

This committee is formed in accordance with the guidelines laid down by AICTE. The following is the Composition of the **GRC** of OCP for the year 2018- 2019

Sr. No.	Name of Member	Role in GRC	Designation
01	Mr.Waseem Khan	Chairman	Managing Director
02	Dr.Sudha Rathod	Member Secretary	Principal
03	Dr.Mohib Khan	Member	Professor, HOD-P'cognosy
04	Mr.S.K.Kar	Member	Asst. Professor,
05	Dr. Vandana Jain	Member	Asst Professor
06	Dr.Amjad Ali	Member	Asst. Professor HOD-P'chemistry
07	Mr.Amey Deshpande	Member	Asst. Professor
08	Dr.Ganesh Deshmukh	Member	Asst. Professor
09	Mr. P. Rajadhyaksh	Member Nominated	Store keeper
10	Mr.Jitendra Munekar	Member Nominated	Accountant
11	Mrs.Arundevi LIngum	Member Nominated-Women	Librarian
12	Mrs.Surekha Gaikwad	Member Nominated-Women	Office Superintendent
13	Mr. Yogesh Sharma	Member	B.Pharmacy Students
14	Mr.Sharvankumar Yadvav	Member	M.Pharmacy Students

#### Functions of GRC:

1. To maintain dignity of college by keeping a suitable atmosphere through promoting a better Student-Student relationship and Student-teacher relationship.
2. To encourage the Students to express their grievances / problems freely and frankly, without any fear of being victimized.
3. To install complaint Box in front of Administrative Block in which the Students, who want to remain anonymous, put in writing their grievances and their suggestions for improving the Academics in the College.
4. To advise Students of the College to respect all and maintain dignity of one another and show patience whenever any occasion of rift arises.
5. To advise all the Students to refrain from inciting Students against other Students, teachers and College administration.



Date 26/9/2018

## Notice

This is to inform all the members of Grievance Redressal cell committee that meeting is schedule on 29/9/2018 to resolve the grievance issue.

**Principal**

**Dr. (Mrs.) Sudha Rathod**

Principal

Oriental College of Pharmacy

**Agenda:** To discuss the following grievances of students

1. Do not have separate area for pharmacy students to have lunch
2. More no. of books issue atleast 3.



Date: 29/9/2018

**Action Taken Report (ATR) on Grievances Issues by Teaching Staff**

S.No.	GRIEVANCES	ACTION TAKEN
1.	More no. of books issue atleast 3.	Kindly Issue more no. of books atleast 3: Each student is allowed to take 2 books at a time and they are suggested to purchase the low cost books.
2.	Do not have separate area for pharmacy students to have lunch	A separate area for pharmacy students to have lunch: the matter was discussed with the concerned canteen person and all the principals of other college of the campus. As a remedial measure a separate lunch area at the lunch time of pharmacy students was designated and implemented.

*S. Rathod*

Principal  
Dr. (Mrs.) Sudha Rathod  
Principal  
Oriental College of Pharmacy



Date 01/1/2019

## Notice

This is to inform all the members of Grievance Redressal cell committee that meeting is schedule on 03/1/2019 to resolve the grievance issue.

**Principal**  
**Dr. (Mrs.) Sudha Rathod**  
Principal  
Oriental College of Pharmacy

**Agenda:** To discuss the following grievances of students

1. Encouragement to fourth year students to participate in intercollegiate event.
2. Attendance consideration during events in which students is representing the college.



## MINUTES OF MEETING OF GRIEVANCE REDRESSAL COMMITTEE

Title of Meeting	GRIEVANCE REDRESSAL COMMITTEE MEETING ✓
Date of meeting	03/01/2019
Meeting Venue	Principal's cabin at 12.30 pm
Meeting Agenda	<p>Following are the grievances to be redressed.</p> <ol style="list-style-type: none"> <li>1. Encouragement to Fourth Year students to participate in intercollegiate events</li> <li>2. Attendance consideration during events in which student is representing the college</li> </ol>

Following decisions have been taken as corrective measures:

1. Encouragement to Fourth Year students to participate in intercollegiate events  
Students of final year were partly restricted to participate in intercollegiate events with a view that their studies and attendance should not be affected. However from this year (AY 2018-19), even final year students would be allowed to participate in such events.
2. Attendance consideration during events in which student is representing the college: Attendance should be considered for students representing the college at various platforms. Since, the student is physically absent on that particular day, he cannot be marked Present but should be marked as Exempted/Official leave (OL) so that during calculation of attendance marks, students would get due justice.

