

**INTER UNIVERSITY ACCELERATOR CENTRE
INTERNAL COMPLAINTS COMMITTEE**

Proforma for filing complaints of Sexual Harassment

The admission of this complaint is subject to physical validation through signature in the ICC by the complainant(s) within 24 hours of online submission.

I. Complainant(s):

Students/employees/contractual staff/visitors/users from other institutes or universities

Name	
Age	
Address	
IUAC/others	
Department and Designation	
Phone number	
Email	

II. Person(s) against whom the complaint is being lodged:

Students/employees/contractual staff/visitors/users from other institutes or universities

Name	
Age	
Address	
IUAC/others	
Department and Designation	
Phone number	
Email	

III. The Complaint:

1. Is the defendant known to the complainant?	
2. Is this the first incident of this kind? If yes, skip 3 and 4	
3. Were exactly the same person(s) involved? Specify further	
4. Was the first incident reported? To whom? When? What action if any was taken?	
5. Details about the incident starting from the most recent one, approximate dates (s), time(s) and location(s) of incident(s)	

6. Additional details of the complaint	
--	--

IV. Working Relationship:

Working Relationship(s) with Accused/Respondent	
---	--

Complaints file by

Signature:

Date:

Name

Place