



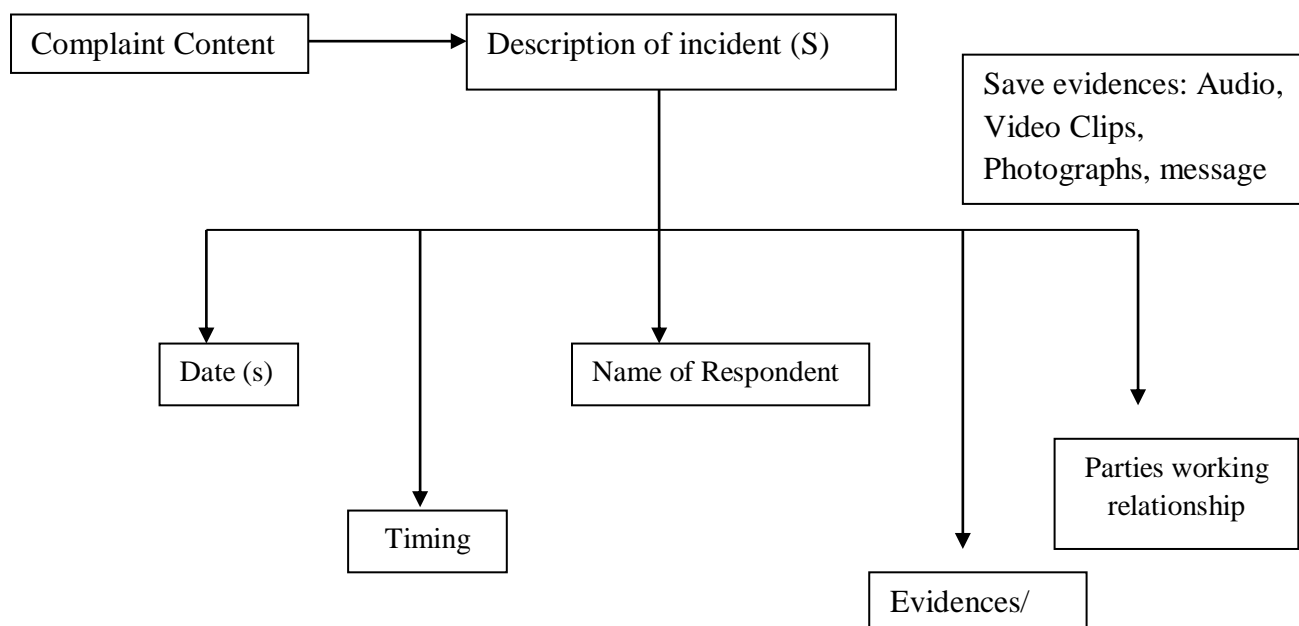
SANT DNYANESHWAR SHIKSHAN SANSTHA'S
ANNASAHEB DANGE COLLEGE OF D PHARMACY, ASHTA

Ashta, Tal: Walwa, Dist: Sangli, Maharashtra, India – 416301

Mechanism of Internal Complaint Committee/Women's Grievance Redressal Cell/ Gender Sensitization Cell

Mechanism

Filing a complaint



Redressal

Stage 1	Receipt of the complaint	<ol style="list-style-type: none"> 1. Receive the receipt of complaints 2. Meet and talk to the complainant to discuss options of informal/formal resolution 3. Start informal/formal mechanism as chosen by complainant 4. Inform the respondent and ask for the responses
Stage 2	Planning carefully	<ol style="list-style-type: none"> 1. Prepare the file 2. Consideration: Interim measures and support for the complainant
Stage 3	Interviews	<ol style="list-style-type: none"> 1. Prepare an interview plan: complainant, respondent and witness 2. Assess completeness of the information collected
Stage 4	Reasoning and Analysis	<ol style="list-style-type: none"> 1. Analyze the gathered information 2. Create the timeline of events from information 3. Compare similarities/differences of statements form interviews
Stage 5	Finding and recommendations	<ol style="list-style-type: none"> 1. Conclude whether the complaint is upheld or not. 2. Recommendation: Where the Complaints Committee is unable to uphold the complaint, it shall recommend no action.

		3. Where the Complaints Committee upholds the Complaint, it may recommend such action as stated within the relevant Policy or Service Rules, which may include a warning to terminate.
Stage 6	Writing the report and submitting to the employer for further action	<ol style="list-style-type: none"> 1. The Complaints Committee will prepare a final report and 2. Submit the file to the organization or District Officer for implementation of the recommendations and for safe keeping.

