

TAGORE COLLEGE OF MANAGEMENT
INTERNAL COMPLAINTS COMMITTEE
ADMINISTRATION OFFICE, SAKRI, BILASPUR(C.G.) -495001, INDIA

FORM I

Performa for Filing of Complaints of Sexual Harassment

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

**In order to ensure accessibility and confidentiality for the VH/PH complainant(s), the ICC will arrange for the signature to be collected from them at their place of residence/work inside the campus.*

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.	

Additional details of the complaint may be recorded here:

Complaint filed by

Signature:

Date:

Name:

Place: