



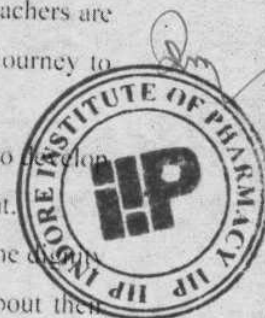
Indore Institute
of Pharmacy

Indore Institute of Pharmacy

Policy Document on Anti Ragging

Indore Institute of Pharmacy has been committed to provide a healthy environment for making bright future and for the same the college has taken all the possible measures to provide a ragging free stay to all the students.

1. All the students have to fill the Anti-Ragging form as soon as they join the college and all of them are made well aware of the consequences if they rag any student willingly or unwillingly.
2. The posters manifesting the results of ragging are nailed on the floors and at all the possible places to make sure that it reminds the message to all the students repeatedly.
3. The timing of the lunch break is kept separate for the senior and juniors to avoid their contact initially in order to eradicate the chances of ragging practically.
4. All the teachers are given the duty to make rounds on the floors time to time to make sure that no senior can bully the junior there and to further make it safer the teachers are also allotted duty in the canteen with the same purpose.
5. Time to time counselling is done of the students to make them have better understanding of the dire consequences of ragging.
6. Orientation program is kept every year for the juniors and the college makes the seniors give a welcome program to the juniors to develop a good bond between them.
7. Students are taught the importance of having good conduct and its importance in profession life also through the soft skills and personality development classes.
8. The college takes care of the students those who use college transportation: teachers are always there in the bus to make sure that no student is bullied during their journey to home.
9. The college also organizes various cultural programs, sport events time to time to develop a good understanding among all the students which result in healthy environment.
10. Whenever the college notices the particular student is not up to the standard of the college in behaviour, his/her parents are called and they are given the information about their child's behaviour, this way the problem is addressed on its initial level and it does not result in any unpleasant consequences.
11. The college observes zero tolerance policy in matters of ragging.



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INDORE (M21)

Mechanism to address grievances of students

The Institution has a very transparent mechanism for time to time redressal of grievances of students' which also include sexual harassment and ragging cases. The students report their grievances either directly to the Principal by putting their grievances in the complaint and suggestion boxes placed in all academic buildings of the institution. The students' grievance Cell then brings the grievances to the Principal.

To address the different gender based issues which are prevalent in our society today, for those issues the institute has set up the Women's harassment Cell and the prevention of Sexual Harassment Cell.

In compliance with the directives of the Honorable Supreme Court of India and the UGC regulations on controlling and curbing the menace of ragging in Higher Educational institutions, 2009, the College has formed the Anti-Ragging Committee, Cell and squad to look after the executions of the provisions of the verdict.

Anti Ragging Committee Members

Chairman: Principal

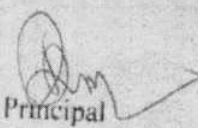
Vice-Chairman: HOD

Members: Hostel warden, Police Representative, Civil Administration Representative, Parents, College Faculty Members, Students representative from seniors and freshers and non Teaching Staff Members.

Following mentioned steps are to be taken in case any student is found to commit, participate in activity related to ragging within or outside the college campus:

- I. The student shall be expelled, suspended or rusticated from the institution and shall also be liable to a fine which may go up to Rs. 10,000.00.
- II. The punishment may include suspension from attending classes, cancellation of admission, withdrawing scholarship and other financial benefits.
- III. The final decision in such cases shall be taken by the anti ragging cell of the institute.
- IV. At the time of admission to the Institute the students as well as their parents will be required to submit an undertaking that the students will not get involved in any form of ragging.




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REDRESSAL MECHANISM OF RAGGING

Offline

The complaint must be brought under the notice of any member of Grievance Redressal Committee within 7 days of the incidence through a written format.



Upon receipt of complaint, the Secretary of the committee (GRC) will send a response to the complainant acknowledging the receipt of grievance within 4 days after the receipt of the complaint.



Based on the nature of complaint, the Secretary along with the members will enquire the issue within 15 days of the receipt of the complaint. The committee, as required may also call the person against which the complaint has been made. Final decision of the



