

**Response of HEI to DVV findings for Metric ID -5.1.4**

**Metric Id 5.1.4.:** The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

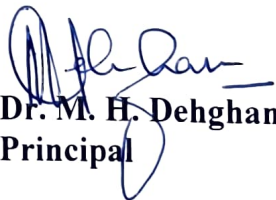
**Finding of DVV:** Please provide evidence of the formation of internal committees, Grievances Committee, or other committee in accordance with UGC guidelines. Provide circulars, web links, or committee reports explaining the purpose of the metric. Additionally, share the minutes of meetings held by the student grievance committee, as per the metric

**Response of HEI:** As per your findings, please find attached the followings:

1. Evidence of the formation of internal committees, Grievances Committee, or other committee in accordance with UGC guidelines.
2. Circulars, web links, or committee reports explaining the purpose of the metric.
3. The minutes of meetings held by the student grievance committee, as per the metric

The response and supporting documents for the findings of DVV is as per the records of college.



  
Dr. M. H. Dehghan  
Principal

**Date: 29/04/2024**



Maulana Azad Educational Trust's

# Y. B. Chavan College of Pharmacy

(B. Pharm., M. Pharm. & Research Centre)

ISO 21001:2018 & 14001:2015 | NIRF 2023 AIR 80<sup>th</sup>  
NAAC ACCREDITATION "A" GRADE (CGPA SCORE 3.23)

Dr. Rafiq Zakaria Campus, Dr. Rafiq Zakaria Marg, Rauza Bagh, Aurangabad-431001 | [www.ybccpa.ac.in](http://www.ybccpa.ac.in)

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Web link -

[https://www.ybccpa.ac.in/UserPanel/DisplayPage.aspx?page=cea  
&ItemID=i](https://www.ybccpa.ac.in/UserPanel/DisplayPage.aspx?page=cea&ItemID=i)

**Evidence of the formation of internal committees,  
Grievances Committee, or other committee in accordance  
with UGC guidelines.**



**Maulana Azad Educational Trust's**  
**Y. B. Chavan College of Pharmacy**

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Dr. Rafiq Zakaria Campus, Dr. Rafiq Zakaria Marg, Rauza Bagh, Aurangabad-431001 | www.ybccpa.ac.in

YBCCP/IQAC/Grievance Redressal Cell Comm/2023-24/

Date: 07/11/2023

**Grievance Redressal Cell Committee**

**Office Order**

**(This Office order supersedes all previous orders)**

Following committee members are hereby informed to execute the responsibilities of their committee till further notice. Principal shall be the Chairman of the committee. The details are as under:

Sr No	Name of Member	Position	Mobile No.
1	Dr. M. H. Dehghan	Chairman	9823668433
2	Dr. S. R. Lahoti	In-charge	9823371119
3	Dr. K.G. Baheti	IQAC Coordinator	9422340342
4	Dr. Syed Ayaz Ali	Member	9960883737
5	Dr. Mrs. Maria Saifee	Member	9970070232
6	Dr. Furquan Khan	Member	9730076135
7	Dr. Chisti Marzooka	Member	7028092427
8	Mr. Shaikh Abdul Sattar	Member	9689458028
9	Adv. Irfan Khan	Member/Advocate	9325222022

**1. OBJECTIVES & SCOPE:**

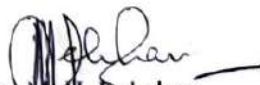
- 1.1. The students are the main stakeholders in any educational institution and it is our endeavor to make all efforts to ensure transparency in all the activities at different stages and provide mechanism to students to solve their grievances.
- 1.2. To uphold the dignity of the college by ensuring conflict-free atmosphere in the college through promotion of cordial student-student relationship and student-teacher relationship, etc.
- 1.3. To provide responsive, accountable and easily accessible mechanism for settlement of grievances. To take measures in the college undertakings to ensure expeditious settlement of grievances of students in order to maintain a harmonious educational atmosphere in the institute.
- 1.4. Encouraging the students to express their grievances/problems freely and frankly, without any fear of being victimized.
- 1.5. To ensure effective solution to the students grievances with an impartial and fair approach.

2. **GUIDELINE & RESPONSIBILITIES:**

- 2.1. To look into the complaints submitted by any student and judge its merit.
- 2.2. The committee shall review the application and after looking into the relevant documents, discuss with those concerned and submit its recommendations and report to the Principal. All the discussions will be documented and confidentiality is maintained.
- 2.3. If a member of the Grievance committee is connected with the grievance of the aggrieved individual or his/her own grievance, then concerned member of the Grievance committee shall not participate in the deliberations.
- 2.4. The aggrieved person shall make an application with required documents to the in-charge of the committee. The application shall be processed in the upcoming meeting of the committee. If required, the urgent meeting shall be called by the in-charge.
- 2.5. The Grievance committee shall consider only individual student's grievances of specific nature.
- 2.6. The Grievance committee shall not consider any grievance of general applicability or of collective nature or raise collectively by more than one student.
- 2.7. In-charge shall assist in submission of information to regulatory bodies regarding grievances.
- 2.8. The students can approach the cell for their grievances regarding academic matters, health services, library and other central services.
- 2.9. In case of any petitioner who is not satisfied with the recommendations made by the Grievance Redressal committee, he/she can resubmit the application mentioning the details to committee for second review. Still the petitioner not satisfied with the reply of committee then they can approach the University authority.
- 2.10. Complaints of sexual harassment of students, financial matter are not under the scope of this committee.
- 2.11. Refer the UGC notification for the details on guidelines. Committee members shall see the UGC website from time to time for new notification on grievance redressal.
- 2.12. For sharing the views and ideas, the committee may invite the faculty member(s) or expert in the meeting, if required.
- 2.13. In-charge shall conduct at least two meetings in a year. He/she shall prepare the agenda of meeting and same shall be inform to other members in advance and record the minutes of meeting.
- 2.14. In-charge shall see the need and preparation of any other documents for the committee/display if required.

Copy to: 1. Office file  
2. All the members



  
Dr. M. H. Dehghan  
Principal

Principal  
Y. B. Chavan College of Pharmacy  
Aurangabad Page 2 of 2



**Dr. Rafiq Zakaria Campus**

Maulana Azad Educational Trust's

**Y. B. CHAVAN COLLEGE OF PHARMACY**

(B. Pharm, M. Pharm & Research Centre)

ISO 21001:2018 & ISO 14001:2015 CERTIFIED | NIRF-2022 ALL INDIA RANK 65<sup>TH</sup>

NAAC ACCREDITATION "A" GRADE WITH 3.23 CGPA SCORE

YBCCP/IQAC/Anti-Ragging comm/2022-23

Date: 21.12.2022

## Office Order

Following committee members are hereby informed to execute the responsibilities of their committee till further notice. Principal shall be the Chairman of the committee. This order is applicable to faculty of the college. The members from the other organizations are contributors as per the constitution of committee. The details are as under:

### 1. ANTI-RAGGING COMMITTEE:

1. Dr. M H Dehghan	Principal
2. Dr. Abubakar Salam Bawazir, Faculty Member	In-charge
3. Dr. Chisti Marzooka , Faculty member	Member
4. Dr. Shaikh Shakeel Hostel Warden	Member
4. PI, Civil & Police Representative, City Chowk	Member
5. Mr. Maheboob Inamdar, Local Media Representative	Member
6. Mrs. Anjali Nagapurkar, NGO Representative	Member
7. Mr. Shaikh Imran Ramzan, Parent Representative	Member
8. Class Representative, B. Pharm I <sup>st</sup> year Male	Member
9. Class Representative, B. Pharm I <sup>st</sup> year Female	Member
10. Class Representative, B. Pharm IV <sup>th</sup> year Male	Member
11. Class Representative, B. Pharm IV <sup>th</sup> year Female	Member
12. Class Representative, M. Pharm I <sup>st</sup> year Male	Member
13. Class Representative, M. Pharm II <sup>nd</sup> year Female	Member


### 2. OBJECTIVE & SCOPE:

The objective of the committee shall be to prohibit, prevent and eliminate the scourge of ragging as per the AICTE act-1987 wide notification F. NO 37-3/Legal/AICTE2009Dated 1-7-2009. The students of this college shall be developed physically and mentally during their study period. To achieve the objective, the committee shall exercise the powers given in the AICTE notification.

### 3. GUIDELINES & RESPONSIBILITIES:

- 3.1. Any distress message received to the Anti-Ragging Committee, committee shall be simultaneously informed to the Head of the Institution and the Warden of the Hostels.

- 3.2. The Head of the institution shall be obliged to act immediately in response to the information received from the Anti-Ragging committee.
- 3.3. Heads of institutions, faculty members, members of the anti-ragging committees, Anti-ragging squads and Wardens of hostel shall be widely disseminated for access or to seek help in emergencies.
- 3.4. Anti-Ragging committee shall see that appropriate data in the form of affidavits has been submitted at the time of admission by students and parent. The same is maintained properly in college.
- 3.5. Anti-Ragging committee shall make available the database to a non-governmental agency to be nominated by the Central Government, to build confidence in the public and also to provide information of non compliance with these Regulations to the college.
- 3.6. The committee shall take necessary steps to prevent the ragging in the premises per the AICTE notification (2009).
- 3.7. Committee shall take necessary action against students indulging and abetting ragging as per the AICTE 2009 guidelines.
- 3.8. Incharge & members shall interact with Anti-Ragging squad from time to time.
- 3.9. The committee shall also inform the Anti-Ragging squad regarding the meeting.
- 3.10. Committee shall maintain the records of the report of Anti-Ragging squad and the complaints received from the students.
- 3.11. For sharing the views and ideas, the committee may invite the faculty member(s) or expert in the meeting, if required.
- 3.12. Incharge shall conduct at least two meetings in a year & shall prepare the agenda of meeting and inform to other members in advance and record the minutes of meeting.
- 3.13. Incharge shall see the need and preparation of any other documents for the committee/display if required.
- 3.14. If required, the information/news/article of the activity shall be handover to publication committee for publicizing in the news media. Same shall be approved by the principal.

