



# KONKAN GYANPEETH RAHUL DHARKAR COLLEGE OF PHARMACY AND RESEARCH INSTITUTE, KARJAT

(Approved by AICTE & P.C.I. (New Delhi), D.T.E. (Govt. of MS) & Affiliated to University of Mumbai & MSBTE )

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OUTWARD NO: - KGRDCP&RI/ OFFICE ORDER/**COMMITTEE-26**/2022-23

DATE: - 17.03.2023

## OFFICE ORDER

**Sub: - Constitution of Grievance & Sexual Harassment Redressal Committee, Women Internal Complaints Committee, Vishakha cell, Student Redressal Committee.**

Sir/Madam,

We are pleased to inform you that we have appointed you on Grievance & sexual harassment redressal committee, Women internal Complaints committee, Vishakha cell internal complaints committee Student redressal committee of our college the detailed responsibility and constitutions as under. I request you to forward us your acceptance. Your cooperation and support will help in strengthening academic activities of the college.

### **Responsibility:**

- To conduct awareness program for all student and staff every year and record the same.
- To identify the cases of woman harassment at the institute.
- Organization of bimonthly meeting of the female faculty, girl's representative of the institute.
- Identifying the issues related to behaviour of male teaching faculty, Non- teaching staff, students and any personal issues etc.
- Analysis of different problems coming under this category and coordination with principal for their solution.
- To develop various scheme for welfare of females.

**Meeting: Meeting:** The above cell will meet as a when required and review all the complaints received and take / suggest remedial measure. At least twice the year and also conduct one awareness program for all the students and staff

**Quorum:** One -third members shall constitute the quorum. If the meeting is adjourned because of quorum, no quorum shall be required for such meeting after 15 min.

### **Constitution:**

Sr. No.	Name of Member	Designation in Organization	Designation in Committee	Contact Number	Signature
1	Dr. Mohan K. Kale	Principal	Member Secretary	9970070562	
2	Mrs. Manisha Chaudhari	Assistant Professor	Chairperson	8380841281	
3	Mrs. Disha Bhilave	Assistant Professor	Member	9860225520	
4	Mrs. Pooja N. Modhale	Lecturer	Member	7738205018	
5	Miss. Akshata Geedh	Lecturer	Member	9768556299	

For details contact: For details contact: Mrs. Manisha Chaudhari (8380841281)

