



GURUGRAM GLOBAL COLLEGE OF PHARMACY

GURUGRAM

Approved by AICTE, Govt. Of India & Pharmacy Council of India
Affiliated to Pt. B D Sharma University of Health Science Rohtak
Affiliated to Haryana Board of Technical Education

PROOF OF ONLINE GRIEVANCE REDRESSAL PROCESS

Online Grievance Alumni

 GURUGRAM GLOBAL COLLEGE OF PHARMACY GURUGRAM

Home > Grievance Form

GRIEVANCE FORM

Name

Your Name





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GRIEVANCE FORM

Name

Your Name

Email

Your Email

Phone

Your Phone No.

Grievance Category

—Please choose an option—

Brief description about the grievance

SUBMIT





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PROCEDURE FOR OFFLINE GRIEVANCE COMPLAINT SUBMISSION



**GURUGRAM GLOBAL COLLEGE OF PHARMACY
FARRUKHNAGAR, GURUGRAM (HARYANA)**

GRIEVANCE FORM

- 1) Name : Jaya Bishet
- 2) Enrollment No. : 174644-33
- 3) Grievance Category (choose any one category) :
- a) Examination
 - b) Academic
 - c) Ragging related
 - d) Sexual Harassment
 - e) Any other
- 4) Issue :

Addition of new stop for the
College bus service.

5) Name of the GRC Member :

6) Action Taken : The problem was solved by the
transparent incharge by addition of new route.

7) Student Satisfaction : Satisfied.

Jaya Bishet

Signature of the Student

Manisha

Signature of the GRC Member

GURUGRAM GLOBAL COLLEGE OF PHARMACY
FARRUKHNAGAR, GURUGRAM (HARYANA)

GRIEVANCE FORM

- 1) Name : Hariom
- 2) Enrollment No. : 18676CG-18
- 3) Grievance Category (choose any one category) :
- a) Examination
 - b) Academic
 - c) Ragging related
 - d) Sexual Harassment
 - e) Any other
- 4) Issue :

*Hastel mess problem related
to food quality.*

- 5) Name of the GRC Member : Anuradha Sharma.
- 6) Action Taken : The problem was resolved by the
Canteen department by changing the cook.
- 7) Student Satisfaction : Satisfied.

Hariom
Signature of the Student

Anuradha
Signature of the GRC Member



GURUGRAM GLOBAL COLLEGE OF PHARMACY
FARRUKHNAGAR, GURUGRAM (HARYANA)

GRIEVANCE FORM

- 1) Name : VIDHI
- 2) Enrollment No. : 216609-58
- 3) Grievance Category (choose any one category) :
- a) Examination
 - b) Academic
 - c) Ragging related
 - d) Sexual Harassment
 - e) Any other
- 4) Issue :

Repair of water Pipes

- 5) Name of the GRC Member : Mrs. Mani Taneja
- 6) Action Taken : Problem was resolved
- 7) Student Satisfaction : Yes Satisfied

VIDHI

Signature of the Student

Mani

Signature of the GRC Member



GURUGRAM GLOBAL COLLEGE OF PHARMACY
FARRUKHNAGAR, GURUGRAM (HARYANA)

GRIEVANCE FORM

- 1) Name : PAYAL SHARMA
- 2) Enrollment No. : 21GGCG-48
- 3) Grievance Category (choose any one category) :
- a) Examination
 - b) Academic
 - c) Ragging related
 - d) Sexual Harassment
 - e) Any other

4) Issue :

Problem Related to Sanitization in
classrooms.

5) Name of the GRC Member : Ms. Mani Taneja

6) Action Taken : Problem was resolved.

7) Student Satisfaction : Satisfied

Payal
Signature of the Student

Mani
Signature of the GRC Member



**GURUGRAM GLOBAL COLLEGE OF PHARMACY
FARRUKHNAGAR, GURUGRAM (HARYANA)**

GRIEVANCE FORM

- 1) Name : Azad
- 2) Enrollment No. : 21GGCG-42
- 3) Grievance Category (choose any one category) :
- a) Examination
 - b) Academic
 - c) Ragging related
 - d) Sexual Harassment
 - e) Any other

4) Issue :

Hostel problem related to
water timing.

(Timing is increased by 2 hours so
that we all students don't
face any issue).

5) Name of the GRC Member :

6) Action Taken : Suggestion accepted. Timing will be increased
by 1 hr.

7) Student Satisfaction :

Azad
Signature of the Student

[Signature]
Signature of the GRC Member



**GURUGRAM GLOBAL COLLEGE OF PHARMACY
FARRUKHNAGAR, GURUGRAM (HARYANA)**

GRIEVANCE FORM

- 1) Name : Jatin Kumar
- 2) Enrollment No. : 22 GGC G-33
- 3) Grievance Category (choose any one category) :
- a) Examination
 - b) Academic
 - c) Ragging related
 - d) Sexual Harassment
 - e) Any other - Transport

4) Issue :

The routes followed is delaying
may reaching timings to college
and home. Please add the
new routes to our location

5) Name of the GRC Member :

6) Action Taken : No new routes can be added as only one
student is coming from this route.

7) Student Satisfaction :

Ok. Satisfied

Jatin Kumar
Signature of the Student

[Signature]
Signature of the GRC Member





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GRIEVANCE REDRESSAL COMMITTEE MECHANISM

1. Introduction

The Grievance Redressal Mechanism at Gurugram Global College of Pharmacy is designed to ensure a prompt, fair, and transparent process for addressing complaints and grievances raised by students, faculty, and staff. This mechanism aligns with the University Grants Commission (UGC) regulations and aims to foster a positive and conducive academic and working environment.

2. Objectives

- To provide a platform for stakeholders to voice their grievances.
- To ensure that grievances are addressed in a systematic and timely manner.
- To maintain a high standard of integrity, fairness, and confidentiality.

3. Formation of Grievance Redressal Committee (GRC)

The Grievance Redressal Committee (GRC) is responsible for investigating and resolving grievances. The committee composition is as follows:

- **Chairperson:** Senior Faculty Member
- **Members:**
 - Two faculty members
 - One administrative staff member
 - Student representative (for student grievances)

Responsibilities of the Grievance Redressal Committee (GRC) at GGCP

The Grievance Redressal Committee (GRC) is a vital body responsible for ensuring that grievances raised by students, faculty, and staff are addressed in a fair, transparent, and timely manner. Below are the key responsibilities of the GRC:

1. Receiving Grievances

- **Acknowledgment:** Acknowledge the receipt of grievances within three working days.
- **Documentation:** Ensure all grievances are documented accurately, including the date of receipt and the nature of the grievance.





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2. Preliminary Assessment

- **Initial Review:** Conduct an initial review of the grievance to understand its scope and significance.
- **Categorization:** Categorize the grievance based on its nature (academic, administrative, infrastructure-related, etc.).

3. Investigation

- **Gathering Information:** Collect all relevant information and evidence related to the grievance.
- **Interviews:** Conduct interviews with the complainant and any other involved parties to gather detailed insights.
- **Fair Hearing:** Ensure that all parties have the opportunity to present their case and provide supporting evidence.

4. Decision-Making

- **Deliberation:** Deliberate on the findings from the investigation to reach a fair and unbiased decision.
- **Resolution:** Decide on the appropriate course of action to resolve the grievance.
- **Documentation:** Document the decision-making process and the rationale behind the final decision.

5. Communication

- **Informing Complainant:** Communicate the decision to the complainant in writing, clearly outlining the rationale for the decision and any corrective actions to be taken.
- **Transparency:** Ensure that the process and the decision are transparent and understandable to the complainant.

6. Implementation of Remedies

- **Corrective Actions:** Oversee the implementation of any corrective actions or remedies decided upon by the committee.
- **Follow-up:** Monitor the situation to ensure that the grievance has been effectively resolved and that the agreed-upon actions have been carried out.





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7. Confidentiality

- **Privacy:** Maintain the confidentiality of all information related to the grievance.
- **Data Security:** Ensure that all records and documents related to the grievance are securely stored and accessed only by authorized personnel.

8. Record Keeping

- **Documentation:** Maintain comprehensive records of all grievances, investigations, decisions, and actions taken.
- **Periodic Review:** Conduct periodic reviews of the records to identify any patterns or recurring issues and recommend improvements to the grievance redressal process.

9. Reporting

- **Reports:** Prepare regular reports summarizing the grievances received, the actions taken, and the outcomes.
- **Feedback:** Provide feedback to the college administration on any systemic issues or areas for improvement identified through the grievance redressal process.

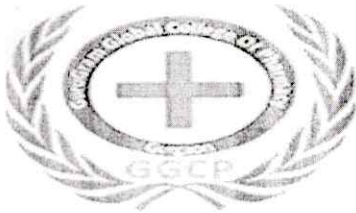
10. Awareness and Training

- **Awareness Programs:** Organize awareness programs for students, faculty, and staff about the grievance redressal mechanism.
- **Training:** Provide training to committee members on effective grievance handling and resolution techniques.

11. Compliance

- **UGC Guidelines:** Ensure that all actions and decisions comply with UGC regulations and any other relevant guidelines.
- **Legal Compliance:** Ensure that the grievance redressal process complies with all applicable laws and regulations.





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PROCESS OF CONDUCTING THE INQUIRY:

- The GRC will conduct a thorough investigation of the grievance, including reviewing relevant documents and interviewing involved parties.
- The complainant will have the opportunity to present their case and provide additional information.
- The GRC will strive to resolve the grievance within 15 working days from the date of receipt.
- In cases where additional time is required, the GRC will inform the complainant of the delay and provide an estimated resolution date.

RECOMMENDATIONS FOR PUNISHMENTS:

Recommendations can include a range of disciplinary actions depending on the severity of the violation. These may include:

• **Minor Infractions:**

- **Warning:** A formal written or verbal warning about the behaviour.
- **Community Service:** Participation in college-related activities or tasks.

• **Moderate Infractions:**

- **Suspension:** Temporary removal from classes or college activities.
- **Fines:** Monetary penalties as per college regulations.

• **Severe Infractions:**

- **Expulsion:** Permanent removal from the college, typically for serious violations.





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Student Grievance Redressal Policy

To promote the welfare of students, Gurugram Global College of Pharmacy has a robust mechanism for handling student grievances related to academic and non-academic matters.

Academic Matters

The grievances related to academic matters like Admissions, Internal Assessment and Examinations are addressed by specific committees designated for this purpose.

Objectives of Grievance redressal committee

Grievance redressal committees are formed with the purpose of providing a platform to the students to address their issues and get them resolved. The committees are required to handle students' grievances and provide speedy resolution for the same. In general, the objectives of these committees are:

- To ensure that students get prompt solution to their problems;
- To ensure harmonious student – faculty relationship;
- To provide a platform for essential communications and bridge the communication gap related to various academic matters;
- To provide a platform to students for expressing their grievances freely and ensuring that it would be handled without any biases.

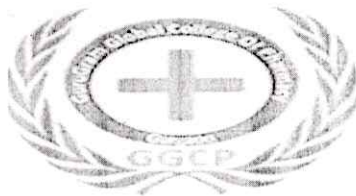
For the purpose of handling grievances in academic areas, the college has the following committee:

Student advisory & Grievance Committee

The following grievances seen by SAG Committee

1. Admission grievance
2. Internal/External assessment
3. Any other issues





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Admission grievance redressal mechanism

The college ensures that grievances/complaints of students are handled promptly for necessary action. The nature of admission related grievances include.

- Irregularity in the admission process adopted by the college;
- Not having relevant certificates;
- Refund of fees in case a student withdraws admission within the stipulated time;
- Issues of clarity relating to admission in various cut-offs

The institution takes necessary steps to ensure smooth conduct of admissions within the college. These are:

1. **Receipt of complaint:** If any student has a complaint/query/grievance, then he/she /they may either lodge a written complaint or may fill the form online i.e. available at college website.
2. **Action taken at committee level:** On receipt of the complaint, the grievance committee tries to resolve it within the committee, if unresolved then it is directed to the core admission committee.
3. **Action taken by the Head of the institution:** If committees are not able to resolve the issue or the student is not satisfied with the committee's decision, then the complaint may be filed with the Head of the Institution for necessary action.
4. **Reporting to the University:** If the complaint is related to a matter pertaining to decisions at the university level, then the complaint is forwarded to the concerned person at the university level seeking a resolution for the same.





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Internal Assessment Grievance Redressal Mechanism

Gurugram Global College of Pharmacy follows all the guidelines to ensure that the process of continuous assessment is efficient and in the best interest of students. The Institution has three levels to address the grievances related to internal assessment- Department, College and University. The protocol established by the college for grievance redressal aims to make the mechanism time bound, transparent and efficient.

