

Amar Sewa Mandal's

Kamla Nehru College of Pharmacy

Borkhedi (gate), Butibori, Nagpur-441 108 (M.S.)

CRITERION 5

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

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Borkhedi (gate), Butibori, Nagpur-441 108 (M.S.)

Policy Against Sexual Harassment at Workplace

The document was drafted by the working Committee on the policy against sexual harassment at the workplace.

Preamble-

The Parliament of India passed the "Sexual Harassment at Workplace (Prevention, Prohibition, and Redressal) Act," in the year 2013. The ACT provides protection against sexual harassment at work place and for the prevention and redressal of complaints of sexual harassment.

The guidelines state that

"It shall be the duty of the employer or other responsible persons in work places to prevent the sexual harassment and to provide the procedures for solutions, settlement, or prosecution of acts, of sexual harassment by taking all steps require."

Commitment-

Educational institutions are bound by the Supreme Court's directive and Kamla Nehru College of Pharmacy is committed to create and maintain a safe and secure environment which is free of gender violence, sexual harassment, and discrimination on the basis of sex/ gender for all its employees at workplace. College will operate zero tolerance policy for any form of sexual harassment in the work place.

Sexual Harassment

According to THE SEXUAL HARASSMENT OF WOMEN AT THE WORK PLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT 2013, sexual harassment includes any one or series of the following unwelcome acts




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Amar Sewa Mandal's

Kamla Nehru College of Pharmacy

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or behavior (whether directly or by implication committed in person/ on print or via computer/phone/other media) namely:

1. Physical contact e.g touching, pinching and sexual advances; or
2. A demand or request for sexual favors as a condition of continued employment, job status, promotion, salary increment or career development; or showing pornography or posting sexual pranks;
3. Any other unwelcome physical, verbal or non- verbal conduct of sexual nature; or
4. Physical conduct such as loaded comments, remarks or jokes, letters, phone calls, SMS, MMS or e-mails; or
5. Making obscene/ sexually coloured remarks or remarks of a sexual nature about a person's clothing or body; or
6. Stalking, whistling, leering.

Jurisdiction

The policy and the rules & regulations would apply to all members of college students, faculty and non-teaching staff. The policy would also apply on off the campus.

In the above the following definitions will apply-

1) Members- include faculty (permanent and temporary), staff (permanent and temporary), research scholars /students (full time and part time) and any other visitors.

2) Faculty-refers to a person or the staff of the Institute who is appointed to a faculty position, whether full time / temporary/ ad-hoc /part-time /visiting /honorary.

3) Staff- refers to any person in the Institute who is not included in the category of faculty. It shall also include contract workers and daily wagers.

4) Students- includes all the students of UG and PG.



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Borkhedi (gate), Butibori, Nagpur-441 108 (M.S.)

5) Campus refers to all places of work and residence. It includes all administrative section, academic section, library & computer center, project offices as well as hostel & mess, guest house, staff quarters, security cabin and public places, etc.

In order to implement the policy, a Committee shall be appointed would be as described below.

Internal Complaint Committee-

To prevent sexual harassment and to receive and deal with complaints. Internal Complaint Committee have been appointed. The committee comprises of

1. Chairman- A woman employed at a senior level in the organization at workplace
2. Two members from teaching faculty and one member from non-teaching faculty.
3. One external member from Govindrao Wanjari Law College
4. Two students one from UG and one from PG.



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Kamla Nehru College of Pharmacy

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INTERNAL COMPLAINT COMMITTEE (VISHAKA CELL)

Sr. No	Name	Designation	Contact No	e-mail id
1.	Ms.Disha Dhabarde	Chairman	9881228644	dishamandave@gmail.com
2.	Ms.ShilpaBorkar	Member Teaching	9175389086	shilpa_borkar23@rediffmail.com
3.	Ms. Seema Wakodkar	Member Teaching	9922502779	seemausare@rediffmail.com
4.	Ms. Vaishali Satpute	Member Non- Teaching	7414920661	lutevaishali20@gmail.com
5.	Ms. Leena Langde	External Member	9970106932	leena.langde@gmail.com
6.	Ms. Shweta Jaiswal	Student Member (UG)	7798393778	jaiswalshweta512@gmail.com
7.	Ms. Sanjivani Lonare	Student Member (PG)	9764522575	sanjivanilonare@gmail.com

Duties of the Committee-

1. To safeguard the rights of female students and female staff members to protect against any sort of violence against them.
2. To provide platform for listening to complaints and redressal of grievances.
3. To ensure personality along with academic development of students.
4. To make them aware of their rights.
5. The woman teacher and committee members are advised to put their problems in writing in the suggestion/complaint box.
6. To aware sexual harassment act.




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Borkhedi (gate), Butibori, Nagpur-441 108 (M.S.)

Complaints Committee-

An appropriate complaint mechanism in the form of internal complaint committee has been created in the college for time bound redressal of the complaint made by the victim.

Meeting of the Committees

The members of the Committee shall meet at least two time in a year. The Chairperson shall preside over the meeting. In the absence of the Chairperson, the next senior female faculty member shall preside over the meeting.

Mechanism of Redressal of sexual harassment cases as per the guidelines of Sexual Harassment at workplace (prevention, prohibition and redressal) Act 2013

In pursuance of the Sexual Harassment Act in April 2013

- 1) Any aggrieved woman employee or student can make a complaint in writing to the ICC within a period 3 months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident. (sexual harassment at work place includes unwelcome acts or behavior.)
- 2) If she is unable to make a complaint in writing, the ICC shall render all possible assistance to her for making the complaint in writing.
- 3) If the ICC is satisfied that the circumstances were such, which prevented the woman from filing a complaint within a period of 3 months it may extend the time limit not exceeding three months.
- 4) Within a period of five working days from the date of such communication of complaint, the chairperson shall call a meeting to discuss the matter.
- 5) The complainant needs to submit six copies of the complaint along with the supporting documents and names and addresses of the witnesses to



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the ICC. On receipt of the complaint, the committee will send one of the copies to the respondent within a period of seven working days and ask the offender to file his reply to the complaint along with the list of documents and names and addresses of witnesses, within a period not exceeding ten working days from the date of receipt of the complaint by him.

- 6) The aggrieved woman and the offender shall be responsible for presenting their witnesses before the committee.

Disciplinary Actions

Enhancement of disciplinary action, by the Committee, could depend on factors such as the nature and extent of injury caused to the complainant, the impact of the violation on the institutions as a whole, the position of the harasser in the power hierarchy, repetition of offence etc.

Redressal

1. The Committee will submit a report along with recommended disciplinary actions to the Principal.
2. The Principal of KNCP upon receipt of the enquiry report shall implement the disciplinary action on the basis of the recommendations of the Committee under relevant service rules within two months.
3. The disciplinary action will be commensurate with the nature of the violation.



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Borkhedi (gate), Butibori, Nagpur-441 108 (M.S.)

Policy for Grievance

Purpose-

Any student who believes that he or she has been unjustly treated is encouraged to seek resolution of the issue through procedures established by the college to maintain effective and supportive relationships between students and faculty/staff members. Students are encouraged to discuss perceived unfairness or situations at the level where they occur.

Grievable matters-

A grievance is defined as a formal written document submitted by a student against the institution claiming possible non-compliance with institutional policy and/or procedure. All grievances should be written as a letter to the signed by the grieving student. The letter should include the following:

- Description of incident
- Explanation of steps to resolve the problem
- Names of individuals you believe are responsible
- Date of situation
- Any individuals who witnessed or have knowledge of the incident

Non-Grievable matters-

A student may not use this procedure for grievances related to the following matters of claim of discrimination or other conduct that falls within the jurisdiction of the Sexual Misconduct or Non-Discrimination Policies, petition regarding instructional or academic issues.



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As per the rules and regulations specified by AICTE / UGC for student or other stake holders in a Technical Institution, "Kamla Nehru College of

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Borkhedi (gate), Butibori, Nagpur-441 108 (M.S.)

Pharmacy, Butibori, Nagpur, has constituted "Grievance Redressal Cell" with staff members and students as mentioned below. The committee will enquire the nature and extent of grievance and resolve the grievance.

GRIEVANCE REDRESSAL CELL

Sr. No	Name	Designation	Contact No	e-mail id
1.	Dr. J. R. Baheti	Chairman	9923380130	jbaheti@gmail.com
2.	Mr. M. D Godbole	Member Teaching	9960919316	mdgodbole@gmail.com
3.	Dr. P. P. Katolkar	Member Teaching	9518594068	parimal.katolkar@gmail.com
4.	Mrs. K. R. Pandey	Member Teaching	9881713486	kavishuklapandey@gmail.com
5.	Mr. V.D. Lohkare	Member Non-Teaching	9730853209	vishaallohkare@gmail.com
6.	Mr. M. R. Hirulkar	Student Member (UG)	8087898703	mayureshhirulkar01@gmail.com
7.	Ms. L.R. Trivedi	Student Member (PG)	7066855320	Leenatrivedi873@gmail.com

Functions and Responsibilities

The objective of the Grievance Cell is to develop a responsive and accountable attitude in order to maintain a harmonious educational atmosphere in the college. The various functions and responsibility of this committee are as follows.




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Kamla Nehru College of Pharmacy

Borkhedi (gate), Butibori, Nagpur-441 108 (M.S.)

- To create a platform where students/faculty members can point out their problems regarding academic and non-academic matters.
- Get suggestion from the students/faculty members for improvement.
- Take necessary steps for improvement in the light of grievances.
- The grievance committee will meet as often as required whenever there is any grievance.
- Cases will be attended promptly on receipt of written grievances from the students/ Faculty.
- Cell formally will review all cases and will act accordingly as per the policy.
- Cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.
- The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell.

Mechanism for submission of student's grievances-

- 1) Any student or staff of the college may feel free to lodge a complaint.
- 2) Complaint should be made to Grievance Redressal Committee.
- 3) Complaint should be in written form.



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Borkhedi (gate), Butibori, Nagpur-441 108 (M.S.)

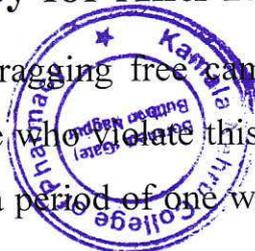
- 4) Upon receipt of complaint by any member of GRC, the member should forward it to the cell.
- 5) Upon receipt of complaint, the Secretary of the committee will send a response to the complainant acknowledging the receipt of grievance immediately.
- 6) Based on the nature of complaint, the Secretary either address the issue directly with the help of concerned department or the Secretary may call for a meeting of GRC.
- 7) The committee, as required may also call to the person against which the complaint has been made.
- 8) Final decision of the committee has to be communicated to complainant within 15 days of the receipt of the complaint.
- 9) If the complainant is not satisfied with the decision of the redressal committee, he/she can submit an appeal to the Secretary within a week of the receipt of decision with all relevant details.

Time Guidelines

If the college is not in session then additional time may be required because of the complexity of the case, unavailability of the parties or witnesses, or other circumstances, at the request of any party or individual involved in the grievance procedure. If a period is extended, the student and the person against whom the grievance has been filed will be so informed.

Policy for Anti-Ragging

College Campus is a ragging free campus. Students will refrain from ragging of any kind and those who violate this rule will be instantly suspended from the college initially for a period of one week. The matter will be placed in



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Borkhedi (gate), Butibori, Nagpur-441 108 (M.S.)

front of Anti-Ragging Committee, which will review the incident of ragging and take action according to the law. Supreme court of India has banned ragging. In order to prevent such activity in the campus, Anti-Ragging committees have been developed and brought into operation even before the start of first year classes by the Principal.

ANTI RAGGING COMMITTEE

Session 2018-19.

Sr. No.	Name of person	Designations	Contact number
1	Dr. J. R. Baheti	Principal	9923380130
2	Mr. A.Y. Kanugo	Chairman	9028497268
3	Dr. P. P. Katolkar	Member	9860556403
4	Mr. M.D. Godbole	Member	9960919316
5	Mr. S.S. Meshram	Member	8975866806
6	Mrs. R.S. Shivhare	Member	9922502779
7	Mrs. K.R. Pandey	Member	9881713486
8	Ms. K.S. Hinganikar	M Pharm representative	7066557729
9	Ms. P. D. Yadav	B Pharm representative	9860034925

ANTI RAGGING SQUAD COMMITTEE

Sr. No.	Name of person	Designations	Contact number
1	Dr. J. R. Baheti	Principal	9923380130
2	Dr. S. N. Umathe	Professor	9373102858
3	Mr. A.Y. Kanugo	Chairman	9028497268
4	Dr. P. P. Katolkar	Member	9860556403
5	Mr. M.D. Godbole	Member	9960919316


PRINCIPAL
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BUTIBORI, NAGPUR-441108

Amar Sewa Mandal's

Kamla Nehru College of Pharmacy

Borkhedi (gate), Butibori, Nagpur-441 108 (M.S.)

6	Mrs. Ruchi S. Shivhare	Ladies representative	9503640446
7	Mr. Surendra Paliye	Parents representative	9850210882
8	Mr. Nandkishor Jangid	Parents representative	9421702929
9	Shri. Dhanraj Chauhan	Parents representative	9923300385
10	Shri. Deokumar Yadav	Parents representative	9370630784
11	Shri. Shravan Selwate	Parents representative	7066186618
12	Police Inspector	Squad Member	071033262135
13	Ladies inspector	Squad Member	071033262135

OBJECTIVE

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 indiscipline 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 all its forms from universities, deemed universities and other higher educational institutions in the country by prohibiting it under these Regulations, preventing its occurrence and punishing those who indulge in ragging as provided for in these Regulations and the



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BUTIBORI, NAGPUR-441108

Amar Sewa Mandal's

Kamla Nehru College of Pharmacy

Borkhedi (gate), Butibori, Nagpur-441 108 (M.S.)

appropriate law in force to create, develop and nurture a conducive, socio-academic environment within the student population..

WHAT CONSTITUTES RAGGING?

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

1. Any conduct by any student or a group of 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;
2. Indulging in disorderly 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;
3. 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;
4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
6. Any act of financial extortion or forceful expenditure burden put on a fresher
or any other student by students
7. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and obscene acts, gestures, causing bodily harm or any other danger to health or person;



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KAMLA NEHRU COLLEGE OF PHARMACY
BUTIBORI, NAGPUR-441108

Kamla Nehru College of Pharmacy

Borkhedi (gate), Butibori, Nagpur-441 108 (M.S.)

8. 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 pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

PREVENTIVE ASPECTS OF RAGGING

During counseling meet new batch induction programme should assure the students and parents about full protection and support against any attempts of ragging by seniors while briefly introducing the guidelines of Anti-Ragging Policy to achieve socio- academic integration of new entrants.

DEFINITIONS

1. In these regulations unless the context otherwise requires, -

- a. "Act" means, the University Grants Commission Act, 1956 (3 of 1956);
- b. "Academic year" means the period from the commencement of admission of students in any course of study in the institution up to the completion of academic requirements for that particular year.
- c. "Anti-Ragging Helpline" means the Helpline established under clause (a) of Regulation 8.1 of these Regulations.
- d. "Commission" means the University Grants Commission;
- e. "Council" means a body so constituted by an Act of Parliament or an Act of any State Legislature for setting, or coordinating or maintaining standards in the relevant areas of higher education, such as the All India Council for Technical Education (AICTE), the Bar Council of India (BCI), the Dental Council of India (DCI), the Distance Education Council (DEC), the Indian Council of



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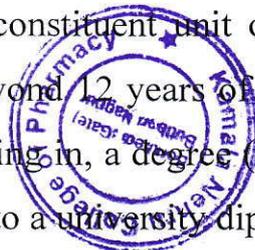
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Kamla Nehru College of Pharmacy

Borkhedi (gate), Butibori, Nagpur-441 108 (M.S.)

Agricultural Research (ICAR), the Indian Nursing Council (INC), the Medical Council of India (MCI), the National Council for Teacher Education (NCTE), the Pharmacy Council of India (PCI), etc. and the State Higher Education Councils

- f. "District Level Anti-Ragging Committee" means the Committee, headed by the District Magistrate, constituted by the State Government, for the control and elimination of ragging in institutions within the jurisdiction of the district.
- g. "Head of the institution" means the Vice-Chancellor in case of a university or a deemed to be university, the Principal or the Director or such other designation as the executive head of the institution or the college is referred.
- h. "Head of the institution" means the Vice-Chancellor in case of a university or a deemed to be university, the Principal or the Director or such other designation as the executive head of the institution or the college is referred.
- i. "Fresher" means a student who has been admitted to an institution and who is undergoing his/her first year of study in such institution.
- j. "Institution" means a higher educational institution including, but not limited to an university, a deemed to be university, a college, an institute, an institution of national importance set up by an Act of Parliament or a constituent unit of such institution, imparting higher education beyond 12 years of schooling leading to, but not necessarily culminating in, a degree (graduate, postgraduate and/or higher level) and/or to a university diploma.



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BUTIBORI, NAGPUR-441108

Kamla Nehru College of Pharmacy

Borkhedi (gate), Butibori, Nagpur-441 108 (M.S.)

- k. "State Level Monitoring Cell" means the body constituted by the State Government for the control and elimination of ragging in institutions within the jurisdiction of the State, established under a State Law or on the advice of the Central Government, as the case may be.
2. Words and expressions used and not defined herein but defined in the Act or in the General Clauses Act, 1897, shall have the meanings respectively assigned to them in the Act or in the General Clauses Act, 1897, as the case may be.

Mechanism of Redressal of Ragging cases

- 1) The college has constituted committee to be known as Anti-ragging Committee.
- 2) Anti-Ragging Committee ensures compliance with the provisions of AICTE Regulations as well as the provisions of any law for the time being in force concerning ragging and also monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the college.
- 3) Anti-Ragging Squad- The College has constituted the Anti-Ragging Squad for surprise raids in the college premises, canteen and hostels. The squad members carry out raids frequently in ragging sensitive places of premises.
- 4) Based on the directions of the Hon'ble Supreme court the UGC framed the UGC Regulations of ragging in Higher Educational Institution to prohibit, prevent and eliminate the punishment of ragging.
- 5) Students can call the toll free UGC National Anti-ragging Helpline 1800-180-5522 or write email to helpline@antiragging.in. Also students can directly contact to the members of Anti-ragging committee. Students can email to kncpbutibori@gmail.com
- 5) 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 institution shall immediately determine if a case under the penal laws is made



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KAMLA NEHRU COLLEGE OF PHARMACY
BUTIBORI, NAGPUR-441 108

Kamla Nehru College of Pharmacy

Borkhedi (gate), Butibori, Nagpur-441 108 (M.S.)

out and if so, either on his own or through a member of the Anti-Ragging Committee authorized 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. Public nuisance created during ragging;
- V. Violation of decency and morals through ragging;
- VI. Injury to body, causing hurt or grievous hurt;
- VII. Wrongful restraint;
- VIII. Wrongful confinement;
- IX. Use of criminal force;
- X. Assault as well as sexual offences or unnatural offences;
- XI. Extortion;
- 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;



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Kamla Nehru College of Pharmacy

Borkhedi (gate), Butibori, Nagpur-441 108 (M.S.)

XVIII. All other offences following from the definition of "Ragging".

The Head of the institution shall forthwith report the occurrence of the incident of ragging to the District Level Anti-Ragging Committee and the Nodal officer as our college is an affiliated college. Provided further that the institution shall also continue with its own enquiry initiated under clause 9 of these 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.

PENALTY FOR RAGGING

Any student of an educational institution shall commit ragging. Supreme Court of India has ordered that if any incident of ragging comes to the notice of the authority, the concerned student shall be free to explain and if his/her explanation is not found satisfactory, the Principal would expel him/her from the college.



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KAMLA NEHRU COLLEGE OF PHARMACY
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Kamla Nehru College of Pharmacy

Borkhedi (gate), Butibori, Nagpur-441 108 (M.S.)

