



Vishnu Waman Thakur Charitable Trust's  
**VIVA Institute of Pharmacy**

Approved by PCI, AICTE (New Delhi), DTE (Government of Maharashtra),  
and Affiliated to University of Mumbai

**Criterion 5: Student Support & Progression**

**SSR 2023**

#### **5.1.4 Student Support**

**The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment & ragging cases**





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Sr. No.	Details of Standard Operating Procedure	Page no.
1.	<u><a href="#">GRIEVANCE REDRESSAL COMMITTEE</a></u>	4 – 7
2.	<u><a href="#">ANTIRAGGING COMMITTEE</a></u>	9 - 15
3.	<u><a href="#">INTERNAL COMPLAINT COMMITTEE</a></u>	17 - 29
4.	<u><a href="#">WOMEN DEVELOPMENT CELL</a></u>	31 - 36
5.	<u><a href="#">GENDER SENSITIZATION COMMITTEE</a></u>	38 - 42





**Vishnu Waman Thakur Charitable Trust's**  
**VIVA Institute of Pharmacy**

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**Grievance Redressal Committee  
(GRC)**





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Vishnu Waman Thakur Charitable Trust's  
**VIVA INSTITUTE OF PHARMACY**  
At. Shirgaon, Veer Sawarkar Road, Virar (E),  
Taluka: Vasai, Dist. Thane-401305, Maharashtra.

# **STANDARD OPERATING PROCEDURES**

**GRIEVANCE REDRESSAL COMMITTEE**  
**VIVA INSTITUTE OF PHARMACY**

Page 4 of 42





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## STANDARD OPERATING PROCEDURES FOR GRIEVANCE REDRESSAL COMMITTEE OF VIVA INSTITUTE OF PHARMACY

### • Aims and Objectives

\*The primary aim of the Committee for Addressing Concerns is to cultivate a responsive and accountable environment among all stakeholders, fostering a harmonious educational atmosphere within the institution.

\*The Grievance Committee has been established to address issues raised by college students, with the following **Objectives**:

1. Cultivate a peaceful atmosphere within the college by nurturing positive relationships among students, staff, and faculty.
2. Promote open and honest expression of grievances or concerns from both students and staff without the fear of reprisal.
3. Advise students and staff to respect each other's rights and dignity, advocating for restraint and patience during conflicts.
4. Discourage actions that incite discord among students, teachers, or the college administration.
5. Foster a caring and non-vindictive attitude among staff towards students under any circumstances

### **Constitution of the Committee-**

The committee would consist of the following members-

Sr. No.	Designation	Number of members
1	Chairperson	1
2	Teaching Faculty Members	3
3	Student Representatives	4

The constitution of the committee can be increased, as per the requirement of the academic year.

2





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## **SOP for Meetings:**

1. The committee would formally meet at the start of the academic year to plan for the year's activities, and submit a strategic perspective plan.
2. Meeting agenda shall be circulated well in advance with the attendees
3. Uniformity shall be maintained for the meeting procedure and the format of minutes and resolutions
4. There would be a meeting at the end of the academic year, to review the activities facilitated and the progress of the committee.
5. The committee would formally and informally meet as many times as required depending on the need and in emergency situations from grievances received.
6. Minutes of the meetings need to be maintained.
7. To ensure the minutes of last meeting and action taken confirmation
8. Minutes of the meeting shall be communicated to all members including those who were absent

## **Documents maintained by the Committee:**

1. Copy circulars of meeting
2. File of minutes of meetings for every formal meeting
3. Records of Complaint received offline and online through Institute website
4. To maintain the Register of GRC
5. Issue appointment letters and constitution of GRC

## **\*Function and Responsibilities**

1. Investigate and inquire into cases of malpractice involving students and staff.
2. Determine appropriate punishments based on the severity of the offense, allowing for the possibility of appealing to the management.
3. Address reports of indiscipline, ragging, and sexual harassment from students, observers, and staff.
4. Ensure the prevention of any type of sexual harassment within the institute.







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**\*Mechanism of the Committee**

1. Upon receiving a complaint, the committee will promptly assess the necessity of the case and determine the need for further discussion or investigation.
2. Mediate between the complainant and the defendant if necessary.
3. Work towards resolving grievances within a responsible time frame.
4. Provide regular reports to the authorities on handled cases and seek guidance from higher authorities when needed.

**\*Procedure for Lodging Complaints**

Students can submit their grievances either offline by writing to the Committee for Addressing Concerns or online through the institute's website (<https://vivapharmacy.org/>). Additionally, students are encouraged to drop written complaints, which can be anonymous if desired, into the grievance/suggestion box. The Committee will take action on cases accompanied by the necessary documents.

*Sagarika*  
8/8/22  
Committee In-Charge



*sw*  
Principal

Dr. Sunita Ogale

VIVA Institute of Pharmacy





**Vishnu Waman Thakur Charitable Trust's**  
**VIVA Institute of Pharmacy**

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**ANTIRAGGING COMMITTEE**







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08/08/22

**Standard Operating Procedure**  
**for**  
**Anti Ragging Committee**  
**Of**  
**VIVA Institute of Pharmacy**





# Vishnu Waman Thakur Charitable Trust's **VIVA Institute of Pharmacy**

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## **DEFINITION OF RAGGING**

Any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which Causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.