Timelines as per the Act

1.	Submission of Complaint	Within 3 months of the last incident
2.	Notice to the Respondent	Within 7 days of receiving copy of the complaint
3.	Completion of Inquiry	Within 90 days
4.	Submission of Report by ICC/LCC to employer/DO	Within 10 days of completion of the inquiry
5.	Implementation of Recommendations	Within 60 days
6.	Appeal	Within 90 days of the recommendations

Principal



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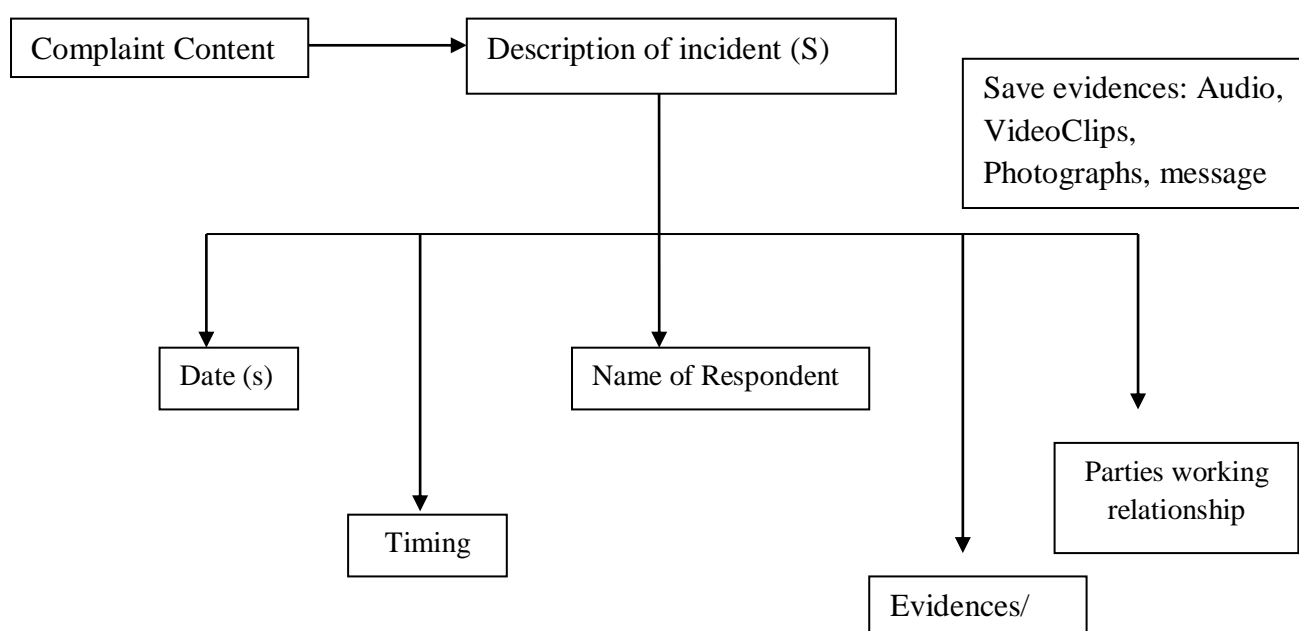
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Mechanism of Internal Complaint Committee/Women's Grievance Redressal Cell/ Gender Sensitization Cell

A.Y. 2020-21

Mechanism

Filing a complaint



Redressal

Stage 1	Receipt of the complaint	5. Receive the receipt of complaints 6. Meet and talk to the complainant to discuss options of informal/formal resolution 7. Start informal/formal mechanism as chosen by complainant 8. Inform the respondent and ask for the responses
Stage 2	Planning carefully	3. Prepare the file 4. Consideration: Interim measures and support for the complainant
Stage 3	Interviews	3. Prepare an interview plan: complainant, respondent and witness 4. Assess completeness of the information collected
Stage 4	Reasoning and Analysis	4. Analyze the gathered information 5. Create the timeline of events from information 6. Compare similarities/differences of statements form interviews
Stage 5	Finding and	4. Conclude whether the complaint is upheld or not.

	recommendations	<p>5. Recommendation: Where the Complaints Committee is unable to uphold the complaint, it shall recommend no action.</p> <p>6. Where the Complaints Committee upholds the Complaint, it may recommend such action as stated within the relevant Policy or Service Rules, which may include a warning to terminate.</p>
Stage 6	Writing the report and submitting to the employer for further action	<p>3. The Complaints Committee will prepare a final report and</p> <p>4. Submit the file to the organization or District Officer for implementation of the recommendations and for safe keeping.</p>

Timelines as per the Act

7.	Submission of Complaint	Within 3 months of the last incident
8.	Notice to the Respondent	Within 7 days of receiving copy of the complaint
9.	Completion of Inquiry	Within 90 days
10.	Submission of Report by ICC/LCC to employer/DO	Within 10 days of completion of the inquiry
11.	Implementation of Recommendations	Within 60 days
12.	Appeal	Within 90 days of the recommendations

