



# The Sanskrit College and University

1, Bankim Chatterjee Street  
Kolkata – 700 073

## FORM I

### Proforma for Filling of Complaints of Sexual Harassment

*The processing of this complaint by the ICC is subject to physical validation through signature in presence of the Convenor and one of the members within 24 hours of online submission.*

*\*In order to ensure accessibility and confidentiality, the ICV will arrange for the signature to be collected from the complainant his/their place of residence/work inside the campus.*

#### **I. Complainant(s):**

Student/academic staff /non-teaching staff

Name	
Age	
Gender	
Address	
Department Registration No.	
Phone number	
Email	

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

Student/academic staff /non-teaching staff

Name	
Age	
Gender	
Address	
Department/ Section	
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? If no, specify further.	
4. Was the first incident reported? To whom? When? What action, if any was taken?	
5. Approximate date(s), time(s) and location(s) of incident(s), starting from the most recent.	

**Additional details of the complaint may be recorded here:**

**Complaint filed by**

Signature:

Date:

Name:

Place:

Aadhaar number: