

MINUTES OF THE MEETING
Internal Complaints Committee (ICC)



Ref. No.: DYP-ATU/ICC/2026-27/1

Date of Meeting: 25/08/2026

Meeting Details:

Time: 1.15 PM

Venue / Mode: NSDC Board Room, NB 2, DYPUT, Talsande / Offline

Members Present

1. Mrs. Pushpa N. Kashi
2. Dr. Snehal P. Khandekar
3. Dr. Ranjeet S. Patil
4. Dr. Babasaheb S. Gholap
5. Mrs. Sunita S. Pawar
6. Mr. Narendra V. Gaikwad
7. Ms. Disha D. Malgavi

Members Absent

1. Dr. Sarika S. Wandre

Agenda-wise Proceedings

Agenda Item No. 1: Welcome and Opening Remarks by the Chairperson

The Chairperson welcomed all the members and thanked them for their presence. The meeting was called to order after confirming the quorum.

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

The minutes of the previous meeting held on 13th April 2026 were placed before the members. After due discussion, the minutes were confirmed unanimously.

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

The Action Taken Report (ATR) on the decisions of the previous meeting was presented by the Member Secretary. The Committee reviewed and noted the ATR and expressed satisfaction with the compliance status.

Agenda Item No. 4: Matters Discussed for Information

The following matters were discussed and noted for information:

4.1 Display of Committee Board in the University Campus

The Committee members were informed about the display of ICC Committee boards at various locations across the University campus, and all members noted the same.

Resolution:

The Committee resolved and acknowledge the display of ICC Committee boards at prominent locations across the University campus for enhancing awareness and visibility.

Agenda Item No. 5: Matters for Discussion and Recommendation

The following matters were placed before the Committee for recommendation:

5.1 To Discuss the Proceedings of Formation of Gender Champions of University

The Committee discussed the status of formation of Gender Champions across various classes and departments. It was noted that the names of Gender Champions from all classes have been received, except for the First Year students. All departments were instructed to submit the names of Gender Champions for First Year students on or before 20th September 2026.

Further, the Committee discussed organizing Gender Equality Awareness Programmes such as role play and poster presentation for students.

The responsibility for organizing and coordinating these activities was assigned to Dr. Babasaheb S. Gholap and Mrs. Sunita S. Pawar. It was decided that these programmes should be conducted by the end of September 2026.

Resolution:

The Committee resolved that all departments shall submit First Year Gender Champion names by 20th September 2026, and Gender Equality programmes will be conducted in the last week of September under the coordination of Dr. Babasaheb S. Gholap and Mrs. Sunita S. Pawar.

5.2 To discuss the Updates in Policies as per IQAC Guidelines

The Committee noted that the revised ICC policies have already been submitted to IQAC as per guidelines. It was further decided to take printed copies of the revised policies and maintain them for official record.

Resolution:

Resolved that the revised ICC policies submitted to IQAC are accepted, and printed copies shall be maintained for record purposes.

5.3 To Submit the Awareness Board Designs in Hard Print as per Discussed during Earlier Meeting

The Committee reviewed the status of preparation of ICC awareness board designs. It was informed that Dr. Ranjeet S. Patil has successfully completed the design work as per the guidelines and suggestions discussed in the previous meeting.

The Committee further noted that the finalized designs have been submitted to IQAC for review and approval. It was discussed that, upon receiving final approval from IQAC, the awareness boards will be printed and displayed at prominent locations across the University campus to enhance visibility and awareness regarding ICC and its functions.

All members appreciated the efforts taken in completing the task within the stipulated time.

Resolution:

Resolved to approve the awareness board designs for finalization by IQAC and subsequent display across the University campus.

5.4 To discuss the Details of University Wide Awareness Program to be Conducted for Students, University Teaching & Non-Teaching Staff

The Committee discussed the planning of a University-wide awareness programme for students, teaching, and non-teaching staff. It was informed that a suitable resource person has already been identified by Mrs. Pushpa N. Kashi and the details have been communicated to IQAC via mail. The matter is currently pending for approval, and the Committee is awaiting the decision from IQAC.

Resolution:

Resolved to await IQAC approval for the proposed awareness programme and proceed with its implementation upon approval.

Agenda Item No. 6: Matters for Approval / Ratification**6.1 To approve Gender Champion List Provided by Departments**

The Committee reviewed the Gender Champion lists submitted by various departments and approved the same for all classes except First Year. The list was finalized, while the First Year list is pending for submission.

Resolution:

Resolved to approve and finalize the Gender Champion list for all classes except First Year.

Agenda Item No. 7: Any other matter with the permission of the Chair

1. With the permission of the Chair, the Committee discussed additional matters related to improving accessibility of the complaint mechanism. It was proposed to initiate discussion with higher authorities regarding the availability of a scanner/QR code-based complaint window, including contact number and user ID, to enable students to conveniently register complaints within the University campus.

2. Further, the Committee discussed that there have been changes in the constitution of the ICC, with new members replacing previous members. It was decided that formal written communication shall be issued to the newly appointed members confirming their appointment as ICC members.

Resolution:

The Committee approved the above decisions and resolved to implement the same at the earliest.

Agenda Item No. 8: Closing remarks and vote of thanks

The meeting concluded with a vote of thanks proposed by the Member Secretary, thanking the Chairperson and all members for their valuable guidance and cooperation.

Conclusion

The meeting ended at 2.00 pm with mutual consensus and appreciation.

Prepared by	Approved by
 Member Secretary Name: Dr. Snehal P. Khandekar Designation: Assistant Professor	 Chairperson Name: Mrs. Pushpa N. Kashi Designation: Assistant Professor

Enclosures:

- Attendance Sheet (Annexure-I)
- Action Taken Report (ATR)
- Supporting / Approved Documents, if any

Copy To

- Office of the Hon'ble Vice-Chancellor
- Office of the Registrar
- Office of the IQAC
- Office Record