Shinde A.S. Police Naik, Ashta	Member (External)
7	Mrs. Patil P.M. Social worker	Member (External)
8	Miss. Sande S.S. Lab Technician	Member (Non Teaching)
9	Mr. Gadale A. B Lab Technician	Member (Non Teaching)
10	Ms. Jamadade A. R. [S.Y.B. Pharm]	Member (Nominees from Students)
11	Ms. Patil S.G. [Final. Y. B. Pharm]	Member (Nominees from Students)

  
**PRINCIPAL**  
Annasaheb Dange College of  
B. Pharmacy, Ashta.





**Sant Dnyaneshwar Shikshan Sanstha's  
Annasaheb Dange College of B Pharmacy, Ashta**

**Grievance & Redressal committee  
ACADEMIC YEAR 2021-22**

Sr. No	Name of Member	Designation
01	Prof. Dr. Mahesh G. Saralaya Principal, ADCBP, Ashta.	Head
02	Ms. Priyanka R. Shelake Assistant professor Representative of faculty members.	Member secretary
03	Mr. Sachin J. Sajane Assistant professor Representative of faculty members.	Member
04	Dr. Rajesh S. Jagtap Associate professor Representative of faculty members.	Member
05	Ms. Ayesha M. Bhaiji Assistant professor Representative of faculty members.	Member
06	Mr. Nikhil S. Nalawade Representative of non-teaching.	Member
07	Mr. Abhijeet J. Gadale Representative of non-teaching.	Member
08	Mr. Jayvant P. Bhosale Representative of non-teaching.	Member
09	Mr. Ganesh. R. Sathe Representative of student.	Member
10	Mr. viraj U. Patil Representative of student.	Member
11	Ms. Arpita R. Jamdade Representative of student.	Member
12	Mr. Abhijeet S. Dhabugade Representative of student.	Member
13	Ms. Prajakta D. Shinde Representative of student.	Member
14	Mr. Pritam S. Kumbhar Representative of student.	Member
15	Mr. Harsh P. Pukale Representative of student.	Member
16	Ms. Aradhana S. Vaydande Representative of student.	Member
17	Ms. Madhuri A. Hulwal Representative of student.	Member
18	Mr. Harshal A Herwade Representative of student.	Member




  
Principal

**PRINCIPAL**  
**Annasaheb Dange College of**  
**B Pharmacy, Ashta**

**ANTIRAGGING COMMITTEE**  
**ACADEMIC YEAR 2021-22**

Sr. No	Name of Member	Designation	Contact details
01	Dr. M. G. Saralaya <i>Principal, ADCBP, Ashta</i>	Head	9265789039
02	Mr S. J. Sajane <i>Asst. Professor, Representative of Faculty Member</i>	Member	9158008167
03	Dr. R. S. Jagtap <i>Asst. Professor, Representative of Faculty Member</i>	Member	9158611311
04	Prof. (Miss) Y. H. Momin <i>Asst. Professor, Representative of Faculty Member</i>	Member	8668201729
05	Prof. (Miss) S. T. Taralekar <i>Asst. Professor, Representative of Faculty Member</i>	Member	7709638896
06	Mr. N. S. Nalawade <i>Representative of Non-Teaching Staff</i>	Member	9767638595
07	Miss. D. S. Raval <i>Senior studentrepresentative</i>	Member	9595566674
08	Mr. G. S. Palkar <i>Junior studentrepresentative</i>	Member	8381083680
09	Mr. P. S. Patil <i>Representative of Parents</i>	Member	9975442824
10	Mr. S. S. Sanadi <i>Representative of Civil &amp; Police Administration</i>	Member	02342243233
11	Mr. S. L. Shiralkar <i>Representative of Local Media</i>	Member	9604254109
12	Mr. D. V. Adsul <i>Representative of Non-Government Organization involved in youth Activity</i>	Member	9960674000
13	Prof. (Miss) P. S. Gaikwad <i>Asst. Professor, Representative of Faculty Member</i>	Member Secretary	9503530883



  
**Dr. M. G. Saralaya**  
**PRINCIPAL**  
Annasaheb Dange College of  
B. Pharmacy, Ashta.





# CODE OF CONDUCT FOR STUDENT

**Sant Dnyaneshwar Shikshan Sanstha's  
Annasaheb Dange College  
of B Pharmacy, Ashta**

## Vision

“To create competent pharmacy professionals who can efficiently contribute for the healthcare system of society and to the pharmacy profession.”

## Mission

- 1) To provide student centric active innovative learning environment, with strategically planned quality pharmacy education consistent with the policies of state and nation.
- 2) To nurture and inculcate the team spirit, research, innovation, creativity and entrepreneurship.
- 3) To strengthen Industry- Institute and Institute -Institute interaction for the overall development of students.
- 4) To help the students to disseminate acquired knowledge through the fullest commitment for health care services.

## Programme Educational Objective

**On successful completion of undergraduate (B. Pharm) program, the graduates shall be able to-**

- 1) Conclusively demonstrate knowledge, skills, attitude and competencies for successful recruitment in various health care related organizations
- 2) Realize the vastness of knowledge and pursue higher education in eminent institutes to explore their research and management skills.
- 3) Plan and Commence with small start-ups in medicine and health care services.
- 4) Participate voluntarily in non-monetary public welfare activities.



## दृष्टी

“समाजातील आरोग्यसेवा प्रणाली आणि औषधनिर्माण क्षेत्राला प्रभावीपणे योगदान देतील असे व्यावसायिक बनवणे”

## मिशन

- १) राज्य व राष्ट्रांच्या धोरणांशी सुसंगत असणारे, रणनीतिकदृष्ट्या नियोजित, गुणवत्तापूर्ण औषधनिर्माणशास्त्र शिक्षणाद्वारे विद्यार्थी केंद्रित सक्रीय अभिनव शैक्षणिक वातावरण प्रदान करणे.
- २) सांघिक भावना, संशोधन, नाविन्यता, सर्जनशीलता व उद्योजकता जोपासणे व वाढविणे.
- ३) विद्यार्थ्यांच्या सर्वांगीण विकासासाठी उद्योग-संस्था आणि संस्था-संस्था संवाद मजबूत करणे.
- ४) आरोग्यसेवांसाठी प्राप्त केलेल्या ज्ञानाचा पूर्ण वचनबद्धतेद्वारे प्रसार करण्यासाठी विद्यार्थ्यांना मदत करणे.

## शैक्षणिक अभ्यासक्रम उद्दिष्टे

पदवी औषधनिर्माणशास्त्र अभ्यासक्रम यशस्वीपणे पूर्ण केल्यानंतर, पदवीधारक -

- १) विविध आरोग्य सेवांशी संबंधित संस्थांमध्ये यशस्वी भरतीसाठी ज्ञान, कौशल्ये, दृष्टीकोन आणि कार्यक्षमता यांचे निर्णायकपणे प्रदर्शन करतील.
- २) ज्ञानाची विशालता लक्षात घेतील आणि त्यांचे संशोधन आणि व्यवस्थापन कौशल्ये शोधण्यासाठी प्रख्यात विद्यापीठांमध्ये उच्च शिक्षण घेतील.
- ३) औषध आणि आरोग्य सेवा क्षेत्रात, समाजातील दुर्बल आणि दुर्लक्षित घटकांसाठी त्यांच्या दैनंदिन समस्यांचे निराकरण करण्यासाठी छोट्या स्टार्ट-अपसचे नियोजन आणि प्रारंभ करतील.
- ४) वैयक्तिक आर्थिक लाभांव्यतिरिक्त, गैर-आर्थिक लोककल्याणकारी कार्यात स्वेच्छेने सहभागी होतील.



### Preamble

The Annasaheb Dange College of B Pharmacy is one of the foremost pharmacy Institutes in Western Maharashtra, distinguished by its commitment to improving the human condition through advanced science and technology. Established in 2016 the college is affiliated to Shivaji University, Kolhapur and approved by AICTE New Delhi, PCI New Delhi, DTE Mumbai, and Government of Maharashtra. Institute offers a culture of academic excellence and opportunity, made all the richer by our diverse community of scholar-citizens and vibrant student life program. The college also aims at promoting research and development, consultation on projects, instruments and other professional activities. The students at all times should maintain absolute integrity and academic environment and shall do nothing against the dignity and prestige of the institute. The students should follow the general conduct rules (Code of conduct) prescribed by Annasaheb Dange College of B Pharmacy, Ashta. The said code of conduct has been approved in the Board of Governors Meeting no: 03 held on 30/10/2017 (Item No: 07; Resolution No: 07). Insolence to any of the clause of "Code of Conduct" attracts disciplinary action in accordance with the service conditions of the institute.





