



INTERNAL COMPLAINTS COMMITTEE

ACD. YEAR- 2022-23

Ref. ICC/ 2022-23/02

Date- 13.02.2023

Minutes of Meetings No. 1

1. A committee on “Internal Complaint Committee (ICC)” has been duly constituted at DYP-ATU. The first meeting of ICC DYP-ATU to review all internal complaints at DYP-ATU was held on Monday, 13th February, 2023 at 15:00 hrs in Board Room of DYP-ATU, Talsande-Kolhapur

2. Following members of ICC attended the meeting:

(i)	Dr. Jayant Ghatge	Chairperson
(ii)	Dr. Gurunath Mote	Member
(iii)	Dr. Sandip Wategaonkar	Member
(iv)	Mrs. Pushpa Kashi	Member
(v)	Dr. Shraddha Srivasthava	Member Secretary

3. At the outset, Chairperson welcomed all the members of the Committee. He informed that as per the guidelines issued by Ministry of Women and Child Development, all the organizations having more than 10 personnel/officials must constitute an ICC and in this context, this committee has been set in place by DYP-ATU. He described the role of ICC and said everyone has a responsibility to contribute to the cause. Further, he mentioned that it was the first meeting of the reconstituted ICC in DYP-ATU and welcomed suggestions from all members to make it effective.

4. The Committee noted that no internal complaint has been received from any employee of this University. It was emphasized that in order to create awareness and continuous sensitization among the employees, it is essential to place banners/posters/notices defining internal complaints at prominent places in the DYP-ATU campus.



D Y P A T I L
AGRICULTURE
& TECHNICAL
UNIVERSITY
TALSANDE

D. Y. Patil Agriculture & Technical University

(Approved & Established by Govt. of Maharashtra Act No. XXXVI of 2020 and under section 2(f) of UGC Act 1956)

**Wathar – Warananager Road, Talsande Dist- Kolhapur.
Maharashtra, India – 416112**

5. The committee had discussions at length and the following suggestions were made:
- (i) The composition of the Internal Complaints Committee (ICC) of DYP-ATU must be uploaded on DYP-ATU's website.
 - (ii) The Committee has discussed about to prepare guidelines for Internal Complaints Committee.
 - (iii) The "Guidelines for Internal Complaints Committee" must be uploaded on DYP-ATU's website.
 - (iv) A complaint Drop box must be placed in the office premises.
 - (v) The contractual staff appointed in the DYP-ATU, Teaching and Non-Teaching staff must also be sensitized about the existing act on Prevention, Prohibition and Redressal of harassment at workplace. They must also be sensitized towards maintaining discipline in the University campus.
6. The Chairperson conveyed his thanks to the members for attending the meeting and the members agreed that the Committee will meet every month on a regular basis or earlier, if need arise. Next meeting of the Committee will be held in the month of May, 2023.

Meeting ended with vote of thanks to the Chair.

**Chairperson
ICC**

Copy To:

1. All ICC Members
2. Hon. Vice Chancellor DYP-ATU
3. Registrar, DYP-ATU



INTERNAL COMPLAINTS COMMITTEE

ACD. YEAR- 2022-23

Ref. ICC/ 2022-23/03

Date- 05.04.2023

ACTION TAKEN REPORT

As per the discussions happened in first ICC meeting which was held at Board Room of DYP-ATU on 13th Feb. 2023. These are the actions taken over the suggestions received in the meeting.

Sr. No.	Suggestions Received	Action Taken
1	The composition of the Internal Complaints Committee (ICC) of DYP-ATU must be uploaded on DYP-ATU's website.	Forwarded to concern person to upload.
2	The Committee has discussed about to prepare guidelines for Internal Complaints Committee.	It is Under Process
3	The "Guidelines for Internal Complaints Committee" must be uploaded on DYP-ATU's website.	Approval will be taken for the Prepared guidelines from higher authority and will be forward to concern person to upload on website
4	A complaint Drop box must be placed in the office premises.	Purchased metal box for dropping the complaints.

Chairperson

ICC