



CHANDRAVATI EDUCATIONAL FOUNDATION



(D.PHARMA)

Address:- Chandra Educational Campus 1, Kelve Road (w),
Palghar – 401102

DTE Code:-03717 MSBTE Code:-12319 PCI Code:- 7536

Website:- <https://dpharma.sirjppharmacycollege.com> Contact No:- 9372289525

Email Id:- sirjpdpharmacollege@sirjpci.com

Date:- 15/01/2026

Women's Grievance Cell

Sr. No.	Name of the Member	Designation	Contact Details
1	Mrs. Mamata Bhadane (HOD,Lecturer)	Member	9730265848
2	Adv. Ravi Mishra (Legal Advisor) (District & Session Court, Mumbai)	Member	9867437646
3	Mrs. Rajavi Kini (Swayam Foundation ,NGO)	Member	9834474568
4	Mrs. Vibha patil (Non-teaching staff)	Member	7776908364
5	Miss. Nikita Dalvi (librarian)	Member	9373878564
6	Ms. Anushka Tiwari (Student - S.Y.D.Pharm)	Member	9004286322
7	Ms. Yasmeen Sheikh (Student - F.Y.D.Pharm)	Member	8693046482

All members of the committee are hereby instructed to diligently carry out the duties and responsibilities assigned to them.

Women Helpline Number - 181

Mr. Rajesh Prajapat

Principal

CHANDRAVATI EDUCATIONAL FOUNDATION

Rajesh Prajapat
PRINCIPAL





Women's grievance cell is meant to safe guard and promotes well being of all women employees of the organization. It takes care of all complaints on sexual harassment of women of women at workplace and action taken for redresser of complaints.

Internal Complaints Committee is a mandatory committee and so conducting training for IC members is a mandatory requirement for the Company as per the Prevention of Sexual Harassment at Workplace Act, 2013. The law mandates that an organization should conduct frequent training sessions and webinars for the IC members.

The functions of grievance Committee:-

The Grievance Committee shall conduct an investigation and hearing within ten (10) working days from receipt of the grievance and shall render decision within five (5) working days after the investigation.

The role of grievance committee:-

The power of the committee is solely to hear representations by the persons directly involved in grievances, to mediate voluntary adjustment by the parties, and to advise adjustment by the administration when appropriate.

The time limit for an aggrieved woman to give a complaint:-

Any aggrieved women may make in writing a complaint of sexual harassment at workplace to the Internal committee/ Local Committee within 3 months from the date of incident or the date of the last incident in case of a series of incident (Section 9(1)).

Steps to be followed:-

The writer must address the letter to the appropriate authority to initiate a proper grievance redressal procedure. The contact details of the recipient must be mentioned clearly. Address of the sender must be mentioned. The burning issues must be tabled in a soft, polite and in a very professional manner.

- Review the written complaints and response to complaints
- Review the applicable policy.
- Develop a plan
- Meet with the complainant
- Meet with the respondent
- Meet with the witnesses
- Record statements and have them dated and signed
- Review and adapt the plan, as needed
- Proceed with further interviews, as needed
- Analyze all the facts to develop reasoning
- Arrive at the findings
- Give recommendations
- Prepare the report
- Submit the file to the organization or District Officer for implementation of the recommendations and for safe keeping.

CHANDRAVATI EDUCATIONAL FOUNDATION
Rajeev
PRINCIPAL



CHANDRAVATI EDUCATIONAL FOUNDATION

(D.PHARMA)



Address:- Chandra Educational Campus 1, Kelve Road (w),
Palghar – 401102

DTE Code:-03717 MSBTE Code:-12319 PCI Code:- 7536

Website:- <https://dpharma.sirjppharmacycollege.com> Contact No:- 9372289525

Email Id:- sirjpdpharmacollege@sirjpci.com

Date:- 15/01/2026

NOTICE

All members of the **Women's Grievance Cell** are hereby informed that a meeting has been scheduled as follows:

Sr, No.	Date & Day of Meeting	Time
1	17/01/2026 (Saturday)	02.00 pm

Agenda of Meeting.

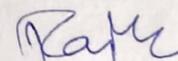
1. Purpose of Woman grievance cell.
2. Open suggestion Box.
3. Roles and Responsibilities of Woman grievance cell.
4. Planning of initiatives to improve Internal Complaint Committee mechanisms.
5. Any other matters with the permission of the Chair.

All members are requested to attend the meeting and contribute to the discussions.

Mr. Rajesh Prajapat

Principal.

CHANDRAVATI EDUCATIONAL FOUNDATION


PRINCIPAL





CHANDRAVATI EDUCATIONAL FOUNDATION



(D.PHARMA)

Address:- Chandra Educational Campus 1, Kelve Road (w),
Palghar – 401102

DTE Code:-03717

MSBTE Code:-12319

PCI Code:- 7536

Website:- <https://dpharma.sirjppharmacycollege.com> Contact No:- 9372289525

Email Id:- sirjpdpharmacollege@sirjppi.com

Date:- 17/01/2026

Minutes of Meeting

1. Woman grievance cell focusing to safe guarding & well being of female students & staff in our college.
2. Opened the suggestion box , No any suggestion and No any complaints

a) Suggestions: 00

b) Complaints: 00

3. Roles and Responsibilities of Woman grievance cell.

To ensure the free atmosphere in college & promoting student-student relationship & students-staff relationship.

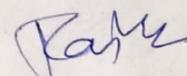
To encourage the students to their grievance/ problems freely without any fear.

Ragging is prohibited in college campus.

Mr. Rajesh Prajapat

Principal.

CHANDRAVATI EDUCATIONAL FOUNDATION


PRINCIPAL





Date:- 17/01/2026

Attendance

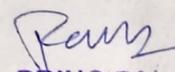
Women's Grievance Cell

Sr. No.	Name of the Member	Designation	Sign
1	Mrs. Mamata Bhadane (HOD, Lecturer)	Member	
2	Adv. Ravi Mishra Legal Advisor (District & Session Court, Mumbai)	Member	
3	Mrs. Rajavi Kini (Swayam Foundation, NGO)	Member	
4	Mrs. Vibha patil (Non teaching staff)	Member	
5	Miss. Nikita Dalvi (Librarian)	Member	
6	Ms. Anushka Tiwari (Student - S.Y.D.Pharm)	Member	
7	Ms. Yasmeen Sheikh (Student - F.Y.D.Pharm)	Member	

Mr. Rajesh Prajapat

Principal

CHANDRAVATI EDUCATIONAL FOUNDATION


PRINCIPAL