



USHA MARTIN UNIVERSITY

Village Narayansoso, Near Angara Block Office, Ranchi - Purulia Highway, Angara,
Ranchi - 835103, Jharkhand

COMPLAINT FORM

(FOR RAGGING & SEXUAL HARRASSMENT ISSUES ONLY)

COMPLAINANT DETAILS – RECORD & RECEIVE	
COMPLAINANT NAME (OPTIONAL)	
DETAILS OF COMPLAINANT (OPTIONAL)	
PHONE NUMBER OF COMPLAINANT (OPTIONAL)	
ADDRESS OF COMPLAINANT (OPTIONAL)	
DESCRIPTION OF THE COMPLAINT	
DATE & TIME OF COMPLAINT	
PLACE OF COMPLAINT	
SIGNATURE OF COMPLAINANT	
COMPLAINT RECIEVED BY INCHARGE (SIGNATURE WITH DATE)	

TO BE FILLED BY AR / ICCW COMMITTEE CHAIRPERSON ONLY

FORMATION OF RAPID TASK FORCE	YES	NO
MEMBERS ALLOTTED FOR THE REVIEW OF INCIDENT		
VERIFICATION OF COMPLAINT BY TASK FORCE & ENQUIRY REPORT SUBMITTED (WITHIN 24 HOURS)		
LEVEL OF SERIOUSNESS	1 2 3 4 5 6 7 8 9 10	
INTERACTION WITH ALL STAKEHOLDERS IN THE COMPLAINT DONE	YES	NO
OBSERVATION / ENQUIRY REPORT WITH DATE & TIME		
FEEDBACK COMPLAINANT GIVEN TO	YES	NO
DETAILS OF FIR FILED WITH LOCAL POLICE STATION		
ESCALATION REQUEST (AT INSTITUTIONAL LEVEL)		
REQUEST RECEIVED	YES	NO
REQUEST RECEIVED FROM	REVIEW TEAM	COMPLAINANT
ESCALATION REQUIRED	YES	NO
ESCALATED TO		
OBSERVATION REPORT FROM ESCALATED LEVEL		
ANALYSE & ACTION (AT INSTITUTIONAL LEVEL)		

TYPE OF ACTION TAKEN IN CONSENSUS WITH ARC / ICCW	CONCILIATION & SETTLEMENT	SANCTION & PENALTY
SUMMARY OF ACTION TAKEN WITH DATE / TIME		
MEDIATOR NAME (IF ANY)		
SIGNATURE OF INCHARGE		