



VISHAL JUNNAR SEVA MANDAL'S

## INSTITUTE OF PHARMACY FOR women

ALE (412 411), Tal. Junnar, Dist. Pune Tel. & Fax: (02132) 263264

E-mail: vjismiop@gmail.com

**Ms. Jadhav A.S.**

M. Pharm

I/C Principal

A.I.C.T.E. No.: F-22-2277/2003

P.C.I. No.: 17-601/2006-PCI-7994-95

D.T.E. No.: 2/NGP/2003/7277

### FORMATION OF COMMITTEES

[ACADEMIC YEAR 2019-20]

<b>Governing Body</b>			
Sr. No.	Name of Faculty	Designation	Duration of Meeting
1	Mr. Sonawane A.P. President, Vishal Junnar Seva Mandal	Chairman	Meeting twice in a year
2	Mr. Lande P. D. Member, Vishal Junnar Seva Mandal	Member	
3	Mr. Parkhe S. D. Technologist	Member	
4	Mr. Padekar V.G. Educationalist	Member	
5	Mr. Korade G. P. Industrialist	Member	
6	(Awaiting) Nominee Of MSBTE, Regional Officer	Ex- Officio Member	
7	(Awaiting) Nominee Of AICTE, Regional Officer	Ex- Officio Member	
8	(Awaiting) Nominee of State Govt. DTE, Mumbai	Ex- Officio Member	
9	(Awaiting) Industrialist /Technologist/Educationalist nominated by State Govt.(DTE)	Ex- Officio Member	
10	Ms. Shevante T.B. Faculty Member	Member	
11	Ms. Chinchwade A.B. Faculty Member	Member	
12	Ms. Jadhav A.S. I/C Principal, VJSM's Institute of Pharmacy	Member Secretary	



VISHAL JUNNAR SEVA MANDAL'S

# INSTITUTE OF PHARMACY FOR women

ALE (412 411), Tal. Junnar, Dist. Pune Tel. & Fax: (02132) 263264  
E-mail: vjismiop@gmail.com

**Ms. Jadhav A.S.**  
M. Pharm  
I/C Principal

A.I.C.T.E. No.: F-22-2277/2003  
P.C.I. No.: 17-601/2006-PCI-7994-95  
D.T.E. No.: 2/NGP/2003/7277

	for Women, Ale		
--	----------------	--	--

## Anti-ragging Committee

Sr. No.	Name of Faculty	Designation	Duration of Meeting
1	MS JADHAV A.S.	I/C Principal	Defined
2	MS.SHEVANTE T.B	Convener	
3	MR. SONAWANE A. P.	Administrative Representative	
4	MR. CHANDRASHEKHAR KURHADE	Civil Representative	
5	LOCAL POLICE STATION	Police Administrative	
6	MR.NARAWADE S.M.	NGO Representative	
7	MR.NAIKODI D.N	Local Media Representative	
8	MS.CHINCHAWADE A.B	Staff Representative	
9	MS.ALHAT B.R.	Staff Representative	
10	MS SADGAR PRIYANKA S	Student Representative	
11	MS. WAGH SWAMINI N.	Student Representative	
12	MR. GAIKWAD ANIL G.	Parent's Representative	
13	MS.CHOUDHARY M.P	Hostel Warden	

## Internal Academic Monitoring Committee (IAMC)

Sr. No.	Name of Faculty	Designation	Duration of Meeting
1	Ms. Jadhav A.S.	Chairman	Twice in a year & as per need
2	Ms. Alhat B.R.	Member	
3	Ms. Chinchwade A.B.	Member	



VISHAL JUNNAR SEVA MANDAL'S

## INSTITUTE OF PHARMACY FOR women

ALE (412 411), Tal. Junnar, Dist. Pune Tel. & Fax: (02132) 263264

E-mail: vjmiop@gmail.com

Ms. Jadhav A.S.