  
Dr. M. H. Dehghan  
Principal



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2. All the members



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**Y. B. CHAVAN COLLEGE OF PHARMACY**

(B. Pharm, M. Pharm & Research Centre)

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NAAC ACCREDITATION "A" GRADE WITH 3.23 CGPA SCORE

YBCCP/IQAC/ICC/2022-23/

Date:01.03.2023

### Office Order

Following committee members are hereby informed to execute the responsibilities of their committee till further notice. Principal shall be the Chairman of the committee. The details are as under:

**1. INTERNAL COMPLAINT COMMITTEE(WOMEN'S GRIEVANCE REDRESSAL COMMITTEE):**

- |                                       |           |
|---------------------------------------|-----------|
| 1. Mrs. Reshma Toshniwal              | In-charge |
| 2. Mrs. Maria Saifee                  | Member    |
| 3. Dr. Mirza Shahed Baig              | Member    |
| 4. Mr. Shaikh Mufassir                | Member    |
| 5. Mrs. Anjali Nagapurkar             | Member    |
| 6. Class Representative (UG/PG/Ph.D.) | Member    |

**2. OBJECTIVES & SCOPE:**

The Cell was established in 2002 at Dr. Babasaheb Ambedkar Marathwada, University, Aurangabad, with the main objective of offering security from sexual harassment of women at work place as per the guidelines given by the Hon'ble Supreme Court, New Delhi and National Women's Cell, Delhi as well as the Government of Maharashtra.

- 2.1. The Government of Maharashtra has also taken cognizance of the problem of women employees both in the university and colleges. Both these agencies monitor the working of the cell.
- 2.2. Whenever College women employees face sexual harassment problems in work place the committee scrutinizes the entire case, studies the evidential proof from both the aggrieved parties and gives fair justice to the parties.
- 2.3. The main objective shall be to stop and prevent sexual Harassment and solve the problem related to sexual harassment.
- 2.4. To address sexual harassment and eve-teasing complaints, this shall be controlled by the Women Grievance Redressal Committee in the college.

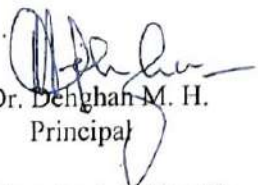
**3. GUIDELINES & RESPONSIBILITIES:**

The committee is an educational resource as well as a complaint centre. The responsibilities shall be as follows:

- 3.1. To provide conducive environment for those who may have been sexually harassed in the college campus.
- 3.2. To advice complainants as specified by the committee.



- 3.3. To ensure the fair and timely solution of sexual harassment complaints.
- 3.4. To provide information regarding counseling and support services to the needy.
- 3.5. To prepare the agenda and conduct the meeting as per the schedule. The committee shall meet at least once in every three month.
- 3.6. Maintain the minutes of the meeting in meeting register.
- 3.7. To promote awareness about sexual harassment that encourages safe campus environment.
- 3.8. The cell seeks to facilitate a respectful work place, learning environment free of sexual harassment. Simple respect for all on the campus community is thus the focus.
- 3.9. Conduct awareness programs - About Sexual Harassment to create atmosphere of mutual learning.
- 3.10. Confidential counseling service is an important service as it provides a safe space to speak about the incident and how it has affected the victim because sexual harassment cases are rarely reported and is a sensitive issue.
- 3.11. Annual report of the committee shall be sent to Dr. B.A.M. University about complaints and how they were addressed.
- 3.12. Committee members should interact with students and also observe the working situation in the college premises.
- 3.13. To arrange various lectures related to the laws governing women safety.
- 3.14. If required the committee members shall take support from discipline and Anti-ragging Committee.
- 3.15. For sharing the view and ideas, the committee may invite the faculty member(s) or expert in the meeting, if required.
- 3.16. Incharge shall conduct at least two meeting during the academic period. He/she shall prepare the agenda of meeting and same shall be inform to other members in advance and record the minutes of meeting.
- 3.17. Incharge shall see the need and preparation of any other documents for the committee/display if required.

  
Dr. Dehghan M. H.  
Principal

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2. All the members



Maulana Azad Educational Trust's

# Y.B. CHAVAN COLLEGE OF PHARMACY

(B.Pharm, M.Pharm & Research Centre)

ISO 21001: 2018 & 14001:2015 CERTIFIED | NIRF-2023 ALL INDIA RANK 80<sup>TH</sup>

## NAAC ACCREDITATION "A" GRADE WITH 3.23 CGPA SCORE

YBCCP/IQAC/Academic Planning & Monitoring Comm/2023-24/127A

Date:15/07/2023

### Office Order

Following committee members are hereby informed to execute the responsibilities of their committee till further notice. Principal shall be the Chairman of the committee. The details are as under:

#### 1. ACADEMIC PLANNING AND MONITORING COMMITTEE:

1. Dr. M.H. Dehghan	Principal/Chairman
2. Dr. Maria Saifee	Academic Incharge
3. Dr. H. D. Une	Member/Exam Incharge
4. Dr. S. R. Lahoti, HOD Pharmaceutics	Member
5. Dr. K. G. Baheti, HOD Pharmaceutical Chemistry	Member
6. Dr. Syed Ayaz Ali, HOD Pharmacology	Member
7. Dr. J. N. Sangshetti, HOD QA & PA	Member
8. Mrs. Reshma Toshniwal, HOD Pharmacognosy	Member
9. Class Teacher, B. Pharm. I <sup>st</sup> year Div. A and B	Member
10. Class Teacher, B. Pharm. II <sup>nd</sup> year Div. A and B	Member
11. Class Teacher, B. Pharm. III <sup>rd</sup> year Div. A and B	Member
12. Class Teacher, B. Pharm. IV <sup>th</sup> year Div. A and B	Member

