



**Prabha Harjilal College of Pharmacy & Paraclinical Sciences
MADR-E-MEHARBAN CAMPUS OF HEALTH SCIENCES**

Approved by J&K Pharmacy Council & Pharmacy Council of India
Chak Bhalwal, Seri Pandita Chowk, Jammu - 181122

Website : www.phcopjk.in E - mail : mem.in.health@gmail.com Phone No: 8899246693 / 8899246694

ORDER

STUDENTS GRIEVANCE REDRESSAL COMMITTEE

The Managing Committee of Prabha Harjilal College of Pharmacy & Para Clinical Sciences Chak Bhalwal, Jammu hereby constitutes a Grievance Redressal Committee comprising of the following with details given as under, to address the complaints of the students. The Committee stands constituted in pursuance to UGC Notification of 2023 (The Gazette of India April 11, 2023)

Grievance Redressal Committee

1. Dr. R.K.Raina – Chairman
2. Shree Gazanfar Ahmad – Principal, Prabha Harjilal College of Pharmacy & Paraclinical Sciences
3. Dr. Pinki Rawat – Associate Professor, Prabha Harjilal College of Pharmacy & Paraclinical Sciences
4. Ms. Aparajita Raina – Assistant Professor, Prabha Harjilal College of Pharmacy & Paraclinical Sciences
5. Mr. Aqib Zargar – Assistant Professor, Prabha Harjilal College of Pharmacy & Paraclinical Sciences
6. Mr. Sahil Jameel Pathan – Student Representative, Prabha Harjilal College of Pharmacy & Paraclinical Sciences

The Committee formed will deal with the complaints as listed below

- a. Non publication of prospectus, as specified.
- b. Publishing any information in the prospectus , which is false or misleading and not based on facts.
- c. Withholding or refusing to return any document in the form of certificates of degree or any other award or other document deposited with it by a person for the purpose of seeking admission in the university, with a view to induce or compel such person to pay any fees in respect of any course or program of study which such person does not intend to pursue.
- d. Demand of money in excess of that specified in the declared admission policy or approved by the competent authority to be charged by the college.
- e. Complaints of alleged discrimination of students from the scheduled caste, scheduled tribes, other backward classes, women minority or disabled categories.
- f. On provision of students amenities as may be required to be provided by the college.
- g. Denial of quality education as promised at the time of admission or cured to be provided.
- h. Harassment and victimization of students, including sexual harassment.

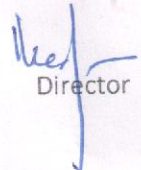
Procedure for submission of complaints

Any aggrieved student may submit an application giving full details along with supporting documents of the complaint addressed to the Chairman Grievance Redressal Committee. The application may be handed over/mailed by postal mail to Mrs. Neeru Bhan, Campus officer or transmit the same electronically on the address of Mrs. Neeru Bhan at email id: mem.in.health@gmail.com

Procedure to be adopted by the Grievance Redressal Committee

- (a) The grievance redressal committee shall fix a date for hearing the complaint, which shall be communicated to the aggrieved person either in writing or electronically; as may be feasible.
- (b) An aggrieved student may appear either in person or represented by such person as may be authorized to present his/her case.
- (c) Grievance redressal committee shall be guided by the principles of natural justice while hearing the grievances.
- (d) Grievance redressal committee shall ensure disposal of every application as speedily as possible as but not later than a month of receipt of the grievance.
- (e) On the conclusion of proceedings, the grievance redressal committee shall pass such order with reason for such order as may be deemed fit to redress a grievance and provide such relief as may be desirable to the effective party at the issue.
- (f) The order so passed shall be provided to the aggrieved student by the campus register and shall be placed on the website of the respective institutions of the campus.
- (g) The institution will comply with the order.

No.: PHCP/23/2327
Date: 28-10-23


Director

Copy forwarded to:-

1. Dr. R.K.Raina – Chairman
2. Shree Gazanfar Ahmad – Principal, Prabha Harjilal College of Pharmacy & Paraclinical Sciences
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5. Mr. Aqib Zargar – Assistant Professor, Prabha Harjilal College of Pharmacy & Paraclinical Sciences
6. Notice Board