

# **SIR GURUDAS MAHAVIDYALAYA**

## **Internal Complaint Committee (ICC) Complaint Form**

### **Section A: Complainant Details**

1. **Full Name: (Use CAPITAL LETTER):**

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2. **Gender:**

Male		Female		Other (Please specify)	
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3. **Department (for student):** .....

4. **Program: (For Student):**    B.A (HONS)    B.SC (HONS)              B.COM (HONS)  
                                      B.A (GEN)    B.SC (GEN)              B. COM (GEN)

5. **Designation (For Staff):** .....

6. **Contact Information:**

- Phone Number: .....
- Email Address: .....

### **Section B: Details of the Complaint**

6. **Date(s) of Incident(s):** .....

7. **Time(s) of Incident(s):** .....

8. **Location(s) of Incident(s):** .....

9. **Name(s) of the person(s) against whom the complaint is being filed:**

- Person 1: .....
- Person 2: (if applicable) .....
- Person 3: (if applicable) .....

10. **Nature of Complaint:**

Sexual Harassment	Discrimination	Bullying	Other (Please specify):	
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11. **Detailed Description of the Incident(s):** (Please provide a detailed description of the incident(s) including the sequence of events, any conversations that took place, and the impact it had on you. Attach additional sheets if necessary.)

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**12. Witnesses (if any):**

- Name: .....
- Contact Information: .....
- Relationship to Complainant: .....

**Section C: Supporting Evidence**

**13. Supporting Documents/Evidence:** (Please list and attach any supporting documents or evidence such as emails, text messages, photographs, or any other relevant material.)

**Section D: Resolution Sought**

**14. What resolution or outcome are you seeking?** (Please specify your expectations from the committee, such as disciplinary action, mediation, counseling, etc.)

**Section E: Declaration**

**15. Declaration:** I hereby declare that the information provided in this complaint is true and accurate to the best of my knowledge and belief. I understand that providing false information may result in disciplinary action.

- Signature of Complainant:** .....
  - Date:** .....
- .....

**Section F: For ICC Use Only**

**Date of Receipt of Complaint:** .....

**Complaint Number:** .....

**Action Taken:** .....

- Acknowledgment Sent:** .....
- Investigation Initiated:** .....
- Resolution Date:** .....
- Remarks:** .....

**Please submit the completed form to the Internal Complaint Committee drop-box. For any assistance in filling out the form, you may contact the ICC.**

**Note: The information provided in this form will be kept confidential and will only be used to investigate and resolve the complaint.**