#### 2. OBJECTIVES & SCOPE:

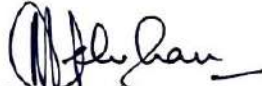
Teaching and learning are the important curricular activities, which help the learner to gain knowledge. Application of knowledge can be made easier with a well-planned and coordinated teaching. It also helps the learner to explore himself or herself. The purpose of the academic committee is to oversee the academic affairs of under graduate and post graduate program. Formulating and recommending academic policies, goals and initiative of college for academic excellence. The committee shall monitor the smooth functioning of academic activity throughout the year so as to cater the teaching and learning needs of the students.

#### 3. GUIDELINES & RESPONSIBILITIES:

- 3.1. The committee shall ensure that content of the course is consistent with the course description provided in the syllabus approved by the university. The HODs of the departments shall take a review of status and content of syllabus completed.
- 3.2. HOD's and academic in-charge shall allot the subjects to the teaching faculty in consultation with the Principal.
- 3.3. The committee shall ensure that the institution assesses the effectiveness of its academic programs on a regular basis and take steps to continuously improve programs on the basis of objective evidence about effectiveness and outcomes.
- 3.4. The committee shall organize activities which will enhance the teaching-learning process. The activity like induction program and orientation program shall be conducted for the

fresher student. This activity shall be conducted by coordinating the co-curricular committee.

- 3.5. The committee shall prepare the requirement of stationary and budget before commencement of academic session and it shall be forwarded to the purchase committee in the first week of April.
- 3.6. The committee shall be responsible for formulating and recommending the academic planning, goals and initiatives of the college.
- 3.7. Academic in-charge shall be responsible to ensure academic discipline by daily monitoring of the academics process and shall sign academic records daily.
- 3.8. The academic in-charge shall be responsible for preparation of the time-table before the commencement of the semester and display it on notice board before the start of the academic year.
- 3.9. The in-charge shall keep the Principal apprised of the academic issues of the institute. Academic in-charge shall be responsible for review and monitoring the teaching schedule of faculty members who are on leave.
- 3.10. Academic in-charge in consultation with committee members shall prepare the format of feedback form and guidelines for taking feedback from the students. Academic in-charge shall analyze the feedback and submit a report to the Principal for information. The committee shall take the feedback at least once in each semester.
- 3.11. The academic in-charge shall issue such notices from time to time to maintain the academic discipline in the college. Such notices shall be approved by the Principal.
- 3.12. The academic in-charge/Attendance in-charge shall be responsible for reviewing the attendance records of teaching staff and see that all the entries in the records are properly made by them. The attendance records shall be collected from teaching staff at the end of the semester. Such records are important documents and shall be kept in safe custody and shall be useful during inspection by the regulatory body.
- 3.13. The academic in-charge shall take necessary decision after consultation with the Principal as and when required.
- 3.14. For sharing the views and ideas, the committee may invite the faculty member(s) or expert in the meeting, if required.
- 3.15. The in-charge shall conduct at least one meeting in a month during the academic period. He/she shall prepare the agenda of meeting and same shall be inform to other members in advance and also maintain a records of the minutes of meeting.
- 3.16. The in-charge shall see the need and preparation of any other documents for the committee/display if required.
- 3.17. If required, the information/news/article of the activity shall be handover to publication committee for publicizing in the news media. Same shall be approved by the principal.



Dr. M. H. Dehghan  
Principal

**Principal**

**f. B. Chavan College of Pharmacy  
Aurangabad.**

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2. All the members



Maulana Azad Educational Trust's

## Y.B. CHAVAN COLLEGE OF PHARMACY

(B.Pharm, M.Pharm & Research Centre)

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**NAAC ACCREDITATION "A" GRADE WITH 3.23 CGPA SCORE**

YBCCP/IQAC/Examination Comm/2023-24/127 B

Date: 15/07/2023

### Office Order

Following committee members are hereby informed to execute the responsibilities of their committee till further notice. The details are as under:

#### 1. EXAMINATION PLANNING AND MONITORING COMMITTEE:

1. Dr. M.H. Dehghan	Principal/Chairman
2. Dr. Hemant D. Une	Incharge
3. Dr. Maria Saifee	Member
4. Mr.Mohd. Imran Anees	Member
5. Ms. Shaikh Sabina Meraj	Member

#### 2. OBJECTIVE & SCOPE:


Objective of the committee is to determine objectively and professionally whether a student satisfies the requirements set by the examination regulations of the University with reference to the knowledge, understanding and skills required in various courses for completion of degree program. The scope of the committee shall be to establish the guidelines and monitor them for effective implementation and required output with reference to internal (sessional) examinations.

#### 3. GUIDELINES & RESPONSIBILITIES:

- 3.1. The committee shall plan the annual sessional examination schedule in the beginning of the session in consultation with academic in-charge and submit the same to the IQAC Committee for incorporation in to the Institute calendar.
- 3.2. The committee shall review the outcome of the examination from time to time and if required revise the sessional examination pattern for further improvement.
- 3.3. The committee shall verify the theory and practical marks to be submitted to university. If required the committee shall form the subcommittee for this task.
- 3.4. To monitor and verify the sessional examinations results from time to time and suggest the remedial measures for improvement through HOD.
- 3.5. The grievance of the students pertaining to the internal examination shall be verified and addressed by the examination committee. A written request submitted to the examination committee In-charge must be supported by reason. The examination committee shall address the grievance within seven working days of its receipt.

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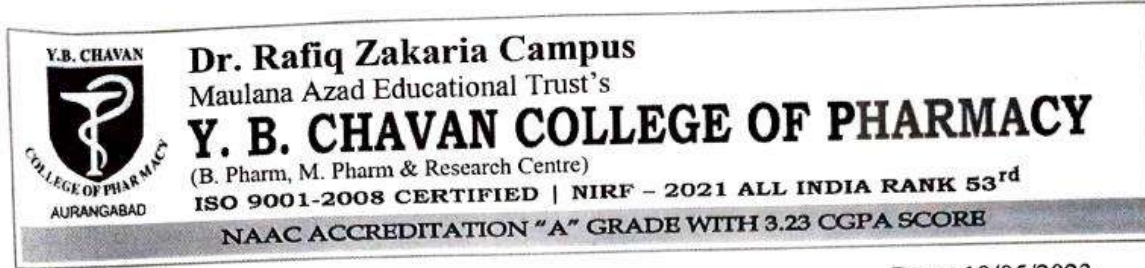
- 3.5. The grievance of the students pertaining to the internal examination shall be verified and addressed by the examination committee. A written request submitted to the examination committee in charge must be supported by reason. The examination committee shall address the grievance within seven working days of its receipt.
- 3.6. Smooth conduct of the examination shall be the priority of examination planning and monitoring committee. The committee shall make the necessary guidelines from time to time. The incharge shall bring the same to the notice of the students and staff.
- 3.7. Incharge shall plan and allot of the examination duties to teaching and non-teaching staff and same shall be informed to concern in advance.
- 3.8. As per the policy, the examination duty/work shall be mandatory to all faculty members and supporting staff. If staff denying the duties without mentioning reason in written application, then it shall be brought to the notice of Principal for further necessary action by the Examination Incharge.
- 3.9. The Incharge shall see that the evaluation of the answer paper has been completed before due date and marks have been displayed on notice board.
- 3.10. After completion of all the sessional examination, the incharge shall compile the marks of the entire subject as per university requirement and communicate to the University before due date.
- 3.11. The incharge shall handle the cases of malpractices and unfair means during sessional examination by constituting the committee on Prevention of Examination Malpractices. The committee shall consist of Examination Incharge (Chairman), Invigilator reporting the case and head of the department of the concern paper in which malpractices took place. The necessary action shall be taken against the defaulter as per the rules and regulation of Dr. Babasaheb Ambedkar Marathwada University for conduct of examination.
- 3.12. The Incharge shall maintain and store the records of examination properly and safely and committee shall maintain the confidentiality.
- 3.13. For sharing the views and ideas, the committee may invite the faculty member(s) or expert in the meeting, if required.
- 3.14. The Incharge shall conduct at least two meetings in a year. He/she shall prepare the agenda of meeting and same shall be inform to other members in advance and record the minutes of meeting.
- 3.15. The Incharge shall see the need and preparation of any other documents for the committee/display if required.

  
 Dr. M.H. Dehghan  
 Principal  
**F. B. Chevan College of Pharmacy**  
**Aurangabad.**  
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2. All the members

**Circulars, web links, or committee reports explaining the purpose of the metric.**



Date:-19/05/2023

**NOTICE**

All the members of the **Grievance Redressal Cell Committee** are hereby informed that the meeting of the committee will be conducted on 22/05/2023 at 3.00 pm in IQAC. All the members are requested to attend the meeting.

The agenda of the meeting is as follows.

**Agenda No. 1:-** Review of grievance received if any

**Agenda No. 2:-** Planning about grievance redressal mechanism for new academic year.

**Agenda No. 3:-** Any other point with the permission of chair.




Dr. Swaroop Lahoti  
Chairman  
Grievance Redressal Cell Committee

For Circulation amongst:

- 1) Dr. Sayed Ayaz Ali: Member
- 2) Dr. Mrs. Maria Saifee: Member
- 3) Mrs. Chisti Marzuka: Members
- 4) Mr. Shaikh Sattar: Non Teaching Staff member
- 5) Adv. Irfan S Khan: Advocate



**Y.B. CHAVAN**  
  
**Dr. Rafiq Zakaria Campus**  
Maulana Azad Educational Trust's  
**Y. B. CHAVAN COLLEGE OF PHARMACY**  
(B. Pharm, M. Pharm & Research Centre)  
ISO 9001-2008 CERTIFIED | NIRF - 2021 ALL INDIA RANK 53<sup>rd</sup>  
NAAC ACCREDITATION "A" GRADE WITH 3.23 CGPA SCORE

Date:-13/12/2022


## NOTICE

All the members of the **Grievance Redressal Cell Committee** are hereby informed that the meeting of the committee will be conducted on 15/12/2022 at 3.00 pm in IQAC. All the members are requested to attend the meeting.

The agenda of the meeting is as follows.

**Agenda No. 1:-** Review of grievance received if any

**Agenda No. 2:-** Any other point with the permission of chair.

  
Dr. Swaroop Lahoti  
Chairman  
Grievance Redressal Cell Committee

For Circulation amongst:

- 1) Dr. Sayed Ayaz Ali: Member 
- 2) Dr. Mrs. Maria Saifee: Member 
- 3) Mrs. Chisti Marzuka: Members 
- 4) Mr. Shaikh Sattar: Non Teaching Staff member 
- 5) Adv. Irfan S Khan: Advocate



Date:-13/01/2021

## NOTICE

All the members of the Grievance Redressal Cell Committee are hereby informed that the meeting of the committee shall be conducted Today 15<sup>th</sup> January -2021 at 12.00 pm in IQAC. All the members are requested to attend the meeting.

The agenda of the meeting is as follows.

Agenda No. 1:- Enquiry of Grievance of Mr. Sayed Ashraf Hussain

Agenda No. 2:- Any other point with the permission of chair.

  
Dr. Swaroop Lahoti  
Chairman

Grievance Redressal Cell Committee

For Circulation amongst:..

- 1) Dr. M. H. Dehghan : Member 
- 2) Dr. Sayed Ayaz Ali: Member 
- 3) Dr. Mrs. Maria Saifee: Member
- 4) Mrs. Chisti Marzuka: Members 
- 5) Mr. Shaikh Sattar: Non Teaching Staff member
- 6) Adv. Irfan S Khan: Advocate





Date:-23/12/2020

## NOTICE


All the members of the Grievance Redressal Cell Committee are hereby informed that the meeting of the committee shall be conducted Today 24<sup>th</sup> December -2020 at 3.00pm in IQAC. All the members are requested to attend the meeting.

The agenda of the meeting is as follows.



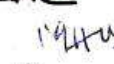


Agenda No. 1:- Enquiry of the Grievance of Mr. Sayed Ashraf Hussain

Agenda No. 2:- To discuss about the Complaints received.

Agenda No. 3:- Any other point with the permission of chair.

  
Dr. Swaroop Lahoti  
Chairman  
Grievance Redressal Cell Committee

For Circulation amongst:

- 1) Dr. M. H. Dehghan : Member 
- 2) Dr. Sayed Ayaz Ali: Member on leave 
- 3) Dr. Mrs. Maria Saifee: Member 
- 4) Mrs. Chisti Marzuka: Members 
- 5) Mr. Shaikh Sattar: Non Teaching Staff member - 
- 6) Adv. Irfan S Khan: Advocate

Date:-21/12/2020

## NOTICE

All the members of the Grievance Redressal Cell Committee are hereby informed that the meeting of the committee shall be conducted Today 21<sup>st</sup> December -2020 at 3.30pm in IQAC. All the members are requested to attend the meeting.


The agenda of the meeting is as follows.


**Agenda No. 1:-** Welcome and introduction of new members in Grievance Redressal Committee

**Agenda No. 2:-** To discuss about the Complaints received.

**Agenda No. 3:-** To discuss the initiatives to be taken to resolve the grievances received.

**Agenda No. 4:-** Any other point with the permission of chair.

  
Dr. Swaroop Lahoti  
Chairman  
Grievance Redressal Cell Committee

  
Dr. Abubakar Bawazir  
I/c Principal

For Circulation amongst:.

- 1) Dr. M. H. Dehghan : Member
- 2) Dr. Sayed Ayaz Ali: Member
- 3) Dr. Mrs. Maria Saifee: Member
- 4) Mrs. Chisti Marzuka: Members
- 5) Mr. Shaikh Sattar: Non Teaching Staff member
- 6) Adv. Irfan S Khan: Advocate
- 7) Dr. S. N. Mokale (Vice Principal) Invitee


Date:-04/12/2018


**NOTICE**

All the members of the **Grievance Redressal cell** are hereby informed that the meeting of the committee shall be conducted on 07/12/2018 at 3.00pm in IIC In-charge room. All the members are requested to attend the meeting.

The agenda of the meeting is as follows.

**Agenda No. 1:-** To discuss grievance received if any.

**Agenda No. 2:-** Any other point with the permission of chair.

  
**Dr. S.R. Lahoti**  
**In-Charge**

**Dr. Zahid Zaheer**  
**Principal**

For circulation amongst:

- 1) Dr. Sayed Ayaz Ali
- 2) Dr. Rana Zainuddin
- 3) Mr. Shaikh Sattar



The minutes of meetings held by the student grievance committee, as per the metric



Proceeding Book

025

Date: 22/05/2023

The meety of followy members of grievance Redressal Committee was held on 22/05/2023 at 4:30 pm.

