

Shri Shivaji College of Arts, Commerce and Science, Akola
Internal Complaints Committee (ICC)
Complaint Registration Form

1. Name of ICC:

2. Name of the Aggrieved Woman:

3. Category: Student/ Teacher/ Officer/ Non-teaching/ Contractual/ Other
(Tick whatever applicable).

If other then write in details:

4. Department / College / Institution:

5. Contact Details (Mobile / Email): Phone/ Mobile:

E-mail: _____

6. Name of the Respondent:

7. Designation / Status of Respondent:

8. Relationship with Respondent (if any):

9. Date(s) of Incident(s):

10. Place(s) of Incident(s):

11. Detailed Description of the Incident(s):

12. Names of Witnesses (if any):

13. Supporting Documents / Evidence (if any): Attach separate sheet)

14. Relief Sought (Interim / Final):

Declaration: I hereby declare that the information furnished above is true and correct to the best of my knowledge.

Signature of Complainant

Date:

Place:

Acknowledgement of Receipt of Complaint

This is to acknowledge receipt of the complaint dated _____
received from Ms. _____
by the Internal Complaints Committee
(ICC).

The complaint has been registered under ICC Case No. _____ / 20 ____ and
shall be processed as per prescribed provisions.

Presiding Officer, ICC

Date:

Seal:

ANNEXURE- II

**Shri Shivaji College of Arts, Commerce and Science, Akola
Internal Complaints Committee (ICC)
Notice to the Respondent**

To,

You are hereby informed that a complaint alleging sexual harassment has been received against you by the Internal Complaints Committee (ICC).

You are required to submit a written reply, along with supporting documents and list of witnesses, within 10 days from receipt of this notice.

Failure to respond within the stipulated period shall not stall the inquiry proceedings.

Presiding Officer, ICC

Date:

Seal:

Shri Shivaji College of Arts, Commerce and Science, Akola
Internal Complaints Committee (ICC)
Reply Statement of the Respondent

1. Name of Respondent: _____

2. Case Reference No. : _____

3. Point-wise Reply to Allegations: (Attach Separate Sheet)

4. List of Documents Submitted:

5. List of Witnesses (if any):

Declaration: I affirm that the above statement is true to the best of my knowledge.

Signature of Respondent

Date:

Place:

Shri Shivaji College of Arts, Commerce and Science, Akola
Internal Complaints Committee (ICC)
Proceedings Record / Hearing Minutes

Date of Hearing: _____

Venue: _____

Members Present:

Parties Present:

Witness Present:

Documents on Record (With Numbers):

Summary of Proceedings: (Attach Separate Sheet)

Statements Recorded: (Attach Separate Sheet)

Documents Produced:

Signatures of ICC Members

ANNEXURE- V

**Shri Shivaji College of Arts, Commerce and Science, Akola
Internal Complaints Committee (ICC)
Witness Statement Format**

1. Name of Witness (Aggrieved Party/ Respondent):

2. Address & Contact Details:

3. Relationship with Parties:

4. Statement / Deposition: (Attach Separate Sheet)

Declaration: I declare that the statement given above is true and voluntarily made.

Signature of Witness

Date:

Shri Shivaji College of Arts, Commerce and Science, Akola
Internal Complaints Committee (ICC)
Conciliation Settlement Record (If Applicable)

This is to record that on the request of the aggrieved woman, conciliation proceedings were conducted by the ICC on_____

Terms of Settlement:

Undertakings by Respondent:

No monetary settlement has been made.

Signatures:

Aggrieved Woman Respondent Presiding Officer, ICC

Date:

ANNEXURE- VII

**Shri Shivaji College of Arts, Commerce and Science, Akola
Internal Complaints Committee (ICC)
Interim Relief Recommendation Format**

Based on prima facie assessment, the ICC recommends the following interim measures:

1. Grant of leave (up to 3 months)
2. Transfer of complainant/respondent
3. Restriction on interaction
4. Any other protective measure:

Presiding Officer, ICC _____

Date:

ANNEXURE- VIII

**Shri Shivaji College of Arts, Commerce and Science, Akola
Internal Complaints Committee (ICC)
Inquiry Report of ICC**

1. Case Reference Number:

2. Brief Facts of the Case: (Attach Separate Sheet)

3. Issues for Determination:

4. Summary of Evidence: (Attach Separate Sheet)

5. Findings of the ICC: (Attach Separate Sheet)

6. Conclusion: (Attach Separate Sheet)

7. Recommendations (Shall be concise and clear) (Punitive / Reformatory /
Compensation): (Attach Separate Sheet)

Signed by all ICC Members

Date:

ANNEXURE- IX

**Shri Shivaji College of Arts, Commerce and Science, Akola
Internal Complaints Committee (ICC)
Final Action Taken Report**

1) Authority Receiving Report:

2) Decision Taken:

3) Penalty / Relief Granted:

4) Date of Implementation:

(Enclose the minutes of Management Council or College Development Committee)

Signature of Head of the institution

Date:

Seal