## Code of Conduct for Student

### 1.1 Orientation / Induction Program

- On the first day of college, the student has to attend orientation program with his / her parent so as to get detailed information of institute and course. Importantly the ward and parent has to sign the Undertaking framed by the institute comprising of Rules and Regulations of the institute.

### 1.2 Admission and Payment of Fees

- The admission process for Second, Third and Final Year B. Pharmacy will start in the month of June of every academic year. The student has to take admission in the month of June by paying prescribed fees.
- The admission process for First Year B Pharmacy & Direct Second Year B Pharmacy shall be conducted as per the guidelines received from the competent authority in each academic year.

### 1.3 Institute Timings and Attendance

- All the students shall be punctual and adhere to the institute timings - 09.00 AM to 05.00 PM.
- Attendance of the students shall be recorded during every class and practicals.
- Minimum 80 % attendance is required to appear for the examinations.
- It is mandatory for every student to be present for flag hoisting on 15th August and 26th January.

### 1.4 I card & Dress code

- Students must put-on college I-Card issued by the institute while in the institute and campus every day, failing to do so will invite disciplinary action.
- Student must wear college dress code on allotted days - Monday, Tuesday, Thursday & Friday in the institute and campus.
- Students must wear clean apron while working in any laboratory of the institute.

### 1.5 Academic Integrity

- The Policy on academic integrity, which forms an integral part of the code, applies to all students at the Institute and is required to adhere to the said policy.
- Be on time for college, theory and practical sessions.
- Theory classes, practicals and tutorials will be conducted as per the time – table displayed on the notice board. All theory classes will be conducted in the class rooms allotted to the respective divisions.
- Complete class work, assignments, open book tests, seminars etc assigned by the respective





teacher regularly.

- All students must come with completed laboratory manuals for the respective practicals.
- In case of absentees inform to your class teacher, guardian teacher and subject teachers.
- Be honest, behave politely and treat others with respect.
- Utilize amenities provided by the college with care.
- Report to appropriate college authorities in any hazardous illegal situations in the institute.
- Audio or video recordings of lectures, tutorials and practicals or actions of other students, faculty, or staff by the students is not permitted in the class rooms without prior permission of concerned authority.
- Students should not create any disturbances in the academic, administrative, sporting, social or other activities of the institute whether on College campus or elsewhere in community.

#### 1.6 Examination

- All the students have to appear for all examinations as per the curriculum.
- Examination department will issue the notices related to the internal (sessional) and University examination on the examination Notice board time to time.
- Every student has to fulfill the criterion for minimum attendance of 80 % for theory and practical classes separately. Students failing to meet this criterion shall not be eligible to appear for the examinations as per the university rules.
- Do not use unfair means for examination.
- A student found guilty in using unfair means during examination shall be liable for the disciplinary action.

#### 1.7 Industrial visits and Training

- Every candidate shall be required to work for at least 150 hours spread over four weeks in a Pharmaceutical Industry / Hospital. It includes Production unit, Quality Control department, Quality Assurance department, Analytical laboratory, Chemical manufacturing unit, Pharmaceutical R & D, Hospital (Clinical Pharmacy), Clinical Research Organization, Community Pharmacy, etc. After the Semester – VI and before the commencement of Semester – VII, and shall submit satisfactory report of such work and certificate duly signed by the authority of training organization to the head of the institute.
- Any type of misconduct during training, industrial visits and educational tours arranged by the institute will invite serious disciplinary action.

#### 1.8 Use of Library Facility

Every admitted student has to procure library card from the library to avail the various



facilities of the library.

- Each student will get 2 books on library card which can be exchanged.

### **1.9 Co curricular and extracurricular activity**

- Student can participate in extension, co-curricular and extra-curricular activities including community service conducted by the institute.
- Students can participate in the various outside competitions, conferences, seminars, workshops, cultural and sports activities etc. with prior permission of head of the institute.

### **1.10 Use of Mobiles and Social Media**

- Mobile phones should be switched off during lecture hour and on 'Silent mode' in the college premises. Use of mobile is permitted only in the common rooms.
- Use of internet for the purpose other than academic related activities is banned.
- Official What's-app group of students of the respective classes will be created on which students will get the notices, circulars, and other academic information. Forwarding the Information which is not related to institute or academics (e.g. Messages like Good Morning, Good evening etc.) is strictly banned.
- Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the Institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the Institute.

### **1.11 Interaction with media**

- Students are expected not to interact, on behalf of the Institute, with media representatives or invite media persons on to the campus without the permission of the head of the institute.
- Students are not permitted to provide audio and video clippings of any on campus activity to media without prior permission of the head of the institute.

### **1.12 Damaging the property of the institute**

- Writing on class room walls, desk, benches, door, toilet wall or pasting of posters on the wall are strictly banned.
- A student found guilty in damaging or destruction of any property of the Institute or any property of others on the Institute premises or property of other students and/or faculty members will be liable for disciplinary actions.
- Theft or abuse of the property of institute such as equipments, glasswares and other electronic resources such as computer and electronic communications facilities, systems, and services, unauthorized entry in private residences of staff members etc. offices, classrooms, and other

restricted areas and interference with the work of others is punishable.

- In the event the college suffers any damage or loss, financial or otherwise, the concerned student will be liable for compensation of such loss.

### **1.13 Participation in Ragging:**

- Any act which constitutes ragging is banned in the institute and campus.
- Ragging constitutes one or more of any of the following acts:
- 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,
- Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student
- 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,
- Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
- Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, and stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
- 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.
- 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.
- Action taken by the Head of the Institute against those found guilty of ragging
- Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the college level shall be any one or any combination of the following:-
  - i) Cancellation of admission.
  - ii) Suspension from attending classes.
  - iii) Withholding/withdrawing scholarship/fellowship and other benefits.





- iv) Debarring from appearing in any test/examination or other evaluation process.
- v) Withholding results.
- vi) Suspension / expulsion from the hostel.
- vii) Debarring from representing the college in any regional, national or international meet, tournament, youth festival, etc.
- viii) Rustication from the college for period ranging from 1 to 4 semesters.
- ix) Expulsion from the college and consequent debarring from admission to any other college.
- x) Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the college shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

#### **1.14 Sexual harassment**

- No any student shall indulge in any act of sexual harassment of any female employee or female student. All students should take appropriate steps to prevent such occurrences.

#### **1.15 Participation in Politics or in Election**

- No any student shall take active part in politics or elections or act as a candidate for election while studying in the institute without prior permission of the head of the institute.

#### **1.16 Redressal of grievances**

- A student having grievances may apply to the institute online through portal for seeking redressal of grievance.
- No any student shall have recourse to press under any circumstance and should not approach the court for grievances redressal without first representing to the head of the institute and management.

#### **1.17 Possessing, distributing or using forbidden materials**

- All the students shall refrain from consumption of alcoholic drinks, narcotic drugs, chewing a tobacco / gutkha, smoking at institute and campus.
- Possessing, distributing or carrying obscene videos, pictures, and photographs in print or electronic form at institute and campus will be liable for disciplinary action.

#### **1.18 Hostel Discipline**

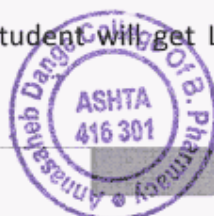
- The student should behave in such a manner that the atmosphere in the hostel remains clam and conducive to studies and leading to the cultural and moral development of the inmates.
- Students should take utmost care to keep their room and hostel premises neat and clean.
- Student suffering from contagious disease, injury or sickness should immediately report the matter to the Rector and seek help from the authorized hospital.



- Students should not play indoor games in hostel rooms which will cause damage to property and disturbance to others.
- Vehicles, if any, of the students will have to be parked only at the parking place at their own risk in hostel premises.
- Student should not loiter in the veranda, passages and disturb others, perfect silence should be observed. Shouting in the hostel is strictly prohibited.
- Smoking and alcoholic drinks are strictly prohibited in the hostel.
- Students shall not bring or use crackers, hand bombs or any explosive articles in the hostel premises that may cause noise pollution, disturbance or danger to life / property or both.
- Students should not play radio, transistor, record player or any other musical instruments in the hostel premises.
- The students will have to make entry in the register kept at the entrance of the hostel while going out or coming in.
- Students shall behave politely and properly with the Rector/ staff member of the hostel.