*Sudha Rathod*  
Principal

Dr. (Mrs). Sudha Rathod

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*Nutan Rao*  
Prepared by

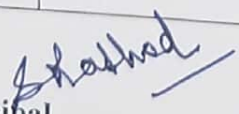
Dr. (Mrs). Nutan Rao



Date: 03/1/2019

**Action Taken Report (ATR) on Grievances Issues by Teaching Staff**


S.No.	GRIEVANCES	ACTION TAKEN
1.	Encouragement to fourth year students to participate in intercollegiate event.	Encouragement to fourth year students to participate in intercollegiate events. Students of final year were partly restricted to participate in intercollegiate events with a view that their studies and attendance should not be affected. However from this year (AY 2018-29), even final year students would be allowed to participate in such events.
2.	Attendance consideration during events in which students is representing the college.	Attendance consideration during events in which students is representing the college: Attendance should be considered for students representing the college at various platforms. Since the students is physically absent on that particular day, they can not be marked as Exempted/official leave (OL) so that during calculation of attendance marks, students would get due Justise.

  
Principal  
Dr. (Mrs.) Sudha Rathod  
Principal  
Oriental College of Pharmacy

**ATTENDANCE RECORD FOR GRIEVENCE REDRESSAL COMMITTEE HELD  
ON 3<sup>RD</sup> JANUARY 2019**

Sr. No.	Name of Member	Role in GRC	Designation	Signature
01	Mr. Waseem Khan	Chair Person	Managing Director	
02	Dr. Sudha Rathod	Member Secretary	Principal	<i>S. Rathod</i> 31/1/19
03	Dr. Vandana Jain	Member	Associate Professor	<i>V. Jain</i>
04	Dr. Nutan Rao	Member	Asst. Professor	<i>Nutan Rao</i>
05	Dr. Vanita Kanase	Member	Asst Professor	<i>V. Kanase</i>
06	Mrs. Surekha Gaikwad	Member	Office Superitendant	<i>S. Gaikwad</i>

*S. Rathod*  
**PRINCIPAL**  
**ORIENTAL COLLEGE OF PHARMACY**





Date: 24/2/2020

## **Notice**

This is to inform all the members of Grievance Redressal cell committee that meeting is schedule on 27/02/2020 to resolve the grievance issues.

**Principal**

**Dr. (Mrs.) Sudha Rathod**

Principal

Oriental College of Pharmacy

**Agenda:** To discuss the grievances from teacher's if any



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(Approved by AICTE, PCI, D.T.E., Affiliated to University of Mumbai & Certified by ISO 9001:2008)

Date: 27/02/2020

This meeting of the grievances Redressal Cell was held on 06/09/2023 at 03:00pm in the principal madam Cabin.

Following meeting members were present:

S.N O.	Name of committee	Role in GRC	Designation	Signature
1.	Dr. Sudha Rathod	Chairperson	Principal	
2.	Dr. Mohib Khan	Member	Professor	
3.	Dr. Pradnya Palekar-Shanbhag	Member	Professor	
4.	Dr. Nutan Rao	Member	Associate Professor	
5.	Dr. Vanita Kanase	Member	Associate Professor	
6.	Mrs. Surekha Gaikwad	Member	Office Superintendent	

  
Principal

Dr. (Mrs.) Sudha Rathod

Principal

Oriental College of Pharmacy



## Minutes of meeting of Grievances Redressal Committee Teaching Staff

<b>Title of Meeting</b>	<b>GRIEVANCES REDRESSAL COMMITTEE</b>
Date of meeting	27/02/2020
Meeting venue	Principal's cabin
Meeting Agenda	To discuss if there is any issue or any complain teachers have.

### Following decision have been taken as corrective measures

There were no grievances from teacher's side.

**Principal**

**Dr. (Mrs.) Sudha Rathod**

Principal

Oriental College of Pharmacy



Date: 27/2/2020

**Action Taken Report (ATR) on Grievances Issues by Teaching Staff**

S.No.	GRIEVANCES	ACTION TAKEN
1.	No Grievances found from teachers	There were no grievances, so no need to take any action.

**Principal****Dr. (Mrs.) Sudha Rathod**

Principal

Oriental College of Pharmacy



Date 28/03/2021

## Notice

This is to inform all the members of Grievance Redressal cell committee that meeting is schedule on **31/03/2021** to resolve the grievance issue.

**Principal**

**Dr. (Mrs.) Sudha Rathod**

Principal

Oriental College of Pharmacy

**Agenda:** To discuss the following grievances of students

1. Lift issue for girls to not use boy's lift
2. Improper functioning of AC in classroom.
3. Classroom not fix for specific years of students
4. Improper working of fan in the classrooms
5. Do not have separate area for pharmacy students to have lunch.
6. Issued books from library are not enough for the students, wants more books to be issue





## Minutes of meeting of Grievances Redressal Committee Teaching Staff

<b>Title of Meeting</b>	<b>GRIEVANCES REDRESSAL COMMITTEE</b>
<b>Date of meeting</b>	<b>31/03/2021</b>
<b>Meeting venue</b>	<b>Principal's cabin</b>
<b>Meeting Agenda</b>	<p>Following are the areas to be cover</p> <ol style="list-style-type: none"> <li>1. Internet related issues are they're at every floor and class room too</li> <li>2.</li> </ol>

### Following decision have been taken as corrective measures

1. Girls are allowed to use both lifts if empty.
2. It's been ordered to repair all ACs in every classroom which is not working properly
3. For every years of students classroom has been allotted
4. Called to the mechanics' to repair fan
5. Will provide the separate area to the pharmacy students as accordance the availability
6. More books have been ordered for the students in the library.

*S. Rathod*  
Principal

**Dr. (Mrs.) Sudha Rathod**

Principal


Oriental College of Pharmacy



Date: 31/03/2021

**Action Taken Report (ATR) on Grievances Issues by Teaching Staff**

S.No.	GRIEVANCES	ACTION TAKEN
1.	Lift issue for girls to not use boy's lift	Girls are allowed to use both lifts if empty.
2.	Improper functioning of AC in classrooms	It's been ordered to repair all ACs in every classroom which is not working properly
3.	Classroom not fix for specific years of students	For every year of student's classroom has been allotted
4.	Improper working of fan in the classrooms	Called to the mechanics to repair fan
5.	Do not have separate area for pharmacy students to have lunch	Will provide the separate area to the pharmacy students as accordance the availability
6.	Issued books from library are not enough for the students, wants more books to be issue	More books have been ordered for the students in the library.

  
Principal  
Dr. (Mrs.) Sudha Rathod  
Principal  
Oriental College of Pharmacy



Date 2/10/2021

## **Notice**

This is to inform all the members of Grievance Redressal cell committee that meeting is schedule on 06/10/2021 to resolve the grievance issue.

**Principal**

**Dr. (Mrs.) Sudha Rathod**

Principal

Oriental College of Pharmacy

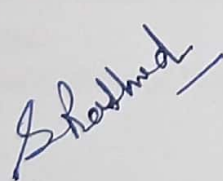
**Agenda:** To discuss the following grievances of students

1. AC is not working effectively.
2. Extra circular activities encouragement required
3. Do not have separate area for pharmacy students to have lunch

Date: 09/10/2021

**Action Taken Report (ATR) on Grievances Issues by Teaching Staff**

S.No.	GRIEVANCES	ACTION TAKEN
1.	AC is not working effectively.	Called the mechanics to repair the ACs in every classroom which is not working properly
2.	Extra circular activities encouragement required	Sports incharge has been called and asked to do the needful for the same
3.	Do not have separate area for pharmacy students to have lunch	Has lookout to assign the separate area to the pharmacy students as accordance the availability

  
Principal

Dr. (Mrs.) Sudha Rathod

Principal

Oriental College of Pharmacy





## Minutes of meeting of Grievances Redressal Committee Teaching Staff

<b>Title of Meeting</b>	<b>GRIEVANCES REDRESSAL COMMITTEE</b>
<b>Date of meeting</b>	<b>06/10/2021</b>
<b>Meeting venue</b>	<b>Principal's cabin</b>
<b>Meeting Agenda</b>	<p>Following are the areas to be cover</p> <ol style="list-style-type: none"> <li>1. AC is not working effectively.</li> <li>2. Extra circular activities encouragement required</li> <li>3. Do not have separate area for pharmacy students to have lunch</li> </ol>

### Following decision have been taken as corrective measures

- Called the mechanics to repair the ACs in every classroom which is not working properly
- Sports incharge has been called and asked to do the needful for the same
- Has lookout to assign the separate area to the pharmacy students as accordance the availability

**Principal**

**Dr. (Mrs.) Sudha Rathod**

Principal

Oriental College of Pharmacy



Date: 22/11/2022

This meeting of the grievances Redressal Cell was held on 22/11/2022 at 03:00pm in the principal madam Cabin.

Following meeting members were present:

S.N O.	Name of committee	Role in GRC	Designation	Signature
8.	Dr. Sudha Rathod	Chairperson	Principal	
9.	Dr. Mohib Khan	Member	Professor	
10	Dr. Pradnya Palekar-Shanbhag	Member	Professor	
11	Dr. Amjad Ali	Member	Associate Professor	
12	Dr. Vanita Kanase	Member	Associate Professor	
13	Ms. Jhilika Singh	Coordinator	Assistant Professor	
14	Mrs. Surekha Gaikwad	Member	Office Superintendent	

Principal  
Dr. (Mrs.) Sudha Rathod  
Principal  
Oriental College of Pharmacy



Prepared By  
Mss. Jhilika Singh



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**ORIENTAL COLLEGE OF PHARMACY**

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### Minutes of meeting of Grievances Redressal Committee

Title of Meeting	Grievances Redressal Committee
Date of meeting	22/11/22
Meeting venue	Principal's cabin
Meeting Agenda	Following are the areas to be covered <ul style="list-style-type: none"><li>• Online complaints related to IT .</li></ul>

### Following decisions have been taken as corrective measures

- Online complaints to be registered by the teaching staff.

  
Principal

Dr. Mrs.) Sudha Rathod

Principal

Oriental College of Pharmacy

PRINCIPAL

ORIENTAL COLLEGE OF PHARMACY



Date 21/11/2022

## Notice

This is to inform all the members of Grievance Redressal cell committee that meeting is schedule on 22/11/2022 to resolve the grievance issue.



**Principal**  
**Dr. (Mrs.) Sudha Rathod**  
Principal  
Oriental College of Pharmacy



**Prepared By**  
**Mss. Jhilika Singh**

**Agenda:** To discuss the following grievances of students


- Online complaints related to IT.




Date: 27/11/22

**Action Taken Report (ATR) on Grievances Issues by Teaching Staff**

S.No.	GRIEVANCES	ACTION TAKEN
1.	Online complaints related to IT.	Online complaints to be registered by the teaching staff.

  
**Principal**  
**Dr. (Mrs.) Sudha Rathod**  
Principal  
Oriental College of Pharmacy



  
**Prepared By**  
**Mss. Jhilika Singh**

Date 13/03/2023

## Notice

This is to inform all the members of Grievance Redressal cell committee that meeting is schedule on 15/03/2023 to resolve the grievance issue.

  
Principal

**Dr. (Mrs.) Sudha Rathod**

Principal

Oriental College of Pharmacy



  
Prepared By

**Mss. Jhilika Singh**

**Agenda:** To discuss the following grievances of students

1. Requirement of feed in Animal House
2. Requirement of new Godrej cupboard
3. Some requirement and maintenance in classrooms and in labs

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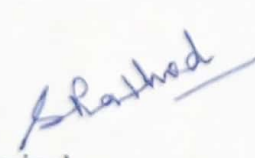
(Approved by AICTE, PCI, D.T.E., Affiliated to University of Mumbai & Certified by ISO 9001:2008)

Date: 15/03/2023

This meeting of the grievances Redressal Cell was held on 15/03/2023 at 03:00pm in the principal madam Cabin.

Following meeting members were present:

S.N O.	Name of committee	Role in GRC	Designation	Signature
1.	Dr. Sudha Rathod	Chairperson	Principal	
2.	Dr. Mohib Khan	Member	Professor	
3.	Dr. Pradnya Palekar-Shanbhag	Member	Professor	
4.	Dr. Amjad Ali	Member	Associate Professor	
5.	Dr. Vanita Kanase	Member	Associate Professor	
6.	Ms. Jhilika Singh	Coordinator	Assistant Professor	
7.	Mrs. Surekha Gaikwad	Member	Office Superintendent	

  
Principal  
Dr. (Mrs.) Sudha Rathod  
Principal  
Oriental College of Pharmacy

  
Prepared By  
Mss. Jhilika Singh




## Minutes of meeting of Grievances Redressal Committee Teaching Staff

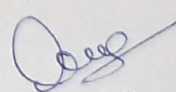
Title of Meeting	GRIEVANCES REDRESSAL COMMITTEE
Date of meeting	15/03/2023
Meeting venue	Principal's cabin
Meeting Agenda	<p>Following are the areas to be cover</p> <ol style="list-style-type: none"><li>1. Requirement of feed in Animal House</li><li>2. Requirement of new Godrej cupboard</li><li>3. Some requirement and maintenance in classrooms and in labs</li></ol>

### Following decision have been taken as corrective measures

1. Request has been forwarded to the animal house Incharge.
2. Requirement of Godrej has been forwarded to the management for the approval.
3. Order has been placed for the requirement and the maintenance work is on progress as per the lab and classroom needs.

  
**Principal**  
**Dr. (Mrs.) Sudha Rathod**  
Principal  
Oriental College of Pharmacy




  
**Prepared By**  
**Mss. Jhilika Singh**



**Action Taken Report (ATR) on Grievances Issues by Teaching Staff**

S.No.	GRIEVANCES	ACTION TAKEN
1.	Requirement of feed in Animal House	Request has been forwarded to the animal house Incharge.
2.	Requirement of new Godrej cupboard	Requirement of Godrej has been forwarded to the management for the approval.
3.	Some requirement and maintenance in classrooms and in labs	Order has been placed for the requirement and the maintenance work is on progress as per the lab and classroom needs. \

  
**Principal**  
**Dr. (Mrs.) Sudha Rathod**  
Principal  
Oriental College of Pharmacy



  
**Prepared By**  
**Mss. Jhilika Singh**