Nature of Grievances:

The Internal Assessment related grievances include:

- Incorrect uploading of Internal Assessment marks
- Late submission of assignment
- Non submission of assignment due to medical issues, family emergency or academic/ non-academic event participation
- Any other.

INTERNAL ASESSMENT GRIEVANCES POLICY

- All the faculty members must adhere to the guidelines laid down by the GGCP for the Internal Assessment.
- In order to maintain transparent Internal Assessment mechanism, the department may deliberate upon any internal assessment related issues, by discussing it among the faculty members.
- The Internal Assessment Committee constituted by the college may intervene if the subject teacher and the department are experiencing difficulties in sorting out the issues at their end.
- The College ensures availability of Internal Assessment Rectification Request .





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External Examination Grievance Redressal Mechanism

The college has an examination committee which is responsible and accountable for handling all examination related issues. This committee comprises of members which acts as a connecting link between students and the university. The committee deals with examination related grievances of the following nature:

Pre examination issues

- Late submission of examination fee;
- Missing admit card;
- Appearing late for the exam.

Post examination issues

- Marks are not uploaded;
- Delay in declaration of results;
- Non transparent or unfair evaluation practices;
- Student is wrongly marked absent in the result

Procedure of grievance redressal

- The aggrieved student submits the problem/complaint in the form of an application to the committee.
- Depending on the nature of the issue, the committee tries to resolve the problem as early as possible.
- If the problem is related to the University, then the committee forwards the same to the University and approaches the concerned person for redressal.
- If the student is not satisfied with the college level efforts on the matters related to the University, then he/she/they is free to directly write an application to the University.





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Non-Academic Matters

Grievances related to non-academic matters are taken care off by separate committees formulated for this purpose, such as:

- Issues related to indiscipline: Discipline Committee
- Issues related to Ragging/Bullying: Anti-Ragging Committee
- Issues related to sexual harassment: Internal Complaints Committee etc.
- Issues related to Infrastructure/facilities: Administrative Committee





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ANTI-RAGGING COMMITTEE MECHANISM OF RESOLVING GRIEVANCES

Formation of Anti-Ragging Committee:

- Gurugram Global College Of Pharmacy had formed an "Anti-Ragging Committee" headed by the principal of the college. It comprises of selected faculty members, students and selected officers of the University.
- This committee is fully and totally responsible to ensure that no incidence of ragging as given in the regulations takes place and also monitors and ensures that the instructions of this regulations are followed fully at all times.
- The Committee also maintains alert vigil at all times and ensures that the Anti-Ragging Squads of the college carry out their functions properly.

Formation of Anti-Ragging Squad:

- GGCP had constituted Anti-Ragging Squads. The number of squads is formed, based on the strength of the students so that the Anti-Ragging Measures can be effectively implemented.
- The Anti-Ragging Squad comprises of faculty members and responsible representatives of staff members, its function includes going around patrolling the hostels, campus common areas and take action if they notice any incident of ragging in the campus.
- A round the clock vigil against ragging in the hostel premises, in order to prevent ragging in the hostels after the classes are over, shall be ensured by the college.
- The squads also have the responsibilities to investigate incidents of ragging and to report to the Anti-Ragging Committee for immediate action/ punishment whenever required.
- On the report of the Anti-Ragging Squads or any other person (s) who witnesses the incidents of ragging or on the complaint of any fresher student, immediate action will be taken by the Anti-Ragging Committee to decide appropriate punishment from the list of punishments in the Regulations.

Responsibilities of the Anti-Ragging Committee and Squad:

Anti-Ragging Committee:

1. **Policy Formulation:**
 - Develop and update anti-ragging policies in compliance with legal and regulatory requirements.
 - Ensure policies are communicated to all students, faculty, and staff.
2. **Oversight and Monitoring:**
 - Oversee the implementation of anti-ragging measures.
 - Monitor the effectiveness of anti-ragging initiatives and suggest improvements.





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3. Handling Complaints:

- Receive complaints of ragging and ensure timely and thorough investigations.
- Maintain confidentiality and ensure a fair hearing for all parties involved.

4. Awareness and Education:

- Organize orientation programs, workshops, and seminars to educate students and staff about the harmful effects of ragging and the importance of maintaining a ragging-free campus.
- Disseminate information on anti-ragging policies and the support available to students.

5. Coordination with Authorities:

- Liaise with local law enforcement agencies and regulatory bodies.
- Submit reports and updates to bodies like the University Grants Commission (UGC).

6. Counselling and Support:

- Provide counselling services to victims and perpetrators of ragging.
- Ensure psychological support and rehabilitation for affected students.

7. Disciplinary Actions:

- Recommend appropriate disciplinary actions against perpetrators, including suspension, expulsion, or legal action.
- Ensure that penalties are enforced as per the institution's code of conduct and legal guidelines.

Anti-Ragging Squad

1. Surveillance and Monitoring:

- Conduct regular and surprise checks in areas prone to ragging, such as hostels, canteens, and common rooms.
- Monitor student interactions, especially during the initial weeks of the academic year.

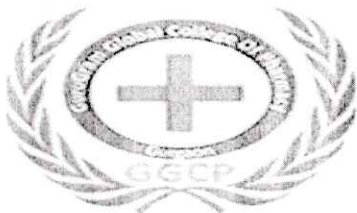
2. Immediate Response:

- Act promptly on reports of ragging, providing immediate assistance to victims.
- Ensure that the incident is reported to the Anti-Ragging Committee without delay.

3. Support to New Students:

- Help new students adjust to the campus environment and provide them with information about anti-ragging measures.





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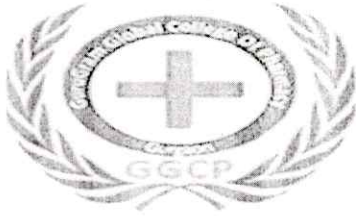
- Foster a supportive environment where new students feel safe to report any incidents.
4. **Data Collection and Reporting:**
- Maintain records of incidents, investigations, and outcomes.
 - Provide regular reports to the Anti-Ragging Committee on the status of anti-ragging measures and any incidents that occur.
5. **Awareness Campaigns:**
- Participate in and support the organization of awareness campaigns and activities promoting a ragging-free campus.
 - Encourage student participation and peer support initiatives.
6. **Training and Preparedness:**
- Undergo training to handle ragging incidents effectively and sensitively.
 - Stay updated with the latest anti-ragging laws and best practices.
7. **Coordination with Anti-Ragging Committee:**
- Work closely with the Anti-Ragging Committee to ensure a coordinated approach to preventing and addressing ragging.
 - Implement the committee's recommendations and report back on actions taken.

By fulfilling these responsibilities, the Anti-Ragging Committee and Squad play crucial roles in creating a safe and welcoming environment for all students, ensuring that any incidents of ragging are promptly and effectively addressed.

ANTI-RAGGING RULES :

Ragging is strictly prohibited in the college premises. If anybody found indulged in such kind of activities, strict action will be taken irrespective of the extent. Supreme Court of India has banned ragging. In order to prevent such activity on campus, committees have been developed and brought into operation even before the start of 1st-year classes by the Director / Principal. Ragging in any form is strictly prohibited within the premises of the college/classroom as well as on public transport. Any individual or group of individuals who indulge in an act or practice of ragging constitutes gross indiscipline then such individual/groups shall be dealt with as per the ordinance. This includes individual or collective acts or practices that involve physical assault or threat or use of physical force, which violate the status, dignity, and honor of any student.





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Students shall not:

- Violate the status, dignity, and honor of girl students.
- Violate the status, dignity, and honor of SC and ST students.
- Expose students to ridicule and contempt thereby affect their self-esteem.
- Entail verbal abuse and aggression indecent gestures and obscene behaviour.
- The Principal / the Anti-ragging committee shall take immediate action on any information about the occurrence of ragging.