#### **1.19 Leaving the Institute**

- Leaving the institute before completion of studies / program
- In the event, a student is asking to discontinue his / her studies before successful completion of the program for any legitimate reason, such a student may be relieved from the institute subject to following conditions:
- Such student shall apply to the head of the institute in prescribed format along with written consent of the parent. After getting the permission from the head of the institute, such student has to fill the 'No Dues Form' available in the office and required to clear all pending institute, hostel and mess dues. On receipt of completion of all dues, admission of such student stand cancels and he / she will get Leaving certificate or Transfer Certificate as the case may be. If a student is receiving any financial assistance like government scholarship, the said grant shall be revoked.
- Leaving the institute after completion of studies / program successfully
- After successful completion of the program, a student may ask for the leaving certificate or transfer certificate. In such case student has to apply in prescribed format to the head of the institute. After getting the permission from the head of the institute, such student has to fill the 'No Dues Form' available in the office and required to clear all pending institute, hostel and mess dues. On receipt of completion of all dues, such student will get Leaving certificate or Transfer Certificate as the case may be.





### 1.20 Breach of Code of Conduct

- If there is a case against a student for a possible breach of code of conduct, then the case will be forwarded to either Grievance Redressal for other Complaints / Grievances Committee or Anti Ragging Committee to recommend a suitable disciplinary action that shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.
- **Warning:** Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.
- **Restrictions:** Restricting access to various facilities in the campus for a specified period of time.
- **Monetary Penalty:** May also include suspension or forfeiture of scholarship / fellowship for a specific time period.
- **Suspension:** A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs etc. Additionally, the student will be forbidden to use various Institute facilities unless permission is obtained from the Competent Authority.
- **Expulsion:** Expulsion of a student from the Institute permanently indicating prohibition from entering the Institute premises or participating in any student related activities or campus residences etc.
- **Appeal:** If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the head of the institute. The Head of the institute may decide on one of the following:
  - Accept the recommendation of the committee and impose the punishment as suggested by the Committee or modify and impose any of the punishments as stipulated in this Code which is commensurate with the gravity of the proved misconduct,
  - Refer the case back to the committee for reconsideration. In any case the Head of the institute's decision is final and binding in all the cases where there is misconduct by the student.
- **Hostel Disciplinary Actions**
- **Suspension and restriction:** The duration of suspension or restriction shall be dependent on the gravity of breach of regulations. It shall be decided by the chairman of discipline committee.

Intentional or deliberate damage caused to property; the recovery cost shall be twice the cost

of replacement/repair.

- Inadvertent damage caused to property; the recovery cost shall be of replacement/repair.
- Written warning asking apologies and undertaking.
- Expulsion from hostel.





Sant Dnyaneshwar Shikshan Sanstha's  
Annasaheb Dange College of B Pharmacy, Ashta

Date: 20/08/2021

NOTICE

All the members of Internal complaints cell cell are informed that (No) 13<sup>th</sup> meeting of the cell is organized on 23/08/2021 at 4:15 am/pm at ADCBP, Board Room

All valued members are requested to be present on time along with relevant information. Agenda for meeting is fixed as follows.

*(Signature)*  
Member Secretary,  
Internal Complaints Committee  
Annasaheb Dange College of B Pharmacy, Ashta



*(Signature)*  
Principal  
Annasaheb Dange College of B Pharmacy, Ashta

AGENDA

1. Reconstitution of the Committee
2. Discussion on objective of the committee
3. Discussion regarding arrangement of Webinar for girls.
4. other points if any.
5. \_\_\_\_\_

Sr. No.	Name of Member	Signature	Sr. No.	Name of Member	Signature
1	Ms. Momin Y.H.	<i>(Signature)</i>	11		
2	Dr. Saralaya M.G.	<i>(Signature)</i>	12		
3	Ms. Desai S.P.	<i>(Signature)</i>	13		
4	Mr. Sajane S.T.	<i>(Signature)</i>	14		
5	Ms. Sande S.C.	<i>(Signature)</i>	15		
6	Mr. Gadale A.B.	<i>(Signature)</i>	16		
7	Mr. Jamadade A.R.	<i>(Signature)</i>	17		
8	Ms. Patil S.G.	<i>(Signature)</i>	18		
9			19		
10			20		



Sant Dnyaneshwar Shikshan Sanstha's  
**Annasaheb Dange College of B Pharmacy, Ashta**

**MINUTES OF MEETING**

Meeting of Internal Complaints cell, numbered 13<sup>th</sup> was held on 28/8/21 at 4:15 am/pm at ADCBP, Board Room

Following issues were discussed during meeting.

Agenda No.	Issues Discussed
1	The chairman welcomed all the members, on behalf of college. The minutes of last meeting and action taken report were read and confirmed. It was decided to reconstitute the committee.
2	The objective and functioning of cell were explained to all members to understand the working policy of this committee to all, as per sexual harassment of women at workplace (Prevention, prohibition & redressal) Act 2013.
3	The arrangement of webinar to girls candidate regarding safety of women in collaboration with old diploma and new diploma was discussed. The speaker and date of webinar were finalised.
4	It was decided to arrange the webinar on 7 <sup>th</sup> sept 2021. <del>As</del> As a chairman, I did not receive any kind of harassment complaints from anyone orally, through mail or in writing.
5	There was no other issue arrived and meeting is ended with vote of thanks.





Sant Dnyaneshwar Shikshan Sanstha's

## Annasaheb Dange College of $\beta$ . Pharmacy, Ashta

Meeting was concluded by Ms. Momin Y.H. & by expressing vote of thanks. Following members were present for meeting.

Sr. No.	Name of Member	Signature
1	Ms. Momin Y.H.	
2	Dr. Saralaya M.G.	
3	Mr. Sogane S.T.	
4	Ms. Desai S.P.	
5	Mrs. Patil P.M.	
6	Mr. Mohite R.A.	
7	Ms. Sande S.S.	
8	Mr. Gaddale A.B.	
9	Ms. Jamadade A.R.	
10	Ms. Patil S.G.	
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Sant Dnyaneshwar Shikshan Sanstha's  
**Annasaheb Dange College of B. Pharmacy, Ashta**

25

Date: 17/01/2022

**NOTICE**

All the members of Grievance & Redressal cell are informed that (No) 08 meeting of the cell is organized on 17/01/2022 at 03:00 am/pm at Board Room ADCBP, Ashta.

All valued members are requested to be present on time along with relevant information. Agenda for meeting is fixed as follows.

*Bhela*

**Member Secretary,**  
**Grievance Redressal Committee**  
**Portfolio Head**  
Annasaheb Dange College of B. Pharmacy, Ashta

*Princip*

**PRINCIPAL**  
Annasaheb Dange College of  
B. Pharmacy, Ashta.

**AGENDA**

1. Discussion about grievance related cases.
2. Discussion about General feed backs of grievance related.

Sr. No.	Name of Member	Signature	Sr. No.	Name of Member	Signature
1	Prof. Dr. M. A. Saralaya	<i>[Signature]</i>	11	Mr. A. S. Dhabugade	<i>[Signature]</i>
2	Mr. S. J. Sajane	<i>[Signature]</i>	12	Ms. A. R. Jamdade	<i>AR Jamdade</i>
3	Dr. R. S. Jagtap	<i>[Signature]</i>	13	Ms. P. D. Shinde	<i>[Signature]</i>
4	Ms. A. M. Bhaiji	<i>Ashaiji</i>	14	Mr. P. S. Kumbhar	<i>[Signature]</i>
5	Mr. N. S. Nalawade	<i>[Signature]</i>	15	Ms. M. Waghmare	<i>Murghmare</i>
6	Mr. A. B. Gadale	<i>[Signature]</i>	16	Ms. A. S. Uaydande	<i>[Signature]</i>
7	Mr. J. T. Bhosale	<i>[Signature]</i>	17	Ms. U. V. Chougule	<i>[Signature]</i>
8	Ms. P. R. Shelake	<i>[Signature]</i>	18		
9	Mr. G. R. Sathe	<i>[Signature]</i>	19		
10	Mr. V. U. Pahl	<i>[Signature]</i>	20		

Sant Dnyaneshwar Shikshan Sanstha's  
Annasaheb Dange College of B Pharmacy, Ashta

MINUTES OF MEETING

Meeting of Grievance & Redressal cell, numbered 08 was held on  
17/01/22 at 0:30 am pm at Board Room, ADCBP, Ashta.  
Following issues were discussed during meeting.

Agenda No.	Issues Discussed
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1. In meeting member secretary asked to students to share their grievances with all the committee members.
2. Students raised the problem related with the shortage of water supply in girl's common room. To resolve this problem Head Dr. M G. Saralaya Sir contacted with the incharge of respective department of water Supply & asked to resolve the problem as soon as possible.
3. Students also raised the problem related with the shortage of drinking water. To resolve this problem Head Dr. M. G. Saralaya asked to water supply in charge to supply cool drinking water to students.
4. After discussion member Seener thanked to Chairperson & al committee members & concluded meeting with vote of thanks.

