



NADAR SARASWATHI COLLEGE OF ENGINEERING & TECHNOLOGY



Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai
Accredited by NAAC with "A" Grade
An ISO 9001 : 2015 Certified Institution
Vadapudupatti, Annanji (po), Theni - 625 531

Internal Complaints Committee – Complaint Form

Instructions:

This form is to be filled by any student, faculty, or staff member who wishes to report an incident of sexual harassment. Please provide as much detail as possible. All information will be treated with strict confidentiality.

Complainant Details

Full Name: _____
Gender: ☐ Male ☐ Female ☐ Other
Designation: ☐ UG Student ☐ PG Student ☐ Research Scholar ☐ Faculty ☐ Staff
Department / Program: _____
Roll Number / Employee ID: _____
Contact Number: _____
Email ID: _____

Respondent Details

Name of the Person Complained Against: _____
Designation / Department (if known): _____

Incident Details

Date(s) and Time(s) of Incident(s): _____
Location(s) of Incident(s): _____
Description of the Incident:
(Attach additional sheets if necessary)
Witnesses (if any): _____
Supporting Documents Attached: ☐ Yes ☐ No
(If yes, list them: _____)

Declaration

☐ I hereby declare that the information provided above is true to the best of my knowledge. I understand that any false complaint is liable for disciplinary action as per institutional policy.

Signature: _____

Date: ____ / ____ / ____