



# NETAJI SUBHAS OPEN UNIVERSITY

Established By W.B. Act (XIX) of 1997, Recognized by U.G.C.

DD-26, Salt Lake City, Kolkata-700064

Website: [www.wbnsou.ac.in](http://www.wbnsou.ac.in)

## **PROFORMA for Lodging Complaints on Sexual Harassment**

### **I. Complainant(s):**

**Student/resident/academic staff/non-teaching staff/outsider/service provider**

1	<b>Name</b>	
2	<b>Designation/Status/Post</b>	
3	<b>Age</b>	
4	<b>Gender</b>	
5	<b>Department</b>	
6	<b>HQ/ Regional Campus/ Study Centre</b>	
7	<b>Address</b>	
8	<b>Phone Number</b>	
9	<b>Email</b>	

### **II. Person(s) against whom the complaint is being lodged:**

**Student/resident/academic staff/non-teaching staff/outsider/service provider**

1	<b>Name</b>	
2	<b>Designation/Status/Post</b>	
3	<b>Age</b>	
4	<b>Gender</b>	
5	<b>Department</b>	
6	<b>HQ/ Regional Campus/ Study Centre</b>	
7	<b>Address</b>	
8	<b>Phone Number</b>	
9	<b>Email</b>	

### **III. The Complaint:**

1	<b>Type(s) of Harassment</b>	
2	<b>Is the defendant known to the</b>	



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	<b>complainant?</b>	
3	<b>Is this the first incident of this kind? If yes, skip 4 and 5</b>	
4	<b>Were exactly the same person(s) involved? If no, specify further.</b>	
5	<b>Was the first incident reported? To whom? When? What action, if any was taken?</b>	
6	<b>Approximate date(s), time (s) and location(s) of incident(s), starting from the most recent.</b>	

### III. Additional details of the complaint may be recorded here:

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### IV. Eye witness (Name, Address, Email and Mobile number)

1. ....
2. ....
3. ....

### V. Proper Evidences: Video clippings, recording or documents etc. (If any)

1. -----
2. -----
3. -----

**Complaint filed by**

**Signature:** .....

**Date & time:** .....