

Indira Gandhi Kala Mahavidyalaya, Ralegaon.District- Yavatmal

Proforma for Filing of Complaints to Internal Complaints Committee

I. Complainant(s):

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

| | |
|----------------------------------|--|
| Name | |
| Age | |
| Sex | |
| Designation or Nature of Duty | |
| Address | |
| Centre | |
| 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 | |
| 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

Date:

Signature:

Place:

Name: