



**Reconstitution of the Internal
Complaint Committee (ICC)**

GSFC University
Administration Department
Office order No. Provost/042025/60
Date: 30.04.2025

In accordance with the University Grants Commission (UGC) (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015, notified in the Gazette of India on 2nd May 2016, GSFC University is committed to providing a safe, dignified, and equitable environment for all its stakeholders. The Internal Complaints Committee (ICC) is constituted as a statutory body to address complaints of sexual harassment, promote gender sensitization, and ensure compliance with all relevant regulations.

Composition of the Committee

Sr. No.	Name	Designation	Position held in Committee	Email id
1	Dr. Ranjita Banerjee	Dean, School of Management Studies and Liberal Arts (SoM&LA)	Chairperson	dean.som-la@gsfcuniversity.ac.in M: 9724927708
2	Dr. Vidhita Sinha	HoD, MBA & Assoc. Professor, SOM	Member	hod.mba@gsfcuniversity.ac.in M: 9265099187
3	Dr. Sanjukta Bose Goswami	Dean, SOT	Member	dean.sot@gsfcuniversity.ac.in M: 7016701986
4	Ms. Dimple Shah	Dy. Manager Admission	Member	dymanager.admission@gsfcuniversity.ac.in M: 9904188683
5	Ms. Arpita Chauhan	Manager HR	Secretary	manager.hr@gsfcuniversity.ac.in M: 9725451736
6	Ms. Trupti Shetty	Representative from NGO (Deepak Foundation)	Member	trupti.shetty@deepakfoundation.org M: 9909942010



7	Three Student representative (to be nominated as and when the 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)

Provost and Director (Admin.) (I/C)
GSFC University

For Display on all Notice Board.

To :
All Concerned



GSFC
UNIVERSITY

EDUCATION RE-ENVISIONED
An ISO 9001:2015 Certified

CC :

President's Office, GSFC University
Provost's Office, GSFC University,
Director (Admin)'s Office, GSFC University
Registrar's Office, GSFC University
Director Campus & Dy. Dir (Admin), GSFC University
Deans /HoDs/Associate Deans, GSFC University
Department of Computer Science & Engineering
Department of Chemical Engineering
Department of F & EHS
Department of Chemical Sciences
Department of Life Sciences
Department of Computer Applications & Data Science
Department of Management Studies
Department of Student Affairs
Department of Examination & Assessment
Department of Account & Finance
Department of Internship & Placement
Department of Information Technology Enabled Services
Department of Administration
Teaching Staff, GSFC University
Non-teaching Staff, GSFC University
All Students, GSFC University
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