



NIRMALA COLLEGE OF PHARMACY

(A UNIT OF CATECHIST SISTERS OF ST.ANN'S, HYD)

ATMAKURU (Village), Mangalagiri (M), Guntur Dist-522503, A.P, India.

Approved by AICTE & PCI New Delhi & Govt. of A.P, Affiliated to SBTET & A.N University, Guntur

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Ph: 08645-236255, 236722, 9912342142 E-mail: ncpa_csagp@yahoo.co.in Web site: www.ncpacsag.ac.in

5.1.4 The Institution has a transparent mechanism for timely Redressal of student grievances including sexual harassment and ragging cases

5.1.4 A. STUDENT REDRESSAL OF GRIEVANCE CELL:



GRIEVANCES OR COMPLAINTS

“A SUPPORT SYSTEM TO REDRESS YOUR GRIEVANCES”

OBJECTIVES OF GRIEVANCE REDRESSAL CELL:

A Grievance Cell has constituted for the Redressal of the problems reported by the Students of the College with the specific objectives;

- The objective of the Grievance Cell is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute.
- Upholding the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial Student-Student relationship and Student teacher relationship etc.
- Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.
- Suggestion / complaint Box is installed in which the students, who want to remain anonymous, put in writing their grievances and their suggestions for improvement of the Academics / Administration in the College.



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- Advising Students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
- Advising all the Students to refrain from inciting Students against other Students, teachers and College administration.
- Advising all staffs to be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- A student must proceed with a complaint in good faith
- Any violation of ragging and disciplinary rules should be urgently brought to the notice of the Principal.

Student redressal of Grievances committee Policies:

- To develop a culture of understanding, addressing and providing quick redress to grievances and take steps to prevent recurrence of such incidents
- To ensure that grievances are resolved promptly, objectively and with sensitivity and in complete confidentiality
- To set in place a grievance handling system that is student focused
- To ensure that the views of each complainant and respondent are respected and that any party to a grievance is neither discriminated against nor victimized
- The Cell formally will review all cases and will act accordingly as per the Management policy
- The cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities
- The Grievance Cell will act upon those cases which have been forwarded along with the necessary documents.
- The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell.




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COMMITTEE FORMATION:

COMPOSITION:

The Grievance redressal cell of the institute having provision of Principal as the Chairman, HOD's and Senior Teaching Staff as Convener, Coordinator and Members

The Cell is having the provision of being reconstituted every two years.

If situation arises for so by the Principal himself along with suggestions sought from the in charge administrative body. Care is taken to select staff members from each stream.

The cell meets twice in a year or as and when required in emergency to solve the grievances thus raised by the students.

MECHANISM FOR REDRESSAL OF GRIEVANCES OF STUDENTS AND STAFF

The students are the main stakeholders in any institution imparting education, and it's our endeavor to make all efforts to ensure transparency in all the activities at different stages. Taking this spirit in consideration the institute has decided to provide mechanism to students for redressal of their grievances. as under:

FUNCTIONS:


- The Cell will deal with Grievances received from complaint box or writing /oral form from the students
- Grievance cases detected during the vigilance of the discipline committee in the Institution, about any of the following matters.
- The Grievances may broadly include the following complaints of the aggrieved students

I. Academic

II. Non-Academic

III. Other matters




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Types of grievances:

I. Academic Grievances:

Academic Matters: Related to timely issue of duplicate Mark-sheets, Transfer Certificates, Conduct Certificates or other examination related matters.

- Grievance related to examination
- Grievance related to Internship & Placements

II. Non- Academic Grievances:

Financial matters, related to dues and payments for various items from library, hostels etc.,

- Grievance related to Finance
- Grievance related to Library
- Grievance related to amenities & services

III. Other matters

Other Matters Related to certain misgivings about conditions of sanitation, preparation of food, availability of transport, victimization by teachers etc.

- Grievance related to stay at hostel
- Against to Teaching and Non-Teaching staff.
- Grievance related to student conflicts.
- Harassment by fellow students or the Faculty/ Staff etc.



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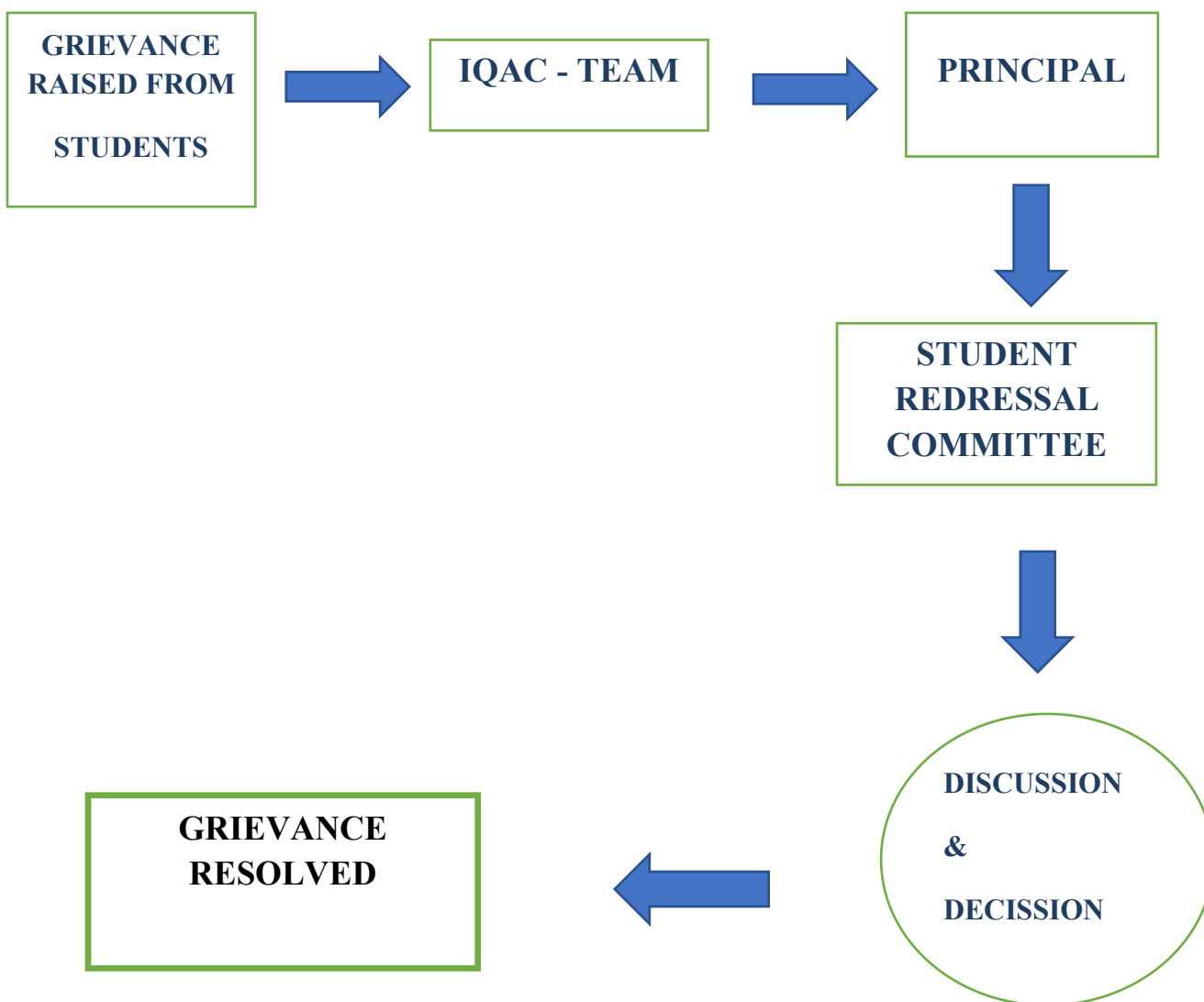
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APPROACH OF GRIEVANCE REDRESSAL SYSTEM



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Protection of human rights is essential for the all-round development of an individual's personality to realize the primary needs of the students and staff and secure civil liberties for everybody. The Grievance of Redressal Cell convening the meetings periodically, record the minutes and take steps to redress the grievances.

5.1.4. B. Policy Against Ragging

Introduction:

'Ragging is a practice in colleges, hostels and other educational institutes where the senior or an influential person tends to demoralize and defame the juniors through the means of verbal or physical abuse and harassment.. 'Ragging' is considered as a social menace, and an abuse of human rights in the academic environment of the society. Ragging is a criminal offence too and lowers the standards of education.

The guidelines provided by Hon'ble Supreme Court of India instructions /guidelines issued by the University Grants Commission, Ministry of Human Resource Development (Government of India), State Government and other regulatory authorities such as the AICTE and affiliating bodies.

The Objectives:

1. To aware the students of de-humanizing effect of ragging
2. To keep a continuous watch and vigilance over ragging
3. To deal with the incidence of ragging brought to our notice
4. To control and monitor the students not to involve in ragging through continuous supervision
5. To maintain healthy atmosphere between juniors and seniors
6. To collect the anti- ragging affidavits formed by UGC with surly signed by students and parents
7. To constitute the anti- ragging squads for surprise raids on hostels canteen in and out- side of the campus
8. To depute the non- teaching staff for effective maintaining

Our institution covers all they are as established by it within the campus or outside the campus.

'Student' includes any person who is enrolled for any course, B.Pharm, M.Pharm and Pharm D 'Hostel includes the place/(s) where students are accommodated through institutional Canteen, library, Corridors and in own or public transportation places

'Ragging' means any disorderly conduct, whether by words spoken or written or by an act.



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Which has the effect of teasing or handling with rudeness any other students, rowdy or indiscipline 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 student to do any act or perform something, which such students will not do 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.

Until otherwise specified, the following would constitute the act of Ragging:

Any act that prevents disrupts or disturbs the regular academic activity of a student.

Exploiting services of junior students for completing academic tasks assigned to an individual or a group of seniors. Any act of financial extorting or forceful expenditure burden put on junior student/ (s) by senior/(s). Any act of physical abuse including all varieties, sexual, homo-sexual assault, and stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.

Ragging has several aspects viz. psychological, social, political, economic, culture and academic dimensions. The Psychological aspects of ragging as listed below are seen to cause permanent damage to the victim's personality. Such treatment of young and impressionable minds could result in traumatizing them and damaging their personalities beyond repair in the formative years of their lives.

Any act or abuse by spoken words, emails, public insult or alike should be considered within the physiological aspects of ragging.

Any act that affects the mental health and self-confidence of students can be described in terms of the psychological aspects of ragging.

Preventive measures of Ragging:

Address by the Principal/Anti ragging committee members:

Committee will be reconstituted every one year to handle the ragging menace in our college with student, parent, faculty members to handle the situation and taking the anti ragging menace

Fresher's Welcome/Party:

Each college may organize inaugurals of new batches, towards progressive socialization efforts. Head of the Institute and faculty members, during such inaugurals may provide to the students, the guidelines on behavioral norms.

Social, Cultural and Sports Activities:



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College organize social interactions between senior and junior students for healthy environment through the organizing sports day, extracurricular activities in and out of the campus to establish a healthy relationship

Anti Ragging Committees:

Anti ragging committee functioning under the guidance of a Senior Faculty and in direct supervision of the Principal/Head of the Institute'.