### **What Constitutes Ragging?**

- ❑ Any conduct by words spoken or written or an act which has the effect of teasing, threatening or handling with rudeness to a fresher or any other student.
- ❑ Financial extortion or act of forceful expenditure.
- ❑ Rowdy/undisciplined activities, which cause or are likely to cause annoyance, hardship, physical/psychological harm or fear or apprehension in any student.
- ❑ Forcing a student to do an act, which generates sense of shame, torment or embarrassment affecting his/her physique or psyche?
- ❑ Any act which prevents/disturbs/disrupts regular academic activities assignment to a student.
- ❑ Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively participating in the discomfiture to fresher or any other student.
- ❑ Any act affecting mental health and self-confidence of student with or without any intent to derive a sadistic pleasure showing off power, authority or superiority.
- ❑ Abetment to ragging, Criminal conspiracy to ragging, Unlawful assembly and rioting while ragging
- ❑ Public nuisance created during ragging, Violation of decency and morals through ragging
- ❑ Injury to body, causing hurt or grievous hurt, Wrongful restraint, Wrongful confinement
- ❑ Assault as well sexual offences or unnatural offences;
- ❑ Extortion, Criminal trespass, Offences against property, Criminal intimidation
- ❑ Attempts to commit any or all of the above mentioned offences against the victims;
- ❑ Threat to commit any or all of the above mentioned offences against the victims;





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**Anti Ragging Committee**

Sr. No.	Name of the Members	Designation	Profession	Address	Associated with	Contact no.
1	Dr. Sunita Ogale	Principal	Academician	905, La - Vista , Rushivan, Near Abhinav Nagar , Behind National Park, Borivali (E.) , Mumbai-400 066.	Pharmacy	9167436240
2	Mr. K.P.Narayan Kutty	Co-Ordinator VIVA Trust	Academician	Ruby A-201, Rajhans Dreams, Bhabhola, Vasai Rd.-401202	VIVA Trust	9403643640
3	Dr. kishor Gavas.	Re presentative of Civil Administration	Deputy, Commissioner WMC	Vasai Virar Muncipal Copartion, Virar (East)	Corporate	7775037888
4	Police officer	Re presentative of Police Administration	Police Officer	Virar Police Station , Virar (E.)	Local Police	8669604021
5	Mr. Pankaj Bhaskar Thakur	NGO	Jivdani Trust	Thakur Niwas Raja Chatrapati Shlvaji Road Virar West 401303	NGO	9325346060
6	Mr. Sanghdeep Gajbiye	Re presentative of Faculty Member (Male)	Academician	A-401, Bhalchandra, Nagar , Chandansar, Phase-I, Virar (E)	Pharmacy	7709978955
7	Mr. Ruchita Dhangar	Re presentative of Faculty Member (Female)	Academician	1207, Gas — Koparl , Chandansar , Virar (East)	Pharmacy	8237124528
8	Mrs.Mugdha Phatk	Re presentative of Non – Teaching staff (Female)	OS	A/201, Shree Ameya CHS Ltd,Near Hari Mandir M.B. Eastet, Virar (W) 401303	Pharmacy	8087776363
9	Mr.Aditya P. Yadav	Re presentative of Male Student	Student	Kajupada , Shivsai Mandir Behram Baug , Linkroad , Jogeshwari (West) -400 102.	Pharmacy	7400116929
10	Mr. Pankaj Yadav	Re presentative of Student Parents	Parents	Kajupada , Shivsai Mandir Behram Baug , Linkroad , Jogeshwari (West) -400 102..	Service	9324490620
11	Ms. Nidhi Deshmukh	Re presentative of Female Student	Student	314, Sawali Bunglow , Virar (west) , Tal – Vsai , Dist – Plaghar – 401 303.	Pharmacy	9307410482
12	Mrs.. Pranali Deshmukh	Re presentative of Student Parents	Parents	314, Sawali Bunglow , Virar (west) , Tal – Vsai , Dist – Plaghar – 401 303.	Service	9272573033







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## **Functions of the Anti-Ragging Committee**

- ❑ To obtain an undertaking in the prescribed format from the candidate concerned on anti-ragging at the time of admission.
- ❑ To conduct an address by the head of the institutions to the students and parents on anti-ragging committee.
- ❑ To arrange to send letters to parents, guardians of the students at the end of the academic year for creation of awareness.
- ❑ To form monitoring cells (Anti-ragging squads for surprise raids). To suggest measures to tighten the security

## **ANTI RAGGING AWARENESS WORKSHOP**

### **Purpose:**

- ❑ To educate the 1<sup>st</sup> year students & post graduate students about rules and regulation of anti ragging and its prevention.
- ❑ Students were made aware of legal consequences of ragging and misconduct.
- ❑ To generate the atmosphere of discipline by sending a clear message that no act of ragging shall be tolerated and any act of ragging shall not go unnoticed and unpunished.

### **Objectives:**

To make dental college & campus ragging free.

### **Procedure:-**

As per PCI circular, the Institute regularly conducts the Orientation programme/ seminar / workshop on consequences and prevention of ragging.



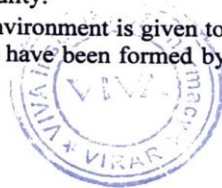
The speaker and other guests of the programme are invited by the Anti-Ragging committee. The details of the programme are discussed among the anti ragging committee members.



As per PCI recommendations, a detail report of the anti ragging workshop /seminar is sent to PCI along with the attendance (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> year students and 1<sup>st</sup> yr PG'S,) parents and staff who all attended the programme.

### **The objectives of this committee are as follows:**

- ❑ To Curb the Menace of Ragging in VIVA Institute of Pharmacy
- ❑ To prevent ragging in the College and also take proper action against those who are indulging into it.
- ❑ To root out ragging in all its forms from the institution by prohibiting it by law and preventing its occurrence by following the provisions of the Regulations of Supreme Court, PCI and UGC.
- ❑ Spell out suitable punishments to those found guilty.
- ❑ To ensure that the congenial and welcoming environment is given to the freshers. To achieve this objective following committee have been formed by the Institute





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as per UGC Regulation 2009.

- ☐ Create a ragging free atmosphere within and outside the campus premises.
- ☐ Generate awareness among students regarding any acts and punishment pertaining to ragging activities.
- ☐ Create cordial relations among students for fulfilling organizational mission, vision, aims and objectives.

Create awareness among students regarding how the self-confidence of the individual influences the national interest.

## **Responsibilities:**

- ☐ Devise mechanism for receiving, processing and addressing all information regarding incidence of ragging.
- ☐ Advise Academic Council and Disciplinary Committee on new policies or directives on handling cases of ragging (as applicable) from time to time
- ☐ Provide training and guidance to all staff and students on handling all complaints regarding ragging.
- ☐ Timely address grievances of stakeholders and especially those related to gender sensitivity issues including sexual harassment of women.
- ☐ Seek advice of expert to handle complicated grievance cases related to ragging apart from advice by other committee(s) / subcommittee(s)
- ☐ Compile/ submit biannual basis, the grievance summary report (on cases related to ragging) if any along with recommendations.
- ☐ Maintain all records, statements, actions and other correspondences related to ragging cases.
- ☐ Discuss major cases of ragging to generate awareness amongst students and faculty.
- ☐ **Anti-ragging awareness posters and details of the anti- Ragging committee members along with contact details are displayed in the Institute**

## **Antiragging Committee Meetings**

### **Purpose**

The meeting and its agreed outcomes are on record that can be reflected back & can be used for follow up.

### **Procedure:-**

Anti ragging committee will conduct biannual meeting Sept. /Oct. and March / April.



Minutes of meeting will be noted and same will be discussed with committee members



Minutes of meeting will be filed.





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Discussed points will be implemented accordingly.

## **Conclusion:**

Ragging is the serious offence and needs to be cured in the bud even before it takes any shape.

## **Protocol to be followed in case of incidence of ragging:**

A student experiences an episode of ragging



A Formal written complaint to be filed with the Anti-ragging committee members/Chairman.



Authenticity of the case will be examined by the members deputed by the chairman.



Initiation of the enquiry process by the members deputed by the chairman.



After a formal enquiry, the report will be forwarded to the Head of the Institution.



Appropriate penalty actions will be recommended to the Head of the Institution as per law.

## **ADMINISTRATIVE ACTION IN THE EVENT OF RAGGING**

**The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed here in as under:**

- ❑ 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 gravity of the incident of ragging established as per the recommendations of the Anti-Ragging Committee.
- ❑ The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely:
  1. Suspension from attending classes and academic privileges.
  2. Withholding / withdrawing scholarship/ fellowship and other benefits.
  3. Debarring from appearing in any test/ examination or other evaluation process.
  4. Withholding results.







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5. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
6. Cancellation of admission.
7. Rustication from the institution for period ranging from one to four semesters.
8. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
9. In cases where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

Committee Incharge



Principal





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**Internal Complaints Committee  
(ICC)**





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Date: 08/08/2022

# STANDARD OPERATING PROCEDURES

**INTERNAL COMPLAINTS COMMITTEE (ICC)**

**VIVA INSTITUTE OF PHARMACY**

Page 17 of 42





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## **PREAMBLE**

With regard to the Supreme Court Judgment and guidelines issued in 1997 to provide for the effective enforcement of the basic human right of gender equality and guarantee against sexual harassment and abuse, more particularly against sexual harassment at work places, the University Grants Commission (UGC) has issued circulars since 1998, advising the institutions to establish a permanent cell and a committee and to develop guidelines to combat sexual harassment, violence against women and ragging at the universities and colleges. It has further advised the universities to be proactive by developing a conducive atmosphere on the campus, where the status of women is respected and they are treated with compassion. Keeping the above guidelines in view the University has constituted a Committee against Sexual Harassment.

## **Aims and Objectives of the committee**

1. To create a safe and respectful work environment.
2. Develop and implement policies and programs aimed at preventing sexual harassment within the organization
3. Conduct awareness programs to educate employees about what constitutes sexual harassment and the consequences of such behavior.
4. Ensure that the workplace is free from sexual harassment and that employees feel safe and secure in reporting incidents without fear of retaliation
5. Establish a transparent and accessible mechanism for receiving, processing, and addressing complaints of sexual harassment.
6. Conduct regular training programs for employees, managers, and members of the ICC to raise awareness about sexual harassment, prevention strategies, and the role of the committee.
7. Ensure that the organization complies with relevant laws and regulations related to the prevention of sexual harassment in the workplace.
8. Submit periodic reports to the management regarding the status of sexual harassment complaints and actions taken.