Policy for Anti-Discrimination Cell

Introduction-

Indian constitution encapsulates social safeguard measures for all citizens of India in Article 15 and Article 16.

As per directives of Article 15 prohibition of discrimination on grounds of religion, race, caste, sex or place of birth.

Article 16 states equal opportunity in matters of public employment. Article 16(2) further states that no citizen shall on grounds only of religion, race, caste, sex, descent, place of birth, residence or any of them, be ineligible for, or discriminated against in respect of, any employment or office under the State.

Kamla Nehru College of Pharmacy is committed to promote equal employment opportunities and discrimination free workplace.

Anti-Discrimination Cell

Sr. No.	Name of the Member	Designation	Contact No.	e-mail
01.	Jagdish R. Baheti	Chairperson	8208699266	jbaheti@gmail.com
02.	Ms. Disha M. Dhabarde	ADO	9881228644	dishamandave@gmail.com
03.	Mr. Manish A. Kamble	Member	8055025566	manish.kamble@gmail.com
04.	Ms. Ashwini R. Ingole	Member	9860965526	ashwiniingole@rediffmail.com
05.	Dr. Deweshri R. Kerzare	Member	9518780449	kerzarepritee@gmail.com

Objectives-

- 1.Students or employees do not suffer unfair discrimination in the workplace.
- 2.Individuals work in such an environment where all have equal opportunity depends on abilities.



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Borkhedi (gate), Butibori, Nagpur-441 108 (M.S.)

Person shall not discriminate on-

- Age
- Colour
- Cultural or religions
- Educational Background
- Race, ethnicity or nationality
- Political opinion
- Physical features
- Gender identity and expression
- Marital status
- Pregnancy or
- Breastfeeding
- Sexual orientation
- Health or physical disability or impairment
- Medical record
- Reserve disciplinary forces, e.g., police



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BUTIBORI, NAGPUR-441 108

Amar Sewa Mandal's

Kamla Nehru College of Pharmacy

Borkhedi (gate), Butibori, Nagpur-441 108 (M.S.)

Mechanism of Redressal of Discrimination Cases

A person wishing to make a complaint of discrimination can contact and file a complaint to Anti-Discrimination Committee. The complaint should be made in writing and addressed to chairperson of the committee within 5 working days of any such incident of discrimination. Once a complaint has been filed an investigation will be undertaken immediately. The complainant and the respondent will both be interviewed along with any individuals who may be able to provide relevant information.

Penalties-

1. Anyone who harasses or victimizes a person who makes a complaint under this policy will face disciplinary action.



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Policy for OBC/SC/ST/Minority Cell

The cell has been constituted to respect every student and staff irrespective of their religious faiths, social and cultural backgrounds. The cell is dedicated to safeguard measures of an individual including minorities and acting as per the provisions of the constitution of India and prevention of Atrocities act 1989.

OBC/SC/ST/Minority Cell

Sr. No.	Name of the Member	Designation
01.	Dr. Pravin B. Suruse	In-charge
02.	Dr. Sudhir N. Umathe	Member
03.	Ms. Shilpa S. Borkar	Member
04.	Mr. Satish S. Meshram	Member
05.	Ms. Sampriya Betala	Member
06.	Mr. Vishal K. More	Member
07.	Ms. Nisha C. Meshram	Member
08.	Ms. Shweta T. Alam	Member
09.	Ms. Sanjivani D. Lonare	Member
10.	Ms. Vaishnavi S. Khante	Member

Objectives-

1. To create a secure environment for the SC, ST, OBC and minority students of the college.



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2. To provide assistance through guidance and counselling for any emotional emergencies at the campus.
3. To work jointly with the Grievance Redressal Cell and Internal Complaint Committee Cell.

Mechanism of Redressal

A person wishing to make a complaint can contact and file a complaint to OBC/SC/ST/Minority Cell Committee. The complaint should be made in writing and addressed to In- charge of the committee within 5 working days. Once a complaint has been filed an immediate inquiry shall be initiated in a time bound manner with the objective of resolving the issue.



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