



# AISSMS

## COLLEGE OF PHARMACY

IMPARTING EXCELLENCE IN EDUCATION & RESEARCH



Approved by AICTE & PCI New Delhi, Recognized by the Government of Maharashtra,  
2F,12B recognition by UGC, Affiliated to Savitribai Phule Pune University  
Accredited by NAAC with A Grade

23 SEP 2022

### Anti-ragging Policy

#### OBJECTIVE

To root out ragging in all its forms from AISSMS college Of Pharmacy, Pune taking help of law framed by Govt. of India for prohibition of all ragging related acts and preventing its occurrence by following the provisions of these Regulations and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.

#### POLICY/RULES/CIRCULAR NO.

- Hon'ble Supreme Court in Civil Appeal No. 887 of 2009, passed the judgment.
- In accordance with the orders, UGC (University Grants Commission), Govt. of India has developed web portal. Maharashtra Prohibition of Ragging Act, 1999.
- Anti-ragging Act 27 may 1999 for all the institutes under DTE for A.Y. 2013-14
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[http://www.dtemaharashtra.gov.in/approvedinstitutes/Notifications/Notification\\_12\\_9\\_2013\\_652949608.pdf](http://www.dtemaharashtra.gov.in/approvedinstitutes/Notifications/Notification_12_9_2013_652949608.pdf)

- To initiate the action by PCI regarding withdrawal of approval against the institution under section 13 of the Pharmacy Act, 1948.( Regulation 6 of Regulations failing which action referred to in Regulation 8.4 would be initiated against defaulting institution)
- UGC regulation on curbing the menace of ragging in higher educational Institutions letter NO. F.1-16/2007 (CPP-II) dated June 17, 2009.
- AICTE New Delhi NOTIFICATION Dated 01-07-2009,  
<https://www.aicte-india.org/grievance/anti>

**Ragging Definition:** Teasing, disorderly conduct, display of noisy, physical, psychological harm, rude treatment, excitement by rough or undisciplined activities which cause or likely to cause annoyance, raise apprehensive fear in a fresher, or handling, including rowdy, undue



hardship, or asking the students to do any act or perform something which such a student will not do in the regular course and which causes him/her shame or danger to his/her life, etc.

### Measures to Prevent Ragging

1) To prohibit or to prevent the ragging in all its forms from AISSMS College of Pharmacy, the college displays at regular intervals NO Ragging posters, banners & boards in college premises, releases advertisement, brochures, conducts meetings, sensitization, display on website and orientation programs.

2) To organize programs, special activities to increase sensitization of anti ragging atmosphere in and around the college, common amenities like parking, terraces, hostels, private flats, paying guest, accommodations for the students etc

3) To keep continuous vigilance to avoid ragging related actions.

4) To raid or make surprise visits at all possible places where ragging related actions can happen.

5) To conduct regular meetings with all mentors to ensure ragging free ambience.

6) For prevention of ragging, all the students of the AISSMS College of Pharmacy are obligated to register on [http://antiragging.in/Site/Affidavits\\_registration\\_form.aspx](http://antiragging.in/Site/Affidavits_registration_form.aspx).

7) To inculcate the laws against ragging among all the stakeholders, college have established anti ragging committee & anti-ragging squad.

8) To initiate actions against the complaints received in consultations with the Chairman of the anti ragging squad.

### Standard Operating Procedure:

1) Students can register the complaints by application to the Chairman of the committee or committee member from teaching/Nonteaching faculty.

2) Students can register the complaints online on the college website: <https://aissmscop.com/for-student/grievance-cell/>

3) Through e-mail to [contact@aissmscop.com](mailto:contact@aissmscop.com)

4) After receiving the complaints from the Students or Parents, the chairman of Anti-ragging can discuss with the members about the complaints.

5) Anti-ragging squad investigates the matter & gives the report to the anti-ragging committee.

6) The Chairman of the committee shall fix venue, date, time of the meeting.

7) The meeting shall be scheduled within ten days after receiving the application.

8) All required & relevant documents shall be circulated as hard or soft copy to all the



members of the committee before the date of the meeting.

9) Notice must be sent to the applicant to be present for the meeting and convey his or her compliant before the Committee and the acknowledgement of receipt would be placed on record.