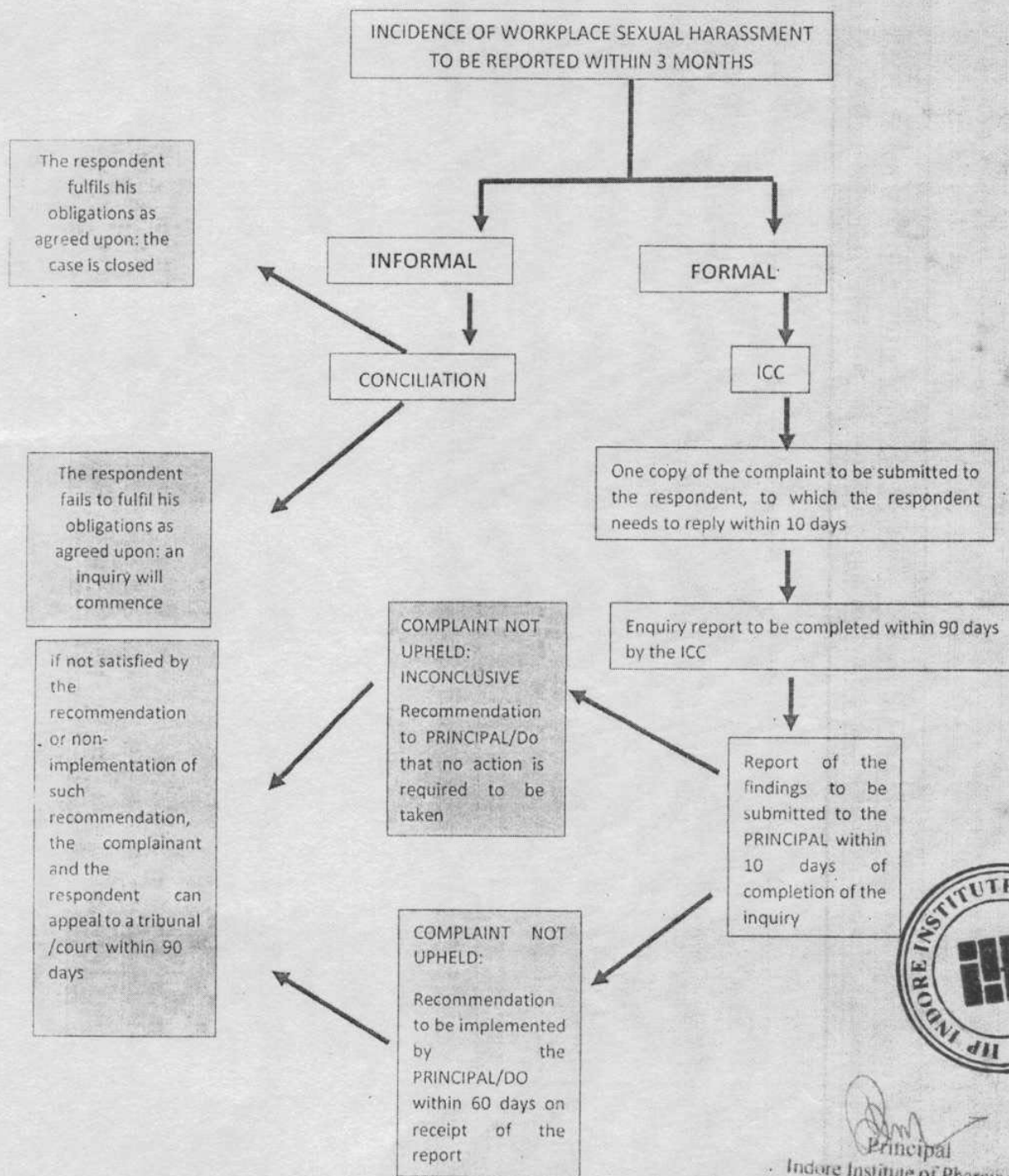
If the complainant is not satisfied with the decision of the redressal committee, he/she can submit an appeal to the Secretary within a week of the receipt of decision with all relevant details.



[Signature]
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REDRESSAL MECHANISM SEXUAL HARASSMENT

INQUIRY PROCESS



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Timelines as per the Act

Submission of Complaint	Within 3 months of the last incident
Notice to the Respondent	Within 7 days of receiving copy of the complaint
Completion of Inquiry	Within 90 days
Submission of Report by ICC/LCC to employer/DO	Within 10 days of completion of the inquiry
Implementation of Recommendations	Within 60 days
Appeal	Within 90 days of the recommendations

Confidentiality

The Act prohibits the publication or making known the contents of a complaint and the inquiry proceedings. Any breach of confidentiality will result in specific consequences.

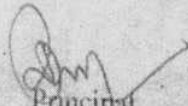
The Act prohibits the disclosure of:

- Contents of the complaint;
- Identity and address of complainant, respondent and witnesses; Information pertaining to conciliatory/inquiry proceedings or recommendations of the ICC/LCC;
- Action taken by the employer/DO. Accountability: Any person entrusted with the duty to handle or deal with the complaint, inquiry or any recommendations or action taken under the provisions of this Act,

Consequences: As per the Service Rules or Rs.5,000/ to be collected by the employer.

Exception: Dissemination of information regarding the justice secured without disclosure of name, address, identity and particulars of complainant or witnesses




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