M. Pharm

I/C Principal

A.I.C.T.E. No.: F-22-2277/2003

P.C.I. No.: 17-601/2006-PCI-7994-95

D.T.E. No.: 2/NGP/2003/7277

4	Ms. Shevante T.B.	Member Secretary	
<b>Internal Curriculum Implementation Unit (ICIU)</b>			
Sr. No.	Name of Faculty	Designation	Duration of Meeting
1	Mr. Sonawane A. P.	Chairman	Twice in a year & as per need
2	Ms. Shevante T.B.	Member	
3	Ms. Alhat B.R.	Member	
4	Ms. Chinchwade A.B.	Member	
5	Student Representative (02)	Member	
6	Parent Representative	Member	
7	Ms. Jadhav A.S.	Member Secretary	
<b>Examination Committee</b>			
Sr. No.	Name of Faculty	Designation	Duration of Meeting
1	Ms. Jadhav A.S.	Chairman	Minimum four meetings per year & as per need
2	Ms. Shevante T.B.	Member	
3	Ms. Chinchwade A.B.	Member	
4	Ms. Alhat B.R.	Member Secretary	



VISHAL JUNNAR SEVA MANDAL'S

## INSTITUTE OF PHARMACY FOR women

ALE (412 411), Tal. Junnar, Dist. Pune Tel. & Fax: (02132) 263264  
E-mail: vjismiop@gmail.com

**Ms. Jadhav A.S.**  
M. Pharm  
I/C Principal

A.I.C.T.E. No.: F-22-2277/2003  
P.C.I. No.: 17-601/2006-PCI-7994-95  
D.T.E. No.: 2/NGP/2003/7277

<b>Cultural &amp; Sports Committee</b>			
Sr. No.	Name of Faculty	Designation	Duration of Meeting
1	Ms. Jadhav A.S.	Chairman	Twice in a year
2	Ms. Tajane T.S.	Member	
3	Student Representative (02) of each	Member	
4	Mr. Chaudhari B.B.	Member	
5	Mr. Matre B.V.	Member	
6	Ms. Kawade A.V.	Member	
7	Ms. Alhat B.R.	Member Secretary	
<b>Anti-Tobacco Committee</b>			
Sr. No.	Name of Faculty	Designation	Duration of Meeting
1	Ms. Jadhav A.S.	Chairman	Meeting every three months
2	Ms. Alhat B.R.	Member	
3	Ms. Chinchwade A.B.	Member	
4	Mr. Gunjal V.K.	Member	
5	Mr. Matre B.V.	Member	
6	Mr. Chaudhari B.B.	Member	
7	Ms. Shevante T.B.	Member Secretary	



VISHAL JUNNAR SEVA MANDAL'S

## INSTITUTE OF PHARMACY FOR women

ALE (412 411), Tal. Junnar, Dist. Pune Tel. & Fax: (02132) 263264

E-mail: vjismiop@gmail.com

**Ms. Jadhav A.S.**

M. Pharm

I/C Principal

A.I.C.T.E. No.: F-22-2277/2003

P.C.I. No.: 17-601/2006-PCI-7994-95

D.T.E. No.: 2/NGP/2003/7277

### Training and Placement Cell

Sr. No.	Name of Faculty	Designation	Duration of Meeting
1	Ms. Jadhav A.S.	Chairman	Meeting every three months
2	Ms. Tajane T.S.	Member	
3	Ms. Chinchwade A.B.	Member	
4	Ms. Kawade A.V.	Member Secretary	

### Library Advisory Committee

Sr. No.	Name of Faculty	Designation	Duration of Meeting
1	Ms. Jadhav A.S.	Chairman	Meeting every three month
2	Ms. Dhokare J.A.	Member	
3	Ms. Vachane R.R.	Member Secretary	

### INTERNAL QUALITY ASSURANCE CELL (IQAC)

Sr.No	Name of Faculty	Designation	ADC Designation
1	MS JADHAV A.S	I/C PRINCIPAL	CHAIRPERSON
2	DR.GAIKWAD D.D	CEO	MEMBER
3	MS JADHAV A.S	ACADEMIC COORDINATOR	COORDINATOR