10) Student may be accompanied by his guardian (either father or mother). No other person shall be allowed to the meeting.

11) The Committee members are expected to deliberate on the case, the compliant of the applicant and UGC regulation on curbing the menace of ragging in higher educational Institutions letter NO. F.1-16/2007 (CPP-II) dated June 17, 2009.

12) As per facts & evidences the final recommendations by the Committee members shall be recorded as minutes of the meeting.

13) After the meeting the minutes shall be circulated to all the members of the Anti-ragging Committee for their signatures.

14) The decision of the anti-ragging Committee shall be communicated in writing to the applicant at the earliest.

#### **Administrative action in the involvement of ragging:**

The institution shall punish a student if found guilty of ragging after following the procedure

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 intensity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.

2) The Anti-Ragging Committee depending on the nature and gravity/intensity of the guilt found or investigated by the Anti-Ragging Squad.

3) Following punishments shall be awarded to the guilty.

#### **Punishment for Participation or Abetment of Ragging:**

1. Not allowing to attend the classes.

2. Not allowing to appear in any test, examination or other evaluation events.

3. Not allowing in any tournament, youth festival, national or international meeting, etc.

4. Not allowing to receive any scholarship or fellowship and other benefits.

5. Expelling from the hostel.

6. Not allowing to see the results.



7. Rusticate from the college for varying periods from 1 to 2 years.

8. As per rules college can charge fine.

9. Cancellation of admission.





Dr. Ashwini R. Madgulkar  
(Principal)

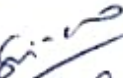
Principal  
AISSMS College of Pharmacy  
Pune-1

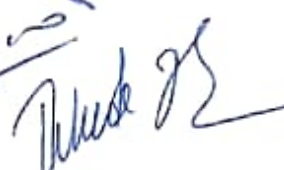
1) Dr. Mangesh Bhalekar 



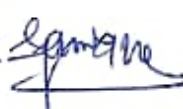
2) Dr. M.C. Damle 

3) Mrs. Swati Kolhe 

4) Mrs. S.H. Rao 

5) Mr. D.S. Tekawade 

6) Mr. Prashant More.

7) Mr. P.P. Sonwane 



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### Grievances Redressal Policy/Mechanism

#### OBJECTIVE

To ensure transparency by Technical institutions imparting technical education, in admissions and with Paramount Objective of preventing unfair practices and to provide a mechanism to innocent students for redressal of their grievances, In exercise of the power conferred under Clause 1 of Section 23 of the All India Council for Technical Education, Act, 1987 (52 of 1987).

The main objective of GRC is also to develop a harmonious educational environment in the institute.

#### i) Composition and Duration of the Committee:

- 1) The committee shall comprise of a Chairperson, Convener and other four senior teaching faculty members & Non teaching faculty members.
- 2) Principal of the college shall be always the chairperson.
- 3) Chairperson can nominate members of the committee for two years duration.
- 4) Out of four (including convener), one member shall be female and other from SC/ST/OBC category.
- 5) The chairperson can nominate / first & Second ranker UG & PG from students of the college shall be representative of the committee.

#### ii) Scope of the grievances

Grievances may be any of the following issues:

- 1) Financial Issues – Issues related to charging of fees, not paying & not allowing scholarships and payments.
- 2) Administration Issues – Issues related to sanitation, transport, infrastructure, basic amenities, victimization etc.



3) Academic related Issues – Issues related to attendance, marks, assessment and other examination related matters etc.

4) Harassment and Ragging by colleague students or teachers etc.

**iii) Grievance receiving Procedure:**

Anyone with genuine complaints may register their complaint to GRC along with required documents. The grievance shall be registered by using any of the following modes:

1) Writing to "The Chairman, Grievance Redressal Committee, AISSMS College of Pharmacy, Pune

2) Students, teaching and non-teaching staff can submit grievance by approaching the chairman of the Committee.

3) Online at the website <https://aiissmscop.com/for-student/grievance-cell/>

4) Through e-mail to [contact@aiissmscop.com](mailto:contact@aiissmscop.com)

**iv) Grievance redressal Procedure :**

1) After receiving the complaints from the Students, teaching, Non teaching staff, Parents , the chairman of GRC can discuss with the members about the grievance & shall fix venue, date, time of the meeting.

