

Bangabasi Morning College
19, Rajkumar Chakraborty Sarani, Kolkata 700009

Internal Complaint Committee Grievance Form

Note: 1.

1. The form contains 2 sections: Section A: Details of person, Section B: Details of Grievance
2. Anonymous complaints will not be entertained. However, if any student feels that the complaint is serious and wishes not to reveal his/her identity, he/she can approach directly to Principal. If the aggrieved woman is incapable of filing the complaint due to any reason, the POSH Act and rules permit a third person to institute a complain on her behalf.
3. An aggrieved woman is required to submit her complaint along with required documents, disclosing the witnesses, within three months from the date of the incident. The timeline for instituting the complaint may be extended by the committee if sufficient cause for the delay is displayed.

Date: _____

Section A

1) Name: _____

2) Address: _____

3) Contact No.: _____

Section B

Details of Grievance: _____

Enclose Supporting document, if any.

I hereby declare that the grievance is true to the best of my knowledge. If it is proved to be made with

wrong intention, I understand that I will be liable for any action to be taken by authorities.

Signature of Complainant