



D. Y. Patil Academic Education Excellence Federation's  
**Dr. D. Y. Patil Technical Campus**

(Engineering & MCA)

Approved by AICTE, DTE - Govt. of Maharashtra, Affiliated to Savitribai Phule Pune University, Pune  
Sr. No. 32/1/A/7, Near Talegaon Railway Station, A/P.Varale - Talegaon Dabhade, Tal - Maval, Dist - Pune 410507

Ph No. 9920141406, 9309228311, 7666829653, 9307909501

Website : [www.dypatiltechnicalcampus.com](http://www.dypatiltechnicalcampus.com)

Email: [registrar@dypatiltechnicalcampus.com](mailto:registrar@dypatiltechnicalcampus.com), [hr.dypaeef@dypatiltechnicalcampus.com](mailto:hr.dypaeef@dypatiltechnicalcampus.com)

**Dr. D. Y. Patil**

Founder Dr.D.Y.Patil Group

**Dr. Sushant V. Patil**

Chairman

**Mrs. Anuja Sushant Patil**

Director

**Dr S. D. Shirbahadurkar**

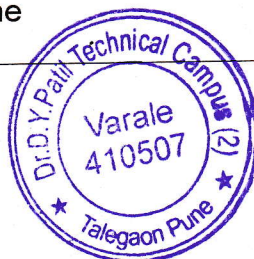
Principal

D. Y. Patil Academic Education Excellence Federation's Dr. D. Y. Patil Technical Campus, Varale, Tal. - Maval, Pune-410507 has constituted an Internal Committee for the Academic year 2023-24. The list of the **Internal Committee (IC)** members is as below.

Establishment of Internal Committee (IC) (As per Section 4 All India Council for Technical Education (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions) Regulations, 2016 vide No. F.AICTE/ WH/2016/01 dated 10<sup>th</sup> June, 2016.

Sr. No.	Name of the Member	Designation in the institute	Designation in the committee
1	Dr. Suresh D Shirbahadurkar	Principal	Chairman
2	Prof. Ahilya Vishnu Narsale	Asst. Professor	Member
3	Prof. Sheetal Hotkar	Asst. Professor	Member
4	Prof. Meghali Rupesh Gawhane	Asst. Professor	Member
5	Prof. Vaishnavi Bhalkikar	Asst. Professor	Member
6	Mrs. Madhura Shinde	HR executive	Member
7	Ms. Anvi Moon	Student	Member
8	Ms.Amruta Kishor Wankhade	Student	Member
9	Ms.Tavisha Kher	Student	Member
10	Ms. Preeti Jadhav	Student	Member
11	Mrs.Yogita V. Shinde	Executive Assistant	Member
12	Mr. N. P. Vetale	Registrar	Member
13	Mr.Shrikant S. Waghe	Sr. Accountant	Member

Digitally signed by  
SURESH DAMODAR  
SHIRBAHADURKAR  
Date: 2024.03.19  
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**Principal**

Dr. D.Y.Patil Technical Campus  
Varale, Talegaon, Pune 410507



**Dr. D.Y. PATIL**  
Academic Education Excellence  
Federation

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Website: [www.dypatiltcs.com](http://www.dypatiltcs.com)

Date – 04.12.2024

**Notice – Meeting of Internal Complaint Committee**

This is to inform all the Internal Complaint Committee of Dr. D. Y. Patil Technical Campus, Varale-Talegaon that a meeting has been scheduled on 5<sup>th</sup> December 2023 at Principal's office. The meeting will commence at 12.00pm sharp. Your presence is mandatory.

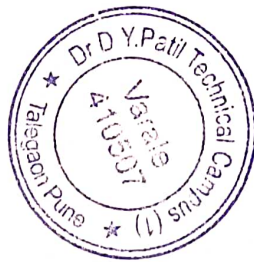
**Agenda:**

1. Welcome and Introduction
2. Review of any complaint received.
3. Discussion of roles and responsibilities of member associated with Internal Committee.
4. Planning To provide a neutral, confidential and supportive environment for stakeholders.
5. Any other issue.