The Committee shall ensure strict vigilance on activities of senior students and shall also be available to the students for any counseling needs either individually or collectively. The Committee in particular will try to analyze the behavioral pattern among the senior students and shall try to identify the potential raggers. They should also provide counseling to 'fresher's in order to prepare them for the socio-academic life ahead particularly for adjusting to life in hostels.

Each college should ensure a constant vigil and watch at such locations including monitoring of the atmosphere and the environment at eating 'Joints' (Canteens, Cafes, etc). Hostel/accommodations, where fresher's are accommodated, are required to be carefully guarded if necessary, by posting security personnel and placed in charge of a warden.

Frequency of Meeting:

The committee shall meet at least once in a 2 months or as many times as necessary in the first month of the academic year

Tenure:

The Committee shall have tenure of one year. Any involvement in 'ragging' related activities at the time of registration for admission. Such students shall be denied admission in the college.

Undertaking from Existing Students:


An undertaking affidavits (online or offline) shall also be taken from the existing students. Such an undertaking should be obtained, before commencement of the next academic session, failing which registration would be denied to the defaulting student.

Display of Boards/Banners in College Premises.

Each college of the society shall display suitable boards/banners in front of the college as also the entrance of the college and prominent places within the campus of the college to insist students to prevent, or not to indulge in ragging, also mentioning the names of the officials and their contact numbers, to be contacted in case of 'ragging'.

The Names in case of the college/institute shall include the name and mobile number of:




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Principals/Head of the college

Anti ragging coordinator

Senior faculty members

Student volunteers

Parent volunteers

Preventive and Monitoring aspects of Ragging:

MENTORING – Mentoring shall be done as per the policy guidelines covering junior as well as senior students highlighting the effects and consequences of ragging.

Disciplinary Aspects of 'RAGGING':

Principal shall coordinate the preventive aspects of ragging, of the college aiming to create a 'ragging free environment'. In case of ragging in Hostels the student shall have the option of either complaining to the Principal of the college or the management and also the Hostel warden.

Ragging Reporting Procedure:

If any individual believes that he or she has been subjected to 'ragging' or has knowledge of any such incident, shall have the option to file a complaint with the Registrar or Principal at the college. This may be done in writing or orally. However, written complaint is preferable.

All committee' members will also be available to discuss any concerns exhibited by any student or a group of students, about ragging.

Punishment/Penalties for 'ragging':

Based on the findings of the enquiry, the 'Anti ragging Committee', shall recommend to the Principal of the college to impose any of the punishment/(s) listed below or any other kind of punishment, which they may consider to be appropriate:

Withholding of scholarships or other benefits


Debarring from representation in events

Withholding of result

Debar from hostel/mess

Debarring from appearing in examination/s




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Denying admission to any of the colleges

Suspension from the college or class for a limited period

Fine with public apology

Prosecuting for criminal offences

Filing FIR with the local police

Cancellation of admission/expulsion from the colleges.

Saving and withdraw Clause:

Principal of the college will possess the sole authority for any interpretation, modification, or amendment to the policy depending upon the need from time to time.

MECHANISM FOR SUBMISSION OF ONLINE RAGGING GRIEVANCES

The institution constituted Anti-ragging committee to maintain the ragging free campus. Our organization also collects both online and offline grievances if any. The Committee created anti-ragging email id nrml.antiragging@gmail.com for reporting the grievances in the form of Google forms which will be shared in student groups and timely action will be taken

