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**Reconstitution of the Internal
Complaint Committee**

GSFC University
Administration Department
Office Order No. Director (Admin)/032026/86
23rd March 2026

Ref:

1. Office Order No. 042025/60 dated 30.04.2025 regarding reconstitution of ICC.
2. Office Order No. 012026/177 dated 09.01.2026 regarding appointment of ICC Chairperson.

The Internal Complaints Committee (ICC) is constituted as a statutory body to address complaints of sexual harassment, promote gender sensitization, and ensure compliance with applicable legal and regulatory frameworks.

In partial modification of the above-referred Office Orders, and with the approval of the Management, the Internal Complaints Committee (ICC) is hereby reconstituted to ensure balanced representation across Schools and administrative units of the University.

The revised composition of the Internal Complaints Committee (ICC) shall be as follows:

Sr. No.	Name	Designation	Role in ICC	Contact Details
1	Dr. Sanjukta Bose Goswami	Dean, SoT	Chairperson	icc@gsfcuniversity.ac.in M: 70167 01986
2	Ms. Arpita Chauhan	Sr. Manager – HR	Secretary	sm.hr@gsfcuniversity.ac.in M: 97254 51736
3	Dr. Vidhita Sinha	HoD, SoM & LA	Member	vidhita.sinha@gsfcuniversity.ac.in M: 92650 99187
4	Dr. Trupti Gajaria	Sr. Assistant Professor, SoS	Member	trupti.gajaria@gsfcuniversity.ac.in M: 98988 02434
5	Ms. Dimple Shah	Manager – Admission Dept.	Member	manager.admission@gsfcuniversity.ac.in M: 99041 88683
6	Ms. Trupti Shetty	Representative from NGO – Deepak Foundation	Member	Trupti.shetty@deepakfoundation.org M: 99099 40210
7	Student Representatives (3)	To be nominated as and when complaint is received	Special Invitee	



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Roles & Responsibilities:

1. Provide assistance to complainants, including help with filing police complaints if needed.
2. Ensure confidentiality, protection, and relief measures for complainants during the inquiry process.
3. Prevent victimization or discrimination against victims or witnesses and ensure prohibition of retaliation
4. Conduct awareness and training programs to educate all members of the institution about sexual harassment, gender sensitization, and the procedures for reporting and redressal

The ICC shall meet at least once a year (at the beginning of the academic year) and additionally as and when necessary, especially upon receipt of any complaint.

The Office of the Registrar shall ensure that meetings are held as per the prescribed frequency, and is responsible for maintaining the Minutes of Meeting (MoM) and Action Taken Report (ATR). Both the MoM and ATR shall be duly uploaded and preserved in the repository of the Digital Campus System (DCS) for official record and reference.

This office order supersedes all previous orders regarding the constitution/reconstitution of the Internal Complaint Committee (ICC).

Mahesh Barot 23/03/26

Director I/C (Admin)

To,

1. All Teaching Staff, GSFC University
2. All Non-Teaching Staff, GSFC University
3. All Students, GSFC University

Cc:

1. President Office, GSFC University For kind information please
2. All Deans & HoDs, GSFC University
3. Select File –Dy. Registrar (I/C), GSFC University