

Proforma for Filing of Complaints of Sexual Harassment

I. Details of the Complainant(s):

(Student/resident/academic staff/ non-teaching staff/outsider/service provider)

1. Name	
2. Age	
3. Sex	
4. Address	
5. Department/College	
6. Phone number	
7. 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	
Department/College	
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.	

<p>4. Was the first incident reported? To whom? When? What action, if any was taken?</p>	
<p>5. Approximate date(s), time(s) and location(s) of incident(s), starting from the most recent.</p>	
<p>6. Details of the complaint may be recorded here:</p>	

Complaint filed by

Signature:

Name:

Date:

Place: