



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



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**STUDENT GRIEVANCE
COMMITTEE
MINUTES OF MEETINGS
2022-23**



ORIENTAL EDUCATION SOCIETY'S
ORIENTAL COLLEGE OF PHARMACY
(Approved by AICTE, PCI, D.T.E., Affiliated to University of Mumbai & Certified by ISO 9001:2008)



Minutes of meeting of Grievances Redressal Committee

| Title of Meeting | GRIEVANCES REDRESSAL COMMITTEE |
|------------------|---|
| Date of meeting | 27/04/2022 |
| Meeting venue | Principal's cabin |
| Meeting Agenda | <p>Following are the areas to be cover</p> <ol style="list-style-type: none"> 1. Lift issue for girls to not use boys lift 2. Improper functioning of AC in classrooms 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 |

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.

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



Ms. Jhilika Singh
Prepared By
Mss. Jhilika Singh

PRINCIPAL
ORIENTAL COLLEGE OF PHARMACY



Sudha
Dr. (Mrs.) Sudha Rathod
Principal
Oriental College of Pharmacy
Plot No. 3, 4 & 5, Sector-2,
Sanpada, Navi Mumbai.



**STUDENT GRIEVANCE
COMMITTEE
MINUTES OF MEETINGS
2021-22**



ORIENTAL EDUCATION SOCIETY'S
ORIENTAL COLLEGE OF PHARMACY
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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



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Minutes of meeting of Grievances Redressal Committee

| Title of Meeting | GRIEVANCES REDRESSAL COMMITTEE |
|------------------|---|
| Date of meeting | 06/10/2021 |
| Meeting venue | Principal's cabin |
| Meeting Agenda | Following are the areas to be cover 1. AC is not working effectively. 2. Extra circular activities encouragement required 3. Do not have separate area for pharmacy students to have lunch |

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





**STUDENT GRIEVANCE
COMMITTEE
MINUTES OF MEETINGS
2020-21**



ORIENTAL EDUCATION SOCIETY'S
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Date: 31/03/2021

Action Taken Report (ATR) on Grievances Issues by Students

| 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



**STUDENT GRIEVANCE
COMMITTEE
MINUTES OF MEETINGS
2019-20**



ORIENTAL EDUCATION SOCIETY'S
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Date: 12/9/2019

Action Taken Report (ATR) on Grievances Issues by Students

| S.No. | GRIEVANCES | ACTION TAKEN |
|-------|---|--|
| 1. | Improper functioning of AC in classrooms | It's been ordered to repair all ACs in every classroom which is not working properly |
| 2. | Misbehaving of boys with girls during college hrs. | Called the parents of the boy to meet |
| 3. | Improper working of fan in the classrooms | Called to the mechanics to repair fan |
| 4. | 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





**STUDENT GRIEVANCE
COMMITTEE
MINUTES OF MEETINGS
2018-19**



2018-2019

MINUTES OF MEETING OF GRIEVENCE REDRESSAL COMMITTEE

| | |
|------------------|--|
| Title of Meeting | GRIEVENCE REDRESSAL COMMITTEE MEETING |
| Date of meeting | 03/01/2019 |
| Meeting Venue | Principal's cabin at 12.30 pm |
| Meeting Agenda | Following are the grievances to be redressed. 1. Encouragement to Fourth Year students to participate in intercollegiate events 2. Attendance consideration during events in which student is representing the college |

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.

Principal

Dr. (Mrs). Sudha Rathod

PRINCIPAL
ORIENTAL COLLEGE OF PHARMACY

Prepared by

Dr. (Mrs). Nutan Rao

Dr. (Mrs.) Sudha Rathod
Principal
Oriental College of Pharmacy
Plot No. 3, 4 & 5, Sector-2,
Sanpada, Navi Mumbai



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ORIENTAL COLLEGE OF PHARMACY

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Date: 29/09/2018

MINUTES OF MEETING OF GRIEVANCE REDRESSAL COMMITTEE

| | |
|------------------|---|
| Title of Meeting | GRIEVANCE REDRESSAL COMMITTEE MEETING |
| Date of meeting | 29/09/2018 |
| Meeting Venue | Principal's cabin at 3.00 pm |
| Meeting Agenda | Following are the grievences to be redressed. 1. A separate area for Pharmacy Students to have lunch 2. kindly issue more number of books atleast 3 |

Following decisions have been taken as corrective measures:

1. A separate area for Pharmacy Students to have lunch: The matter was discussed with the concerned canteen person and all the principals of other colleges of the campus. As a remedial measure a separate lunch area at the lunch time of pharmacy students was designated and implemented.
2. kindly issue more number 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.

