

## **Policy Against Sexual Harassment at Workplace**

The document was drafted by the Working Committee of Dr B C ROY COLLEGE OF PHARMACY AND ALLIED HEALTH SCIENCES, DURGAPUR on the policy against sexual harassment at the workplace.

### ***Preamble***

The Parliament of India passed the "*Sexual Harassment at Workplace (Prevention, Prohibition, and Redressal) Act,*" in the year 2013. The ACT provides protection against sexual harassment at work place and for the prevention and redressal of complaints of sexual harassment.

***The guidelines state that "It shall be the duty of the employer or other responsible persons in work places to prevent the sexual harassment and to provide the procedures for solutions, settlement, or prosecution of acts, of sexual harassment by taking all steps require. "***

Commitment Educational institutions are bound by the Supreme Court's directives and Dr B C ROY COLLEGE OF PHARMACY AND ALLIED HEALTH SCIENCES, DURGAPUR is committed to create and maintain a safe and secure environment which is free of gender violence, sexual harassment, and discrimination on the basis of sex/ gender for all its employees at workplace.

**College will operate with zero tolerance policy for any form of sexual harassment in the work place.**

### ***Sexual Harassment***

#### **1. DEFINITION OF SEXUAL HARASMMENT**

**1.1. According to THE SEXUAL HARASSMENT OF WOMEN AT THE WORK PLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT 2013, sexual harassment includes any or series of the following unwelcome acts or behavior (whether directly or by implication committed in person/ on print or via computer/phone/other media) namely:**

1. Making sexually suggestive remarks or innuendos.

2. Serious or repeated offensive remarks, such as teasing related to a person's body or appearance.
3. Offensive comments or jokes.
4. Inappropriate questions, suggestions or remarks about a person's sex life.
5. Displaying sexist or other offensive pictures, posters, mms, SMS, WhatsApp, or e-mails.
6. Intimidation, threats, blackmail around sexual favours.
7. Threats, intimidation or retaliation against an employee who speaks up about unwelcome behaviour with sexual overtones.
8. Unwelcome social invitations, with sexual overtones commonly understood as flirting.
9. Unwelcome sexual advances which may or may not be accompanied by promises or threats, explicit or implicit.
10. Physical contact such as touching or pinching.
11. Caressing, kissing or fondling someone against her will (could be considered assault).
12. Invasion of personal space (getting too close for no reason, brushing against or cornering someone).
13. Persistently asking someone out, despite being turned down.
14. Stalking an individual.
15. Abuse of authority or power to threaten a person's job or undermine her performance against sexual favours.
16. Falsely accusing and undermining a person behind closed doors for sexual favours.
17. Controlling a person's reputation by rumour-mongering about her private life.

## **1.2. Some examples of behaviour that may indicate underlying workplace sexual harassment and merit inquiry:**

1. Criticizing, insulting, blaming, reprimanding or condemning an employee in public.

2. Exclusion from group activities or assignments without a valid reason.
3. Statements damaging a person's reputation or career.
4. Removing areas of responsibility, unjustifiably.
5. Inappropriately giving too little or too much work.
6. Constantly overruling authority without just cause.
7. Unjustifiably monitoring everything that is done.
8. Blaming an individual constantly for errors without just cause.
9. Repeatedly singling out an employee by assigning her with demeaning and belittling jobs that are not part of her regular duties.
10. Insults or humiliations, repeated attempts to exclude or isolate a person.
11. Systematically interfering with normal work conditions, sabotaging places or instruments of work.
12. Humiliating a person in front of colleagues, engaging in smear campaigns.
13. Arbitrarily taking disciplinary action against an employee.
14. Controlling the person by withholding resources (time, budget, autonomy, and training) necessary to succeed.

**1.3. Generally, workplace sexual harassment refers to two common forms of inappropriate behaviour:**

- *Quid Pro Quo* (literally 'this for that') - Implied or explicit promise of preferential/detrimental treatment in employment - Implied or express threat about her present or future employment status.
- *Hostile Work Environment* - Creating a hostile, intimidating or an offensive work environment - Humiliating treatment likely to affect her health or safety.

## 2. JURISDICTION

The policy and the rules & regulations would apply to all members of college students, faculty and non-teaching staff.

The policy would also apply on off the campus.

In the above the following definitions will apply

- 1. Members- include faculty (permanent and temporary), staff (permanent and temporary), research scholars /students (full time and part time) and any other visitors.**
- 2. Faculty-refers to a person or the staff of the Institute who is appointed to a faculty position, whether full time or temporary or ad-hoc/part-time/visiting/honorary.**
- 3. Staff- refers to any person in the Institute who is not included in the category of faculty. It shall also include contract workers and daily wagers.**
- 4. Students- includes all the students of Diploma, UG and PG degrees.**
- 5. Campus refers to all places of work and residence. It includes all administrative section, academic section, library & computer centre, project offices as well as hostel & mess, guest house, staff quarters and security cabin.**

## 3. CONSTITUTION OF INTERNAL COMPLAIN COMMITTEE OF THE INSTITUTE

3.1. In order to implement the policy, a committee has been constituted as Internal Complaint Committee (ICC) by the Institute to prevent sexual harassment and to receive and deal with complaints. ICC of BCRCP have 70 per cent representation of women.

The committee comprises of

- 1. Chairman- A woman workplace employed at a senior level in the organization at workplace**
- 2. Three members (two) from teaching faculty and one member from non-teaching faculty.**
- 3. One external member – AN ADVOCATE**

4. Three students from PG (*Two/ (three) students from PG or (one from UG (optional)*)

### **3.2. Duties of the Committee**

1. To safeguard the rights of female students and female staff members to protect against any sort of violence against them.
2. Effectively communicate a policy that prohibits unwelcome behaviour that constitutes workplace sexual harassment, and provides a detailed framework for prevention, and redress processes
3. To provide platform for listening to complaints and redressal of grievances.
4. To ensure personality along with academic development of students.
5. To make them aware of their rights.
6. Carry out awareness and orientation for all employees
7. The members of the Committee shall meet at least two time in a year. The Chairperson shall preside over the meeting. In the absence of the Chairperson, the next senior female faculty member shall preside over the meeting.