4	
5	

Sant Dnyaneshwar Shikshan Sanstha's  
Annasaheb Dange College of B Pharmacy, Ashta

Meeting was concluded by Ms. Bhaji AM & by expressing vote of thanks. Following members were present for meeting.

Sr. No.	Name of Member	Signature
1	Prof. Dr. M. G. Saralaya (Head)	<u>[Signature]</u>
2	Mr. S. J. Sajane	<u>[Signature]</u>
3	Dr. R. S. Jagtap	<u>[Signature]</u>
4	Ms. A. M. Bhuiji	<u>[Signature]</u>
5	Mr. N. S. Nalawade	<u>[Signature]</u>
6	Mr. J. T. Bhosale	<u>[Signature]</u>
7	Ms. P. R. Shelake (Member Secretary)	<u>[Signature]</u>
8	Mr. Viraj Uday Pahl	<u>[Signature]</u>
9	Abhijet Suresh Dhabugade	<u>[Signature]</u>
10	Ms. Arpita Rajaram Jamadade	<u>[Signature]</u>
11	Ms. Prajakta Dhondiram Shinde	<u>[Signature]</u>
12	Mr. Pritam Subhash Kumbhar	<u>[Signature]</u>
13	Mr. Pukale Harsh Prasanna	<u>[Signature]</u>
14	Mr. Saurabh Arjun Mandake	<u>[Signature]</u>
15	Mr. Ganesh Ramesh Sathe	<u>[Signature]</u>
16		
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19	Member Secretary	
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## Annasaheb Dange College of B Pharmacy, Ashta

Date: 01/01/2022

## NOTICE

All the members of Antiragging committee 2021-22 cell are informed that (No) 02 (18<sup>th</sup>) meeting of the cell is organized on 05/01/2022 at 02 am/pm at Board room, ADOR, Ashta.

All valued members are requested to be present on time along with relevant information. Agenda for meeting is fixed as follows.

*[Signature]*  
01.01.2022

Member Secretary, Antiragging Cell  
Annasaheb Dange College of B. Pharmacy, Ashta



## AGENDA

*[Signature]*  
Principal  
Annasaheb Dange College of  
B. Pharmacy, Ashta.

1. To read the minutes, resolution & action taken report of previous meeting.
2. Reconstitution & review of Antiragging committee 2021-22.
3. Submission of Antiragging undertaking by F.Y. B.Pharm & lateral entry students along with their parents undertaking.
4. Discussion on reports submitted by Antiragging squad.
5. Ragging related cases & decisions to be taken in emergency conditions.

Sr. No.	Name of Member	Signature	Sr. No.	Name of Member	Signature
1	Dr. M. G. Saralaya	<i>[Signature]</i>	11	Mr. S. L. Shisalkar	-
2	Prof. S. J. Sajane	<i>[Signature]</i>	12	Mr. D. V. Adsul	-
3	Dr. R. S. Lagtap	<i>[Signature]</i>	13	Prof. P. S. Gaikwad	<i>[Signature]</i>
4	Prof. Y. H. Momin	<i>[Signature]</i>	14		
5	Prof. S. T. Tadalekar	<i>[Signature]</i>	15		
6	Mr. N. S. Nalawade	<i>[Signature]</i>	16		
7	Miss D. S. Raval (S. student)	<i>[Signature]</i>	17		
8	Mr. G. S. Palkar (S. student)	-	18		
9	Mr. P. S. Patil (Parent)	<i>[Signature]</i>	19		
10	Mr. S. S. Sanade (Police)	-	20		



Annasaheb Dange College of B Pharmacy, Ashta

## MINUTES OF MEETING





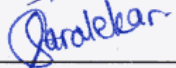
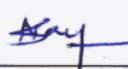

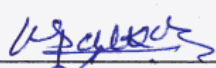

Meeting of Anti-ragging committee 2021-22 cell, numbered 18<sup>th</sup> was held on 5/1/22 at 2 am/pm at Board room, ADCBP, Ashta.

Following issues were discussed during meeting.

Agenda No.	Issues Discussed
1	⇒ Minutes of 17 <sup>th</sup> meeting of Anti-ragging committee held on 27/10/21 was read by Dr. R. S. Jaiswal. Minutes of meeting circulated among all the members for suggestions. Since no any suggestion received. Minutes of 17 <sup>th</sup> meeting held on 27/10/21 was confirmed & approved by all the members unanimously.
2	⇒ Reconstitution of review of Anti-ragging cell including junior student as student representative for monitoring cell for academic year 2021-22 has been decided to be prepared after commencement of F.Y. B. Pharm of lateral entry students.
3	⇒ Principal Dr. M. G. Salalaya Sir, directed to Mrs. P. S. Gaikwad to inform the fresh students regarding submission of anti-ragging undertaking as per the modified procedure.
4	⇒ Also Prof. S. J. Sayane Sir, directed to Gaikwad mam for opening of new email id for ADCBP as per new procedure for submission of Anti-ragging undertaking namely anti-raggingcelladcbp@gmail.com.
5	⇒ Principal Dr. M. G. Salalaya Sir gave permission for continuing surprise visit to hostels, canteens, college campus to avoid ragging related cases.

Annasaheb Dange College of B Pharmacy, Ashta

Meeting was concluded by Miss S.T. Taralekar & by expressing vote of thanks. Following members were present for meeting.

Sr. No.	Name of Member	Signature
1	Dr. M. G. Satalaya	
2	Dr. R.S. Jaitap	
3	Mr. S. J. Sefane	
4	<del>Mr.</del> V. H. Momin	
5	Ms. S. T. Taralekar	
6	Mr. N. S. Malawade	
7	Miss. D. S. Rawal	
8	Gaurav Shivaji Patkar	
9	Mrs. P. S. Patkar	
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Sant Dnyaneshwar Shikshan Santha's

**ANNASAHB DANGE COLLEGE OF B PHARMACY, ASHTA**

(Approved by AICTE, New Delhi, Govt. of Maharashtra and Affiliated to Shivaji University, Kolhapur)



Date: -24/08/2021

## Notice

All the students, teaching, and non-teaching staff are hereby informed that the College has established an **Internal Complaints Cell** to redress any grievances related to sexual harassment in the college in accordance with the principles laid down by **UGC & AICTE and Sexual Harassment Of Women At Workplace (Prevention, Prohibition and Redressal Act 2013)**.

1. Students, teaching, and nonteaching staff can submit their sexual harassment related grievances through Internal Complaints Cell.
2. An aggrieved student/faculty can register his/her complaint online through google Forms or email id provided below.
3. Inquiry of cases are completed within 90 days by ICC. After hearing to all parties and examining documentary evidences, ICC makes the report and sent to the management for further action within 60 days of receipt.
4. The Cell may recommend any necessary corrective action as it may deem fit, to ensure avoidance of recurrence of similar grievances in the future. The confidentiality is maintained throughout the process.

**Email id to register grievance** - [iccadcbp@gmail.com](mailto:iccadcbp@gmail.com)

**Link for the google form** - <https://forms.gle/NESgtqkMFYfGj8rK8>

**Link Provided for Mechanism of ICC on College Website:**

<https://www.adcbp.in/cell-for-internal-complaints>

  
**Member Secretary,**  
**Internal Complaints Cell**  
Annasaheb Dange College of B. Pharmacy, Ashta

  
**PRINCIPAL**  
Principal  
Annasaheb Dange College of  
B. Pharmacy, Ashta.





Sant Dnyaneshwar Shikshan Santha's



## ANNASAHEB DANGE COLLEGE OF B PHARMACY, ASHTA

(Approved by AICTE, New Delhi, Govt. of Maharashtra and Affiliated to Shivaji University, Kolhapur)

### Constitution:

In pursuance of UGC (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, Internal Complaints Committee (ICC) is constituted as under to deal with the complaints relating to Sexual harassment at work place. This Committee consist of:

- i) Presiding Officer: **(One)**: a woman employed at a senior level at workplace from amongst employees (in case a senior level women employee is not available, the Presiding officer shall be nominated from the other offices or administrative units of the workplace. In case the other offices or administrative units of the workplace do not have a senior level woman employee, the Presiding officer shall be nominated from any other workplace of the same employer or other dept. or organization)
- ii) Members: **not less than two**: from employees preferably committed to the cause of women or who have experience in social work or have a legal knowledge.
- iii) Member: **(One)**: from amongst non-governmental organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment.
- iv) At least one half of the total members shall be women.

