

WOMEN'S GRIEVANCE & REDRESSAL CELL (WGRC)

Vijaya Institute of Pharmaceutical Sciences for Women has established the Women's Grievance & Redressal cell (WGRC) in 27.07.2015. All grievances of the students or staff are resolved through the Women's Grievance & Redressal Cell in a systematic way. Grievances can be related to academic, administrative, facilities, discrimination of any kind sexual/ caste/ religion, or unfair treatment. Women's Grievance & Redressal Cell is constituted by the Principal of the college as per the University regulations.

1. AIMS AND OBJECTIVES OF THE WOMEN GRIEVANCE & REDRESSAL CELL (WGRC)

A Women's Grievance & Redressal Cell is constituted for the redressal of the grievances reported by the students or faculty of the college with the following objectives:

- (i) Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.
- (ii) To prevent sexual harassment and to promote the general well-being of female students, teaching and non-teaching female staff of the college.
- (iii) To provide guidelines for the redressal of grievances related to sexual harassment of female students, teaching and non-teaching female staff of the College.
- (iv) Students are advised to refrain from inciting their fellow students against other students, faculty and college administration.
- (v) All the staff are advised to be responsive and affectionate to students and stakeholders and not to behave in a vindictive manner towards any of them for any reason.

2. POWERS AND DUTIES OF WGRC

- (i) To process individual grievances concerning academic, administrative, facilities, discrimination of any kind sexual/caste/religion or unfair treatment in the departments/administration/authorities and to recommend suitable action in the manner and mode particularly provided here by.
- (ii) In case of sexual harassment in any of the premises of the college, active assistance shall be provided to the complainant by the WGRC to pursue the complaint and safety of the complainant shall also be ensured.



- (iii) WGRC shall provide all the necessary assistance for the purpose of ensuring full, effective and speedy implementation of these directions.
- (iv) In case of any such grievances, the members of the cell are empowered to sort out the problems at their level through discussion with complainers.
- (v) In case the members fail to find out any solution then the matter is referred to the chair person for final commitment on the matter.
- (vi) Considering the nature and depth of the grievances due inquiry is made by the members of the cell and through personal discussion the matter is solved. If anybody is found to be guilty for any kind of nuisance he or she is given punishment with due consideration with the chair person. The nature of punishment could be giving information to the police (if situation arises for so)/or/expulsion from the college as per the rule of the institute.

3. MEETINGS OF THE CELL

- (i) The Cell shall meet at least twice every academic year and the intervening period between two meetings shall not exceed six months.
- (ii) The Chairperson of the Cell can call for a special meeting at any time upon the written request of not less than one third of the total number of members of the cell, on a date not later than 15 days after the receipt of such requisition by the Chairperson.

4. PROCEDURE FOR INVESTIGATION OF COMPLAINTS

- (i) Any employee / student of the college shall have the right to lodge a complaint with any of the members of the cell.
- (ii) Such complaints may be oral or in writing.
- (iii) Any complaint in writing shall be signed by the person making the complaint. If the complaint is oral the same shall be documented in writing in detail by the cell member to whom the complaint is made and shall not be acted upon till signed by the complainant. A Complaint Register shall be maintained. It should be a confidential document.
- (iv) The complainant shall be afforded full confidentiality at this stage.
- (v) In the event of the complaint being made to any member of the cell, immediately upon receipt of the complaint, and within not more than 10 working days, the member of the cell to whom the complaint is made, shall communicate the same to the Chairperson of the cell. However, if the complainant so desires, her name shall be kept confidential and shall not be divulged except to the cell.



The cell formally will review all cases and will act accordingly as per the Management's



**VIJAYA INSTITUTE OF PHARMACEUTICAL
SCIENCES FOR WOMEN**

Permitted by Govt. of A.P. Approved by AICTE, New Delhi
Pharmacy council of India, New Delhi & Affiliated to JNTU Kakinada

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policy.

- (vii) The student coordinator and staff coordinators of Women's Grievance & Redressal Cell act as facilitators to communicate and sort out the grievances at the department level.
- (viii) Unresolved grievance at the departmental level is referred to the Grievance Redressal Cell of the institution.

For any complaints:

Mrs. M. Vani,

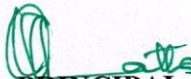
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