



GSFC University
Administration Department
Office Order No. Director (Admin)/102026/367
1st October 2026

Reference: Office Order No. Director (Admin)/032023/86 dated 23.03.2026 regarding reconstitution of ICC effective from 23.03.2026.

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
1	Dr. Sanjukta Bose Goswami	Associate Professor, Dept. of Chemical Engg	Chairperson
2	Dr. Jahanvi Bansal	Sr. Assistant Professor, Dept. of Mgmt Studies	Member
3	Dr. Trupti Gajaria	Sr. Assistant Professor, Dept. of Data Science	Member
4	Ms. Dimple Shah	Manager – Admissions	Member
5	Ms. Arpita Chauhan	Sr. Manager – HR	Member Secretary
6	Ms. Trupti Shetty	Representative from NGO – Deepak Foundation	Member (External)
7	Student Representatives (3)	To be nominated contextually based on case requirements	Special Invitee

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 01/10/26

Director I/C (Admin)

To,

1. Dr. Sanjukta Bose Goswami, Associate Professor, Dept. of Chemical Engg
2. Dr. Jahanvi Bansal, Sr. Assistant Professor, Dept. of Mgmt Studies
3. Dr. Trupti Gajaria, Sr. Assistant Professor, Dept. of Data Science
4. Ms. Dimple Shah, Manager- Admissions
5. Ms. Arpita Chauhan, Sr. Manager- HR

Cc:

1. President's Office, GSFC University For kind information please
2. Provost's Office, GSFC University
3. Registrar's Office, GSFC University
4. Dy. Director (Admin) & Director Campus Office, GSFC University
5. All Teaching Staff, GSFC University
6. All Non-Teaching Staff, GSFC University
7. All Students, GSFC University
8. Select File –Registrar, GSFC University