### Objectives

- To resolve the issues pertaining to sexual harassment
- To provide a platform for listening to complaints and redressal of grievances
- To foster healthy relationship with opposite gender
- To equip students, faculty and staff with the knowledge of their legal rights and redressal of their grievances
- To facilitate speedy delivery of justice, through organizing meetings at regular intervals
- To sensitize and create awareness about gender justice among the academic and Non-academic community in this educational institution

### Tenure of the members of the Internal Complaint Committee

The Presiding Officer and every members of the Internal Committee shall hold office for a period **not exceeding three years** from the date of nomination as member. (Section 4 (3) of the Act).







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**ANNASHEB DANGE COLLEGE OF B PHARMACY, ASHTA**

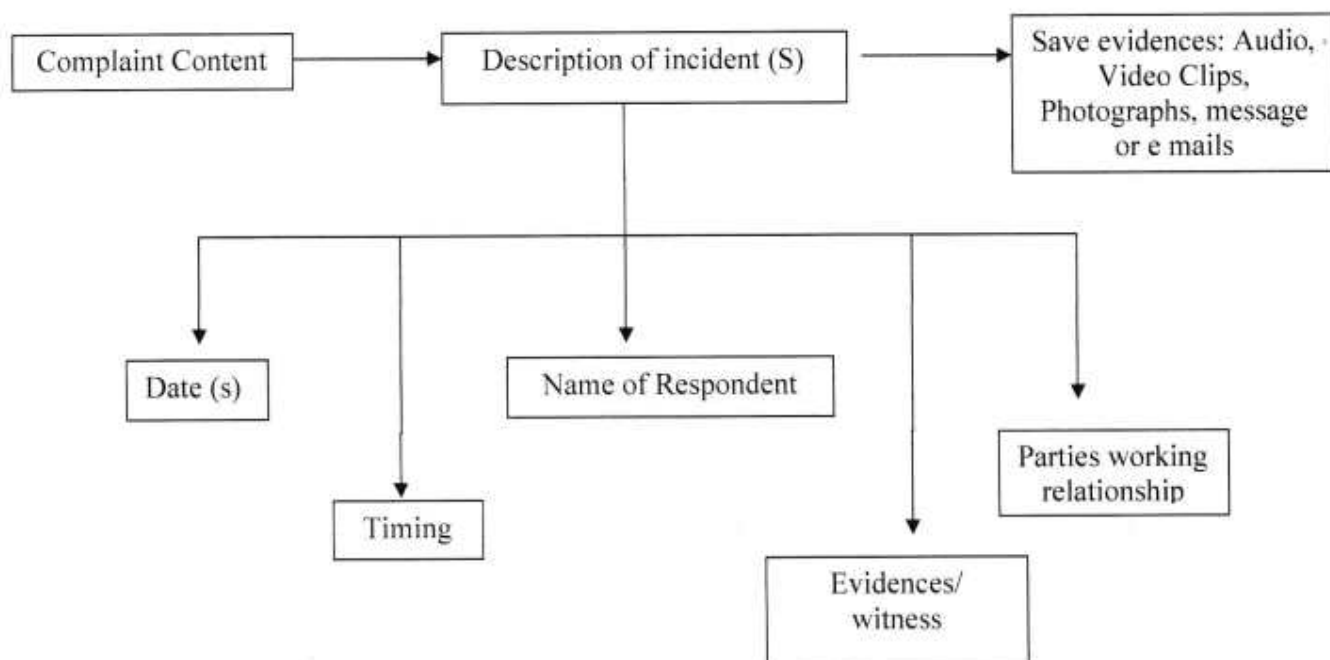
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### Role & responsibilities of the committee

1. Be thoroughly prepared
2. Know the Act, Policy and/or relevant Service Rules
3. Gather and record all relevant information
4. Determine the main issues in the complaint
5. Prepare relevant interview questions
6. Conduct necessary interviews
7. Ensure parties are made aware of the process and their rights/responsibilities within it
8. Analyze information gathered
9. Prepare the report with findings/recommendations.

### Mechanism Filing a complaint





Sant Dnyaneshwar Shikshan Santha's

**ANNASAHEB DANGE COLLEGE OF B PHARMACY, ASHTA**

(Approved by AICTE, New Delhi, Govt. of Maharashtra and Affiliated to Shivaji University, Kolhapur)



### Redressal

Stage 1	Receipt of the complaint	<ol style="list-style-type: none"> <li>1. Receive the receipt of complaints</li> <li>2. Meet and talk to the complainant to discuss options of informal/formal resolution</li> <li>3. Start informal/formal mechanism as chosen by complainant</li> <li>4. Inform the respondent and ask for the responses</li> </ol>
Stage 2	Planning carefully	<ol style="list-style-type: none"> <li>1. Prepare the file</li> <li>2. Consideration: Interim measures and support for the complainant</li> </ol>
Stage 3	Interviews	<ol style="list-style-type: none"> <li>1. Prepare an interview plan: complainant, respondent and witness</li> <li>2. Assess completeness of the information collected</li> </ol>
Stage 4	Reasoning and Analysis	<ol style="list-style-type: none"> <li>1. Analyze the gathered information</li> <li>2. Create the timeline of events from information</li> <li>3. Compare similarities/differences of statements from interviews</li> </ol>
Stage 5	Finding and recommendations	<ol style="list-style-type: none"> <li>1. Conclude whether the complaint is upheld or not.</li> <li>2. Recommendation: Where the Complaints Committee is unable to uphold the complaint, it shall recommend no action.</li> <li>3. Where the Complaints Committee upholds the Complaint, it may recommend such action as stated within the relevant Policy or Service Rules, which may include a warning to terminate.</li> </ol>
Stage 6	Writing the report and submitting to the employer for further action	<ol style="list-style-type: none"> <li>1. The Complaints Committee will prepare a final report and</li> <li>2. Submit the file to the organization or District Officer for implementation of the recommendations and for safe keeping.</li> </ol>

### Timelines as per the Act

1.	Submission of Complaint	Within 3 months of the last incident
2.	Notice to the Respondent	Within 7 days of receiving copy of the complaint
3.	Completion of Inquiry	Within 90 days
4.	Submission of Report by ICC/LCC to employer/DO	Within 10 days of completion of the inquiry
5.	Implementation of Recommendations	Within 60 days
6.	Appeal	Within 90 days of the recommendations







Sant Dnyaneshwar Shikshan Santha's



# ANNASHEB DANGE COLLEGE OF B PHARMACY, ASHTA

(Approved by AICTE, New Delhi, Govt. of Maharashtra and Affiliated to Shivaji University, Kolhapur)

Ref no -

Date: -12/08/2021

## Notice

All the students, teaching, and nonteaching staff are hereby informed that the College has established a centralized Grievance Redressal Cell to redress any grievances in accordance with the principles laid down by UGC & AICTE.

1. students, teaching, and nonteaching staff can submit their grievances (Academic or Non-Academic) through Grievance Redressal Cell. A separate box is located for this purpose.
2. An aggrieved student/faculty can register his/her complaint online through google Forms or email id.
3. The Cell after verifying the facts will try to redress the grievance within a reasonable time, preferably within a week of the receipt of the application of the student/staff. While dealing with the complaint the committee will observe the law of natural justice and hear the complainant and concerned people, as and when required.
4. The Cell may recommend any necessary corrective action as it may deem fit, to ensure avoidance of recurrence of similar grievances in the future.

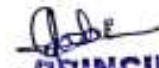
Email id to register grievance - grievanceadcbp.ashta@gmail.com

Link for the google form -

[https://docs.google.com/forms/d/e/1FAIpQLSfBuWptuxHFhtwjhXXdS6KXUmRKH5iBqNTdkScfwuvvZ0xdwA/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSfBuWptuxHFhtwjhXXdS6KXUmRKH5iBqNTdkScfwuvvZ0xdwA/viewform?usp=sf_link)

  
Member Secretary,  
Grievance Redressal Committee  
Annasaheb Dange College of B. Pharmacy, Ashta



  
PRINCIPAL  
Annasaheb Dange College of  
B. Pharmacy, Ashta.  
ADCBP, Ashta



Sant Dnyaneshwar Shikshan Santha's

**ANNASAHEB DANGE COLLEGE OF B PHARMACY, ASHTA**

(Approved by AICTE, New Delhi, Govt. of Maharashtra and Affiliated to Shivaji University, Kolhapur)



### ❖ Grievance Redressal

#### ❖ Committee:

A Grievances Redressal Committee has been established in our institution to settle genuine grievances of students related to academic and non-academic matters, such as assessment, victimization, attendance, charging of fees, conducting of examinations, harassment by fellow students or teachers etc., if and when they arise.