### **3.3. Key Responsibilities**

To effectively address workplace sexual harassment complaints, a Complaints Committees must first be aware of their key responsibilities, some of which are highlighted below:

1. Be thoroughly prepared
2. Know the Act, Policy and/or relevant Service Rules
3. Gather and record all relevant information
4. Determine the main issues in the complaint
5. Prepare relevant interview questions
6. Conduct necessary interviews
7. Ensure parties are made aware of the process and their rights/responsibilities within it
8. Analyse information gathered

9. Prepare the report with findings/recommendations

### 3.3. Redress

**Mechanism of Redressal of sexual harassment cases as per the guidelines of Sexual Harassment at workplace (prevention, prohibition and redressal) Act 2013**

**During a redress process the Complaints Committee/s are required to assure confidentiality, non-retaliation and recommend interim measures as needed to conduct a fair inquiry.**

The Complaints Committee/s needs to have information on the **six stages** (including fifteen steps), detailed below, for addressing a complaint of workplace sexual harassment (as per the Handbook on Sexual Harassment of Women at Workplace).

#### STAGE 1: RECEIPT OF THE COMPLAINT

- STEP 1: Receive and acknowledge receipt of the complaint
- STEP 2: Meet and talk to the complainant to explore options for formal and informal resolution
- STEP 3: Informal mechanism
- STEP 4: Formal mechanism
- STEP 5: Respondent and response

#### STAGE 3: INTERVIEWS

- STEP 8: Prepare an interview plan for the hearing Complainant, Witness and Respondent.
- STEP 9: Assess the completeness of the information collected

#### STAGE 2: PLANNING CAREFULLY

- STEP 6: Prepare the file
- STEP 7: Consideration

#### STAGE 4: REASONING

- STEP 10: Analyse and assess the information gathered during the inquiry
- STEP 11: Create a timeline to help establish the sequence of events related to the complaints.
- STEP 12: Compare similarities and differences within each of the statement made by interviewees.

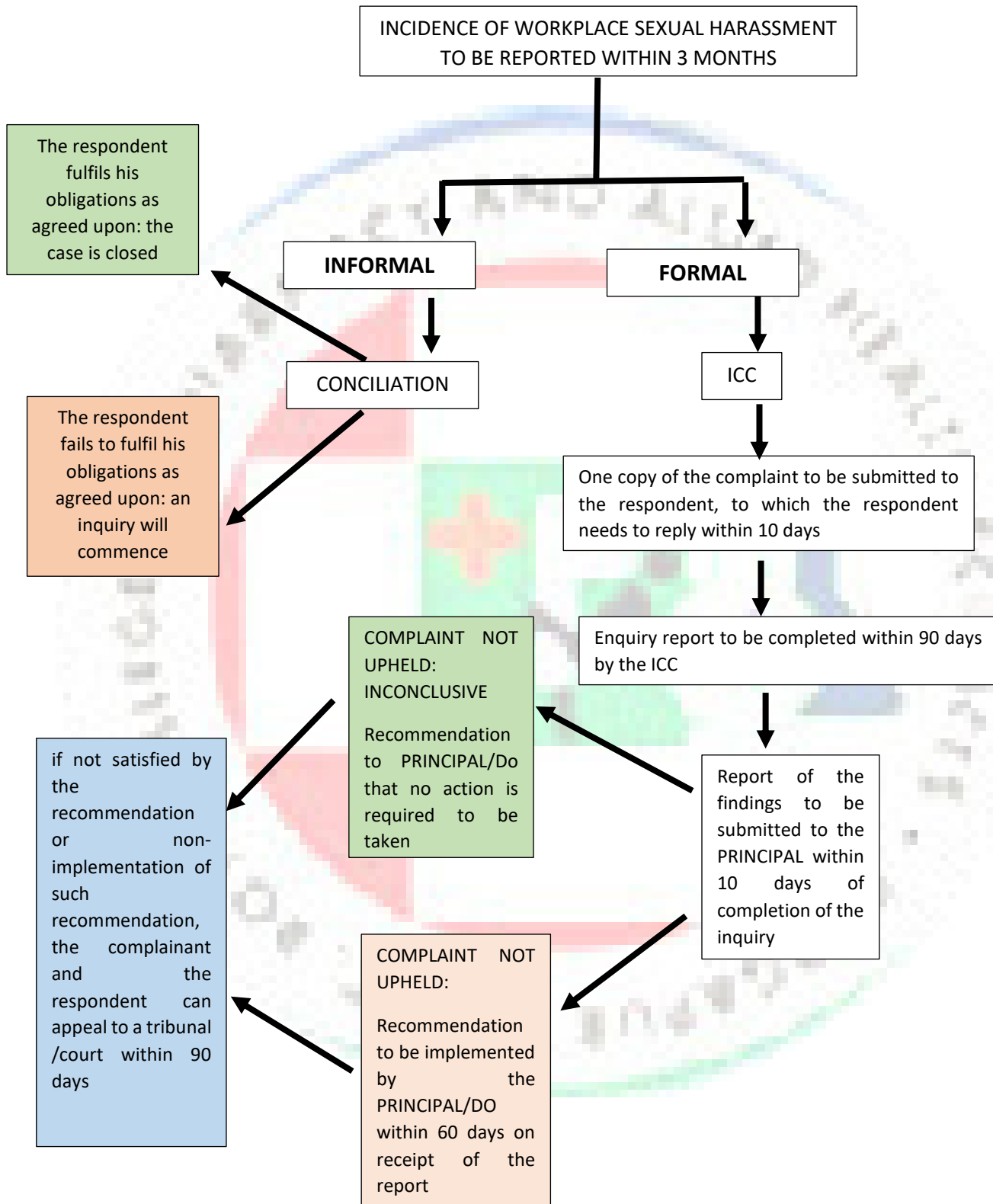
#### STAGE 5: FINDINGS AND RECOMENDATIONS

- STEP 13: Findings
- STEP 14: Recommendations

#### STAGE 6: REPORT

- STEP 15: Writing the report.