Prepared by
Dr. Vandana Jain



Principal
Dr. (Mrs.) Sudha Rathod
PRINCIPAL
ORIENTAL COLLEGE OF PHARMACY
Dr. (Mrs.) Sudha Rathod
Principal
Oriental College of Pharmacy
Plot No. 3, 4 & 5, Sector-2,
Sanpada, Navi Mumbai.

P lot No 3,4,5, Sector - 2, Near Sanpada Railway Station, Sanpada, Navi Mumbai - 400705.

Tel. : 27758715 / 27752213 / 27751116 Fax : 022-27757159

E-mail : admin.ocp@oes.ac.in Website : www.ocp.edu.in



2018-2019

MINUTES OF MEETING OF GRIEVENCE REDRESSAL COMMITTEE

| | |
|------------------|--|
| Title of Meeting | GRIEVENCE REDRESSAL COMMITTEE MEETING |
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Principal

Dr. (Mrs). Sudha Rathod

PRINCIPAL
ORIENTAL COLLEGE OF PHARMACY

Prepared by

Dr. (Mrs). Nutan Rao



**ATTENDANCE RECORD FOR GRIEVENCE REDRESSAL COMMITTEE HELD
ON 3RD 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 | 31/1/19 |
| 03 | Dr. Vandana Jain | Member | Associate Professor | |
| 04 | Dr. Nutan Rao | Member | Asst. Professor | |
| 05 | Dr. Vanita Kanase | Member | Asst Professor | |
| 06 | Mrs. Surekha Gaikwad | Member | Office Superitendant | |





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Date: 29/09/2018

MINUTES OF MEETING OF GRIEVENCE REDRESSAL COMMITTEE

| | |
|------------------|---|
| Title of Meeting | GRIEVENCE REDRESSAL COMMITTEE MEETING |
| Date of meeting | 29/09/2018 |
| Meeting Venue | Principal's cabin at 3.00 pm |
| Meeting Agenda | Following are the grievences to be redressed. 1. A separate area for Pharmacy Students to have lunch 2. kindly issue more number of books atleast 3 |

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1. A separate area for Pharmacy Students to have lunch: The matter was discussed with the concerned canteen person and all the principals of other colleges of the campus. As a remedial measure a separate lunch area at the lunch time of pharmacy students was designated and implemented.
2. kindly issue more number 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.

Prepared by
Dr. Vandana Jain



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PRINCIPAL
ORIENTAL COLLEGE OF PHARMACY

Plot No 3,4,5, Sector - 2, Near Sanpada Railway Station, Sanpada, Navi Mumbai - 400705.

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Date: 28/09/2018

The meeting of the (Grievance Redressal Committee Meeting) was held on 29th Sep.2018 at 3.00 pm
in the Principal's cabin.

The Following members were present:

| Sr. No. | Name of Member | Role in GRC | Designation | Signature |
|---------|----------------------|------------------|---------------------|-----------------------------------|
| 01 | Mr. Waseem Khan | Chair Person | Managing Director | <i>Waseem Khan</i> 29/9/18 |
| 02 | Dr. Sudha Rathod | Member Secretary | Principal | <i>Sudha Rathod</i> 29/9/18 |
| 03 | Dr. Vandana Jain | Member | Associate Professor | <i>Vandana Jain</i> 29/9/18 |
| 04 | Dr. Nutan Rao | Member | Asst. Professor | <i>Nutan Rao</i> 29/9/18 |
| 05 | Dr. Vanita Kanase | Member | Asst. Professor | <i>Vanita Kanase</i> 29/9/2018 |
| 06 | Mrs. Surekha Gaikwad | Member | O.S | <i>Surekha Gaikwad</i> 28/9/18 |



Sudha Rathod
PRINCIPAL
ORIENTAL COLLEGE OF PHARMACY

Plot No 3,4,5, Sector - 2, Near Sanpada Railway Station, Sanpada, Navi Mumbai - 400705.

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E-mail : admin.ocp@oes.ac.in Website : www.ocp.edu.in