  
Principal

Principal

Dr.D.Y.Patil Technical Campus





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### Minutes of the Inaugural Meeting of the Internal Complaint Committee

**Date :** December 5, 2023

**Time :** 12:00 PM

**Location :** Principal's Office, Dr. D. Y. Patil Technical Campus, Varale-Talegaon, Pune

**Attendees:** IC Committee Members

Sr. No.	Name of the Member	Designation	Committee Designation
1	Dr. Suresh D Shirbahadurkar	Principal	Chairman
2	Mr. Namdev Vetale	Registrar	Member
3	Prof. Ahilya Narsale	Asst. Professor	Member
4	Mrs. Sheetal Hotkar	Asst. Professor	Member
5	Prof. Meghali Gawhane	Asst. Professor	Member
6	Prof. Vaishnavi Bhalkikar	Asst. Professor	Member
7	Mrs. Madhura Shinde	HR Executive	Member
8	Ms. Anvi Moon	Student	Member
9	Ms. Amruta K. Wankhede	Student	Member
10	Ms. Tavisha Kher	Student	Member
11	Ms. Preeti Jadhav	Student	Member
12	Mrs. Yogita Shinde	Executive Assistant	Member
13	Mr. Shrikant Waghe	Sr. Accountant	Member



## Agenda Items:

1. Welcome and Introduction
2. Review of any complaint received.
3. Discussion of roles and responsibilities of member associated with Internal Committee.
4. Planning To provide a neutral, confidential and supportive environment for stakeholders.
5. Any other issue.

## Proceedings:

The meeting commenced with an opening address and welcome remarks by the Chairman Dr. Suresh D. Shirbahadurkar. The Chairman emphasized the significance of the committee's role in ensuring a safe campus environment.

### 1. Review of any complaint received:

- The committee reviewed the complaints received since the formation of institute and found that there was no issue observed regarding sexual harassment.

### 2. Discussion on roles and responsibilities of member associated with Internal Committee.

The Internal Complaints Committee shall make enquiry into the complaint in accordance with the provisions of the Service Rules applicable to the respondent. For the purpose of the enquiry, if the respondent is a non-teaching employee of the university, provisions of the Maharashtra Civil Services (Conduct) Rules, 1979 and provisions of the Maharashtra Civil Services (Discipline and Appeal) Rules, 1979, are applicable, and if the respondent is a teacher, provisions of the Teachers' Statutes are applicable. If the Respondent is a student, an enquiry shall be made as per provisions of Ordinance 157 as regards maintenance of discipline and good conduct by students

### 3. Planning To provide a neutral, confidential and supportive environment for stakeholders.

- The committee seeks to inform the campus community of their right to a respectful work and learning environment. It believes that if we practice respect, exercise empathy in our interactions with others so that we do not hurt anyone through what we say or do, then we can create a campus that is free of sexual harassment.

### 4. Any Other Issues:

- No other issues were discussed.

## Conclusion:

With all agenda items addressed and decisions recorded, the Chairman adjourned the meeting at 1.30 PM.



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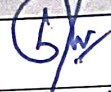
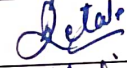
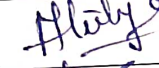


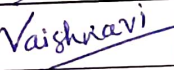
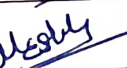

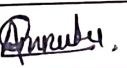


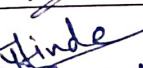
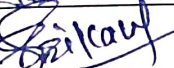
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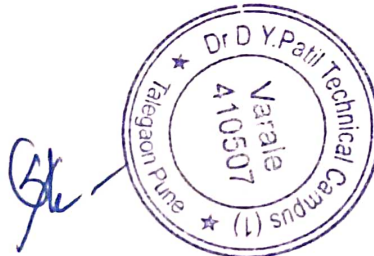
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**Attendance**

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1	Dr. Suresh D Shirbahadurkar	Principal	
2	Mr. Namdev Vetale	Registrar	
3	Prof. Ahilya Narsale	Asst. Professor	
4	Mrs. Sheetal Hotkar	Asst. Professor	
5	Prof. Meghali Gawhane	Asst. Professor	
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13	Mr. Shrikant Waghe	Sr. Accountant	