- ① Dr. S.R. Lahoti
- ② Dr. Mrs. Mand-Saike
- ③ Dr. Sayad Ayaz Ali
- ④ Dr. Mrs. Chitti Marzuna
- ⑤ Mr. Shahnai Sakhari

Following agenda was discussed and resolved.

- ① minutes of previous meety were confirmed.
- ② Dr. S.R. Lahoti informed that no grievance from student or faculty member is received after last meety.
- ③ It was discussed and accepted that in a new Academic session a detail information about the Grievance & redressal mechanism shall be given to the student.
- ④ The meety was concluded with vote of thanks to the chair.

Dr. S. R. LAHOTI  
Professor,  
Chavan College of Pharmacy  
Aurangabad

The meety of followy members of grievance redressal cell was held on 15/12/2022 at 3.30 pm.

- ① Dr. S.R. Lahoti ✓
- ② Dr. Mrs. Manid Saibee ✓
- ③ Dr. Saad Ayaz Ali ✓
- ④ Dr. Mrs. Chisti Mahmood ✓
- ⑤ Mr. Shaikh Saitar ✓

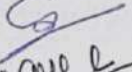
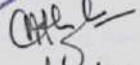
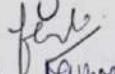
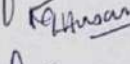


Followy agenda was discussed & resolved

- ① The minutes of previous meety were confirmed.
- ② It was discussed that <sup>How</sup> grievance redressal mechanism should be reached to every student & ~~staff~~ <sup>faculty</sup>.
- ③ Dr. S.R. Lahoti informed that after last meety no grievance is received to the committee.
- ④ Discussion about online grievance redressal refering format.
- ⑤ The meety was concluded with the thanks to Chan.

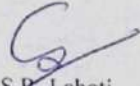
Dr. S. R. LAHOTI  
Professor  
& Chavan College of Pharmacy

**Minutes of meeting held on 15/01/2021**

The meeting of Grievance Redressal Cell (GRC Committee) was held on 15/01/2021 for the second hearing of the grievance application of Mr. Sayed Ashraf Hussain against Dr. Abubakar Bawazir. Following Members were present:

- 1) Dr. S.R. Lahoti: Chairman 
- 2) Dr. M. H. Dehghan : Member 
- 3) Dr. Sayed Ayaz Ali: Member 
- 4) Dr. Mrs. Maria Saifee: Member 
- 5) Mrs. Chisti Marzuka: Members 
- 6) Mr. Shaikh Sattar: Non Teaching Staff member 
- 7) Adv. Irfan S Khan: Advocate

- 1) Minutes of previous meeting were read by Dr S. R. Lahoti and were confirmed.
- 2) Mr. Sayed Ashraf Hussain was called to submit the evidences of the allegations raised by him on I/c Principal Dr. Abubakar Bawazir.
- 3) He was also asked to submit any further say with respect to his grievance application against Dr. Abubakar Bawazir. In reply he said that he has no further say or evidences to confirm his allegation against Dr. Abubakar Bawazir.
- 4) Adv. Irfan Khan a member of GRC also asked him to produce firm evidences but he was unable to produce. Then he told him that without the evidences his complaint against I/c Principal Dr. Abubakar Bawazir does not stand.
- 5) All the members decided that Mr. Sayed Ashraf Hussain is not having any further say/ evidences to produce in front of committee; hence it was unanimously decided to conclude the hearing. The committee will submit a report to the Management for further line of action.

  
Dr. S.R. Lahoti  
Chairman



## Proceeding Book


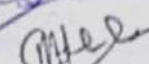
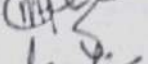
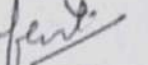
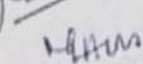
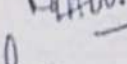
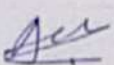
017

Date: 24/12/2020

Meethy-10

### Minutes of meeting held on 24/12/2020

The meeting of Grievance Redressal Cell (GRC Committee) was held on 24/12/2020 for the enquiry of the grievance application of Mr. Sayed Asgraf Hussain against Dr. Abubakar Bawazir. Following Members were present:

- 1) Dr. S.R.Lahoti: Chairman 
- 2) Dr. M. H. Dehghan : Member 
- 3) Dr. Sayed Ayaz Ali: Member 
- 4) Dr. Mrs. Maria Saifee: Member 
- 5) Mrs. Chisti Marzuka: Members 
- 6) Mr. Shaikh Sattar: Non Teaching Staff member 
- 7) Adv. Irfan S Khan: Advocate 

- 1) Minutes of previous meeting were confirmed
- 2) The meeting was specifically held to conduct the inquiry regarding Grievance letter of Mr. Sayed Ashraf Hussain against Dr. Abubakar Bawazir, I/c Principal Y.B. Chavan College of Pharmacy forwarded to) Grievance Redressal Cell (GRC Committee by the Management.
- 3) As per the discussion and resolution taken in the GRC committee meeting on 21/12/2020 Dr. S. R. Lahoti, Chairman of the GRC, issued the letters to Mr. Sayed Ashraf Hussain and Dr. Abubakar Bawazir.
- 4) Mr. Sayed Ashraf Hussain was called for the enquiry with the proofs and information with regards to allegations made by him on In-charge Principal Dr. Abubakar Bawazir.
  - a) As per his letter the first allegation is that the College has shown him as surplus employee, but he was unable to submit any proof of this allegation. He had mentioned in the submitted say that suspended professor and Ex-principal Dr. Zahid Zaheer who is presently undergoing inquiry, showed him the document with his name (Mr. Sayed Ashraf Hussain) in surplus list. The document stated by Mr. Sayed Ashraf Hussain is actually the charge-sheet given to Dr Zahid Zaheer. He was unable to produce any evidence to the committee.
  - b) His allegation that the things are worsening for him is just his thought process. He was neither able to justify his statement nor produce any evidence.




