



**Audyogik Shikshan Mandal's**  
(Society Regd. No. Maharashtra/1330/Pune 83; Public Trust No. F-2451/Pune 83)  
**INSTITUTE OF PROFESSIONAL STUDIES (IPS)**

(Approved by AICTE, Govt. of India & affiliated to University of Pune)  
AICTE CODE : 1-4240185    DTE CODE : MB6166    AISHE CODE : C-46639

**INTERNAL COMPLAINT COMMITTEE**

**Academic Year 2022-23**

**Notification**

**Date: 16/12/2022**

This is to inform all committee members about an upcoming committee meeting scheduled for 24/12/2022 at 3 p.m.

The meeting will take place in the Board Room, and your presence is requested.

The agenda for the meeting is as follows:

Item 1: Review of Previous Meeting Minutes

Item 2: Discussion on compliance with NAAC guidelines related to institutional governance and anti-discrimination policies. Review of actions taken to address any discrepancies.

Item 3: Discuss strategies for creating awareness among students and staff regarding ICC's role and how to report complaints.

Item 4: Evaluation of the effectiveness of current feedback mechanisms for complainants.

Suggestions for improving the reporting and follow-up processes.

Item 5: Assign responsibilities for investigating and resolving new cases.

Item 6: Any additional matters or concerns not covered by the agenda.

Planning of training programs for ICC members and stakeholders on anti-harassment policies and procedures.

Date: 16/12/2022

Time: 03:00p.m.

Place: Board Room ASM IPS.

**Attendees.**

Sr No.	Name	Designation
1	<b>Dr. Radha Mahatme</b> Sr Assistant Professor ASM-IPS	Presiding Officer
2	<b>Prof. Ravi Singh</b> Teaching Staff Representative	Member
3	<b>Prof. Snehal Mohite</b> Assistant Professor ASM's IPS	Member
4	<b>Mrs. Saroja Patil</b> Librarian ASM's IPS	Member
5	<b>Mr. Amol Ghanate</b> OS, ASM's IPS	Member
6	<b>Ms. Shraddha Tribhuwan</b> Sr. Student	Member
7	<b>Ms. Snehal Bodhe</b> Jr. Student	Member
8	<b>Mr. Sharvil Pawar</b> Jr. Student	Member
9	<b>Mrs. Jyoti Dhake</b> NGO Youth Activity	Member

**Date:** 16/12/2022

**Place:** Pune



*R.M*

**Presiding Officer**

### INTERNAL COMPLIANT COMMITTEE

Academic Year 2022-23

### MINUTES OF THE MEETING

Date: 24/12/2022

Time: 02:30pm

Location: Board Room ASM's IPS

Chairperson: Dr. Radha Mahatme

#### Attendees.

Sr No	Name	Designation
1	<b>Dr.Radha Mahatme</b> Sr. Assistant Professor ASM-IPS	Presiding Officer
2	<b>Prof.Ravi Singh</b> Teaching Staff Representative	Member
3	<b>Prof. Snehal Mohite</b> Assistant Professor ASM's IPS	Member
4	<b>Mrs. Saroja Patil</b> Librarian ASM's IPS	Member
5	<b>Mr. Amol Ghanate</b> OS,ASM's IPS	Member
6	<b>Ms. Shraddha Tribhuwan</b> Sr. Student	Member
7	<b>Ms. Snehal Bodhe</b> Jr.Student	Member
8	<b>Mr.Sharvil Pawar</b> Jr. Student	Member
9	<b>Mrs. Jyoti Dhake</b> NGO Youth Activity	Member

Item 1: Review of Previous Meeting Minutes

The meeting commenced at 03:00 PM with Chairperson Dr. Radha Mahatme presiding. The first item on the agenda was the review of minutes from the previous ICC meeting held on 24/12/22. The minutes were reviewed, and the minutes were unanimously approved.

Proposed by: Dr. Radha Mahatme

Seconded by: Prof. Ravikumar Singh

#### Item 2: Compliance with NAAC Guidelines

Under this item, the committee discussed compliance with NAAC guidelines related to institutional governance and anti-discrimination policies. Mr. Amol Ghanate presented an overview of the guidelines and actions taken to address any discrepancies. The committee acknowledged the importance of maintaining strict compliance with these guidelines and emphasized the need for continued vigilance.

Proposed by: Mrs. Jyoti Dhake

Seconded by: Mrs. Saroja Patil

#### Item 3: Awareness Strategies

The committee then discussed strategies for creating awareness among students and staff regarding the ICC's role and how to report complaints. Prof. Ravikumar Singh proposed conducting workshops, seminars, and online awareness campaigns. Mr. Amol Ghanate suggested creating informative posters and distributing pamphlets to ensure wide dissemination of information. The committee agreed to implement a comprehensive awareness plan, which includes both online and offline components.

Proposed by: Dr. Radha Mahatme

Seconded by: Prof. Ravikumar Singh

#### Item 4: Feedback Mechanisms

The committee evaluated the effectiveness of the current feedback mechanisms for complainants. It was noted that while the mechanisms are in place, there is room for improvement in terms of accessibility and ease of use. Prof. Ravikumar Singh suggested developing a user-friendly online reporting portal to streamline the process.

Prof. Snehal Mohite recommended periodic surveys to gather feedback on the reporting and follow-up processes, with an emphasis on confidentiality.

Proposed by: Prof. Ravikumar Singh

Seconded by: Mr. Amol Ghanate

Item 5: Assignment of Responsibilities

The committee assigned responsibilities for investigating and resolving new cases. It was agreed that Prof. Snehal Mohite would take the lead on the most recent case, and Mrs. Saroja Patil would oversee ongoing cases and ensure timely follow-up.

Proposed by: Prof. Ravikumar Singh

Seconded by: Prof. Snehal Mohite

Item 6: Any Additional Matters

The Chairperson invited attendees to raise any additional matters or concerns not covered by the agenda. Prof. Ravikumar Singh brought up the need for regular training sessions for ICC members to stay updated on best practices and legal developments related to anti-discrimination policies. The committee agreed to incorporate training sessions into future agendas.

Proposed by: Prof. Ravikumar Singh

Seconded by: Mrs. Saroja Patil

There being no further business to discuss, the meeting was adjourned

**Date:** 24/12/22

**Place:** Pune



*R.M.*

**Presiding Officer**