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## **Powers & Duties of the Committee**

### **1. Preventive**

- (i) To create and ensure a safe environment that is free of sexual harassment.
- (ii) To create an atmosphere promoting quality and gender justice.
- (iii) To publicize the policy widely, especially through prospectuses, notice boards etc.
- (iv) To publicize the names and phone numbers of members of the Committees.

To plan and carry out programmes for gender sensitization.

### **2. Remedial**

- (i) The mechanism for registering complaints should be safe, accessible and sensitive
- (ii) To take cognizance of complaints about sexual harassment, conduct enquiries, provide assistance and redressal to the victims, recommend penalties and take action against the harasser, if necessary.
- (iii) To recommend to the concerned authorities about the necessary follow-up action and monitor the same.
- (iv) To advise the concerned disciplinary authority to issue warnings duly following the procedures or take the help of the law to stop the harasser, if the complainant consents.
- (v) To seek medical, police and legal intervention with the consent of the complainant and with the approval of the competent authority.
- (vi) To make arrangements for appropriate psychological, emotional and physical support (in the form of counselling, security and other assistance) to the victim, if so desired.







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## **Roles and Responsibilities**

### **Committee In-Charge**

The responsibilities of Committee In-Charge are as follows:

- 1) To update committee register
- 2) To attend the meeting of respective committee
- 3) Promotion of gender amity
- 4) To organize programmes concerning women's welfare
- 5) To prepare and maintain the file of respective committee if required
- 6) To issue the letter in each member in committee
- 7) To plan and conduct the meeting for same

### **Committee Member**

The responsibilities of committee member are as follows:

- 1) To update committee register
- 2) To attend the meeting of respective committee
- 3) To prepare and maintain the file of respective committee if required







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## **Constitution of the Committee**

The committee would consist of the following members as per 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-

Sr. No.	Designation	Number of members
1	Chairperson	1
2	Teaching Faculty Members	3
3	Non-Teaching Faculty Members	2
4	Student Representatives	3
5	NGO member	1

Note: At least 50% of the members shall be women

The constitution of the committee can be increased, as per the requirement of the academic year.

## **Schedule of meetings:**

1. The committee would formally meet at the start of the academic year to plan for the year's activities, and submit a strategic perspective plan.
2. There would be a meeting at the end of the academic year, to review the activities facilitated and the progress of the committee.
3. The committee would formally and informally meet as many times as required depending on the need and in emergency situations.
4. Minutes of the meetings need to be maintained.
5. The committee would meet prior to any event to discuss overall planning as well as individual roles and responsibilities.





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## General Working Rules

1. (i) Any aggrieved woman may make, in writing, a complaint of sexual harassment at the workplace to the ICC, within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of the last incident.  
(ii) A written complaint should be submitted to the Committee or any of its members along with list of witnesses and supporting documents. Additional documents and list of witnesses can be submitted to ICC at a later stage during the proceeding. Written complaint can also be lodged. (iii) Provided that where such complaint cannot be made in writing, the Presiding Officer or any other member of the ICC shall render all reasonable assistance to the woman for making the complaint in writing. (iv) Provided further that the ICC for reasons to be recorded in writing, can extend the time limit not exceeding three months, if it is satisfied that the circumstances were such that they prevented the woman from filing a complaint within the said period.
2. Any complaint received by the members should be immediately forwarded to the Presiding Officer, and this must be notified to other committee members at the earliest and not later than 3 days and a meeting should be called for discussing the matter
3. The Committee shall discuss and decide on its jurisdiction to deal with the case or reject the complaint prima facie and recommend to the Institute that no action is required to be taken in the matter.
4. Notice shall be issued to the respondent within 7 working days of receipt of the complaint and 10 working days shall be given for submission of reply (along with the list of witnesses and documents.)
5. The Committee will provide assistance to the aggrieved woman, if she so chooses, to file a police complaint in relation to an offence under Indian Penal Code.
6. (i) The Committee may, before initiating an inquiry, at the request of the aggrieved woman, take steps to settle the matter between her and the respondent through conciliation.  
(ii) No monetary settlement shall be made as the basis of conciliation. Where a settlement has been arrived at, the ICC shall record the settlement so arrived and forward the same to the employer for necessary compliance.