## INQUIRY PROCESS



## 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





**INTERNAL COMPLAINT COMMITTEE OF BCRCP -2020-2021**

NAME	DESIGNATION	CONTACT NO	EMAIL-ID
Dr. Shyamshree S S Manna	Chairman ICC (Professor)	9433430912	sss.manna@hotmail.com
Mrs Rituparna Chaki Ghosh	Member	9735890930	rituparna.chaki@gmail.com
Mrs Mithu Choudhury	Member	6295592948	mithu.choudhury@bcrp.org
Dr. Sagarika Deepthy T	Member		sagarika.everything@gmail.com
Mr Shoban Bose	Member (Assistant Professor)	9832965302	shobhanmono@gmail.com
Mr Sagar Sengupta	Member (Associate Professor)	7044088244	registrar@bcrp.com
Ms Payel Laha	M.pharm Student	9046927544	payellaha16@gmail.com
Ms Ushmita Mukherjee	M.pharm Student	7432942765	ushmitamukherjee14@gmail.com

**INTERNAL COMPLAINT COMMITTEE OF BCRCP -2019-2020**

NAME	DESIGNATION	CONTACT NO	EMAIL-ID
Dr. Shyamshree S S Manna	Chairman ICC (Professor)	9433430912	sss.manna@hotmail.com
Mrs Mithu Choudhury	Member	9475039311	choudhurymithu1974@gmail.com
Mrs Indrani Bhattacharya	Member	6295592948	Indranibhattacharyya@bcrp.org
Mr Shoban Bose	Member (Assistant Professor)	9832965302	shobhanmono@gmail.com
Mr Sagar Sengupta	Member (Associate Professor)	7044088244	registrar@bcrp.com
Ms Payel Laha	M.pharm Student	9046927544	payellaha16@gmail.com
Ms Ushmita Mukherjee	M.pharm Student	9475039311	ushmitamukherjee14@gmail.com
Ms Bornika Chattaraj	M.pharm Student	6295592948	chattarj_bornika18@gmail.com



**INTERNAL COMPLAINT COMMITTEE OF BCRCP -2018-2019**

NAME	DESIGNATION	CONTACT NO	EMAIL-ID
Dr. Shyamshree S S Manna	Chairman ICC (Professor)	9433430912	sss.manna@hotmail.com
Mrs Mithu Choudhury	Member	704483125	choudhurymithu1974@gmail.com
Dr Kajal Ghosal	Member	9475039311	kajal.ghosal@gmail.com
Dr Indrani Bhattacharyya	Member	6295592948	indranibhattacharyya@bcrp.org
Mr Shoban Bose	Member (Assistant Professor)	9832965302	shobhanmono@gmail.com
Mr Sagar Sengupta	Member (Associate Professor)	7044088244	registrar@bcrp.com
Mrs Dipanwita Ghosh	Member	7908696390	dipanwita_ghosh@bcrp.com

**INTERNAL COMPLAINT COMMITTEE OF BCRCP -2017-2018**

NAME	DESIGNATION	CONTACT NO	EMAIL-ID
Dr Kajal Ghosal	Chairman ICC (Associate Professor)	704483125	kajal.ghosal@gmail.com
Dr Indrani Bhattacharyya	Member	9475039311	indranibhattacharyya@bcrp.org
Mrs Mithu Choudhury	Member	6295592948	mithuchoudhury1979@gmail.com
Mr Shoban Bose	Member (Assistant Professor)	9832965302	shobhanmono@gmail.com
Mr Sagar Sengupta	Member (Associate Professor)	7044088244	registrar@bcrp.com
Mrs Dipanita Ghosh	Laboratory Assistant	7908696390	dipanwita_ghosh@bcrp.com

## ORGANIZATION WIDE AWARENESS

The ICC-BCRCP spreads the awareness of the importance of the committee and its working through following measures

### 1. APPLICATION BROCHURE FOR B. PHARM AND M. PHARM ADMISSIONS

#### Discipline

All students must abide by the rules and standing orders of the college, violation of which or any misconduct inside or outside the college campus may lead to disciplinary action as per the regulations and render a student liable to expulsion from the college. Students have to sign an undertaking to this effect for the above during admission. Further, if as a result of any demonstration or strike, any college property is damaged, the cost will be covered directly from the students who are identified or collectively from such group of students who are responsible for it. In case of non-identification of any student(s) mass fine shall be imposed thereon.

#### Internal Complaints Committee (ICC)

As per the sexual harassment of Women at Workplace (Prevention , Prohibition and Redressal) Rules, 2013, our Institute has an ICC for considering complaints for sexual harassments of women working and studying in the Institute.

#### Grievance Redressal Committee (GRC)

The College has a well defined Online Grievance Redressal Mechanism through a duly constituted Committee for all stakeholders.

#### Anti-Ragging Measures

The College ensures Ragging Free environment for healthy and holistic learning. Anti-Ragging banners and Hoardings are displayed at prominent places in the campus and Anti-Ragging Squads keep constant vigil. Awareness among all stake holders regarding Anti-Ragging measures are constantly disseminated .

#### Anti-Ragging Committee

Prof. (Dr.) Subhabrata Ray, Chairman	9038701114
Mr. Sagar Sengupta, Asst. Professor & Registrar	9836568704
Prof. Dr. Shyamshree S. S. Manna	9433430912
Dr. (Mrs.) Sagarika Deepthy T. ,Asst. Professor	8436846450
Mr. Soumen Banerjee, Asst. Professor	9475265288
Mr. Sanjay Konar, Asst. Professor	9475120119
Mrs. Rituparna Chaki Ghosh, Asst. Professor	9735890930
Dr. Ashoke Kumar Ghosh, Professor	9163002287
Dr. Avik Si, Associate Professor	9635021204
Com. Ratnakar Ghosh , Campus Administrator	9831028886

Other Important Committee's	Chairperson	Phone No.
Grievance Redressal Committee	Dr. Ashoke Kumar Ghosh	9163002287
Internal Complaint Committee (Sexual Harassment)	Prof. (Dr.) Shyamshree SS Manna	9433430912
Anti-Discrimination Cell (SC/ ST/ OBC/ Minority)	Dr. Sudip Kumar Mandal	8670192100



25

25<sup>TH</sup> PAGE OF THE APPLICATION BROCHURE FOR B.PHARM.  
M.PHARM ADMISSION

## 2. VARIOUS OFFLINE PROGRAMMES ON:

### 2.A. Women Rights

Woman rights a seminar was organized by the Institute in collaboration with and interacted with the student. About 112 students from First year to M.pharm Final Year participated in this seminar.



ITC Vivel. Ms AVNI BHATIA from Vivel talked about the Women Rights

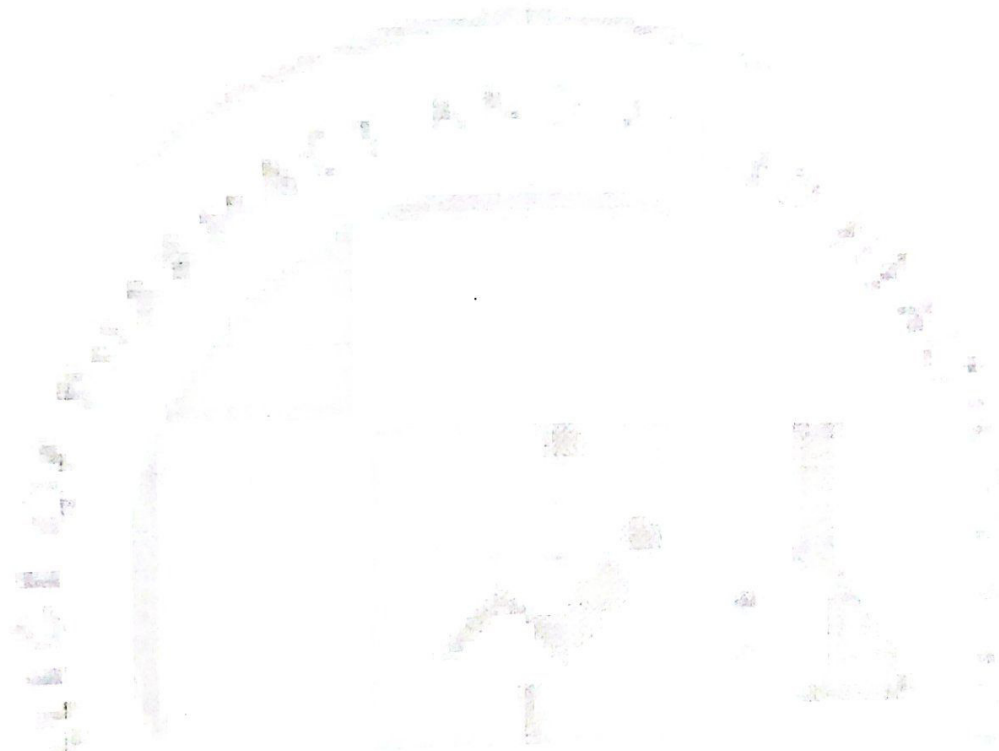
### 2.B. On health issues (breast cancer)



A programme on Breast Cancer was organised by  
“HITAISHINI

## 2.c. Notice boards





*Shyam*  
14/02/22

SIGNATURE BY ICC CHAIRPERSON-  
BCRCP

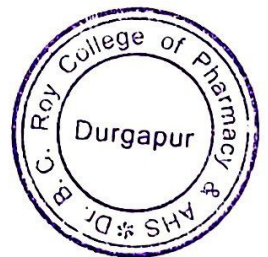
**DR. SHYAMSHREE S S MANNA**

*Ray*  
14/02/22

SIGNATURE BY PRINCIPAL, BCRCP

**DR. SUBHABRATA RAY**

**Prof. (Dr.) Subhabrata Ray**  
*Principal, M. Pharm, Ph.D.*  
Dr. B. C. Roy College of Pharmacy & A.H.S.  
Bidhannagar, Durgapur-713206, Burdwan



## Policy Against RAGGING

### 1. INTRODUCTION

- 1.1 Transforming professionals of high calibre with strong sense of ethical judgments, social integration of student's population coming from different parts of the country with most diverse cultural and social back grounds, becomes a matter of prime importance is through merits and ethics. 'Ragging' a social menace, as such has no place in academic environment of the Institute and concerted efforts are required to be in place to prevent its occurrence at any point of time. Hence the need for a balanced 'antiragging policy' to be adopted by the Institute.
- 1.2 Hon'ble Supreme Court of India, during December 2007 has expressed concern over the incidents of ragging occurring in higher educational institutions and the need to eliminate it altogether.
- 1.3 The Ministry of Human Resource Development, Govt. of India has taken a serious note of the incidents of ragging and is of the view that stern action should be taken against those indulging in "ragging" so that these incidents are not repeated and exemplary punishment is meted out to those indulging in it. Strict implementation of the guidelines issued by Hon'ble Supreme Court on this issue has also been stressed by the Ministry.
- 1.4 Ragging is a criminal offence and lowers the standards of education. The 'anti-ragging policy' adopted by the Institute takes care of preventive, procedural and disciplinary aspects of ragging based on the guidelines provided by Hon'ble Supreme Court of India, recommendations of the Raghavan Committee, instructions/guidelines issued by the Ministry of HRD (Govt. of India).

### 2. DEFINITIONS OF RAGGING

In these regulations unless the context otherwise requires, -

- a. "Act" means, the University Grants Commission Act, 1956 (3 of 1956);

b. "Academic year" means the period from the commencement of admission of students in any course of study in the institution up to the completion of academic requirements for that particular year.

c. "Anti-Ragging Helpline" means the Helpline established under clause (a) of Regulation 8.1 of these Regulations.

d. "Commission" means the University Grants Commission;

e. "Council" means a body so constituted by an Act of Parliament or an Act of any State Legislature for setting, or coordinating or maintaining standards in the relevant areas of higher education, such as the All India Technical Education (AICTE), the Bar Council of India, the Dental Council of India (DCI), the Distance Education Council (DEC), the Indian Council of Agriculture Research (ICAR), the Indian Nursing Council (INC), the Medical Council of India (MCI), the National Council for Teacher Education (NCTE), the Pharmacy Council of India (PCI), etc. and the State Higher Education Councils

f. "District Level Anti-Ragging Committee" means the Committee, headed by the District Magistrate, constituted by the State Government, for the control and elimination of ragging in institutions within the jurisdiction of the district.

g. "Head of the institution" means the Vice-Chancellor in case of a university or a deemed to be university, the Principal or the Director or such other designation as the executive head of the institution or the college is referred.

h. "Head of the institution" means the Vice-Chancellor in case of a university or a deemed to be university, the Principal or the Director or such other designation as the executive head of the institution or the college is referred.