#### ❖ Objective:

1. To provide an avenue for the aggrieved students to redress their individual grievances in order to have a healthy atmosphere among students, staff and management in the Institute.
2. To comply with the AICTE Regulations to provide for establishment of Grievance Redressal Committee in each Institute approved by AICTE.

#### ❖ Responsibilities:

1. Committee members meet once a month to discuss and resolve the grievances, if any received in writing from the concerned students.
2. To maintain the minutes of the meetings and submit the copy of the same to the Director and Principal.
3. To convey the decision of the committee to the aggrieved students in writing by the Chairman of the Committee.

#### ❖ Rules

- 1) To deal with all the genuine grievances of students of the college.
- 2) All complainants should file their grievances either by writing in paper to the committee or by online on the website of the college.

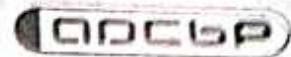




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## ANNASAHEB DANGE COLLEGE OF B PHARMACY, ASHTA

(Approved by AICTE, New Delhi, Govt. of Maharashtra and Affiliated to Shivaji University, Kolhapur)



- 3) The committee will meet at least once in a semester to resolve the grievances.
- 4) To take conclusive decision and submit its recommendations to the deciding authority for removal of alleged grievances.
- 5) The student shall bring up his grievance in a prescribe format immediately to the grievance cell without fail. The number of grievance settled or pending will be report to the Principal/Director in every month.

### ❖ Procedure-

- 1) A compliant box is provided at the ground floor for students.
- 3) All grievances referred to the Grievance Redressal committee shall be entered in a Register by designated member.
- 4) All complaints should be resolved within a time frame by looking into its seriousness and by two-way approach.
- 5) The result of the grievance will be informed to the complainant within the period defined.
- 6) Any staff may report directly to the principal/Director for resolving their grievance if he/she is dissatisfied by the GRC.



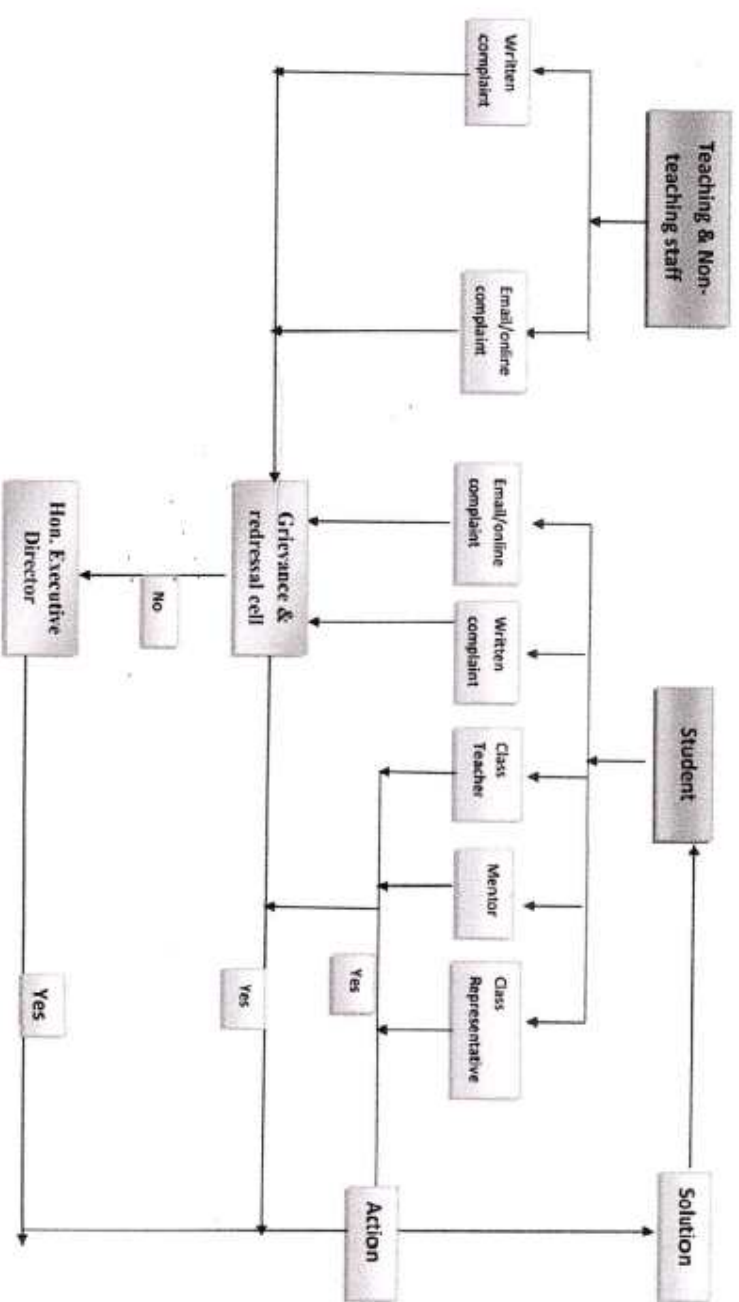
  
**PRINCIPAL**  
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**ANNASAHEB DANGE COLLEGE OF B PHARMACY, ASHTA**  
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**The mechanism for filing a grievance**

1. Any student, teaching staff, or non-teaching staff has the right to file a complaint concerning any discrimination faced in the institute.
2. The complainant can follow the below-mentioned mechanism to lodge the complaint.



*Dr. Ashta*  
**PRINCIPAL**  
Annasaheb Dange College of  
B. Pharmacy, Ashta.

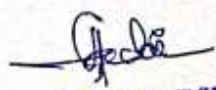




**'Grievances' may include the following complaints of the aggrieved students/stakeholders namely –**

1. Making admission contrary to merit determined in accordance with the declared admission policy of the institute.
2. Irregularity in the admission process adopted by the institute; refusing admission in accordance with the declared admission policy of the institute.
3. Withhold or refuse to return any document in the form of certificates of degree, diploma, or any other award or other document deposited with it by a person for the purpose of seeking admission in such institution, with a view to induce or compel such person to pay any fee or fees in respect of any course or program of study which such person does not intend to pursue.
4. Demand of money in excess of that specified in the declared admission policy or approved by the competent authority to be charged by such institution.
5. Breach of the policy for reservation in admission as may be applicable.
6. Nonpayment or delay in payment of scholarships to any students that such institution is committed, under the conditions imposed by AICTE, or by any other authority.
7. Delay in the conduct of examinations or declaration of results beyond that specified in the academic calendar.
8. Denial of quality education as promised at the time of admission or required to be provided.
9. Nontransparent or unfair evaluation practices.
10. Problems related to facilities like library, hostel, food, water supply, transportation.



  
**PRINCIPAL**  
Annasaheb Dange College of  
B. Pharmacy, Ashta

SANT DNYANESHWAR SHIKSHAN SANSTHA'S  
**ANNASAHEB DANGE COLLEGE OF B PHARMACY**  
**ASHTA**



**ANTIRAGGING COMMITTEE**



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Sant Dnyaneshwar Shikshan Santha's



# ANNASAHEB DANGE COLLEGE OF B PHARMACY, ASHTA

(Approved by AICTE, New Delhi, Govt. of Maharashtra and Affiliated to Shivaji University, Kolhapur)

Ref no -

Date: - 16/08/2021

## Notice

All the Students, Teaching, and Nonteaching staffs are hereby informed that the College has established Antiragging committee to address ragging related cases in accordance with the principles laid down by UGC & AICTE.

1. Students can submit their ragging related cases (Academic or Non-Academic) through Antiragging committee. A separate mail id is created for ragging related cases.
2. Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the college level shall be any one or any combination of the following:
  - i) Cancellation of admission.
  - ii) Suspension from attending classes.
  - iii) Withholding/withdrawing scholarship/fellowship and other benefits.
  - iv) Debarring from appearing in any test/examination or other evaluation process.
  - v) Withholding results
  - vi) Suspension/expulsion from the hostel.
  - vii) Debarring from representing the college in any regional, national or international meet, tournament, youth festival etc.
  - viii) Rustication from the college for period ranging from 1 to 4 semesters.
  - ix) Expulsion from the college and consequent debarring from admission to any other college.

**Email id to register ragging cases – antiraggingcelladcbp@gmail.com**

Coordinator  
Antiragging Committee



Principal  
ADCBP, Ashta  
Annasaheb Dange College of  
B. Pharmacy, Ashta.