5





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- (iii) The Committee shall provide the copies of the settlement as recorded under 6(ii) to the aggrieved woman and the respondent. Where a settlement is arrived at, no further inquiry shall be conducted by the ICC.
- (iv) If conciliation is found to be not feasible, notice will be issued to both parties for hearing.
7. As an interim measure, ICC may recommend the following actions to be taken by the concerned authority a) the transfer of the aggrieved woman or the respondent to another section or Department if service rules so permit. b) granting of leave to the aggrieved woman upto a period of three months or : c) restraining the respondent from exercising any administrative authority or supervision or academic evaluation of the aggrieved woman. d) granting such other relief to the aggrieved woman as the case may require.
8. The Committee shall proceed to make inquiry into the complaint in accordance with the provisions of the service rules applicable to the respondent considering sexual harassment as misconduct.
9. The Presiding Officer shall convene the first hearing of the enquiry. The respondent, the aggrieved woman, and the witnesses shall be intimated at least 7 working days in advance in writing of the date, time and venue of the enquiry proceedings. The subsequent proceedings may be on a day to day basis, to be decided by ICC.
10. The Committee shall provide reasonable opportunity to the aggrieved woman and the respondent for presenting and defending her/his case.
11. The Committee may at any time during the enquiry proceedings, preclude the face-to-face examination of the respondent and the aggrieved woman and/or their witnesses keeping in view the need to protect the aggrieved woman or the witnesses from facing any serious health and/or safety problems.
12. The Committee may call any person to appear as a witness if it is of the opinion that it shall be in the interest of justice. The aggrieved woman/respondent has to submit the written reply before the committee within the specified time given.
13. The Committee shall have the right to summon, as many times as required, the respondent, aggrieved woman and/or any witnesses for the purpose of supplementary testimony and/or clarifications.

6







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14. The Committee shall have the power to summon any official papers or documents pertaining to the aggrieved woman as well as the respondent.
15. The past sexual history of the aggrieved woman shall not be probed into as such information shall be deemed irrelevant to a complaint of sexual harassment.
16. The Committee shall have the right to terminate the enquiry proceedings and to give an ex party decision on the complaint, should the respondent fail, without valid ground, to be present for three consecutive hearings convened by the Presiding Officer.
17. The aggrieved woman and the respondent, or any one person on her/his behalf, shall have the right to examine written transcripts of the recordings with the exclusion of witnesses' names and identities. Any person nominated by the aggrieved woman and/or the respondent on her/his behalf shall be either a member of the academic or non-teaching staff. No person who has been found guilty of sexual harassment shall be accepted as a nominee. The aggrieved woman/respondent should inform the Presiding Officer specifically if they wish to exercise this right. The Presiding Officer shall allow access to such documents on a specific date to be intimated at least two days in advance to each of the parties concerned. At no point in time, however, can the concerned parties take these documents outside the office.
18. The aggrieved woman and the respondent shall be responsible for presenting their witnesses before the Committee. However, if the Committee is convinced that the absence of either of the parties to the disputes is on valid grounds, the Committee shall adjourn that particular meeting of the Committee for a period not exceeding five days. The meeting so adjourned shall be conducted thereafter, even if the person concerned fails to appear for the said adjourned meeting without prior intimation/valid ground.
19. All proceedings of the ICC shall be recorded in writing. The record of the proceedings and the statement of witnesses shall be endorsed by the persons concerned as well as the committee members present in token of authenticity thereof. In case the minutes cannot be reduced in writing the same day, an audio recording of the proceedings may be made, and the written proceedings will be authenticated on a next available opportunity.
20. If the aggrieved woman desires to tender any documents by way of evidence, the Committee can supply true copies of such documents to the respondent. Similarly, if the

7





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- respondent desires to tender any documents in evidence, the Committee shall supply true copies of such documents to the aggrieved woman.
21. In the event the Committee thinks that supplementary testimony is required, the Presiding Officer shall forward to the persons concerned a summary of the proceedings and allow for a time period of seven days to submit such testimony, in person or in writing, to the Committee.
22. (i) The aggrieved woman and the respondent shall have the right of cross-examination of all witnesses. However such cross-examination shall be conducted in the form of written questions and responses via the Committee only. The respondent shall have no right to directly cross-examine the aggrieved woman or her witnesses.
- (ii) The respondent/aggrieved woman may submit to the Committee, a written list of questions that he/she desires to pose to the aggrieved woman/witness. The Committee (ICC) shall retain the right to disallow any questions that it has reason to believe to be irrelevant, mischievous, slanderous, derogatory or gender-insensitive.
23. Amicus Curie can be called for helping the committee if and when required.
24. After concluding its investigation, the Committee shall submit a detailed reasoned report to the Institute.
25. If the Committee finds no merit in the allegations, it shall report accordingly to the Institute.
26. The identity of the aggrieved woman, respondent, witnesses and proceedings of the Committee and its recommendations and the action taken by the Institute shall not be published, communicated or made known to the public, press or media in any manner and it will be outside the purview of the Right to Information Act, 2005.
27. In the event the Committee finds that the allegation(s) against the respondent have been proved, it shall recommend the nature of action to be taken by the Institute. The following actions may be recommended: a. A written apology b. Warning c. Reprimand or censure d. Undergoing a counseling session e. Carrying out of community service f. payment of compensation to the aggrieved woman by the respondent. The determination of compensation to the aggrieved woman shall be decided based on the following facts: i. The mental trauma, pain, suffering and emotional distress caused to the aggrieved woman, ii. The loss of career opportunity due to the incident of sexual harassment, iii. Medical

8







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expenses incurred by the victim for physical or psychiatric treatment iv. The income and financial status of the respondent v. Feasibility of such payment in lumpsum or in installments g. Any other punishment according to the service rules applicable to the respondent.

28. When the Committee arrives at the conclusion that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or the aggrieved woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the Institute to take action against such falsification.
29. Nothing precludes the college authority from taking cognizance of any new fact or evidence which may arise or be brought before it during the pendency of the inquiry proceedings or even after the communication of the findings to the appropriate authorities.
30. The college authorities will file a compliance report to the Committee within 30 days of issuance of such recommendation.
31. No legal practitioner will be allowed to represent either the aggrieved woman or the respondent in proceedings before the Complaints Committee.
32. The Committee has the powers of a civil court in the following cases i. Summoning and enforcing the attendance of any person related to the incident, ii. Requiring the discovery and production of any documents iii. Any other matter relating to the incident as decided by the Committee from time to time.
33. The aggrieved woman or respondent may prefer an appeal to the competent authority
34. Conduct regular reviews of the SOP and make amendments as needed to adapt to changing needs and circumstances.







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**Documents maintained by the Committee**

1. Annual Plans for academic year
2. File the minutes of meetings for every formal meeting
3. Circulars sent by the committee
4. Circulars from IQAC/ Principal/ HODs linked to events organized.
5. Brochures / Invitation cards
6. Prepare Annual/individual event budget
7. Report on every event/ activity conducted
8. Participant's enrolment in activities/attendance
9. Photographs of the event
10. Certificate issued (if any)
11. Copy/photos of press release or media coverage.
12. Participant's feedback



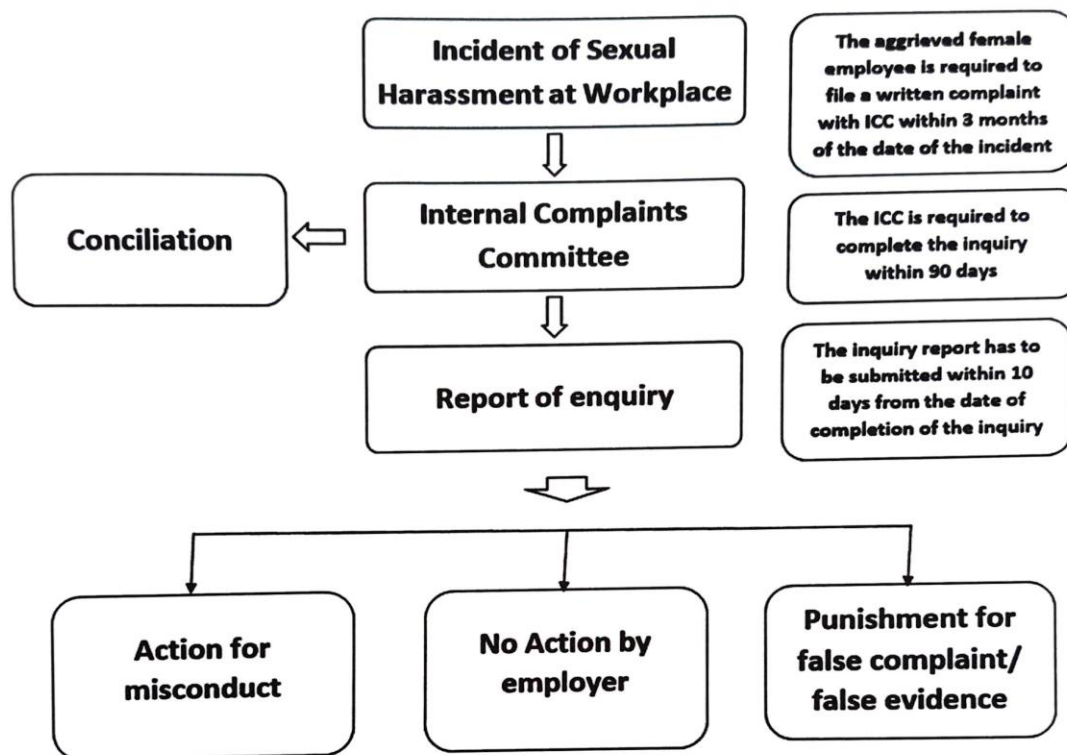


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## Procedure for filing complaint and conducting enquiry



11





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**Timeline of the Complaint**

- 1) Submission of Complaint-Within 3 months of the last incident
- 2) Notice to the Respondent-Within 7 days of receiving a copy of the complaint
- 3) Completion of Inquiry-Within 90 days
- 4) Submission of Report-Within 10 days of completion of the inquiry
- 5) Implementation of Recommendations-Within 60 days
- 6) Appeal-Within 90 days of the recommendations

*Anakkar*  
8/22  
Committee In-Charge

*S/O*  
Principal  
Dr. Sunita Ogale  
VIVA Institute of Pharmacy





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**Women Development Cell  
(WDC)**





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Date: 08/08/2022


# **STANDARD OPERATING PROCEDURES**

## **WOMEN DEVELOPMENT CELL OF VIVA INSTITUTE OF PHARMACY**

1

Page 31 of 42



  
Principal  
VIVA INSTITUTE OF PHARMACY





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## **STANDARD OPERATING PROCEDURES FOR WOMEN DEVELOPMENT CELL OF VIVA INSTITUTE OF PHARMACY**

The Women Development Cell (WDC) at VIVA Institute of Pharmacy is dedicated to promoting gender equality, empowerment, and the holistic development of female students and staff.

### **Aims and Objectives:**

1. **Promoting Gender Equality:** To work towards creating a more gender-equitable and inclusive college environment by raising awareness and understanding of gender issues.
2. **Empowerment:** To empower female candidates with the knowledge, skills, and resources needed to excel academically and in their future careers.
3. **Awareness and Sensitization:** To organize awareness programs and workshops that educate students and staff on issues related to gender, sexual harassment, and discrimination.
4. **Counseling and Support:** To provide counseling and support services for female students who may face academic, personal, or emotional challenges.
5. **Safety:** To ensure the safety and security of female candidates within the campus and to create mechanisms to report and address any harassment or safety concerns.
6. **Health and Well-being:** To promote the physical and mental health of female candidates by organizing health camps, workshops on self-care, and mental health awareness programs.
7. **Skill Development:** To offer skill development workshops and training sessions that enhance the employability and self-reliance of the female candidates.
8. **Leadership Development:** To encourage female candidates to take on leadership roles and develop their leadership skills.
9. **Networking:** To establish connections and networks with women's organizations, NGOs, and other institutions that can provide additional support and resources.
10. **Celebrating Women's Achievements:** To recognize and celebrate the achievements and contributions of female students and staff within the college community.

2







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## **Constitution of the Committee-**

The committee would consist of the following members as per UGC Guidelines (Prevention, Prohibition and Redressal of Sexual Harassment of women employees and students in higher educational institutions) Regulations, 2015.

Sr. No.	Designation	Number of members
1	Chairperson	1
2	Teaching Faculty Members	3
3	Non-Teaching Faculty Members	2
4	Student Representatives	3

The constitution of the committee can be increased, as per the requirement of the academic year.

## **SOP for Meetings:**

1. The committee would formally meet at the start of the academic year to plan for the year's activities, and submit a strategic perspective plan.
2. Meeting agenda shall be circulated well in advance with the attendees.
3. Uniformity shall be maintained for the meeting procedure and the format of minutes and resolutions
4. There would be a meeting at the end of the academic year, to review the activities conducted and the progress of the committee.
5. The committee would formally and informally meet as many times as required depending on the need and in emergency situations.
6. Minutes of the meetings need to be maintained.
7. Minutes of the meeting shall be communicated to all members including those who were absent.
8. The committee would meet prior before any event to discuss overall planning as well as individual roles and responsibilities.

3





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## **General working rules:**

1. Committee must prepare an annual plan of activities for the academic year.
2. Plan and conduct workshops on topics such as self-defense, financial literacy, health and wellness, and stress management
3. Celebrate Women's Day and other relevant events with cultural programs, discussions, and guest lectures.
4. The committee needs to prepare the annual budget/individual event budget, keeping in mind the various events to be held over the course of the academic year and submit the bills and invoices for all expenditures involved to the accounts section.
5. The committee is responsible to maintain the register of Minutes of Meeting.
6. The committee in-charge is responsible to re-constitute the committee as and when required.
7. The committee has to prepare the documents like circular, notice, event report, geo-tagged photographs, invitation letter of the guest speaker, appreciation letter speaker, banner/poster of the event, attendance, and feedback of the event conducted.
8. The committee is responsible for communicating the report along with geotagged photographs to the website committee for uploading on college website or arranging for press release.
9. The in-charge of the WDC shall conduct informal meetings at regular intervals to discuss and allocate tasks related to the various programs and activities conducted by the cell.
10. Periodically assess the effectiveness of WDC programs through feedback from participants.
11. The in-charge along with the student coordinators shall be responsible to display posters of the activities conducted and/or create awareness regarding the various issues that are managed by the committee.
12. Establish partnerships with NGOs, government bodies, and other educational institutions to enhance the impact of WDC activities.
13. Establish a confidential system for reporting and addressing grievances related to gender-based discrimination or harassment.

4





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14. Conduct regular reviews of the SOP and make amendments as needed to adapt to changing needs and circumstances.

**Documents maintained by the Committee:**

1. Annual Plans for academic year
2. File the minutes of meetings for every formal meeting
3. Circulars sent by the committee
4. Circulars from IQAC/ Principal/ HODs linked to events organized.
5. Brochures / Invitation cards
6. Prepare Annual/individual event budget
7. Report on every event/ activity conducted
8. Participant's enrolment in activities/attendance
9. Photographs of the event
10. Certificate issued (if any)
11. Copy/photos of press release or media coverage.
12. Participant's feedback







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**Range of Activities conducted by the WDC:**

1. The WDC shall periodically organize various programs for the benefit of female candidates. These would include special talks by experts. Topics may include Self-Reliance, Hygiene, Economic Independence, Financial Literacy, Cyber security and likewise.
2. The WDC will also host self-defense programs for women students and faculty.
3. The Committee will also observe and celebrate International Women's Day on 8th of March each year
4. The WDC will organize outreach programs. As a part of this extension, the WDC has to take the initiative to help victims of natural disasters and assists in fund raising to orphanages and old age homes and take initiatives for community engagement.
5. Members of the WDC will visit nearby villages and create awareness among the women about the rights and opportunities afforded to them in the Indian society.