"Fresher" means a student who has been admitted to an institution and who is undergoing his/her first year of study in such institution.

j. "Institution" means a higher educational institution including, but not limited to an university, a deemed to be university, a college, an institute, an institution of national importance set up by an Act of Parliament or a constituent unit of such institution, imparting higher education beyond



12 years of schooling leading to, but not necessarily culminating, a degree graduate, post graduate or to an undergraduate diploma.

k. "State Level Monitoring Cell" means the body constituted by the State Government for the control and elimination of ragging in institutions within the jurisdiction of the State, established under a State Law or on the advice of the Central Government. as the case may be. 2. Words and expressions used and not defined herein but defined in the Act or in the General Clauses Act, 1897, shall have the meanings respectively assigned to them in the Act or in the General Clauses Act, 1897, as the case may be

### **3. ANTI-RAGGING POLICY**

3.1 This policy encourages socialization of students to the academic environment of the Institute, simultaneously discouraging and preventing any negative acts on parts of senior students, which goes against the basic purpose of socio-academic integration.

*The 'anti-ragging policy' adopted by the BCRCP therefore is aimed at:*

- (a) Establishing, developing and nurturing a conducive, socio-academic environment within the student population.
- (b) Generating and maintaining a high level of confidence within new entrants and their parents/guardians to perceive that fresh entrant to the Institute are welcome and provided support, rather than being harassed and intimidated.
- (c) Keeping in place an integrated system to discourage and prevent any negative acts like 'ragging' by the seniors, which disrupts socio-academic integration of new entrants.
- (d) Prescribing deterrent measures for any violation of the "Anti-Ragging Policy" by way of disciplinary measures.

The document was drafted by the Working Committee of **Dr B C ROY COLLEGE OF PHARMACY AND ALLIED HEALTH SCIENCES, DURGAPUR** on the policy against RAGGING at the workplace.

The campus of DR B C ROY COLLEGE OF PHARMACY AND ALLIED HEALTH SCIENCES is free of menace of ragging. Students are refrain from ragging. In order to prevent such activity in the campus, **ANTI-RAGGING COMMITTEE** have been developed and brought into operation even before the start of first year classes by the Principal. **ANTI-RAGGING COMMITTEE** of the Institute review the incident of ragging and take actions according to the law. Supreme court of India has banned ragging.

#### 4. REDRESSAL MECHANISM

- 1) The college has constituted committee to be known as Anti-ragging Committee.
- 2) Anti-Ragging Committee ensures compliance with the provisions of AICTE Regulations as well as the provisions of any law for the time being in force concerning ragging and also monitor and oversee the performance of the AntiRagging Squad in prevention of ragging in the college.
- 3) Anti-Ragging Squad- The College has constituted the Anti-Ragging Squad for surprise raids in the college premises, canteen and hostels. The squad members carry out raids frequently in ragging sensitive places of premises.
- 5) Students can call the toll free UGC National Anti-ragging Helpline 1800- 180-5522 or write email to [helpline@antiragging.in](mailto:helpline@antiragging.in). Students can directly contact to the members of Anti-ragging committee or through online redressal portal of the Institute.
- 6) On receipt of the recommendation of the Anti-ragging squad or on receipt of any information concerning any report incident of ragging, the Head of the Institution shall immediately determine it a case under the penal laws and proceed for First Information Report (FIR), within 24 hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more of the following, namely
  - I. Abetment to ragging;
  - II. Criminal conspiracy to rag;
  - III. Unlawful assembly and rioting while ragging;

- IV. Public nuisance created during ragging;
- V. Violation of decency and morals through ragging;
- VI. Injury to body, causing hurt or grievous hurt;
- VII. Wrongful restraint;
- VIII. Wrongful confinement;
- IX. Use of criminal force;
- X. Assault as well as. sexual offences or unnatural offences;
- XI. Extortion;
- XII. Criminal trespass;
- XIII. Offences against property;
- XIV. Criminal intimidation;
- XV. Attempts to commit any or all of the above-mentioned offences against the victim(s);
- XVI. Threat to commit any or victim(s); all above-mentioned offences against the
- XVII Physical or psychological humiliation
- XVIII. All other offences following from the definition of "Ragging"

The Head of the institution shall forthwith report the occurrence of the incident of ragging to the District Level Anti-Ragging Committee and the Nodal officer as our college is an affiliated college. Provided further that the institution shall also continue with its own enquiry initiated under clause 9 of these Regulations and other measures without waiting for action on the part of the police/local authorities and such remedial action shall be initiated and completed immediately and in no case later than a period of seven days of the reported occurrence of the incident of ragging.



## 5. PENALTY FOR RAGGING

Any student of an educational institution shall commit ragging. Supreme Court of India has ordered that if any incident of ragging comes to the notice of the authority, the concerned student shall be free to explain and if his/her explanation is not found satisfactory, the Principal would expel him /her from the college.

## 6. ORGANIZATION WIDE AWARENESS

### i. Prospectus and Admission forms

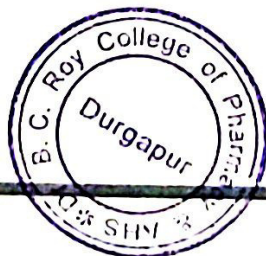
- (i) All prospectus should contain a specific caution that “ragging is banned in the Institute, and anyone found indulging in ragging, is likely to be punished appropriately which may include expulsion from the institute.” (Annexure- I)
- (ii) All students of the Institute are required to sign an anti-ragging declaration form (Annexure II and III) at the time of admission to the institute.

### ii. Erection of Posters

Academic programme office may put up posters in prominent places within the campus to exhort 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 same needs to be displayed on the website of the institute. (Annexure- I)

### iii. Filling up national antiragging undertaking online

In accordance with the orders, UGC (University Grants Commission), Govt. of India has developed this web portal, wherein students and their guardians has to fill the online undertaking. ([www.antiragging.in](http://www.antiragging.in)). (Annexure IV)



**Prof. (Dr.) Subhabrata Ray**  
Principal, M. Pharm, Ph.D.

Dr. B. C. Roy College of Pharmacy & A.H.S.  
Bidhanagar, Durgapur-713206, Burdwan

## ANNEXURE I Prospectus and Admission forms

**Discipline**  
All students must abide by the rules and standing orders of the college, violation of which or any misconduct inside or outside the college campus may lead to disciplinary action as per the regulations and render a student liable to expulsion from the college. Students have to sign an undertaking to this effect for the above during admission. Further, if as a result of any demonstration or strike, any college property is damaged, the cost will be covered directly from the students who are identified or collectively from such group of students who are responsible for it. In case of non-identification of any student(s) mass fine shall be imposed thereon.

**Internal Complaints Committee (ICC)**  
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**Grievance Redressal Committee (GRC)**  
The College has a well defined Online Grievance Redressal Mechanism through a duly constituted Committee for all stakeholders.

**Anti-Ragging Measures**  
The College ensures Ragging Free environment for healthy and holistic learning. Anti-Ragging banners and Hearings are displayed at prominent places in the campus and Anti-Ragging Squads keep constant vigil. Awareness among all stake holders regarding Anti-Ragging measures are constantly disseminated.

**Anti-Ragging Committee**

Prof. (Dr.) Subhabrata Ray, Chairman	9038701114
Mr. Sagar Sengupta, Asst. Professor & Registrar	9836568704
Prof. Dr. Shyamshree S. S. Manna	9433430912
Dr. (Mrs.) Sagarika Deepthy T. Asst. Professor	8436846450
Mr. Soumen Banerjee, Asst. Professor	9475265288
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Dr. Ashoke Kumar Ghosh, Professor	9163002287
Dr. Avik Si, Associate Professor	9635021204
Com. Ratnakar Ghosh , Campus Administrator	9831028886

Other Important Committee's	Chairperson	Phone No.
Grievance Redressal Committee	Dr. Ashoke Kumar Ghosh	9163002287
Internal Complaint Committee (Sexual Harassment)	Prof. (Dr.) Shyamshree SS Manna	9433430912
Anti-Discrimination Cell (SC/ ST/OBC/ Minority)	Dr. Sudip Kumar Mandal	8670192100

25

ANTIRAGGING AWARENESS IN THE APPLICATION BROCHURE FOR ADMISSION



AWARENESS THROUGH DISPLAYS/POSTERS



## ANNEXURE II: Anti-ragging declaration form

Undertaking from students (Annexure I) & their parents/guardian (Annexure II) will have to submitted positively at the time of admission as per the directive in the anti-ragging verdict by Hon'ble Supreme Courte

**ANNEXURE I  
AFFIDAVIT BY THE STUDENT**

A recent passport size coloured photo of the student is to be affixed in this space and self-attested

- I, \_\_\_\_\_ (full name of student with Institute Roll Number) s/o d/o Mr./Mrs./Ms \_\_\_\_\_, having been admitted to \_\_\_\_\_ (name of the institution), have received or downloaded a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.
- I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- I hereby solemnly aver and undertake that
  - I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
  - I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
- I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this \_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year. \_\_\_\_\_

Signature of deponent \_\_\_\_\_

Name: \_\_\_\_\_

**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at \_\_\_\_\_ (place) on this the \_\_\_\_\_ (day) of \_\_\_\_\_ (month), \_\_\_\_\_ (year) .

Signature of deponent \_\_\_\_\_

Solemnly affirmed and signed in my presence on this the \_\_\_\_\_ (day) of \_\_\_\_\_ (month), \_\_\_\_\_ (year) after reading the contents of this affidavit.

**OATH COMMISSIONER**



### ANNEXURE III - Anti-ragging declaration form

**ANNEXURE II  
AFFIDAVIT BY PARENT/GUARDIAN**

1. I, Mr./Mrs./Ms. \_\_\_\_\_ (full name of parent/guardian) father/mother/guardian of \_\_\_\_\_ (full name of student with University Roll Number) , having been admitted to \_\_\_\_\_ (name of the institution) , have received or downloaded a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations"), carefully read and fully understood the provisions contained in the said Regulations.
2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that
  - a) My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
  - b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
6. I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

Signature of deponent \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone/ Mobile No.: \_\_\_\_\_