VISHAL JUNNAR SEVA MANDAL'S

## INSTITUTE OF PHARMACY FOR women

ALE (412 411), Tal. Junnar, Dist. Pune Tel. & Fax: (02132) 263264  
E-mail: vjsmiop@gmail.com

**Ms. Jadhav A.S.**  
M. Pharm  
I/C Principal

A.I.C.T.E. No.: F-22-2277/2003  
P.C.I. No.: 17-601/2006-PCI-7994-95  
D.T.E. No.: 2/NGP/2003/7277

4	MS ALHAT B.R	FACUTLY	MEMBER
5.	MS CHINCHAWADE A.B	FACUTLY	MEMBER
6.	MS.KAWADE A.V	FACUTLY	MEMBER
7.	ALUMNI MEMBER	ALUMNI MEMBER	MEMBER
8.	MR GUNJAL V.K	FACUTLY	MEMBER

### Alumni Committee

Sr.No.	Name of Faculty	Designation	Duration of Meeting
1	Ms. Hulawale A. H.	President	Meeting nearby gathering period, At least one meeting per year
2	Ms Kolhe S.S.	Vice President	
3	Ms. Kawade A.V.	Member Secretary	
4.	Mr. Shelke P.V	Treasurer	
5.	Dr. Gaikwad D.D.	Adviser	
6.	Dr. Smt. Thorat R.M.	Adviser	
7.	Mr. Gunjal V.K.	Member	
8.	Mr. Wagh R.T.	Member	
9.	Ms. Sawant S.E.	Member	
10.	Ms. Gandhi A.S.	Member	
11.	Mr. Padekar J.V.	Member	
12.	Mr. Kurkute A.K.	Member	
13.	Ms. Chinchwade A.B.	Member	



VISHAL JUNNAR SEVA MANDAL'S

## INSTITUTE OF PHARMACY FOR women

ALE (412 411), Tal. Junnar, Dist. Pune Tel. & Fax: (02132) 263264

E-mail: vjismiop@gmail.com

**Ms. Jadhav A.S.**

M. Pharm

I/C Principal

A.I.C.T.E. No.: F-22-2277/2003

P.C.I. No.: 17-601/2006-PCI-7994-95

D.T.E. No.: 2/NGP/2003/7277

### Grievance and Redressal Committee

Sr. No.	Name of Faculty	Designation	Duration of Meeting
1	Ms. Jadhav A.S.	Chairman	Meeting every three months
2	Ms. Shevante T.B.	Member	
3	Ms. Alhat B.R.	Member	
4	Ms. Chinchwade A.B.	Member	
5	Ms. Chaudhari M.P.	Member	
6	Ms. Jadhav A.S.	Member Secretary	

### Students Mentoring Committee

Sr. No.	Name of Faculty	Designation	Duration of Meeting
1	Ms. Jadhav A.S.	Chairman	Meeting every month
2	Ms. Shevante T.B.	Member	
3	Ms. Alhat B.R.	Member	
4	Ms. Chinchwade A.B.	Member	
5	Ms. Kawade A.V.	Member	
6	Ms. Tajane T.S.	Member	
7	Students Representative	Member	
8	Ms. Jadhav A.S.	Member Secretary	



VISHAL JUNNAR SEVA MANDAL'S

## INSTITUTE OF PHARMACY FOR women

ALE (412 411), Tal. Junnar, Dist. Pune Tel. & Fax: (02132) 263264

E-mail: vjismiop@gmail.com

**Ms. Jadhav A.S.**

M. Pharm

I/C Principal

A.I.C.T.E. No.: F-22-2277/2003

P.C.I. No.: 17-601/2006-PCI-7994-95

D.T.E. No.: 2/NGP/2003/7277

<b>Anti-Discrimination Cell (ADC)</b>			
Sr.No	Name of Faculty	ADC Designation	Duration of Meeting
1	Ms.Jadhav A.S	Chairman	Twice in a year
2	Ms.Alhat B.R	Member	
3	Ms.Shevante T.B	Member	
4	Ms. Chaudhari M.P.	Member	
5.	Mr. Gunjal V.K.	Member	
6.	Ms. Sadgar Devyani S.	Member	
7.	Ms Wagh Swamini N.	Member	

<b>GENDER SENSITIZATION COMMITTEE (GSC)</b>			
Sr.No	Name of Faculty	GSC Designation	Duration of Meeting
1	Ms.Alhat B.R	Presiding officer	Twice in a year
2	Ms. Jadhav A.S.	Member	
3	Ms.Shevante T.B	Member	
4	Ms Chaudhari M.P.	Member	
5.	Mr.Gunjal V.K.	Member	
6.	Mr.Matre B.V.	Member	
7.	Ms. Sadgar D.S	Member	
8	Ms. Wagh S.N.	Member	
9.	Ms.Gunjal M.P	External Member	





VISHAL JUNNAR SEVA MANDAL'S

## INSTITUTE OF PHARMACY FOR women

ALE (412 411), Tal. Junnar, Dist. Pune Tel. & Fax: (02132) 263264

E-mail: vjismiop@gmail.com

**Ms. Jadhav A.S.**

M. Pharm

I/C Principal

A.I.C.T.E. No.: F-22-2277/2003

P.C.I. No.: 17-601/2006-PCI-7994-95

D.T.E. No.: 2/NGP/2003/7277

### Internal Complaint Committee

Sr. No.	Name of Faculty	Designation	Duration of Meeting
1	Dr. Jadhav S. L.	Principal	Meeting every three months
2	Dr. Smt. Thorat R. M.	Chairman	
3	Miss. Shewante T. B.	Member	
4	Miss. Jadhav A. S.	Member	
5	Miss. Tajane M. D.	Member	
6	Miss. Chande K.U.	Member	
7	Miss. Chatur R. A.	Member	
8	Miss. Gunjal M. P.	Member	
9	Miss. Patel Shamira	Member	
10	Miss. Nemade Mayuri	Member	
11	Miss. Kadale Pratiksha	Member	
12	Miss. Sadgar Devyani	Member	
13	Miss. Chaudhari M. P.	Member	
14	Miss. Sawant S.E.	Member	



VISHAL JUNNAR SEVA MANDAL'S

## INSTITUTE OF PHARMACY FOR women

ALE (412 411), Tal. Junnar, Dist. Pune Tel. & Fax: (02132) 263264

E-mail: vjismiop@gmail.com

Ms. Jadhav A.S.

M. Pharm

I/C Principal

A.I.C.T.E. No.: F-22-2277/2003

P.C.I. No.: 17-601/2006-PCI-7994-95

D.T.E. No.: 2/NGP/2003/7277

### **DUTIES AND OBJECTIVES OF SAID COMMITTEE**

#### **1. Governing Body:**

Governing council of the Institute has been constituted as per norms of AICTE/ MSBTE. Its main purpose is considering and approving the institution strategic plan which sets the academic aim and objectives of the institution and identifies the financial, physical and recruitment strategies and so on. It preplans to achieve the goal of the institute.

#### **Objective:**

1. Ensure that the continuous progressive improvement in Institutional environment is & complying with all the requirements with in time.
2. To advise management about the financial need of the Institute & future expansion programmer in coordination with respective authorities.

#### **Duties:**

1. Submit long and short term plan proposal to the Management and get it approval.
2. Ensure implementation of the submitted proposals in time.
3. Notify & rectify any noticeable observations needs timely rectification.

#### **2. Anti-Ragging Committee:**

**Objective:** To ensure ragging free and convivial environment of Educational Institute.

#### **Duties:**

1. To ensure ragging free is maintained in the college, hostel and canteens.
2. Take suitable action against ragging occurrences.
3. Aware students about the effect of ragging and its prevention.
4. Handle the complaints about ragging as per the policies and procedure as soon as possible & take necessary actions.



VISHAL JUNNAR SEVA MANDAL'S

## INSTITUTE OF PHARMACY FOR women

ALE (412 411), Tal. Junnar, Dist. Pune Tel. & Fax: (02132) 263264

E-mail: vjismiop@gmail.com

Ms. Jadhav A.S.

M. Pharm

I/C Principal

A.I.C.T.E. No.: F-22-2277/2003

P.C.I. No.: 17-601/2006-PCI-7994-95

D.T.E. No.: 2/NGP/2003/7277

5. Any other duty assigned to perform various activities.

### 3. Anti-Ragging Squad ( ARS ) :

**Objective:** To ensure timely notice and inform any indiscipline or objectionable activity in the vulnerable places which needs immediate attention to the Anti Ragging Committee.

#### **Duties:**

1. Plan & conduct number of raids by ARS at vulnerable places.
2. To aware students regarding consequences of ragging, via guest lecturers etc.
3. If any case observed, inform head of ARC & take essential Actions.
4. To instruct students for filling online anti-ragging form & submit hardcopy of filled form to respective staff representative.
5. To conduct surprise raids.

### 4. Internal Academic Monitoring Committee (IAMC):

**Objective:** To track the academic processes and their effectiveness.

#### **Duties:**

1. To refer Institutional curriculum implementation plan & implement it .
2. Plan for inspection to be conducted by IAMC.
3. Finalize time interval for monitoring & report as per online academic monitoring formats.
4. Corrective action if necessary for non-completion as per the plan.
5. In case of major observation, report the matter to the Principal for necessary actions.
6. To fill online information of academic monitoring of MSBTE & revise the same once in six months.

### 5. Internal Curriculum Implementation Unit (ICIU):

**Objective:** To implement curriculum process effectively & competently & monitoring of



VISHAL JUNNAR SEVA MANDAL'S

## INSTITUTE OF PHARMACY FOR women

ALE (412 411), Tal. Junnar, Dist. Pune Tel. & Fax: (02132) 263264

E-mail: vjismiop@gmail.com

Ms. Jadhav A.S.

M. Pharm

I/C Principal

A.I.C.T.E. No.: F-22-2277/2003

P.C.I. No.: 17-601/2006-PCI-7994-95

D.T.E. No.: 2/NGP/2003/7277

IAMC.

### **Duties:**

1. To refer institutional curriculum implementation plan & reports generated by IAMC.
2. Carry out micro level analysis & identify strengths & areas of improvement on following points:
  - a. Resource requirement in form of competent faculties.
  - b. New lab development with required infrastructure
  - c. Remedial class requirement.
  - d. MOU with Industries & Hospitals.
  - e. Addition of any other facility & teaching aids.
3. Initiate necessary actions against areas of improvement with action plan.
4. Implement problems identified in areas of improvement in next academic year with suggestion of staff in common meeting with ICIU & all staff.

### **6. Examination Committee:**

#### **Objective:**

1. To conduct the internal sessional examination and assess the effectiveness of teaching learning process.
2. To conduct MSBTE theory and Practical examination smoothly conduction of exam.

### **Duties:**

1. To conduct examinations as per MSBTE norms & maintain records.
2. To ensure smooth conduction of examinations.
3. Liaison with statutory authorities for all types of examinations.
4. To monitor, control and coordinate all examination related activities.

### **7. Cultural Committee:**

#### **Objective:**

1. To provide a platform for students to go beyond their academic quest and explore their creative and artistic sensibilities.
2. Increase the interaction between collages/students/staff and their parents/guides &



VISHAL JUNNAR SEVA MANDAL'S

## INSTITUTE OF PHARMACY FOR women

ALE (412 411), Tal. Junnar, Dist. Pune Tel. & Fax: (02132) 263264

E-mail: vjismiop@gmail.com

Ms. Jadhav A.S.

M. Pharm

I/C Principal

A.I.C.T.E. No.: F-22-2277/2003

P.C.I. No.: 17-601/2006-PCI-7994-95

D.T.E. No.: 2/NGP/2003/7277

other stake holder of the institution.

### **Duties:**

1. To plan and schedule cultural events for the academic year.
2. To conduct all intra and inter collegiate cultural events in the College.

### **8. Sports Committee:**

**Objectives:** To develop students interest in sports through teamwork, working relationship with each other.

### **Duties:**

1. To plan and schedule sports events for the academic year.
2. To make available all the necessary accessories required for sports.

### **9. Medicinal Garden Committee:**

### **Objective:**

1. Orientation to students as a curriculum requirement.
2. Identification of medicinal plants as a curriculum requirement.
3. Knowledge of medicinal values of herbal plants.

### **Duties:**

1. Provide all information to students as per curriculum like identification of plants, knowledge of medicinal values, pharmacognostic properties etc.
2. Plan visit & submit report to concerned authorities.
3. To ensure timely implementation of timetable for watering & cleaning, removal of weeds etc.
4. To procure various plants of medicines and do plantation.
5. To ensure addition of fertilizers, spraying against pests, cutting etc and maintain record of it.

### **10. Museum Committee:**



VISHAL JUNNAR SEVA MANDAL'S

## INSTITUTE OF PHARMACY FOR women

ALE (412 411), Tal. Junnar, Dist. Pune Tel. & Fax: (02132) 263264

E-mail: vjsmiop@gmail.com

**Ms. Jadhav A.S.**

M. Pharm

I/C Principal

A.I.C.T.E. No.: F-22-2277/2003

P.C.I. No.: 17-601/2006-PCI-7994-95

D.T.E. No.: 2/NGP/2003/7277

**Objective:** To define methodology for functioning and maintenance of museum.

### **Duties:**

1. Decide the requirement of museum and type as per statutory & regulatory authorities.
2. To plan department wise arrangement of museum.
3. Procure the required material as planned.
4. To display it suitably in racks, glass / plastic jars and containers with suitable identification.
5. To prepare and display all the labels on dosage forms, pharmacognostic drug herbarium, bones and organs models etc
6. To display the relevant information necessary for teaching purpose of the students on suitable charts.
7. To ensure regular de-dusting of the models, museum etc.
8. Ensure that museum is updated as & when norms for displayed items are changed/eliminated/added.

### **11. Anti-Tobacco Committee:**

**Objective:** To ensure tobacco free campus.

### **Duties:**

1. Formation of the committee.
2. To ensure purpose of the formation said committee to faculty & students.
3. To ensure tobacco free campus.
4. If any, case found take necessary action.

### **12. Training and Placement Committee:**

**Objective:** To provide in house placement facility to the students.

### **Duties:**

1. To provide the orientation to students regarding placement activities.
2. To collect and maintain placement requirement of various industries & various Hospitals.



VISHAL JUNNAR SEVA MANDAL'S

## INSTITUTE OF PHARMACY FOR women

ALE (412 411), Tal. Junnar, Dist. Pune Tel. & Fax: (02132) 263264

E-mail: vjismiop@gmail.com

**Ms. Jadhav A.S.**

M. Pharm

I/C Principal

A.I.C.T.E. No.: F-22-2277/2003

P.C.I. No.: 17-601/2006-PCI-7994-95

D.T.E. No.: 2/NGP/2003/7277

3. Prepare list of Eligible Students & area of student interest.
4. Guide the students to prepare bio-data.
5. Ask the Students to submit Bio data with supporting Documents.
6. Communication with various interested industries & hospital and share student bio-data.
7. Confirmation and finalization for date of campus interview from interested industry & hospital.
8. Put the notice on notice board for campus interview.
9. Actual Conduction of Campus and Placement Activities.
10. Prepare list of placed students.

### **13. Library Advisory Committee:**

**Objective:** Act as a learning resource centre.

#### **Duties:**

1. To ensure that adequate space, sitting arrangement, light, ventilation etc. are available to the scholars.
2. To ensure no. of books and other ready materials as per the policies, procedures every year.
3. To ensure book bank facilities are provided to students.

### **14. Alumni Committee:**

**Objective:** Define the process for activities to be carried out for the passed out students.

#### **Duties:**

1. Collect the database of the passed out students and their details.
2. Form the Alumni and maintain the data of passed out students.
3. Take the permission of Board of Directors/ higher authority.
4. Plan the date for alumni get together.
5. Prepare the time schedule for the activities like speeches, performances, lunch / dinner, etc.
6. Invitation to alumni through mail, messages or verbal communication.
7. If required, provide transport facility.
8. Conduct the get together as per the plan.



VISHAL JUNNAR SEVA MANDAL'S

## INSTITUTE OF PHARMACY FOR women

ALE (412 411), Tal. Junnar, Dist. Pune Tel. & Fax: (02132) 263264

E-mail: vjmiop@gmail.com

**Ms. Jadhav A.S.**

M. Pharm

I/C Principal

A.I.C.T.E. No.: F-22-2277/2003

P.C.I. No.: 17-601/2006-PCI-7994-95

D.T.E. No.: 2/NGP/2003/7277

9. Provide Memento / Gift to the Alumni members.

10. Collect the Feedback from the Alumni.

### **15. Maintenance & house Keeping:**

#### **Objective:**

To achieve the maximum possible efficiency in cleaning to ensure the care and comfort of the students, employees etc

#### **Duties:**

1. Opening of department on schedule time
2. To cleaning of office, porch, library ,store, computer lab , labs, staff room, boys and girls common room , garden as per schedule time.

### **16. Admission Committee:**

**Objective:** To establish and maintain transparency in the defined admission process by following Maharashtra State Govt. Centralized Admission Process.

#### **Duties:**

1. Prepare the seat matrix in each combination and course and submit to DTE.
2. Follow the admission process as per the norms of DTE.
3. Ensure the smooth admission process.

### **17. Grievance & Redressal Committee:**

#### **Objective:**

The objective of the Grievance Cell is to develop a responsive and positive attitude among the students in order to maintain healthy educational atmosphere in the institute.

#### **Duties:**

1. Formation of the Grievance Redressal Committee





VISHAL JUNNAR SEVA MANDAL'S

## INSTITUTE OF PHARMACY FOR women

ALE (412 411), Tal. Junnar, Dist. Pune Tel. & Fax: (02132) 263264

E-mail: vjismiop@gmail.com

**Ms. Jadhav A.S.**

M. Pharm

I/C Principal

A.I.C.T.E. No.: F-22-2277/2003

P.C.I. No.: 17-601/2006-PCI-7994-95

D.T.E. No.: 2/NGP/2003/7277

2. To ensure purpose of the formation said committee to faculty & students.
3. To address any grievance raised by student general administration, Examination / Evaluation and any other problems related to day to day functioning.
4. To conduct meeting on any issue, if raised & resolved it.
5. To take corrective action on the any grievance raised & maintain record.

### **18. Student Mentoring Committee:**

**Objective:** To counsel students for various factors like academics etc

#### **Duties:**

1. Formation of mentoring committee
2. Faculty wise equal distribution of total students.
3. Appoint group wise student representative
4. Fill their information in mentor formats.
5. Conduct meeting twice in a month with students regarding their problems and resolve it.
6. Obtain mentor feedback at the end of academic year from students.
7. In case of any adverse remark from student about mentor take suitable action.

### **19. Internal complaint Committee (ICC) :**

**Objective:** To comply with the provisions of the Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (Act) and to develop and Implement a policy against sexual harassment of women.

#### **Duties:**

1. To ensure purpose of the formation said committee to faculty & students.
2. To form Internal Complaint committee.
3. To conduct meeting once in the three months.
4. To organize guest lecture regarding the awareness among the female students/employees.
5. If any complaint received by ICC, take necessary action as per process & maintain record.