



NARASARAOPETA INSTITUTE OF PHARMACEUTICAL SCIENCES

Sponsored by Gayatri Educational Development Society, Narasaraopet.
(Affiliated to JNTUK, Kakinada, Approved by AICTE & Pharmacy Council of India, New Delhi)
An ISO 9001:2015 Certified Institution

Date: 17.06.2019

ANTI RAGGING COMMITTEE POLICY

In accordance with UGC guidelines & AICTE, Narasaraopeta Institute of Pharmaceutical sciences strictly adhered to maintain Zero- tolerance policy towards ragging. Any student found guilt or accused of indulging in ragging will be punished in accordance with the law.

What exactly is ragging?

Under laws in India, ragging is defined as any disorderly conduct either by acts or words spoken, the effect of which is teasing or handling with rudeness a fresher or any other student, or indulging in rowdy or undisciplined activities by any student which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension therefore 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.

Vision:

To ensure maintenance of ragging free atmosphere in & around the college premises and also to educate the students about the causes and effects of indulging in ragging.

Mission:

To act as a supervisory in conserving the inheritance of ragging free campus

Objectives:

- Anti Ragging Committee is framed with the main objective of restraining the peril of ragging activities within the campus, campus premises and hostel. The main objectives are as follows
- To create awareness among the students about the ill effects of ragging and the punishments in the law for the students indulged in it.

- To keep a stringent watch on any students involving in ragging.
- To handle any such cases with ease & to be readily available to any students facing such circumstances.
- To take strict and immediate actions on any students dealing with ragging.

Roles & Responsibilities:

- To ensure compliance with the direction of Honorable supreme court / AICTE / UGC/ University and be eagle-eyed on any activities of ragging.
- To be readily accessible to encounter any complaints from the fresher student who endured ragging and scrutinize it and submit the report and actions to be taken according to law to the ARC.
- To organize orientation programme for creating awareness among the students.
- To take all the necessary precautions in preventing ragging in and around the campus as well as campus premises and hostel.
- To contrivance a procedure of collecting undertaking forms from the students to ensure they do not involve in ragging.

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Any student involving in ragging or any such activities will be liable for punishment as per the norms of UGC and AICTE acts.



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WOMEN GRIEVANCE REDRESSAL COMMITTEE (WGRC)

POLICY DOCUMENT

VISION:

To furnish a secure space for the female students and women employees of the institution.

MISSION:

Hindrance and forbidding any activities related to physical or mental annoyance and Sexual intimidation of both women employees and the female students.

Preamble:

- Whereas Sexual Harassment infringes the fundamental right of a woman to gender equality under Articles 14 and 15 of the Constitution of India and her right to life and live with dignity under Article 21 of the Constitution which includes a right to a safe environment free from sexual harassment.
- Whereas the right to protection from sexual harassment and the right to work with dignity are recognized as universal human rights by international conventions and instruments such as Convention on the Elimination of all forms of Discrimination against Women (CEDAW).

Objectives:

- To augment awareness about the sensitivity involved in the issues related to harassment of women.
- To create a compatible work space for the female members of the institution.
- To provide a promising place which is free from any sort of harassment and gender based discrimination for all the women employees and the female students of the institution.
- To build self-esteem and dignity among the girl students and the lady faculty members.

Sexual Harassment Defined:

Sexual harassment shall include any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely

- (i) Physical contact and advances; or
- (ii) A demand or request for sexual favours; or

- (iii) Making sexually coloured remarks; or
- (iv) Showing pornography; or
- (v) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature; confine

Origination of Women Grievance Redressal Committee:

To maneuver any issues faced by the women staff either teaching or non-teaching and the female students of the college, women grievance redressal committee has to be constituted to probe into any such complaints received and deal with them with immediate effect in a timely manner.

Women Grievance Redressal Committee shall constitute of the following persons

- Committee constitutes a total of 9 members with the Principal as the chairperson.
- One among the women faculty will act as the convener and four other faculty as the members.
- Committee also has 3 student members who will act as an interface for representing grievances faced by any female students to the convenor or the members of the committee.

Functions and duties of WGRC:

- The committee will look into the grievances put forward by the women employees of the college, irrespective of whether the complaint is against a male or female employee.
- Vitalising the Students to express any sort of grievances / problems being faced by them freely and frankly without any fear of being victimised
- Advising students of the college to respect the right and dignity of one another if any rift arises.
- Confabbing all the staff to be gentle to the students and do not treat any of them with avenger for any reason.
- To resolve any inconvenience caused to any girl student or women faculty.
- To review any representations made to the committee if any.
- To ensure fair and timely resolution of any inconvenience caused to any girl student or women faculty.
- Simple respect for all in the campus is thus the main focus.

Meetings of the committee:

- Committee shall meet once for every academic year.

- Chairperson can call for a meeting anytime upon receiving a complaint, the complaint will be addressed by the members of the committee within 15 days from the date of complaint received.

Procedure for filing a complaint:

- Committee shall receive all the complaints in a written format with clear and proper signature of the complainant.
- Complaints registered shall be maintained with the women grievance redressal committee and it should be maintained confidential with the committee.

Working modality of the cell:

- The committee will call the complainant for a personal meeting usually within a span of one week after receiving the complaint.
- The members of the cell will discuss the complaint.
- If the case falls under the purview of the cell, an enquiry committee will be set up, which after thorough scrutiny and deeper investigation about the complaint.
- The enquiry committee will recommend the nature of action to be taken at the earliest.

Penalties and punishment for sexual harassment:

The committee may recommend the following penalties on any person found guilty of sexual harassment.

❖ **Penalties for employees:**

- Fine
- Withholding of increments or promotion
- Dismissal from service

❖ **Penalties for students:**

- Warning
- Written Apology
- Debarring from hostel/campus

Punishment for false complaints:

When the WGRC arrive at a conclusion that the complaint against the respondent is imprecise action will be taken on the complainant.



GRIEVANCE REDRESSAL POLICY

Preamble:

To address the grievances of the students, parents and others, as per All India Council for Technical Education (AICTE) regulations, 2012 under clause 1 of section 23 of the AICTE Act, 1987 regarding the establishment of Mechanism for Grievance Redressal in Technical Institutions, Grievance Redressal Committee (GRC) is formed in the college. The objective of GRC is to develop a harmonious educational environment in the institute.

Grievance is defined as a means of formal complaint which includes any kind of content or dissatisfaction or negative perception, whether expressed or not, arising out of anything connected with the institute that a student/ parent / staff member thinks, believes, or even feels, is unfair, unjust or inequitable.

Objective:

The main objective of the policy is to facilitate a work culture where no grievance exists & to maintain harmony among the students.

Genesis of Grievance Redressal Committee:

To address the key issues of the students, related to grievance a committee named "Grievance Redressal Committee" (GRC) has been constituted with the following objectives:

- ✓ To make sure that a productive solution shall be provided to any student's grievances with a fair means.
- ✓ To uphold the dignity of the college by ensuring a conflict free environment within the college.
- ✓ To uplift the students to convey their grievance in a hassle free manner.
- ✓ To pervade among all the students that no conflict will be encouraged in the campus either with co-students or with the faculty.
- ✓ To build better interpersonal relationships between students and the faculty
- ✓ To advise the staff to be gentle to the students and also to promote cordial Student-Student relationship and Student- Staff relationship etc.

Meetings of the committee:

Committee shall meet once for every academic year.

Chairperson of the committee shall call for a meeting at any time of the year if any written complaint is received within a week of receiving the complaint.

Medium of receiving the complaint:

Students can submit their complaint in a written format with their signature to the Grievance Redressal Committee.

In case the person is unwilling to appear in self i.e., if the person wants to remain anonymous, grievance may be sent in written format by dropping it in the Suggestion/ Complaint box that have been installed in the campus.

Course of action:

The complaint/ Suggestion box will be opened on every Monday at 10:00AM to check for any complaints or suggestions dropped.

After receiving the complaint, the committee shall look into the issue, investigate it and resolve it in the specified time.

Any complaint received shall be addressed within a span of one week or at the earliest.

After in depth investigation about the complaint, the committee shall use its best efforts to work on the resolution of the issue.


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