The procedure for handling issues of ragging will be as follows:

The information on ragging can be received in the following manner:

1. Through the notified contact details of the Committee members and national help-line number on ragging for necessary relief in terms of the provisions of the UGC Regulations.
2. Through any other member of the Institute.
3. From an external source.
4. In the event of receipt of information of ragging by any of the officers mentioned at (i) above, he/she will promptly alert/inform the Chairman of the Anti-Ragging Committee of the Institute or any of its members. The activity shall be completed, at the most, within two hours of receipt of this information.
5. The Anti-Ragging Committee of the Institute shall promptly conduct a preliminary on the spot inquiry and collect details of the incident as available prima facie. The preliminary investigation/details of the incident shall be immediately brought to the notice of the Chairman of the Institute. The activity shall be completed, at the most, within twenty hours of receipt of information.
6. On the basis of Prima Facie, the Anti-Ragging Committee of the Institute shall promptly conduct an inquiry into the incident as per provisions laid down in Clause 6.3(e) of the UGC Regulations.
7. The Anti-Ragging Committee of the Institute shall complete the inquiry and submit its report along with recommendations to the Chairman of the Anti-Ragging Committee of the Institute within fifteen days of the incident.
8. Thereafter, the said report and recommendations shall be considered by the Anti-Ragging Committee for deciding the punishment on the erring students in terms of provisions contained at Clause 9.1 of the UGC Regulations.

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 herein under:

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 processes.





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4. Withholding results.
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

Contact Information for Reporting Ragging:

Email: [ggcpgurugram@gmail.com, principalggcp@gmail.com]

Address: [5km Milestone, Kheda Khurampur, Farrukhnagar-Haily Mandi Road Gurugram, Haryana, Pin-122506(India)]

These guidelines are strictly adhering by GGCP educational institution to ensure a ragging-free campus environment.





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DISCIPLINARY COMMITTEE MECHANISM OF RESOLVING GRIEVANCES

Disciplinary Committee

A Disciplinary Committee is responsible for maintaining discipline within an organization by addressing violations of rules, policies, or codes of conduct. It ensures that fair procedures are followed when handling complaints or misconduct.

Roles within the Disciplinary Committee

1. Chairperson:

- Leads the committee and ensures that meetings are conducted effectively.
- Facilitates discussions and ensures that all viewpoints are considered.
- Oversees the decision-making process and ensures it is fair and unbiased.

2. Conveyer:

- Records minutes of meetings and maintains documentation of all proceedings.
- Manages correspondence related to disciplinary matters.
- Ensures that all parties involved are notified of meetings, decisions, and actions.

3. Members:

- Participate in discussions and investigations.
- Review evidence and provide insights based on their expertise.
- Contribute to the decision-making process by voting or reaching consensus on outcomes.

Responsibilities of the Disciplinary Committee

1. Developing and Updating Policies:

- Create and periodically review the organization's disciplinary policies and procedures.
- Ensure that policies align with legal requirements and organizational values.

2. Receiving Complaints:

- Accept and acknowledge receipt of complaints or reports of misconduct.
- Determine the validity and seriousness of each complaint to decide on further action.

3. Conducting Investigations:

- Gather relevant facts and evidence related to each case.
- Interview involved parties, including witnesses, to obtain a comprehensive understanding of the situation.





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4. Ensuring Fairness and Confidentiality:

- Treat all parties with respect and ensure that procedures are impartial and transparent.
- Maintain confidentiality of all proceedings to protect the privacy of individuals involved.

5. Evaluating Evidence:

- Review and analyze the evidence collected during investigations.
- Consider all aspects of the case before reaching a conclusion.

6. Making Decisions:

- Determine appropriate disciplinary actions based on the evidence and organizational policies.
- Ensure that decisions are consistent with past precedents and proportional to the misconduct.

7. Communicating Outcomes:

- Notify relevant parties of the committee's decisions and any actions to be taken.
- Provide clear reasons for decisions to ensure understanding and compliance.

8. Handling Appeals:

- Establish a process for appeals where individuals can challenge decisions.
- Re-evaluate cases if new evidence is presented or if there are grounds for reconsideration.

9. Monitoring Compliance:

- Ensure that disciplinary actions are implemented effectively.
- Monitor compliance and behavior changes in individuals subject to disciplinary measures.

10. Reporting and Documentation:

- Maintain comprehensive records of all cases and decisions.
- Provide reports to organizational leadership on the committee's activities and trends in disciplinary issues.





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A Disciplinary and Grievance Committee is constituted to ensure that students obey rules and remain orderly and peaceful in the pursuit of educational environment in GGCP. The Disciplinary Committee will look into the following functions under the guidance of the Chairperson of the Committee.