## ANTIRAGGING COMMITTEE

### ❖ PREAMBLE:

In view of the directions of the Honourable Supreme Court in the matter of "University of Kerala v/s. Council, Principals, Colleges and others" in SLP no. 24295 of 2006 dated 16.05.2007 and that dated 8.05.2009 in Civil Appeal number 887 of 2009, and in consideration of the determination of the Central Government and the University Grants Commission to prohibit, prevent and eliminate the scourge of ragging and to provide for the healthy development of all students, the University Grants Commission, in consultation with the Councils, brings forth Regulation called the "UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009".

As per these regulations Annasaheb Dange College of B Pharmacy, Ashtahas constituted a committee known as the 'Anti-Ragging Committee' to be nominated and headed by the Head of the Institution.

### 01) OBJECTIVES:

- 1.01)** To prohibit 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, or indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or 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, 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; and thereby, to eliminate ragging in Colleges by prohibiting it under these Regulations, preventing its occurrence and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.



## 02) WHAT CONSTITUTES RAGGING:

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

- 2.01) 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 afresher or any other student.
- 2.02) Indulging in rowdy or undisciplined 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.
- 2.03) 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.
- 2.04) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- 2.05) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- 2.06) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, and stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
- 2.07) 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.
- 2.08) 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.



### **03). MEASURES FOR PREVENTION OF RAGGING AT THE COLLEGE:**

College shall take the following steps to prevent Ragging at college, hostels, canteen etc.:

- 3.01)** Public declaration of intent by College, in electronic, audio-visual or print or any other media, for admission of students to any course of study will expressly provide that ragging is totally prohibited in the College, and anyone found guilty of ragging and/or abetting ragging, whether actively or passively, or being a part of a conspiracy to promote ragging, is liable to be punished in accordance with these Regulations as well as under the provisions of any penal law for the time being in force.
- 3.02)** The regulations and the telephone numbers of the Anti-Ragging Helpline and all the important functionaries in the College, including the Head of the College, faculty members, members of the Anti-Ragging Committees and Anti-Ragging Squads, will be published in the admissionbrochure / prospectus.
- 3.03)** The application form for admission of students will contain an affidavit to these Regulations, to be filled up and signed by the applicant to the effect that he/she has read and understood the provisions of these Regulations as well as the provisions of any other law for the time being in force, and is aware of the prohibition of ragging and the punishments prescribed, both under penal laws as well as under these Regulations.
- 3.04)** A student seeking admission to a hostel forming part of the College, or seeking to reside in any temporary premises not forming part of the College, including a private commercially managed lodge or hostel, shall have to submit additional affidavits countersigned by his/her parents/guardians.
- 3.05)** Before the commencement of the academic session in College, the Head of the Collegewill convene and address a meeting of various functionaries/agencies, such as Hostel Wardens, representatives of students, parents/ guardians, faculty, district administration including the police, to discuss the measures to be taken to prevent ragging in the College and steps to be taken to identify those indulging in or abetting ragging and punish them.
- 3.06)** The Collegewill request the media to give adequate publicity to the law prohibiting ragging and the negative aspects of ragging and the institution's resolve to ban ragging and punish those found guilty without fear or favour.
- 3.07)** The collegewill identify, properly illuminate and keep a close watch on all locations known to be vulnerable to occurrences of ragging incidents.
- 3.08)** The collegewill tighten security in its premises, especially at vulnerable places and intense policing by Anti-Ragging Squad, referred to in these Regulations and volunteers, if any,



- will be resorted to at such points at odd hours during the first few months of the academic session.
- 3.09) The head of the college will provide information to the local police and local authorities, the details of every privately commercially managed hostels or lodges used for residential purposes by students enrolled in the college and the head of the college will also ensure that the Anti-Ragging Squad shall ensure vigil in such locations to prevent the occurrence of ragging therein.
  - 3.10) Every fresh student admitted to the college will be given a printed leaflet detailing to whom he/she has to turn to for help and guidance for various purposes including addresses and telephone numbers, so as to enable the student to contact the concerned person at any time, if and when required, of the Anti-Ragging Helpline referred to in these Regulations, Wardens, Head of the college, all members of the anti-ragging squads and committees, relevant district and police authorities.
  - 3.11) The college shall, on the arrival of senior students after the first week or after the second week, schedule orientation programmes of fresher's and seniors to be addressed by the Head of the college and the anti-ragging committee.
  - 3.12) In the hostel, the warden should address all students; and may request two junior colleagues from the college faculty to assist the warden by becoming resident tutors for a temporary duration.
  - 3.13) Fresher or any other student, whether being victims, or witnesses, in any incident of ragging, shall be encouraged to report such occurrence, and the identity of such informants shall be protected and shall not be subject to any adverse consequence only for the reason for having reported such incidents.
  - 3.14) Each batch of fresher, on arrival at the college, shall be divided into small groups and each such group shall be assigned to a member of the faculty, who shall interact individually with each member of the group every day for ascertaining the problems or difficulties, if any, faced by the fresher in the college and shall extend necessary help to the fresher in overcoming the same.
  - 3.15) Every student studying in the college and his/her parents/ guardians shall provide the specific affidavits required under clauses (d), (e) and (g) of Regulation 6.1 of UGC Regulations at the time of admission or registration, as the case may be, during each academic year.
  - 3.16) College shall constitute a Committee to be known as the Anti-Ragging Committee. The tenure of members nominated on this committee shall be one academic year only.

- 3.17) College shall also constitute a smaller body to be known as the Anti-Ragging Squad. The tenure of members nominated on this squad shall be one academic year only.
- 3.18) Every college shall, at the end of each academic year, in order to promote the objectives of these Regulations, constitute a Mentoring Cell. The tenure of members nominated on this cell shall be one academic year only.
- 3.19) The faculty of the college and its non-teaching staff, which includes but is not limited to the administrative staff, contract employees, security guards and employees of service providers providing services within the college, shall be sensitized towards the ills of ragging, its prevention and the consequences thereof.
- 3.20) In order to enable a student or any person to communicate with the Anti-Ragging Helpline, college shall permit unrestricted access to mobile phones and public phones in hostels and campuses, other than in class-rooms, seminar halls, library, and in such other places that the college may deem it necessary to restrict the use of phones.
- 3.21) The college shall write a remark in Migration/Transfer Certificate issued to the student while leaving the college that whether the student has been punished for committing or abetting an act of ragging, whether the student has displayed persistent violent or aggressive behaviour or any inclination to harm others, during his course of study in the college.



## 04) CONSTITUTION OF ANTIRAGGING COMMITTEE

**4.01)** College shall constitute a Committee known as the 'Anti-Ragging Committee' to be nominated and headed by the principal of college. Also committee shall have a diverse mix of membership in terms of levels as well as gender. Antiragging Committee consist of:

- i) Principal of College
- ii) Representatives of faculty members.
- iii) Representatives of non-teaching staff.
- iv) Representatives of students belonging to the fresher's category.
- v) Representatives of students belonging to the senior category.
- vi) Representatives of parents.
- vii) Representatives of civil and police administration.
- viii) Representatives of local media.
- ix) Representative of Non-Government Organizations involved in youth activities.





## 5) ROLE & RESPONSIBILITIES OF ANTIRAGGING COMMITTEE

- 5.01) It shall be the duty of the Anti-Ragging Committee to ensure compliance with the provisions of UGC Regulations as well as the provisions of any law for the time being in force concerning ragging.
- 5.02) The Chairman of the Committee shall have the power to call a meeting of the Antiragging Committee. The minutes of meeting shall be written by teaching staff nominated by principal of college.
- 5.03) The Antiragging committee shall monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the college.
- 5.04) During the first three months of an academic year, the Head of college shall submit a weekly report on the status of compliance with Anti-Ragging measures under UGC Regulations, and a monthly report on such status thereafter, to the Vice-Chancellor of the University.
- 5.05) The Anti-Ragging Committee of the college shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.
- 5.06) Notwithstanding anything contained in these Regulations with regard to obligations and responsibilities pertaining to the authorities or members of bodies prescribed above, it shall be the general collective responsibility of all levels and sections of authorities or functionaries including members of the faculty and employees of the college, whether regular or temporary, and employees of service providers providing service within the college, to prevent or to act promptly against the occurrence of ragging or any incident of ragging which comes to their notice.





## **06) CONSTITUTION OF ANTIRAGGING SQUAD**

**6.01)** College shall constitute a smaller body known as the 'Anti-Ragging Squad to be nominated and headed by the principal of college. Also committee shall have a diverse mix of membership in terms of levels as well as gender. Antiragging Squad should consist of:

- i) Principal of College
- ii) Representatives of faculty members
- iii) Representatives of non-teaching staff.