2) The meeting shall be scheduled within ten days after receiving the application.

3) All required & relevant documents shall be circulated as hard or soft copy to all the members of the committee before the date of the meeting.

4) Notice must be sent to the applicant to be present for the meeting and convey his or her grievances before the Committee and the acknowledgement of receipt would be placed on record.

5) In case of student (applicant), the student may be accompanied by his guardian (either father or mother). No other person shall be allowed to the meeting.

6) The Committee members are expected to deliberate on the case, the grievance of the applicant and the rules framed by the institute or as per norms of AICTE under the notification "37/3/Legal/2012 dated 25/05/2012".

7) As per facts & evidences the final recommendations by the Committee members shall be recorded as minutes of the meeting.





- 8) After the meeting the minutes shall be circulated to all the members of the Grievance Committee for their signatures.
- 9) The decision of the Grievance Committee shall be communicated in writing to the applicant at the earliest.

**v) Appeal**

- 1) The applicant shall have the right to file an appeal to the protector within 15 days from the date of the written communication of recommendations of the committee.
- 2) The applicant shall convey his desire to file an appeal to the protector in writing to the college.
- 3) The college shall place the appeal along with all relevant material before the protector and inform the applicant accordingly.
- 4) The protector within a reasonable time shall decide the appeal.
- 5) Final decision shall be communicated by the college to the applicant.

**vi) Institute wide awareness**

Awareness among stakeholders is created by

- 1) Awareness in first year Orientation programs & Parents meet.
- 2) Displaying the grievance redressal committee composition.
  - a) At prominent place of the college campus.
  - b) Web site.
  - c) Students Practical Journals.

1) Dr. Primalini Damle - Ms. Damle  
 2) A.M. Avalas Kar - Ms. Avalas Kar  
 3) Dr. M.R. Bhakkar - Dr. Bhakkar  
 4) Mrs. Swati Kolhe - Mrs. Kolhe  
 5) Mr. P.P. Sonawane - Mr. Sonawane  
 6) Mrs. S.S. Kambh - Mrs. Kambh  
 7) Mr. Manohar R.S. - Mr. Manohar  
 8) Mr. Prashant More - Mr. More



**Dr. Ashwini R. Madgulkar**  
 (Principal)  
 Principal  
 AISSMS College of Pharmacy  
 Pune-1



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### Anti discrimination & Harassment Cell Policy

The main objective of **Anti discrimination & Harassment Cell** is to develop a harmonious educational environment in the Institute.

#### Reference

- 1) Ministry of Education: Posted On: 08 JUL 2019 5:47PM by PIB Delhi  
(<https://pib.gov.in/PressReleaseIframePage.aspx?PRID=1577808>)
- 2) PCI-Recommendations of the committee on "Psychosocial study of Ragging in selected Educational Institutions in India. [https://www.pci.nic.in/Circulars/14-1\(Institutions\).pdf](https://www.pci.nic.in/Circulars/14-1(Institutions).pdf)

#### Policy and Procedure

##### i) **Composition and Duration of the Committee:**

1. The committee shall comprise of a Chairperson, Convener from each category (Open, SC, ST, NT, DNT, OBC ) teaching faculty members & Non teaching faculty members.
2. Principal of the college shall be always the chairperson.

##### ii) **Discrimination & Harassment might be of the following issues**

1. Financial Issues – Issues related to charging of fees, not paying & not allowing scholarships and payments.
2. Administration Issues – Issues related to sanitation, transport, infrastructure, basic amenities, victimization etc.
3. Academic related Issues – Issues related to attendance, marks, assessment and other examination related matters etc.
4. Harassment and Ragging by colleague students or teachers etc.

##### iii) **Complaints receiving Procedure:**

Anyone with genuine complaints may register their complaint to Anti-discrimination & Harassment Cell along with required documents. The complaints shall be registered by using any of the following modes:





1. Writing to "The Chairman, Anti discrimination & Harassment Cell/Committee, AISSMS College of Pharmacy, Pune
2. Students, teaching and non-teaching staff can submit complaints by approaching the chairman of the Committee.
3. Online at the website <https://aissmscop.com/for-student/grievance-cell/>
4. Through e-mail to [contact@aissmscop.com](mailto:contact@aissmscop.com)

#### Complaints Resolving Procedure:

1. After receiving the complaints from the Students, teaching, Non teaching staff, Parents, the chairman of **Anti discrimination & Harassment Cell** can discuss with the members about the complaints & shall fix venue, date, time of the meeting.
2. The meeting shall be scheduled within ten days after receiving the application.
3. All required & relevant documents shall be circulated as hard or soft copy to all the members of the committee before the date of the meeting.
4. Notice must be sent to the applicant to be present for the meeting and convey his or her complaint before the Committee and the acknowledgement of receipt would be placed on record.
5. In case of student (applicant), the student may be accompanied by his guardian (either father or mother). No other person shall be allowed to the meeting.
6. The Committee members are expected to deliberate on the case, the complaint of the applicant and the rules framed by the institute or as per norms of Government
7. As per facts & evidences the final recommendations by the Committee members shall be recorded as minutes of the meeting.
8. After the meeting the minutes shall be circulated to all the members of the **Anti discrimination & Harassment Cell /Committee** for their signatures.
9. The decision of the **Anti discrimination & Harassment Cell/Committee** shall be communicated in writing to the applicant at the earliest.

#### iv) Appeal

1. The applicant shall have the right to file an appeal to the protector within 15 days from the date of the written communication of recommendations of the committee.
- 2) The applicant shall convey his desire to file an appeal to the protector in writing to the college.



3. The college shall place the appeal along with all relevant material before the protector and inform the applicant accordingly.
4. The protector within a reasonable time shall decide the appeal.
5. Final decision shall be communicated by the college to the applicant.

v) **Institute wide awareness**

Awareness among stakeholders is created by

1. Awareness in first year Orientation programs & Parents meet.
2. Displaying the complaint registration procedure on
  - a. Posters in prominent places of the college campus.
  - b. Digital sign boards.
  - c. Web site.


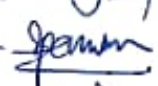
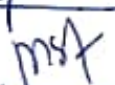



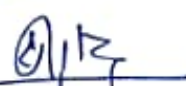



**Dr. Ashwini Madgulkar**

**(Principal)**  
**Principal**

**AISSMS College of Pharmacy**  
**Pune-1**



- 1) - Dr. S. V. Tembhurne - 
- 2) - Mr. P. P. Sonawane - 
- 3) - Dr. P. B. Deshpande - 
- 4) - Mr. Jitendra Gajbe - 
- 5) - Mr. Vilas Ketkar - 
- 6) - Mr. Prashant More - 
- 7) - Mr. Ravindra Manohar - 
- 8) - Mr. Pavan Kachin - 





## **Internal Complaints Committee (ICC) policy document with reference to prevention of sexual harassment committee**

**Reference act:** Sexual Harassment of Women at Workplace (Prevention, Harassment and Redressal) Act 2013 (14 OF 2013). As per the norms of University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015, Internal Complaints committee has been constituted and following is the grievance redressal policy as per guidelines:

1. **The process for making complaint and conducting Inquiry** – The ICC shall comply with the procedure prescribed in these Regulations and the Act, for making a complaint and inquiring into the complaint in a time bound manner. The HEI shall provide all necessary facilities to the ICC to conduct the inquiry expeditiously and with required privacy.

2. **Process of making complaint of sexual harassment** – An aggrieved person is required to submit a written complaint to the ICC within three months from the date of the incident and in case of a series of incidents within a period of three months from the date of the last incident. Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Committee shall render all reasonable assistance to the person for making the complaint in writing; Provided further that the ICC may, for the reasons to be accorded in the writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the person from filing a complaint within the said period." Friends, relatives, Colleagues, Co-students, Psychologist, or any other associate of the victim may file the complaint in situations where the aggrieved person is unable to make a complaint on account of physical or mental incapacity or death.

### **3. Process of conducting Inquiry-**

(1) The ICC shall, upon receipt of the complaint, send one copy of the complaint to the respondent within a period of seven days of such receipt.

(2) Upon receipt of the copy of the complaint, the respondent shall file his or her reply to the complaint along with the list of documents, and names and addresses of witnesses within a period of ten days.

(3) The inquiry has to be completed within a period of ninety days from the receipt of the complaint. The inquiry report, with recommendations, if any, has to be submitted within ten days from the completion of the inquiry to the Executive Authority of the HEI. Copy of the findings or recommendations shall also be served on both parties to the complaint.



(4) The Executive Authority of the HEI shall act on the recommendations of the committee within a period of thirty days from the receipt of the inquiry report, unless an appeal against the findings is filed within that time by either party.

(5) An appeal against the findings or /recommendations of the ICC may be filed by either party before the Executive Authority of the HEI within a period of thirty days from the date of the recommendations.

(6) If the Executive Authority of the HEI decides not to act as per the recommendations of the ICC, then it shall record written reasons for the same to be conveyed to ICC and both the parties to the proceedings. If on the other hand it is decided to act as per the recommendations of the ICC, then a show cause notice,

answerable within ten days, shall be served on the party against whom action is decided to be taken. The Executive Authority of the HEI shall proceed only after considering the reply or hearing the aggrieved person.

(7) The aggrieved party may seek conciliation in order to settle the matter. No monetary settlement should be made as a basis of conciliation. The HEI shall facilitate a conciliation process through ICC, as the 'Hkkx IIIμ[k.M 4° Hkkjr dk jkti=k % vlk/kj.k 17 case may be, once it is sought. The resolution of the conflict to the full satisfaction of the aggrieved party wherever possible, is preferred to purely punitive intervention.

(8) The identities of the aggrieved party or victim or the witness or the offender shall not be made public or kept in the public domain especially during the process of the inquiry.

4. Interim redressal-The HEI may,

(a) transfer the complainant or the respondent to another section or department to minimise the risks involved in contact or interaction, if such a recommendation is made by the ICC;

(b) grant leave to the aggrieved with full protection of status and benefits for a period up to three months;

(c) restrain the respondent from reporting on or evaluating the work or performance or tests or examinations of the complainant;

(d) ensure that offenders are warned to keep a distance from the aggrieved, and wherever necessary, if there is a definite threat, restrain their entry into the campus;

(e) take strict measures to provide a conducive environment of safety and protection to the complainant against retaliation and victimisation as a consequence of making a complaint of sexual harassment.

**5. Punishment and compensation-** (1) Anyone found guilty of sexual harassment shall be punished in accordance with the service rules of the HEI, if the offender is an employee.

(2) Where the respondent is a student, depending upon the severity of the offence, the HEI may,-



(a) withhold privileges of the student such as access to the library, auditoria, halls of residence, transportation, scholarships, allowances, and identity card;

(b) suspend or restrict entry into the campus for a specific period;

(c) expel and strike off name from the rolls of the institution, including denial of readmission, if the offence so warrants;

(d) award reformatory punishments like mandatory counselling and, or, performance of community services.

(3) The aggrieved person is entitled to the payment of compensation. The HEI shall issue direction for payment of the compensation recommended by the ICC and accepted by the Executive Authority, which shall be recovered from the offender. The compensation payable shall be determined on the basis of-

(a) mental trauma, pain, suffering and distress caused to the aggrieved person;

(b) the loss of career opportunity due to the incident of sexual harassment;


(c) the medical expenses incurred by the victim for physical, psychiatric treatment;

(d) the income and status of the alleged perpetrator and victim; and

(e) the feasibility of such payment in lump sum or in instalments.

**6. Action against frivolous complaint.**—To ensure that the provisions for the protection of employees and students from sexual harassment do not get misused, provisions against false or malicious complaints have to be made and publicised within all HEIs. If the ICC concludes that the allegations made were false,

malicious or the complaint was made knowing it to be untrue, or forged or misleading information has been provided during the inquiry, the complainant shall be liable to be punished as per the provisions of subregulations (1) of regulations 10, if the complainant happens to be an employee and as per sub-regulation (2) 18 THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SEC. 4] of that regulation, if the complainant happens to be a student. However, the mere inability to substantiate a complaint or provide adequate proof will not attract attention against the complainant. Malicious intent on the part of the complainant shall not be established without an inquiry, in accordance with the procedure prescribed, conducted before any action is recommended.

  
Dr. Trupti Chitre

Presiding Officer



  
Dr. Ashwini R. Madgulkar

**Principal**

**AISSMS College of Pharmacy  
Pune-1**