

# Writing a Complaint of Sexual Harassment to the Internal Committee

In accordance with the **Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 ("POSH Act")** and the Indian Statistical Institute's policy on prevention of sexual harassment, the following are the steps to be followed by any student, research scholar, or staff member in preparing and submitting a formal complaint of sexual harassment to the Internal Committee of the Institute.

## **1. Timelines for submission of complaint**

A written complaint/email should ordinarily be filed **within three (03) months** of the date of the incident or the last incident in a series of events. In exceptional circumstances, the IC may extend this period by an additional **three (03) months**, provided reasons for such delay are recorded in writing.

## **2. Format and contents of the complaint**

The complaint must be clear, factual, and comprehensive, setting out all material particulars. It should contain:

- **Details of the Complainant** – Full name, course/department, and contact information/Address/Email id.
- **Details of the Respondent** – Name, designation/year, address, contact details of the Respondent/Address/Email Id/Phone No (if known) including the institutional relationship between the parties (e.g., faculty-student, senior-junior, research guide-scholar, project collaborators, etc. )
- **Date, time, and location** of the alleged incident(s).
- **Description of the conduct complained of**, including the specific words, acts, gestures, or behaviour.
- **Names of witnesses**, if any, and a description of their relevance.
- **Supporting documents or evidence** such as emails, messages, photographs, screenshots or call detail records.
- **Details of the counseling/treatment sought (if any)**
- **Relief sought**, such as interim measures or specific action requested



### **3. Mode of submission**

- The complaint must be signed and submitted in writing to the Presiding Officer/any member of the IC, or sent from the Complainant's official email ID to the IC's designated email address.
- In case the Complainant is unable to file in writing, the IC is required to assist in recording the complaint verbatim, to be read over and signed by the Complainant.
- If the Complainant is unable to make complaint on account of her mental incapacity, a complaint can be filed by:
  - Their relative or friend;
  - A special educator;
  - A qualified psychiatrist or psychologist;
  - The guardian or authority under whose care she is receiving treatment or care;
  - A copy of the submitted complaint should be retained by the Complainant for records.

### **4. Confidentiality and non-retaliation**

All complaints and proceedings before the IC are strictly confidential under law. No person involved shall disclose the identity of the parties or details of the inquiry. The Institute will ensure that no retaliatory or adverse action is taken against the complainant for approaching the IC.

### **5. Next steps by the IC**

Upon receipt of the complaint, the IC will:

- Provide a written acknowledgement to the Complainant;
- Share a copy with the Respondent within seven (07) working days;
- Initiate the inquiry within ten (10) days, to be completed within ninety days;
- Ensure that both parties are given a full and fair opportunity to present their case.

# Resources for Students

## On-Campus Resources

- **Internal Committee (IC):** Primary mechanism for addressing sexual harassment complaints
- **Student Counselling Services:** Confidential support for mental health concerns
- **Health Centre:** Medical support and documentation when needed
- **Women's Development Cell:** Advocacy and awareness programmes
- **Student Welfare Officer:** Guidance on institutional policies and procedures
- **Anti-Ragging Committee:** Addresses harassment that may fall under ragging
- **Security Services:** Immediate assistance for safety concerns

## External Resources

- **National Commission for Women:** [www.ncw.nic.in](http://www.ncw.nic.in)
- **UGC SAKSHAM Portal:** Online platform for resources and reporting
- **Women Helpline:** 1091 (24-hour national helpline)
- **Student Helpline:** 1800-572-5555 (MHRD helpline)
- **Legal Services Authority:** Free legal aid for students
- **SHe-Box Portal:** Online complaint system for sexual harassment
- **Local NGOs:** Many cities have NGOs specialising in gender issues
- **State Women's Commission:** State-level authority for assistance, complaints, and monitoring of harassment cases.
- **Local Police / Cyber Crime Cell:** For emergency protection, FIRs, and cases involving digital harassment.