1. To ensure a level discipline in terms of educational training and behavior for students.
2. To assist the students in compliance to the Institute Rules and Regulations.
3. To administer the record of complaint by the aggrieved party and dispose of all cases as per outcome of the Disciplinary Committee Meeting.
4. To decide on the Disciplinary issues of the students and award suitable punishment in order to correct them and to deter from repetition in future.
5. To promote and encourage a congenial behaviour among the Faculties and students.
6. To create an environment that is conducive to peaceful and harmonious co-existence of faculties & students of different program and Batches.

Finally, the Discipline Committee has specific responsibilities such as the maintenance of discipline and proper conduct among the students. Any violation of the students against the Institute Rules and the general rules for living together in an educational community is the subject of a disciplinary measure.

1. Chairperson – A Chairperson will be nominated by the Director of the Institute.

2. Members:

- A. Student
- B. Faculty member
- C. Hostel Warden (of respective Hostel)

Student's Representation To be more transparent and approachable, students from First year and Second year will be given opportunity to nominate their representatives in the Discipline Committee to observe day today discipline in the Institute. These students will monitor discipline during any events, functions or any other activity as instructed by the Dean Student's Affairs. They will also assist in the execution of the decision taken by the discipline Committee. These student members will be directly under Dean Student Affairs.





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Punishable offence Against Disciplinary Policies

1.Warning

- **Definition:** A formal notice that a student's behaviour is inappropriate and must change.
- **Purpose:** To alert the student to the violation and prevent future misconduct.
- **Nature:** Usually documented in the student's file but does not carry additional penalties.

2.Probation

- **Definition:** A period during which a student must demonstrate improved behavior while remaining enrolled.
- **Conditions:** May include restrictions on participation in certain activities, regular meetings with a counselor, or specific behavioral goals.
- **Duration:** Typically lasts for a semester or academic year, depending on the offense.

3.Loss of Privileges

- **Definition:** Revocation of certain rights or access to specific facilities or activities.
- **Examples:**
 - Ineligibility to participate in extracurricular activities, clubs, or sports teams.
 - Restricted access to certain areas of the campus, such as residence halls or recreational facilities.

4.Restitution

- **Definition:** Compensation for damage or harm caused by the student's actions.
- **Forms:**
 - Monetary payment for damaged property or stolen items.
 - Service hours or community work to repair or compensate for the damage done.

5.Educational Programs

- **Definition:** Mandatory participation in activities designed to educate and reform behavior.
- **Examples:**
 - Workshops on topics such as alcohol awareness, anger management, or ethical decision-making.
 - Counseling sessions or reflection essays related to the offense.





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6. Community Service

- **Definition:** Voluntary work intended to benefit the community as part of a disciplinary sanction.
- **Purpose:** To encourage students to give back to the community and understand the impact of their actions.

7. Fines

- **Definition:** Monetary penalties imposed for specific violations.
- **Purpose:** To deter future misconduct and offset administrative costs associated with the violation.

8. Suspension

- **Definition:** Temporary removal from the college for a specified period.
- **Duration:** Can range from a single semester to a full academic year, depending on the severity of the offense.
- **Conditions for Return:** Students may need to meet specific requirements before being allowed to return, such as completing educational programs or demonstrating improved behavior.

9. Expulsion

- **Definition:** Permanent removal from the college.
- **Severity:** Reserved for the most serious offenses, such as violence, repeated violations, or actions that threaten the safety of the campus community.

10. Deferred Sanction

- **Definition:** A sanction that is imposed but held in abeyance, contingent upon the student's future behavior.
- **Purpose:** Allows students to remain in good standing provided they do not commit further violations during a specified period.





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INTERNAL COMPLIANCE COMMITTEE MECHANISM

FOR RESOLVING GRIEVANCES:

An Internal Complaints Committee (ICC) is a group formed by an organization to address and resolve complaints of sexual harassment in the workplace. It is mandated by the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013, which applies to all workplaces with more than 10 employees.

The ICC is responsible for receiving, investigating, and resolving complaints of sexual harassment in the workplace. It consists of both internal and external members, with at least half of the members being women. The members of the ICC should be trained to handle complaints in a sensitive and impartial manner.

Employees who have experienced sexual harassment can file a complaint with the ICC. The ICC is required to complete the investigation and submit a report to the employer within 90 days. If the ICC finds the complaint to be valid, it can recommend actions against the perpetrator, such as a warning, suspension, transfer, termination of employment, or even filing a police complaint.

The ICC is a crucial mechanism for preventing and addressing sexual harassment in the workplace, ensuring a safe and respectful environment for all employees.

GGCP has no tolerance for Sexual Harassment cases. For any sexual harassment cases, the following are the redressal methods:

Grievance redressal Mechanism: A committee of ICC members is made for the redressal of sexual harassment case-. as per the guidelines of UGC as follows:

- (a) A Presiding Officer who is a female senior Faculty
- (b) Two faculty members (who are also female Faculty
- (d) Three students





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RESPONSIBILITIES OF ICC:

- ☐ **Receive Complaints:** Accept and acknowledge complaints of sexual harassment from employees or other stakeholders.
- ☐ **Investigate Complaints:** Conduct a thorough and impartial investigation into the allegations, gathering evidence and interviewing relevant parties.
- ☐ **Resolve Complaints:** Determine the validity of the complaints and decide on appropriate measures based on the investigation's findings.
- ☐ **Submit Reports:** Provide a detailed report of the findings and recommended actions to the employer within the stipulated timeframe, typically 15 days.
- ☐ **Recommend Actions:** Suggest corrective actions or disciplinary measures against the perpetrator, which may include warnings, suspension, transfer, termination, or filing a police complaint.
- ☐ **Ensure Confidentiality:** Maintain the confidentiality of all parties involved throughout the investigation and resolution process.
- ☐ **Provide Support:** Offer support and assistance to the complainant, including counseling or referrals to external resources if needed.
- ☐ **Promote Awareness:** Educate employees about sexual harassment policies, procedures for lodging complaints, and the role of the ICC.
- ☐ **Review Policies:** Periodically review and recommend updates to the organization's sexual harassment policies and procedures to ensure they remain effective and compliant with legal requirements.
- ☐ **Monitor Implementation:** Oversee the implementation of recommended actions and ensure that any corrective measures are effectively carried out.





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PROCESS OF CONDUCTING THE INQUIRY:

- 1) Upon receiving a complaint, the ICC will conduct a preliminary inquiry to determine its validity. This involves recording statements from the complainant and any potential witnesses, as well as gathering relevant evidence. Following this, the ICC will submit a preliminary report to the Principal, including all original documents cited during the inquiry. If the preliminary inquiry finds that the allegations do not constitute sexual harassment, the ICC will refer the complaint to the Registrar or the Grievance Redressal Cell for further action.
- 2) On receiving of the complaint, the ICC shall send a copy of the complaint to the respondent within a period of three days of receiving it.
- 3) Upon receiving a copy of the complaint, the respondent must submit their reply, along with a list of supporting documents and the names and addresses of witnesses, within five days.
- 4) The inquiry must be completed within fifteen days of receiving the complaint. The inquiry report, along with any recommendations, must be submitted to the Principal within ten days of the inquiry's completion.
- 5) Upon receiving the report, the institute authority must act on the committee's recommendations within one month. If either party files an appeal against the findings within that timeframe, action on the recommendations will be deferred until the appeal is resolved.
- 6) Either party may file an appeal against the findings or recommendations of the ICC to Comptant Authority within one month from the date the report is submitted.
- 7) If the institute authority chooses not to take action as per the recommendations of the ICC, then the institute needs to be conveyed to ICC and both parties with written record starting the reason for the same.
- 8) If the ICC determines that the allegations were false, the complaint was made with knowledge of its falsity, or misleading information was provided during the inquiry, the complainant may be subject to penalties as outlined in the relevant provisions of the UGC Regulations 2015.
- 9) The identities of all parties involved will remain confidential and will not be disclosed, especially during the inquiry process.





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RECOMMENDATIONS FOR PUNISHMENTS:

- **Types of Actions:** If the ICC finds the complaint to be substantiated, it may recommend various disciplinary actions against the perpetrator. These can include:
 - Warning or reprimand
 - Suspension
 - Transfer to a different department or position
 - Termination of employment
 - Any other appropriate action based on the severity of the misconduct
 - In case the respondent is a student, on the bases of the severity of the offense, the institute may:
 - (a) Hold advantages such as transportation, identity card; access to the library and auditoria of the student.
 - (b) Suspend from the institute campus for a specific period of time
 - (c) Expel the name from the rolls of the institution, including denial of readmission
 - (d) Advise reformative punishments like mandatory counselling or the performance of community services.
 - (e) Restrict the allowances and scholarships