## **07) ROLE & RESPONSIBILITIES OF ANTIRAGGING SQUAD**

**7.01)** It shall be the duty of the Anti-Ragging Squad to be called upon to make surprise raids on hostels, and other places vulnerable to incidents of, and having the potential of, ragging and shall be empowered to inspect such places.

**7.02)** It shall also be the duty of the Anti-Ragging Squad to conduct an on-the-spot enquiry into any incident of ragging referred to it by the Head of the college or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person, as the case may be.

**7.03)** Squad shall submit the enquiry report along with recommendations to the Anti-Ragging Committee for action under clause (a) of UGC Regulation 9.1. Provided that the Anti-Ragging Squad shall conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses to place before it the facts, documents and views concerning the incident of ragging, and considering such other relevant information as may be required.

**7.04)** Squad head shall form duty chart & carryout regular checks for any Ragging activity in their areas.

**7.05)** Squad shall ensure anti ragging instructions are displayed at prominent places in their areas of control.

**7.06)** The squad shall collect the updated list of students including their latest address and phone no's.

**7.07)** Any member of the squad not performing his/her duty properly will also be communicated to the Antiragging committee.

## **08) MENTORING CELL**

**8.01)** At the end of each academic year college shall constitute a 'Mentoring Cell', in order to promote the objectives of Regulations on curbing the menace of ragging. The Mentor is an individual who has the ability to relate to mentees, motivate them, listen patiently, assist them to make plans and carry them through, identify their hidden talents and skills, and communicate with optimism. Mentoring works when a trusting relationship is established so that the mentored student feels safe to try out new skills and ideas. Student mentoring involves experienced teachers, students or community members guiding the less experienced by modelling appropriate work habits, listening to concerns and helping with problem solving and planning. Mentoring relationships can be established between: - teacher and student; student and student; or community member and student. Mentoring Cell consists of:

- 1) Principal of the college.
- 2) Representatives of faculty members.
- 3) Students volunteering to be Mentors for freshers at the rate of one Mentor for six freshers.
- 4) One Mentor of a higher level for six Mentors of the lower.

## **09) ROLE & RESPONSIBILITIES OF MENTORING CELL:**

- 9.01)** Mentoring cell shall act as Mentors for Freshers in the succeeding academic year.
- 9.02)** It will interact with the first year students on daily basis to ascertain, problems/difficulties faced by the students, if any, and extend necessary help and guidance.
- 9.03)** The members will counsel individually the first year students regularly regarding likely problems of adjustment in a new situation in life and studies, the environment, traditions, do's and don'ts, work pressure, etc; allay misconceptions and fears about ragging, and invigorate them to fearless.
- 9.04)** It will provide information regarding Help-Lines, contact number of relevant officials.
- 9.05)** It will counsel ragging prone students for change of attitude and behaviour and encourage them to lead a normal student life.



## 10) ACTION TO BE TAKEN BY THE HEAD OF THE COLLEGE

**10.01)** On receipt of the recommendation of the Anti-Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Head of college shall immediately determine if a case under the penal laws is made out and if so, either on his own or through a member of the Anti-Ragging Committee authorised by him in this behalf, proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more of the following, namely;

- |  |                                 |
|--|---------------------------------|
| i) Abetment to ragging;  | ii) Criminal conspiracy to rag; |
| iii) Unlawful assembly and rioting while ragging;  | iv) Wrongful restraint;         |
| v) Public nuisance created during ragging;   | vi) Wrongful confinement;       |
| vii) Violation of decency and morals through ragging;                                    | viii) Use of criminal force;    |
| ix) Injury to body, causing hurt or grievous hurt;                                       | x) Extortion;                   |
| xi) Assault as well as sexual offences or unnatural offences;                            | xii) Criminal trespass;         |
| xiii) Offences against property;   | xiv) Criminal intimidation;     |
| xv) Attempts to commit any or all of the above mentioned offences against the victim(s); |                                 |
| xvi) Threat to commit any or all of the above mentioned offences against the victim(s);  |                                 |
| xvii) Physical or psychological humiliation;   |                                 |
| xviii) All other offences following from the definition of "Ragging".                    |                                 |

**10.02)** Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the college level shall be any one or any combination of the following:-

- |  |   |
|--|---|
| i) Cancellation of admission.  | ii) Suspension from attending classes.    |
| iii) Withholding/withdrawing scholarship/fellowship and other benefits.  |   |
| iv) Debarring from appearing in any test/examination or other evaluation process.  |   |
| v) Withholding results.  | vi) Suspension/expulsion from the hostel. |
| vii) Debarring from representing the college in any regional, national or international meet, tournament, youth festival, etc. |   |
| viii) Rustication from the college for period ranging from 1 to 4 semesters.   |   |
| ix) <i>Expulsion from the college and consequent debarring from admission to any other college.</i>                            |   |

x) Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the college shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

**10.03)** Provided that the Head of the college shall forthwith report the occurrence of the incident of ragging to the District Level Anti-Ragging Committee and the Nodal officer of the affiliating University.

**10.04)** Provided further that the college shall also continue with its own enquiry initiated under clause 9 of UGC Regulations and other measures without waiting for action on the part of the police/local authorities and such remedial action shall be initiated and completed immediately and in no case later than a period of seven days of the reported occurrence of the incident of ragging.



  
**PRINCIPAL**  
 Annasaheb Dange College of  
 B. Pharmacy, Ashta.

Sant Dnyaneshwar Shikshan Sanstha's  
**Annasaheb Dange College of B Pharmacy, Ashta.**

**ACTION TAKEN REPORT**

In response to the issues discussed in 13<sup>th</sup> meeting of the Internal complaints cell which was held on 23/8/21, following actions were taken as on 9/09/2021

Agenda No.	Action Taken
1	The appointment letter of new members of Internal complaints cell were forwarded to the respective members. Mrs. Priyanka Patil as NGo member and Mr. Rishikesh Mohite as Advocate will see their positions in this cell.
2	The Webinar was completed successfully on 7 <sup>th</sup> Sept 2021 which was inaugurated by
3	Respected principal Dr. Ma. Sarataya sir and other members. Miss Pooja Bansode was a speaker and she addressed to our girls students and ladies faculties about "self defence and Women Safety"
4	The chairman and Principal were thankful to her. There was no any other points for discussion. The meeting is ended with vote of Thanks.
5	

  
Signature  
Principal  
Annasaheb Dange College of  
B. Pharmacy, Ashta



  
Signature  
Head/Member-Secretary



## Annasaheb Dange College of B. Pharmacy, Ashta.

## ACTION TAKEN REPORT

In response to the issues discussed in 08 meeting of the grievance & redressal cell which was held on 17/01/2022 following actions were taken as on 23/01/2022

Agenda No.	Action Taken
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1. As per the discussions to last meeting department of water supply does their job effectively & the resolved the water shortage problem in Two days. All the committee members are happy to learn that the issue of minor complaints is resolved by concerned departments effectively.

4	
5	

Signature

PRINCIPAL

Annasaheb Dange College of  
B. Pharmacy, Ashta.

Signature

Head/Member-Secretary

**Annasaheb Dange College of B. Pharmacy, Ashta****ACTION TAKEN REPORT**

In response to the issues discussed in 18<sup>th</sup> meeting of the Antieagging committee (2021-22) cell which was held on 25/01/2022, following actions were taken as on 21/02/2022

Agenda No.	Action Taken
1	① Minutes of 17 <sup>th</sup> meeting of Antieagging committee held on 27/10/2021 was read by Miss. Y. H. Momin. Minutes of meeting circulated among all the members for suggestions. Since no any suggestion was received.
2	② Reconstitution of review of Antieagging cell as well as mentoring cell including junior students have been prepared, approved & circulated amongst all the members.
3	③ As per directions given by Dr. Satalaya Sir & Mr. Sajane Sir, New mail id for collection of Antieagging data has been prepared. Details
4	regarding same are as follows, (login credentials: → Id:- antieaggingcelladcbp@gmail.com, Pass:- 6893adcbp) Essential information for submission of Antieagging undertaking has been circulated among students by Mrs. Baikwad.
5	④ Samuel has conducted surprise visit to college campus, hostels, canteen & other places vulnerable to incidence of Eaggging. The report of squad visit was submitted to head Dr. Satalaya Sir for further action.

⑤ No any incidence related to Eaggging was noted so no any decision was made by Dr. Satalaya Sir & Mrs. Baikwad.

Signature  
Principal

Annasaheb Dange College of  
B. Pharmacy, Ashta.



Signature

Head/Member-Secretary  
Member Secretary, Antiragging Cell  
Annasaheb Dange College of B. Pharmacy, Ashta