Principal



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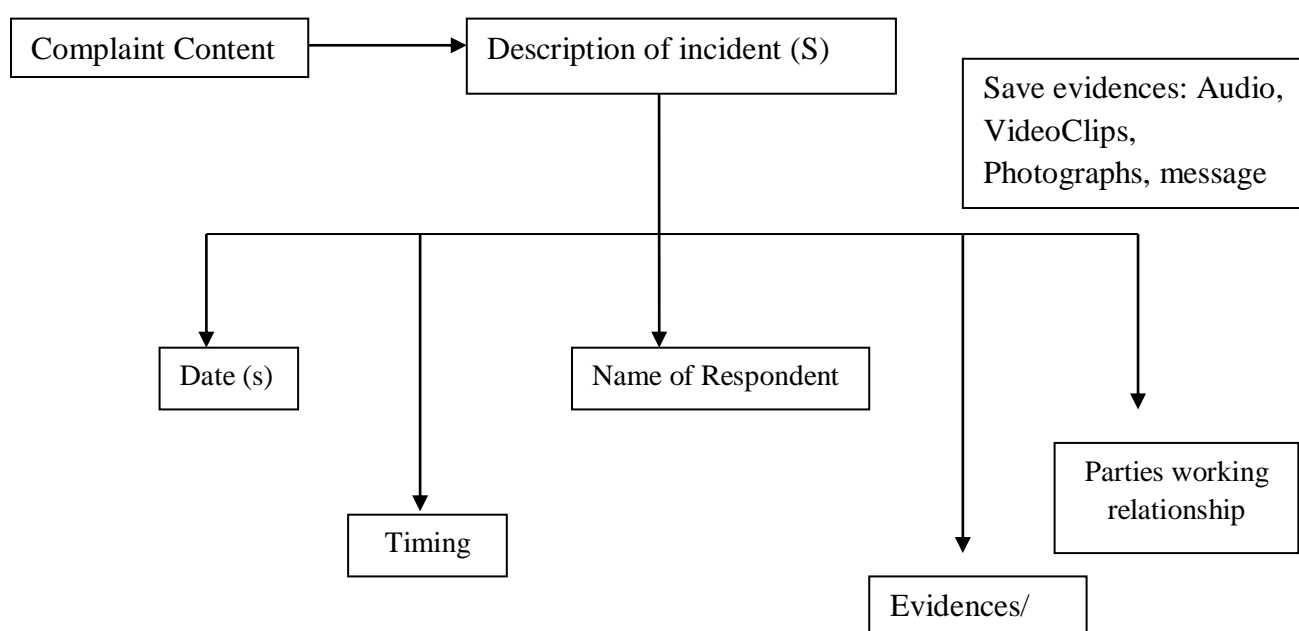
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Mechanism of Internal Complaint Committee/Women's Grievance Redressal Cell/ Gender Sensitization Cell

A.Y. 2019-20

Mechanism

Filing a complaint



Redressal

Stage 1	Receipt of the complaint	9. Receive the receipt of complaints 10. Meet and talk to the complainant to discuss options of informal/formal resolution 11. Start informal/formal mechanism as chosen by complainant 12. Inform the respondent and ask for the responses
Stage 2	Planning carefully	5. Prepare the file 6. Consideration: Interim measures and support for the complainant
Stage 3	Interviews	5. Prepare an interview plan: complainant, respondent and witness 6. Assess completeness of the information collected
Stage 4	Reasoning and Analysis	7. Analyze the gathered information 8. Create the timeline of events from information 9. Compare similarities/differences of statements form interviews
Stage 5	Finding and	7. Conclude whether the complaint is upheld or not.

	recommendations	<p>8. Recommendation: Where the Complaints Committee is unable to uphold the complaint, it shall recommend no action.</p> <p>9. Where the Complaints Committee upholds the Complaint, it may recommend such action as stated within the relevant Policy or Service Rules, which may include a warning to terminate.</p>
Stage 6	Writing the report and submitting to the employer for further action	<p>5. The Complaints Committee will prepare a final report and</p> <p>6. Submit the file to the organization or District Officer for implementation of the recommendations and for safe keeping.</p>

Timelines as per the Act

13.	Submission of Complaint	Within 3 months of the last incident
14.	Notice to the Respondent	Within 7 days of receiving copy of the complaint
15.	Completion of Inquiry	Within 90 days
16.	Submission of Report by ICC/LCC to employer/DO	Within 10 days of completion of the inquiry
17.	Implementation of Recommendations	Within 60 days
18.	Appeal	Within 90 days of the recommendations

Principal