**National Institute of Technology Jamshedpur**

***INTERNAL COMPLAINTS COMMITTEE***

Pro forma for filing of Complaint(s) of Sexual Harassment

1. **COMPLAINANT**

|  |  |
| --- | --- |
| Name |  |
| Age |  |
| Faculty/Staff/Student/Others |  |
| Sex |  |
| Address |  |
| Department |  |
| Phone Number |  |
| Email |  |

1. **PERSON (S) AGAINST WHOM THE COMPLAINT IS BEING LODGED**

|  |  |
| --- | --- |
| Name |  |
| Age |  |
| Faculty/Staff/Student/Others |  |
| Sex |  |
| Address |  |
| Department |  |
| Phone Number |  |
| Email |  |

1. **PARTIES’ WORKING RELAITONSHIP**
2. **THE COMPLAINT**

Description of the incident (should include date, day, timings and location of the incident(s))

1. **Additional details of the complaint may be attached**
   1. Enclosure
   2. List of witnesses
   3. Supporting documents, if any

Date: Signature:

Place: Name: