



‘सत्याला मरण नाही’

ALL INDIA SHRI SHIVAJI MEMORIAL SOCIETY'S  
**COLLEGE OF PHARMACY**

(Recognised by PCI AICTE & affiliated to Pune University)

**Kennedy Road, Near R.T.O., Pune - 411 001**

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College ID No.: PU/PN/Pharm/117/(1996)

Ref. No.:

Date : 23/01/2025

## **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.



A handwritten signature in blue ink, appearing to read "Dr. Ashwini Madgulkar", with a long horizontal line underneath.

**Dr. Ashwini Madgulkar**  
**(Principal)**

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



# 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

## Mechanism for Anti-Discrimination and Harassment Cell

The **Anti-Discrimination and Harassment Cell (ADHC)** at AISSMS College of Pharmacy functions with the objective of ensuring *equality, dignity, and safety* of all students and staff, irrespective of their caste, religion, gender, region, or background. The Cell promotes a respectful and inclusive learning environment in accordance with the **UGC (Promotion of Equity in Higher Educational Institutions) Regulations, 2012**, and **AICTE/PCI guidelines**.

### 1. Constitution of the Cell:

The Cell is chaired by the **Principal** and includes:

- Senior faculty members (male and female)
- Representatives from non-teaching staff

### 2. Objectives:

- To prevent any form of discrimination or harassment on the basis of caste, gender, religion, language, disability, or socio-economic background.
- To ensure equal treatment and opportunities for all students and employees.
- To create awareness about constitutional rights and institutional policies related to equality and non-discrimination.
- To provide a safe and confidential platform for lodging complaints.

### 3. Scope:

The Cell deals with complaints related to:

- Discrimination in academic or administrative matters
- Gender-based harassment or verbal abuse
- Bias in evaluation, resource access, or opportunities
- Unfair treatment in hostel, classroom, or campus premises

### 4. Complaint Registration Process:

- Complaints may be submitted **in writing**, through a **dedicated drop box**, or via **email** to the official Cell address.
- Anonymous complaints are also considered if they contain sufficient evidence.
- The Cell acknowledges receipt of a complaint within **3 working days**.



## 5. Inquiry and Redressal Mechanism:

- A preliminary review is conducted by the Chairperson to assess the nature of the complaint.
- A formal **inquiry committee** is constituted (if required) to collect facts and statements from concerned parties.
- Both complainant and respondent are given an equal opportunity to present their cases.
- The findings and recommendations are recorded and forwarded to the Principal for final decision and action.
- The entire process is completed within **10–15 working days**, maintaining confidentiality and impartiality.

## 6. Preventive and Awareness Measures:

- Conduct orientation and sensitization programs on gender equality, inclusiveness, and respectful behaviour.
- Display posters, helpline numbers, and grievance email IDs prominently across the campus.
- Organize seminars, and guest lecture to promote awareness against discrimination and harassment.

## 7. Record Keeping and Monitoring:

- The Cell maintains records of all complaints, inquiries, and actions taken.
- Periodic reports are submitted to the Head of Institution and concerned regulatory authorities.
- Annual activities and outcomes are reviewed to strengthen preventive measures.



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