## **First Annual report of the Internal Committee (IC) for year 2023-24**

**The Internal Committee in the Dr. D. Y. Patil Technical Campus, Varale-Talegaon, Pune is constituted according to 'The Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act, 2013'.** Along with this Act, the ICC seeks to adhere to the spirit of Vishakha guidelines preceding this legislation in order to address the issue of sexual harassment at workplace for ensuring gender equality. The ICC aims to look into the complaints of sexual harassment in the establishment and also to generate awareness about the issue. The Act has outlined the constitution of the committees, the process to be followed for making a complaint and conducting inquiry into the complaint in a time bound manner.

### **Objective of Internal Committee**

The Internal Complaint Committee is an educational resource as well as a complaint redressal mechanism for the members of faculty, staff and students of the Institute. Its mandates are:

- To provide a neutral, confidential and supportive environment for members of the campus community who may have been sexually harassed
- To advice complainants of means of resolution as specified by the legislation
- To ensure fair and timely resolution of sexual harassment complaints
- To provide counselling and support services on campus
- To ensure that students, faculty and staff are provided with current and comprehensive materials on sexual harassment
- To promote awareness about sexual harassment through educational initiatives that encourages and fosters a respectful and safe campus environment.

The committee seeks to inform the campus community of their right to a respectful work and learning environment. It believes that if we practice respect, exercise empathy in our interactions with others so that we do not hurt anyone through what we say or do, then we can create a campus that is free of sexual harassment.

The Committee seeks to achieve these goals through:

- **Complaint Redressal:** As per the act 'The Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act, 2013', appropriate action will be taken once the complaint is filed.
- **Dissemination of Information:** through production, distribution and circulation of materials, posters and handouts etc. to SPPU campus community.
- **Awareness Workshops:** for faculty, non-teaching staff and students with an aim to develop nonthreatening and non-intimidating atmosphere of mutual learning.

- **Counselling** – Confidential counselling service is an important service as the sexual harassment cases are rarely reported and are a sensitive issue. Counselling provides a safe space to speak about the incident and how it has affected the aggrieved woman.

### **Who can file the Complaint to the Internal Complaint Committee?**

Any student, service provider, teaching, non-teaching staff may lodge a complaint against a student, service provider, teaching, non-teaching staff.

### **About Inquiry process**

The Internal Complaints Committee shall make enquiry into the complaint in accordance with the provisions of the Service Rules applicable to the respondent. For the purpose of the enquiry, if the respondent is a non-teaching employee of the university, provisions of the Maharashtra Civil Services (Conduct) Rules, 1979 and provisions of the Maharashtra Civil Services (Discipline and Appeal) Rules, 1979, are applicable, and if the respondent is a teacher, provisions of the Teachers' Statutes are applicable. If the Respondent is a student, an enquiry shall be made as per provisions of Ordinance 157 as regards maintenance of discipline and good conduct by students.

As per process, institute has conducted annual meeting of the Internal Committee and following points were discussed-

- 1) Presenting annual report of internal committee for the academic year 2023-24.
- 2) Committee noted that there was no complaint of sexual harassment from any employee / student till date.
- 3) Discussed the outcome of counselling cell.
- 4) The committee took initiatives to spread awareness about Internal Committee members.
- 5) Convey the information about facilities available in the institute for girl students.
- 6) The chairman conveyed his thanks to the members for attending annual meeting and members agreed that committee will meet every semester on regular basis or earlier or as on when required. Meeting end with vote of thanks.

### **1) Complaint Redressal**

<b>No. of Complaints Received</b>	<b>No. of Complaints Disposed off</b>	<b>No. of Complaints Pending</b>	<b>Nature of action taken</b>
0	0	0	No action required

### **2) Provision of Counselling and support system**

No. of complaints to whom counselling and support provided	0
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Principal  
Dr.D.Y.Patil Technical Campus  
Varale-Talegaon,Pune 410507