**VERIFICATION**

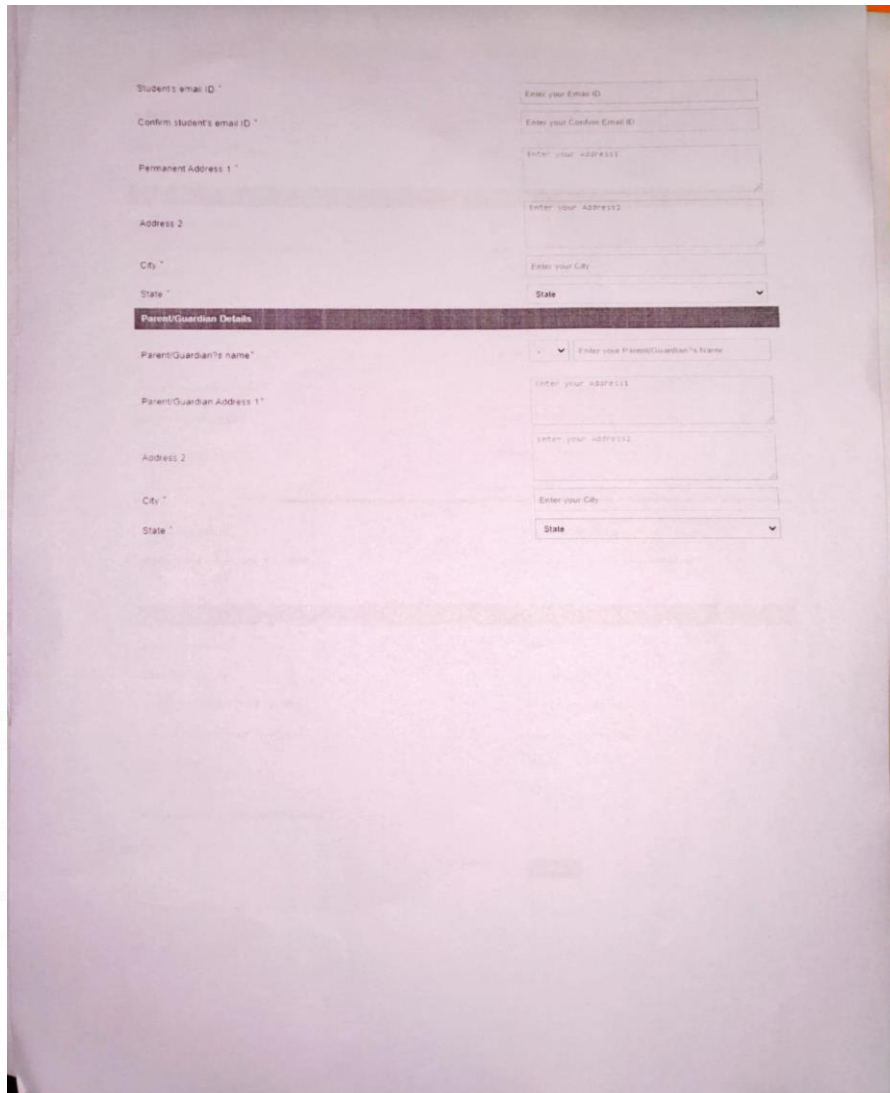
Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.  
Verified at \_\_\_\_\_ (place) on this the \_\_\_\_\_ (day) of \_\_\_\_\_ (month), \_\_\_\_\_ (year) .

Signature of deponent \_\_\_\_\_

Solemnly affirmed and signed in my presence on this the \_\_\_\_\_ (day) of \_\_\_\_\_ (month), \_\_\_\_\_ (year) after reading the contents of this affidavit.

**OATH COMMISSIONER**

**Annexure IV. Undertaking by the students and their parents through National ONLINE antiragging portal.**



Student's email ID \*

Confirm student's email ID \*

Permanent Address 1 \*

Address 2

City \*

State \*

**Parent/Guardian Details**

Parent/Guardian's name \*

Parent/Guardian Address 1 \*

Address 2

City \*

State \*



## Policy for Grievance Redressal

### Purpose

Any student of the Institute who believes that he or she underwent an injustice treatment, it is encouraged to seek resolution of the issue through procedures established by the college to maintain effective and supportive relationships between students and faculty/staff members. Students are encouraged to discuss perceived unfairness or situations at the level where it occurred.

### Grievable matters

A grievance is defined as a formal document submitted by a student against the institution claiming possible non-compliance with institutional policy and/or procedure either online (<http://bcrpc.net>) or through offline.

OFFLINE: A grievance submitted offline should be written as a letter duly signed by the grieving student. The letter should include the following:

- Description of incident.
- Names of individuals you believe are responsible.
- Date of situation.
- Any individuals who witnessed or have knowledge of the incidence.

ONLINE: A grievance may be submitted online through (<http://bcrpc.net>).

### Non-Grievable matters

A student may not use this procedure for grievances related to the following matters of claim of discrimination or other conduct that falls within the jurisdiction of the Sexual Misconduct or ragging.

As per the rules and regulations specified by AICTE/UGC students or other stake holders in a Technical Institute, Dr B. C. Roy College of Pharmacy and AHS, Durgapur has constituted its **GRIEVANCE REDRESSAL COMMITTEE (GRC)** constituting of staff members and students as mentioned below. The committee will enquire the nature and extent of grievance and resolve the grievance.

### *Functions and Responsibilities:*

**The objective of the Grievance Cell is to develop a responsive and accountable attitude in order to maintain a harmonious educational atmosphere in the college.**

- Any student may feel free to lodge a complaint.
- Complaint should be made to **GRIEVANCE REDRESSAL COMMITTEE** through offline or through online mode.
- The complaint should be in written in case of online mode.

### **REDRESSAL MECHANISM**

#### 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.



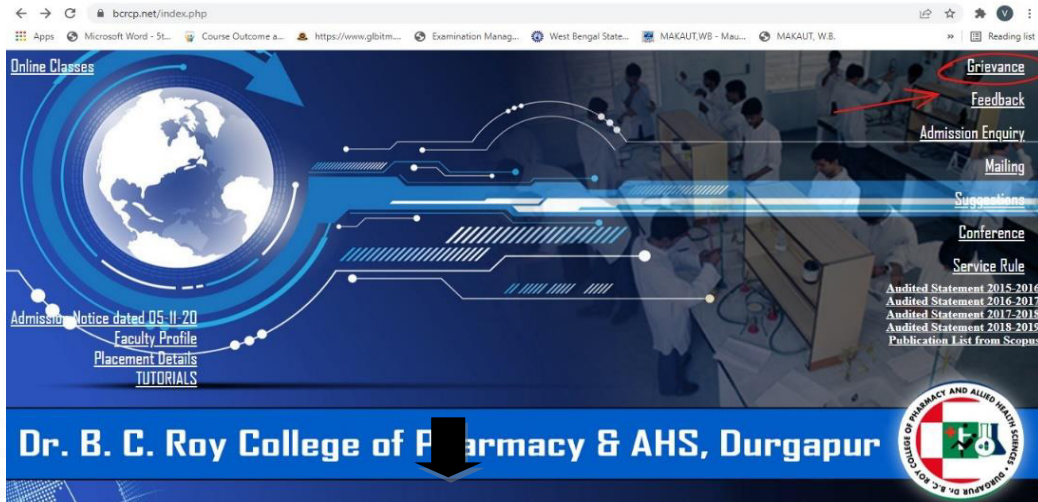
Based on the nature of complaint, the Secretary along with the members will enquire the issue within 15 days of the receipt of the complaint. The committee, as required may also call the person against which the complaint has been made. Final decision of the committee has to be communicated to complainant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



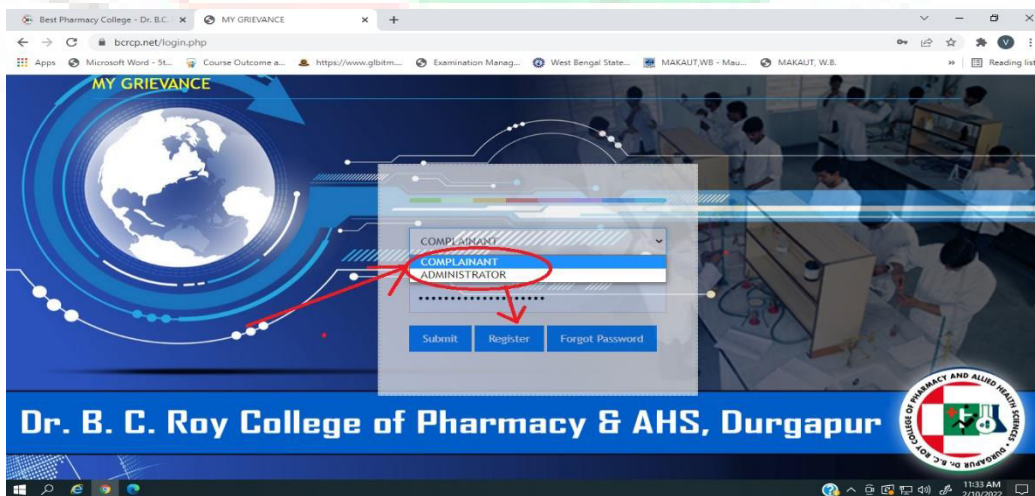
If the complainant is not satisfied with the decision of the redressal committee, he/she can submit an appeal to the Secretary within a week of the receipt of decision with all relevant details.

*Online through (<http://bcrp.net>)*

Step 1: Visit the website <http://bcrp.net> and click **Grievance**



Step 2: A window with a drop down is shown, select **COMPLAINANT**



Step 3: One has to register himself/herself in this regard

**MY GRIEVANCE**

**USER REGISTRATION**

Name:

User Type:

Department:   
  
B.Pharm  
M.Pharm

University Roll no:

Email:

Mobile:

User ID:

Password:

Confirm Password:

**BCRCP**

**Contact Us**

(0343) 2532678 / 2679

[info@bcrp.net](mailto:info@bcrp.net)

Step 4: Write the complaint

The complaint filed through online within 7 days of the incidence will reach the Registrar and upon receipt of complaint, it is should forward it to the **GREIVANCE REDRESSAL COMMITTEE OF THE INSTITUTE.**

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 committee has to be communicated to complainant within 15 days of the receipt of the complaint through online mode.

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.



### Timelines as per the Act

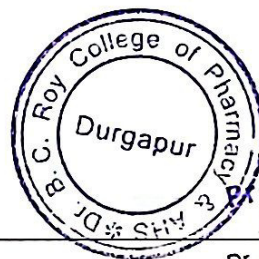
Submission of Complaint	Within 7 days of the incident
Notice to the Respondent	Within 4 days of receiving copy of the complaint
Completion of Inquiry	Within 20 days
Submission of Report by GRC	Within 10 days of completion of the inquiry
Implementation of Recommendations	Within 30 days
Appeal	Within 60 days of the recommendations

The timeline is same for online and offline mode.

### Grievance Redressal Committee (GRC)

2016-17

Name	Designation
Mr. Shyamapada Roy, Chairman	ASSITANT PROFESSOR
Mr. Hiranmoy Roy	REGISTRAR
Mr. Nihar Ranjan Pal	ASSITANT PROFESSOR
Mr. Soumen Banerjee	ASSITANT PROFESSOR
Mr. Shobhan Bose	ASSITANT PROFESSOR
Mrs. Rituparna Chaki Ghosh	ASSITANT PROFESSOR



*Prof. (Dr.) Subhabrata Ray*  
14/11/17

**Prof. (Dr.) Subhabrata Ray**  
Principal, M. Pharm, Ph.D.  
Dr. B. C. Roy College of Pharmacy & A.H.S.  
Bidhannagar, Durgapur-713206, Burdwan

2017-18

Name	Designation
Mr. Shyamapada Roy, Chairman	ASSITANT PROFESSOR
Mr. Hiranmoy Roy	REGISTRAR
Mr. Nihar Ranjan Pal	ASSITANT PROFESSOR
Mr. Soumen Banerjee	ASSITANT PROFESSOR
Mr. Shobhan Bose	ASSITANT PROFESSOR
Mrs. Rituparna Chaki Ghosh	ASSITANT PROFESSOR
Mr. Shyamapada Roy, Chairman	ASSITANT PROFESSOR



**2018-19**

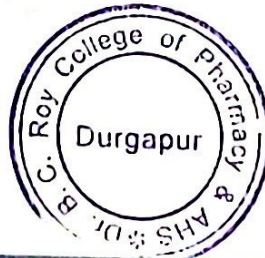
Name	Designation
Dr. Nilanjan Ghosh, Chairman	ASSOCIATE PROFESSOR
Mr. Sagar Sengupta, Coordinator	ASSOCIATE PROFESSOR
Mr. Shyamapada Roy	ASSITANT PROFESSOR
Mr. Saptarshi Dutta	ASSITANT PROFESSOR
Ms. Puja Mishra	ASSITANT PROFESSOR


**2019-20**

Name	Designation
Dr Nilanjan Ghosh, Chairman	Asso. Professor
Ms Puja Mishra	Assistant Professor
Mr Shyamapada Roy	Asso. Professor
Mr. Saptarshi Dutta	Assistant Professor

**2020-21**

Name	Designation
Dr Nilanjan Ghosh, Chairman	Asso. Professor
Ms Puja Mishra	Assistant Professor
Mr. Saptarshi Dutta	Assistant Professor



  
**Prof. (Dr.) Subhabrata Ray**  
Principal, M. Pharm, Ph.D.  
Dr. B. C. Roy College of Pharmacy & A.H.S.  
Bidhannagar, Durgapur-713206, Burdwan