*Sunkar*  
8/22  
Committee In-Charge

*Sunkar*  
Principal  
Dr. Sunita Ogale  
VIVA Institute of Pharmacy



*Sunkar*  
Principal  
VIVA INSTITUTE OF PHARMACY





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**Gender Sensitization Committee**





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**Date: 10/08/2022**

# **STANDARD OPERATING PROCEDURES**

## **GENDER SENSITIZATION COMMITTEE OF VIVA INSTITUTE OF PHARMACY**

Page 38 of 42





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**STANDARD OPERATING PROCEDURES FOR GENDER SENSITIZATION COMMITTEE OF  
VIVA INSTITUTE OF PHARMACY**

The gender sensitization committee at VIVA Institute of Pharmacy is dedicated, aims to promote awareness, understanding, and sensitivity towards gender-related issues.

**Aims and Objectives:**

1. **Promoting Gender Equality:** The primary goal is to work towards creating an environment that fosters equality between men and women. This involves addressing and eliminating gender-based discrimination and bias.
2. **Raising Awareness:** The cell aims to raise awareness about gender-related issues, including stereotypes, prejudices, and discriminatory practices. This can involve organizing workshops, seminars, and awareness campaigns.
3. **Preventing Sexual Harassment:** A significant objective is to prevent and address sexual harassment in the workplace or educational institution. This may involve implementing policies, conducting training programs, and providing support mechanisms for victims.
4. **Providing Support:** The cell often serves as a support system for individuals who have experienced gender-based discrimination or harassment. This includes providing a safe space for reporting incidents and offering counseling or guidance.
5. **Educating and Training:** The cell may organize training sessions to educate individuals about gender sensitivity, diversity, and inclusion. This can help in creating a more inclusive and respectful environment.
6. **Policy Advocacy:** Working towards the formulation and implementation of policies that promote gender equality and prevent discrimination is another key objective. This may involve collaborating with management or relevant authorities.
7. **Creating a Gender-Inclusive Culture:** The cell strives to create a culture that is inclusive and respectful of diverse gender identities and expressions. This involves challenging stereotypes and promoting a mindset of acceptance.
8. **Monitoring and Reporting:** Regularly monitoring and reporting on gender-related incidents and the overall gender climate within the organization helps in assessing progress and identifying areas for improvement.
9. **Collaboration:** The cell often collaborates with other organizations, NGOs, and experts in the field to stay informed about best practices and to enhance the impact of their initiatives.





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10. Research and Documentation: Engaging in research on gender-related issues and documenting experiences can contribute to a better understanding of the challenges and opportunities for promoting gender equality.

**Constitution of the Committee :**

The committee would consist of the following members:

Sr. No.	Designation	Number of members
1	Chairperson	1
2	Teaching Faculty Members	5
3	Non-Teaching Faculty Members	1
4	Student Representatives	4
5	NGO Member	1

The constitution of the committee can be increased, as per the requirement of the academic year.

**SOP for Meetings:**

**SOP for Meetings:**

1. The committee would formally meet at the start of the academic year to plan for the year's activities, and submit a strategic perspective plan.
2. Meeting agenda shall be circulated well in advance with the attendees
3. Uniformity shall be maintained for the meeting procedure and the format of minutes and resolutions
4. There would be a meeting at the end of the academic year, to review the activities facilitated and the progress of the committee.
5. The committee would formally and informally meet as many times as required depending on the need and in emergency situations.
6. Minutes of the meetings need to be maintained.
7. Minutes of the meeting shall be communicated to all members including those who were absent.
8. Minutes of the meeting shall be communicated to all members including those who were absent
9. The committee would meet prior at the before any event to discuss overall planning as well as individual roles and responsibilities







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## **General working rules:**

1. To ensure that the mechanism for registering complaints is safe, accessible and sensitive.
2. To examine and investigate each complaint received from the staff/ students by collecting the required information.
3. To give feedback to the staff/students concerned/ to find the solution for their grievances.
4. The committee should find a suitable solution to settle the problems faced by the staff/students in regard to matters relating to gender equity issues after a thorough investigation.
5. To take cognizance of complaints about sexual harassment, conduct enquiries, provide assistance and Redressal to the victims, recommend penalties and take action against the harasser, if necessary.
6. To advise the competent authority to issue warnings or take the help of the law to stop the harasser, if the complaint consents.
7. To seek medical, police and legal intervention with the consent of the complaints.
8. Committee needs to do gender audit in every academic year.

## **Documents maintained by the Committee:**

1. Preparations of Annual Strategic Perspective Plans.
2. File the minutes of meetings for every formal meeting
3. Circulars sent by the committee
4. Circulars from IQAC/ Principal/ HODs linked to events organized.
5. Brochures / Invitation cards
6. Preparations Annual/individual event budget.
7. Report on every event/ activity conducted
8. Participants enrolment in activities/attendance
9. Photographs of the event
10. Certificate issued (if any)
11. Copy/photos of press release or media coverage.
12. Feedback of Participants





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**Activities:**

1. Conducting gender awareness programmers.
2. Organizing women empowerment programmers.
3. Programs in the nearby community to sensitize gender equality.
4. Observing International Women's Day.
5. Creating awareness against gender biasness, domestic violence.

*mmakasar 10/18*  
Committee In-Charge

*810*  
Principal  
Dr. Sunita Ogale  
VIVA Institute of Pharmacy

