

**JAMIA HAMDARD
INTERNAL COMPLAINTS COMMITTEE**

Proforma for Filing of Complaints of Sexual Harassment

I. Complainant(s):

Student/resident/academic staff/ non-teaching staff/outsider/service provider	
Name	
Age	
Sex	
Address	
Centre/School	
Phone number	
Email	

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

Student/resident/academic staff/ non-teaching staff/outsider/service provider	
Name(s)	
Age	
Sex	
Address	
Centre/School	
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.	
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IV Additional details of the complaint may be recorded here:

Complaint filed by

Signature:

Date:

Name:

Place: