



Internal Complaint Committee

GSFC University

Office Order No. 5108

Date: 29th September 2021

1.0 Preamble:

GSFC University shall endeavor to provide safe environment for staff and students free from gender discrimination and sexual harassment of all forms of sexual intimidation and exploitation. The university makes its staff and students aware about the proper conduct to be followed at the campus and the penal actions for its implications.

2.0 GSFC University had established the Internal Complaint Committee vide Circular No. GSFCU/REGISTRAR/ICC/2019-20/2950 dated 12/09/2019 to uphold the dignity of women at GSFC University campus.

3.0 In view of the changes at organization management level, the subject the Internal Complaint committee is reconstituted as details in the table here under.

Sr. No	Name	Designation	Position held in GRC	Contact detail
1	Dr Saroj Shekhawat	Asst. Professor, SOS	Presiding Officer	saroj.shekhawat@gafcuniversity.ac.in M: 9099870530
2	Dr. Vaishali Shah	Asst. Professor, SOM	Member	vaishali.shah@gafcuniversity.ac.in M: 9879438117
3	Ms. Sneha Bajaj	Asst. Professor, SOT	Member	sneha.bajaj@gafcuniversity.ac.in M: 9379717612
4	Ms.Dimple Shah	Admission Officer	Member	dimple.shah@gafcuniversity.ac.in M: 9404188683



5	Ms. Arpita Chauhan	HR Officer	Member	arpita.chauhan@gafcuniversity.ac.in M: 9725451736
6	Three Student representative (To be nominated as and when the complaint is received)		Special Invitee	

- 4.0 The above committee shall facilitate to resolve the complaint in a fair and impartial manner, maintaining necessary confidentiality, as the case may be.
- 5.0 The roles and responsibilities of the subject shall be as detailed in the reference circular.
- 6.0 The committee shall remain in force till further order.

R.B. Panchal

Registrar & Director (Administration)

For display on: All Notice Board of GSFC University.

Through E-mail to:

1. President Office, GSFC University – For kind information please
2. Provost Office, GSFC University
3. Registrar Office, GSFC University
4. Deans / Associate Deans, GSFC University
5. All Teaching Staff, GSFC University
6. All Non-Teaching Staff, GSFC University
7. IT Department, GSFC University – To upload on GSFCU portal



Circular

GSFC University – Internal Complaint Committee (ICC)

1. Preamble:

Pursuant to the Directives of 'The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 ("Act"), notified by the Ministry of Law and Justice which has come into effect from 23 April 2013, Internal Complaint Committee (ICC) has been established at GSFC University to uphold the dignity of women at work.

GSFC University shall endeavour to provide safe environment for staff and students free from gender discrimination and sexual harassment of all forms of sexual intimidation and exploitation. The University shall make its staff and students aware about the proper conduct to be followed at the campus and the penal actions for its implications. All complaints will be thoroughly investigated and appropriate action will be taken promptly as per the guidelines.

The University has appointed the following members to its Internal Complaint Committee (ICC) as follows:

Sr. No.	Name	Designation	Position held in ICC	Phone Number
1	Dr. Saroj Shekhawat	Assistant Professor, SOS	Presiding Officer	0265-309-3863
2	Dr. Gaurav Saxena	Assistant Professor, SOT	Member	0265-309-3812
3	Ms. Abhilasha Vyas	Assistant Professor, SOT	Member	0265-309-3812
4	Ms. Dimple Shah	Admission Officer	Member	0265-309-3740
5	Ms. Arpita Chauhan	Administrative Assistant (HR)	Member	0265-309-3549
6	Three Students - As and when the matter is reported	Student	Member	
7		Student	Member	
8		Student	Member	
9	Ms. Salma Safree	External NGO/Association	Member	



2. Responsibilities of Internal Complaint Committee (ICC)

The Internal Compliant Committee (ICC) at GSFC University shall:

- Provide assistance if an employee or a student chooses to file a complaint with the police;
- Provide mechanisms of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining complaint's rights, and minimize the need for purely punitive approaches that lead to further resentment, separation or violence;
- Protect the safety of the complaint by not divulging the person's identity, and provide the mandatory relief by way of sanctioned leave or relaxation of attendance requirement or transfer to another department or supervisor as required during the pendency of the complaint, or also provide for the transfer of offender.
- Ensure that victims or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment; and
- Ensure prohibition of retaliation or adverse action against a covered individual because the employee or the student is engaged in protected activity.

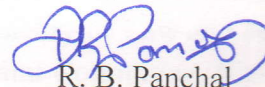
3. Complaints Mechanism

- Any student, service provider or a member of the academic or non-teaching staff may make, in writing, a complaint of sexual harassment at the workplace to any member of the Internal Complaints Committee, within a period of three months from the date of the last incident;
- Provided that where such complaint cannot be made in writing, the presiding officer or any member of the ICC as the case may be shall render all reasonable assistance to the complainant for making the complaint in writing;
- Provided further that the ICC for the reasons to be recorded in writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the complainant from filing a complaint within the said period;



- Friends, relatives, colleagues, co-students, psychologist, or any other associate of the victim may file the complaint in situation where the aggrieved person is unable to make a complaint on account of physical or mental incapacity or death.

The committee will function for tenure of three years (September 2019 to September 2022).


R. B. Panchal
Registrar

For Display on GSFC University all Notice Boards / Web Portal

Through E-mail to-

Dr. Nikhil Zaveri, Provost
Shri S. P. Bhatt, Director (Adm.),
Shri A. G. Dholakia, Dy. Director (Adm.)
Dr. Dinesh Garg, Dean I/c, SOS&M,
Dr. Nishith Parikh, Dean I/c, SOT,
IT Section, GSFCU

President, GSFC U.....for kind information please