



TILAK EDUCATION SOCIETY'S

J. K. COLLEGE OF SCIENCE & COMMERCE

(Recognised by Govt. of Maharashtra & Affiliated to University of Mumbai)

PLOT NO. 22, SECTOR 5, GHANSOLI, NAVI MUMBAI - 400 701. PH. : 022-27540033, 27550033

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Internal Complaints Form

Filing of Sexual Harassment Complaint

This form can be used by any staff and student who wishes to lodge a complaint of Sexual Harassment in College Premises
(Any information / details provided by the Aggrieved Individual / Complainant shall be kept confidential)

Section 1:

Details of the Aggrieved Individual / Victim

Name	
Designation	
Division/Unit/Department	
Contact Number	
Address (office)	

(If applicable) Details of Complainant who is filling the form on behalf of the aggrieved individual / victim.

Name	
Relationship with Aggrieved Individual (Victim)	
Designation (if Complainant is an employee)	
Division/Unit/Dept (if Complainant is an employee)	
Contact number	
Address (office/administrative unit where the complainant works)	
Reason for which Aggrieved Individual is unable to file the complaint	<p>Physical incapacity <input type="checkbox"/></p> <p>Mental incapacity <input type="checkbox"/></p> <p>Death <input type="checkbox"/></p> <p>Any other reason <input type="text"/></p>

Section 2:

Details of the Alleged Harasser

Name	
Designation	
Division / Unit / Department	
Contact Number	
Address (place of work of the alleged harasser)	

Section 3:

Details of the Incident

Description of the incident	
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Other details (if the incident was repeated / any previous related incident)	
Date and Time of the Incident / Incidents	
Details witness /witnesses	1. 2. 3. 4. 5.
Details of any documents available (E.g. Messages, email, letter etc)	
Details of any persons contacted by the aggrieved individual after the incident (If any)	
Any other relevant information / comments	

Section 4:

Any additional information and comments if any:

Section 5:

Name of the Aggrieved Individual:

Signature

Date:

Name of the complainant (If applicable):

Signature

Date:

Please note: Signature of the Aggrieved Employee/Complainant on the bottom of every sheet.

- After Downloading Internal Complaint form, it has to be submitted to the Internal Complaint Committee Incharge.
- Duly filled form can be submitted to ICC in-charge in person or it can be posted to **J.K. College of Science and Commerce, Sector-5, Ghansoli.**