Online Antiragging Grievances Submission

nrml.antiragging@gmail.com (not shared) Switch account

* Required

ANTI RAGGING
Ragging is Strictly Prohibited
Say NO to Ragging



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Name of the student

Your answer

course and year of study

Your answer



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Registration No *

Your answer


Message *

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ANTI RAGGING ONLINE AFFIDAVITS FOR THE ACADEMIC YEAR 2021-22

S.NO	ROLL NO	STUDENT NAME	Reg.ID
01	Y21PH12001	ADAPA VARSHA	4492153
02	Y21PH12002	ALLA JAYA VARDINI	4494848
03	Y21PH12003	ANAPARTHI NAGA SAI NITHYA SRI	4622001
04	Y21PH12004	ANDE BHAGYA SRI	4492358
05	Y21PH12005	ANNAPUREDDY KUMAR MANIKANTA	4610371
06	Y21PH12006	BASIREDDY RAKESH	4609142
07	Y21PH12007	BATHULA BHAVANA	4521590
08	Y21PH12008	BATTULA HARIKA	4495336
09	Y21PH12009	BHUKYA AARON	4514954
10	Y21PH12010	BORRA DIVYA SRI	4505139
11	Y21PH12011	CHALASANI DIVYA	4492278
12	Y21PH12012	CHAVA KRUPA JYOTHI	4618688
13	Y21PH12013	CHILUKOTI ABHIRAM	4504272
14	Y21PH12014	DOPPALA BHAGYA LAKSHMI	4495257
15	Y21PH12015	GANGANAPALLI DURGA SATYA SAI SARANYA	4504372
16	Y21PH12016	GINNELA NAGA VARDHAN	4514819
17	Y21PH12017	GOGULAMUDI MADHAVI	4619739
18	Y21PH12018	GOLI PRAVALLIKA	4495305
19	Y21PH12019	GOLLAPALLI ABHINAY	4609383
20	Y21PH12020	GOLLAPUDI LAKSHMI LIKHITHA	4492218
21	Y21PH12021	GOTTAM HEMALATHA REDDY	4504325
22	Y21PH12022	GOTTETI POOJITHA PRIYA	4492259
23	Y21PH12023	GOURA REVANTH KUMAR	4504439
24	Y21PH12024	GUDISA SUVARTHARAJU	4609240



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25	Y21PH12025	GUNDURI GAYATHRI CHANDRIKA	4492245
26	Y21PH12026	GUNJA AKANKSHA	4521535
27	Y21PH12027	GUTHIKONDA BHUVAN	4504363
28	Y21PH12028	INTURI DHARMENDRA	4516121
29	Y21PH12029	ISUKAPALLI ANJALI	4503573
30	Y21PH12030	JALA SHINY GRACE	4492261
31	Y21PH12031	JIRRA VIJAYA BHASKAR	4610356
32	Y21PH12032	JONNA VEERA CHETAN SAI	4503726
33	Y21PH12033	JONNADULA NAVEEN	4609406
34	Y21PH12034	KALI SATYA KRISSY	4492310
35	Y21PH12035	KAMALAPURAM NARESH	4514936
36	Y21PH12036	KAMINENI KAVYA SRI	4619686
37	Y21PH12037	KASALA MOUNIKA PADMA	4609821
38	Y21PH12038	KODURU MANOJA	4504265
39	Y21PH12039	KOJJA ANJALI	4503652
40	Y21PH12040	KOLAKALURI VIJAYA LAKSHMI	4618679
41	Y21PH12041	KOTA ANJALI	4504472
42	Y21PH12042	KUNCHALA PRAVEEN	4514747
43	Y21PH12043	KUNDETI MEGHANA	4619647
44	Y21PH12044	KURAGANTI JYOTHIKA	4495381
45	Y21PH12045	KUSHNEET KAUR KANDHARI	4609738
46	Y21PH12046	MADDALA RAYCHAL	4495394
47	Y21PH12047	G HEMAMBINI	4505226
48	Y21PH12048	MANDAVA G V SAI KOUSHIK	4609326
49	Y21PH12049	MATTE CHANDRIKA	4495369
50	Y21PH12050	MOTHIKI BHAVYA	4504337



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51	Y21PH12051	MUNAGALA NAGA AMBIKA	4609775
52	Y21PH12052	NISHA MONDAL	4503715
53	Y21PH12053	PALAKAYALA KESAVA RAJU	4514824
54	Y21PH12054	PALLEM KEERTHI	4619117
55	Y21PH12055	PAMIDI YAMINI	4609791
56	Y21PH12056	PARISE CHARITH	4589915
57	Y21PH12057	PEDDISETTI RITESH CHANDRA	4492329
58	Y21PH12058	PEYYALA SINDHOORA	4589452
59	Y21PH12059	POLANA SRI PRIYA	4589462
60	Y21PH12060	PULIPAKA SUKHITHA	4589579
61	Y21PH12061	PUSHADAPU SRAVANI	4588950
62	Y21PH12062	RAMAVATH SANDHYA	4589883
63	Y21PH12063	RAMAVATHU BHARGAV NAIK	4590168
64	Y21PH12064	REDLA LIKHITHA	4589284
65	Y21PH12065	RUDRU TRINADH	4590162
66	Y21PH12066	S SHANMATHI	4492186
67	Y21PH12067	SABBANA BHANU PRAKASH	OFFLINE
68	Y21PH12068	SADHU SAI TEJA	4590019
69	Y21PH12069	SAI SREE GOLI	4589433
70	Y21PH12070	SANAMPUDI REDDY KARTHI	4589374
71	Y21PH12071	SARIMALLA JHAREENA	4492282
72	Y21PH12072	SAVA BHAVYA SRI	4589830
73	Y21PH12073	SEROPINA SURIN	4589927
74	Y21PH12074	SHAIK JABID	4589451
75	Y21PH12075	SHAIK MUBASHEERA KOUSAR	4592210
76	Y21PH12076	SHAIK MUNEER	OFFLINE



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NIRMALA COLLEGE OF PHARMACY

(A UNIT OF CATECHIST SISTERS OF ST.ANN'S, HYD)

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77	Y21PH12077	SHAIK MUZBUL RAHEMAN	4589671
78	Y21PH12078	SHAIK SALEEM	OFFLINE
79	Y21PH12079	SHAIK USMAN GANI	4589671
80	Y21PH12080	SWARNA MANOGNA	4589107
81	Y21PH12081	SYED KHANISHA	4509568
82	Y21PH12082	SYED SAMEERA FORHEEN	4492324
83	Y21PH12083	TALAKAPPALA REETA	4590127
84	Y21PH12084	TALATI MANINARAYANA	4590163
85	Y21PH12085	TALLA ISHWARYA	OFFLINE
86	Y21PH12086	TATINENI CHARISHMA	4588883
87	Y21PH12087	THANNIRU SOWMYA	OFFLINE
88	Y21PH12088	THOMMANDRA RISHITH MANI	OFFLINE
89	Y21PH12089	THOTAKURA VENKATA DEEPIKA	4492088
90	Y21PH12090	TIRUMALASETTI MOHAN	4491538
91	Y21PH12091	UPPALA KEERTHANA	4588798
92	Y21PH12092	VASA JYOTHI NAGA CHANDRIKA	4589031
93	Y21PH12093	VEERAMALLU JAYA BHANU	4491973
95	Y21PH12095	VEERLA SATYA HARSHINI	4589246
96	Y21PH12096	VELPULA ANJALI	4589288
97	Y21PH12097	VELPULA SONIA	4491892
98	Y21PH12098	ANUMULA PAVAN KALYAN	4492120
99	Y21PH12099	BHEEMINENI SRIVALLIKA	4491768
100	Y21PH12100	BITRA SRAVANA LAKSHMI	4492062



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101	Y21PH12101	CHILAKALAPUDI SIVA PRASANNA JAIDEEP	4491670
102	Y21PH12102	GOLI HEMA	4588739
103	Y21PH12103	GOTTIMUKKALA NIKHITHA	4491788
104	Y21PH12104	KALAKOTI JEEVA	4588872
105	Y21PH12105	KOKKILIGADDA POOJA SREE	4492022
106	Y21PH12106	MUNNANGI RATNA RAJU	4491869
107	Y21PH12107	NUTHAKKI SUMANTH	4588709
108	Y21PH12108	PULAKARAM YAMUNA	4491950
109	Y21PH12109	SHAIK SHAHEDA	4491973
110	Y21PH12110	SOWMYA MANDAPATI	4589115




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5.1.4 C. Women grievances including sexual harassment

The Cell is responsible for looking into any type of complaints filed by female students and staff under Women Grievances at the college. In view of the increasing number of girl students in the campus, Women Grievance Redressal Cell makes every effort to ensure that the girls feel at home. The cell resolves common problems of girl students and also takes up individual cases of sexual harassment, if any. Ragging in the hostels is totally disallowed, and any adventure in this respect is punishable.

Objectives:

- The Cell will deal with the cases / complaints of sexual harassment and any other type of harassment of the female students, teaching and non-teaching women staff of the college.
- The Cell shall process all the individual complaints and take suitable action thereon in the manner and mode as per the college norms.
- At least 50% of the members of the Cell may be women.
- The Cell will provide assistance to the Institute for taking preventive steps in the matter of gender discrimination and sexual harassment.
- The Cell may form / review the guidelines / policy for redressal of the grievance as required from time to time, which may be in accordance with those issued by Supreme Court and Government Agencies.

The responsibilities and functions of the Women Grievance Redressal Cell Coordinator shall include (but not limited to) the followings.



S.A. Ranganath
PRINCIPAL
NIRMALA COLLEGE OF PHARMACY
ATMAKUR VILLAGE,
MANGALAGIRI, GUNTUR DL., A.P



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1. To device and implement a mechanism for counseling and guidance for the girls students, their grievances redressal and to educate them about women empowerment.
2. To device and execute a mechanism for organizing awareness programs, motivational talks including visits to the public / government run women guidance cells. To expose them to various opportunities available to women in particular in the professional field of pharmacy.
3. To device and implement a mechanism for fetching scholarships and financial assistance from the Central/State Government agencies for the girl's students, for admissions into government run hostels etc.
4. To device and implement a mechanism for creating awareness among girls students and educate them about Central/State Government Scholarships, NGOs financial assistance schemes and bank loans and facilitate the same.
5. To work out and execute any other activity related with the women empowerment, women upliftment, counseling, guidance and welfare of the girls students.
6. The final objective shall be to provide a women-friendly learning/working environment without any gender bias.

Complaint Procedure:

Students report their grievance to any of the committee members.

5.1.4. C. Women Redressal policy:

Ref. No.: As per norms in appendix-6 of AICTE Approval Process Handbook 2020-21, Establishment of Internal Complaint Committee (ICC) (As per Section 4 All India Council for



S.A. Ramesh
PRINCIPAL
NIRMALA COLLEGE OF PHARMACY
ATMAKUR VILLAGE,
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Technical Education (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions) Regulations, 2016 vide No. F. AICTE/ WH/ 2016/ 01 dated 10th June, 2016.

With reference to above, Women's Grievance Redressal Committee/Internal Complaint Committee (ICC) or Gender Sensitization Committee against Sexual Harassment (GSCASH) is formed to resolve all the matter related to female faculty members, staff members and students in campus.

TO ALL EMPLOYEES AND STUDENTS

1. Protection against sexual harassment and the right to work with dignity in respect of women employees are universally recognized rights. To provide protection against sexual harassment of women and students at work place and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 has been enacted by the Government of India with effect from 09 December 2013.
2. The undersigned is nominated and directed to inform to all employees that in pursuance of Section 4 of 'The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013', the internal complaint committee (ICC)/GSCASH of Nirmala college of Pharmacy, Atmakuru, is constituted with the following members:



S.A. Ranganath
PRINCIPAL
NIRMALA COLLEGE OF PHARMACY
ATMAKUR VILLAGE,
MANGALAGIRI, GUNTUR DL., A.P