MINUTES OF THE MEETING

Equal Opportunity Cell (EOC)

Ref. No.: DYPUT/EOC/002/2026 **Date of Meeting: 18/04/2026**

Meeting Details:

Time: 12:00 PM to 01.00 PM

Venue/Mode: Board Room, D. Y. Patil Agriculture and Technical University, Talsande, Kolhapur

Members Present

1. **Prof. Dr. Anilkumar S. Gupta** – Vice-Chancellor & Chairperson
2. **Prof. Dr. Murali M. Bhupathi** – Dean (SCM)
3. **Dr. Anil D. Gaikwad** – Director (III)
4. **Prof. Dr. J. A. Khot** – Registrar
5. **Prof. Dr. Sangram Patil** – Director (Academics)
6. **Dr. G. V. Mote** – Controller of Examinations
7. **Ms. Ankita K. Ugale** – Student Welfare Head
8. **Mr. Ravindra Kamble** – Head (AIML)
9. **Mr. Revan S. Kudalkar** – Student Representative (UG)
10. **Ms. Neha C. Chavan** – Student Representative (PG)
11. **Dr. Mangal A. Patil** – Member Secretary

(Attendance Sheet enclosed as Annexure–I)

Agenda-wise Proceedings

Agenda Item No. 1: Welcome and Opening Remarks

The Chairperson, Prof. Dr. Anilkumar S. Gupta, welcomed all the members to the first meeting of the Equal Opportunity Cell (EOC). He emphasized the University's commitment towards creating an inclusive, equitable, accessible and discrimination-free campus environment in accordance with UGC guidelines, the Rights of Persons with Disabilities Act, 2016, and NAAC accreditation requirements.

The Chairperson highlighted the need for systematic policy development, institutional assessment, documentation and continuous monitoring to strengthen the functioning of the Equal Opportunity Cell.

The meeting was called to order after confirming the required quorum.

Agenda Item No. 2: Confirmation of Minutes of the Previous Meeting

Since this was the First Meeting of the Equal Opportunity Cell, there were no previous minutes for confirmation.

The Committee noted the same.

Agenda Item No. 3: Review of Action Taken Report (ATR), if any

As this was the inaugural meeting of the Committee, no Action Taken Report was available for review.

The Committee noted the same.

Agenda Item No. 4: Matters Discussed for Information

The following matters were discussed and noted for information:

1. Constitution and objectives of the Equal Opportunity Cell.
2. Statutory requirements under UGC Regulations, NAAC quality parameters and the Rights of Persons with Disabilities Act, 2016.
3. Institutional responsibilities towards ensuring equal opportunity, accessibility, inclusion, equity and non-discrimination for students, faculty and staff.
4. Need for developing institutional policies, awareness programmes and systematic documentation for effective functioning of the Cell.

The Committee took note of the above information.

Agenda Item No. 5: Matters Discussed for Ratification

The following matters were placed before the Committee for ratification:

1. Constitution of the Equal Opportunity Cell.
2. Roles and responsibilities of Committee members.
3. Schedule of meetings for the academic year.

Resolution

The Committee unanimously ratified the constitution of the Equal Opportunity Cell, the assigned responsibilities of members and the proposed functioning of the Committee.

Agenda Item No. 6: Matters Discussed and Approved

The following proposals were discussed in detail:

6.1 Preparation of Institutional GAP Assessment Questionnaire

The Committee discussed the necessity of conducting a comprehensive institutional GAP Assessment to evaluate the University's current status regarding Equal Opportunity, Accessibility, Inclusion and Equity.

It was proposed that a structured questionnaire covering various institutional parameters such as policy implementation, infrastructure accessibility, student support services, grievance

Redressal mechanisms, awareness programmes, digital accessibility and inclusive practices be prepared and circulated among all departments.

The questionnaire shall serve as the basis for identifying institutional gaps and preparing an evidence-based GAP Assessment Report.

6.2 Preparation of Institutional GAP Assessment Report

The Committee further decided that after collection of responses from all stakeholders, a comprehensive GAP Assessment Report shall be prepared highlighting existing strengths, identified gaps, recommendations and proposed action plans for institutional improvement.

The report shall be submitted before the next meeting for review and approval.

6.3 Preparation of Equal Opportunity Policy

The Committee discussed the need for framing a comprehensive Equal Opportunity Policy aligned with:

- UGC Guidelines
- NAAC Accreditation Framework
- Rights of Persons with Disabilities Act, 2016
- AICTE Guidelines
- Institutional Vision and Mission

The policy shall clearly define:

- Objectives
- Scope
- Institutional Commitment
- Rights and Responsibilities
- Accessibility Measures
- Anti-discrimination Practices
- Grievance Redressal Mechanism
- Implementation Strategy
- Monitoring and Review Process

The draft policy shall be prepared by the Member Secretary and circulated among Committee members for suggestions before being placed in the next meeting for approval.

Resolution:
After detailed deliberations, the Committee unanimously resolved to:

1. Prepare an Institutional GAP Assessment Questionnaire.
2. Collect data from all departments and stakeholders.
3. Prepare and submit the Institutional GAP Assessment Report before the next meeting.
4. Draft the Equal Opportunity Policy in accordance with statutory guidelines.

5. Place the draft policy before the Committee in the next meeting for approval.
6. Maintain proper documentation and records of all Equal Opportunity Cell activities.

The Committee approved all the above proposals and recommended necessary action as per institutional norms.

Agenda Item No. 7: Any Other Matter with the Permission of the Chair

With the permission of the Chair, the following additional matters were discussed:

- The Committee decided to organize awareness programmes on Equal Opportunity and Inclusive Education for students and staff after approval of the policy.
- The Committee emphasized maintaining systematic records, reports, meeting minutes and supporting documents for institutional compliance and NAAC accreditation.

Agenda Item No. 8: Vote of Thanks

The Member Secretary expressed sincere gratitude to the Chairperson and all the members for their valuable guidance, active participation, and constructive suggestions. The Chairperson appreciated the commitment of the members and requested timely completion of the assigned tasks before the next meeting.

Conclusion

The meeting concluded at 01:00 PM with the approval of all agenda items and a collective commitment to undertake the decisions and action points discussed during the meeting.

Prepared by	**Approved by**
Dr. Mangal A. Patil Member Secretary Equal Opportunity Cell	**Prof. Dr. Anilkumar S. Gupta** Chairperson, Equal Opportunity Cell

Enclosures:

- Attendance Sheet (Annexure-I)
- Action Taken Report (ATR)

Copy To

- Office of the Hon'ble Vice-Chancellor
- Office of the Registrar
- Office of the IQAC
- Director / Dean Concerned
- Office Record