018

## Proceeding Book

Date :

- c) He is having grievance that the salaries were not regular and pending for three months. It was the common situation for all the employees. Due to Covid-19 pandemic the admission process was delayed and it created shortage of funds. He too agreed that this was a common problem for all.
- d) His allegation regarding humiliation by the way of alienation is baseless without any evidence.
- e) His allegation that Dr Abubakar Bawazir may issue him memo to terminate him, was just his own imagination and as per his letter it was a discussion of I/C Principal Dr Abubakar Bawazir and one of relative of Mr. Sayed Ashraf Hussain. It cannot be taken as evidence as it's a third party discussion.
- f) In the explanation submitted by Mr. Sayed Ashraf Hussain, no evidence regarding threatening was produced.
- e) Till date he has not received any memo/ show cause notice from I/C Principal Dr Abubakar Bawazir . Thus his allegation that any false memo may be issued to him is invalid.
- f) In reply to the letter issued to Dr Abubakar Bawazir, he denied all the allegations made on him by Mr. Sayed Ashraf Hussain. He also said that Mr. Sayed Ashraf Hussain had never given any application to Management regarding regularization salaries.
- g) In this first hearing all the members of Grievance Redressal Cell (GRC) Committee on have come to the conclusion that all the allegations made by Mr. Sayed Ashraf Hussain are not having any substantiated evidences.
- h) It was unanimously decided to give next date of hearing to Mr. Sayed Ashraf Hussain to provide evidences/ proof of his allegation made raised by Mr. Sayed Ashraf Hussain against I/C Principal Dr Abubakar Bawazir.

  
Dr. S.R. Lakhon,



## Meeting - 09

The meeting of Grievance Redressal cell committee was held on 21/12/2020 at 3:30 PM in IQAC Board room.

Following members were present for the meeting

- ① Dr. S. R. Lohar
- ② Dr. M. H. Dehghan
- ③ Dr. S. N. Mokalé
- ④ Dr. Sayed Ayaz Ali
- ⑤ Dr. Mrs. Mansa Saifce
- ⑥ Mrs. Chish Marzuka
- ⑦ Mr. Sharuk Saitar

*(Signature)*

*(Signature)*

*(Signature)*

*(Signature)*

*(Signature)*

*(Signature)*

Following agenda was discussed & resolved

- ① The chairman Dr. S. R. Lohar of all the members welcome & introduced the new members.

Dr. M. H. Dehghan, Dr. Mrs. Mansa Saifce & Mrs. Chish Marzuka in the committee.

- ② It was informed by the chairman that ~~was~~ this new changes were done with the approval of management

- ③ Dr. S. R. Lohar informed that the Mr. Sayed Ashraf Musarrif, Librarian at the college has give the Complaint against Mr. Abubakar Buzairi ITC Principal, Y. B. Chavan College of Pharmacy to the management.

The ~~same~~ complaint ~~was~~ forwarded to Grievance redressal committee by the management on 16/12/2020.

③ It was decided to proceed with the ~~Enquiry~~ Enquiry of the said grievance.

④ It was decided to give the intimation letters to Mr. Sayed Arshad Hussain & Dr. Abubakar Bawazir.

⑤ It was discussed & decided that the Evidence/ documents & the statements shall be called from both the parties by issuing a letter.

⑥ Both Mr. Sayed Arshad Hussain & Dr. Abubakar Bawazir will be asked to remain present with the Evidence & statement on 24/12/2020 at 3:00 pm.

⑦ Dr. S.R. Lahoti informed that one more Grievance is received from Dr. Sayed Ayaz Ali, Associate professor against Mr. Shauk Wateem. This Grievance was forwarded by the JIC Principal Dr. Abubakar Bawazir on 16/10/2020.

⑧ It was discussed & decided to issue a letter of ~~enq~~ enquiry to Mr. Shauk Wateem & Dr. Sayed Ayaz Ali. This case will be taken on next favorable date.

Meeting of

The meety of Grievance Redressal Committee was  
Concluded on 7/12/18 & attended by following members

① Dr. Zahid Zubeer

② Dr. S.R. Lahori

③ Dr. Sayed Asad Ali

④ Dr. Rana Zaimuddin

⑤ Mr. Shamin Salbar

Following agenda was discussed

① The minutes of previous meeting were confirmed

② It was informed that now online Grievance Redressal  
application is available on ~~website~~ our college  
website for students & staff.

③ After last meeting no grievance was received.

④ Discussion regarding measures to encourage the  
student to approach C.R.C. if needed.

⑤ The meeting was concluded by vote of thank to Chair.