



# ASUFII CHRISTIAN INSTITUTE (ACI)

(Affiliated to Manipur University)

Recognised Under Section 2(f) & 12 (B) of the UGC Act, 1956

(Govt. Aided & NAAC Accredited)

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## ASUFII CHRISTIAN INSTITUTE (ACI), PUNANAMEI, MAO

### Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Policy

#### 1. Preamble

Asufii Christian Institute (ACI) is committed to creating and maintaining an academic and work environment free of sexual harassment and gender discrimination. Every member of the ACI community — students, faculty, staff, and visitors — has the right to be treated with dignity and respect.

This policy is framed in accordance with the provisions of the **Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013**, the **Rules of 2013**, and the **UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015**.

#### 2. Objective

The objectives of this policy are to:

- Prevent sexual harassment of women at ACI.
- Ensure protection and support for those affected.
- Provide a fair, confidential, and timely mechanism for redressal of complaints.
- Promote awareness and gender sensitivity within the institution.
- Uphold the values of equality, dignity, and mutual respect in all campus interactions.

#### 3. Scope and Applicability

This policy applies to:

- All **students, teaching and non-teaching staff, contractual staff, and visitors** of ACI.
- All incidents of sexual harassment **occurring on the campus or off-campus** when connected to an official function, activity, or event of the college.

#### 4. Definition of Sexual Harassment

As per Section 2(n) of the POSH Act, “sexual harassment” includes any unwelcome act or behaviour (whether directly or by implication) such as:

1. Physical contact and advances;
2. A demand or request for sexual favours;
3. Making sexually coloured remarks;
4. Showing pornography;
5. Any other unwelcome physical, verbal, or non-verbal conduct of a sexual nature.

#### 5. Institutional Mechanism: Internal Complaints Committee (ICC)

In compliance with Section 4 of the POSH Act, ACI shall constitute an **Internal Complaints Committee (ICC)** to deal with cases of sexual harassment.

##### Composition

- **Convener** : A senior woman faculty member.
- **4 Faculty Members** : With experience or interest in gender equity.
- **2 Non-Teaching Staff Member.**
- **One External Member:** From an NGO or association committed to women's rights or possessing legal/social experience.

**Tenure:** Members shall serve for a term of **three years**.

## 6. Roles and Responsibilities of ICC

The ICC shall:

- Receive and address complaints of sexual harassment.
- Conduct fair, prompt, and confidential inquiries.
- Recommend appropriate action to the Principal or Management.
- Conduct awareness and sensitization programs for students and staff.
- Submit an **annual report** to the Principal and governing body.

## 7. Procedure for Filing a Complaint

### 1. Who can file:

Any aggrieved woman (student, staff, or visitor) who believes she has been subjected to sexual harassment.

### 2. How to file:

- The complaint must be made **in writing** to the ICC **within one month** of the incident (extendable by another one month if justified).
- It may be submitted **in person**, by **email**, or in a **sealed envelope** addressed to the **Convener, ICC**.

### 3. Assistance:

If the complainant is unable to make a written complaint, the ICC shall assist her in doing so.

### 4. Confidentiality:

All complaints and proceedings will be treated with **strict confidentiality**.

## 8. Inquiry Procedure

- The ICC shall notify the respondent and begin inquiry within **7 working days** of receiving the complaint.
- Both parties shall be given equal opportunities to present their case, evidence, and witnesses.
- The inquiry must be completed within **30 days**.
- A report shall be submitted to the Principal within **5 days** of completion.
- Based on the recommendations of the ICC, the Management shall take appropriate action within **30 days**.

## 9. Possible Actions and Penalties

Depending on the severity of the case, actions may include:

- Written apology, warning, reprimand, or counselling.
- Withholding pay increment, or academic privileges.
- Suspension, termination, or expulsion from the institution.
- Any other action as deemed appropriate under institutional rules

## 10. False or Malicious Complaints

If the ICC concludes that the complaint was **malicious or made with false intent**, it may recommend action against the complainant.

However, **failure to substantiate a complaint does not automatically mean it was false**.

## 11. Awareness and Sensitization

ACI shall:

- Display details of this policy and ICC composition prominently on campus and on the website.
- Organize periodic awareness, orientation, and gender sensitization programs for students and employees.
- Observe an annual “Gender Sensitization Week” to reinforce awareness of this policy.

## 12. Confidentiality

All proceedings, recommendations, and records of the ICC shall be kept confidential. Disclosure of any information related to the case without authorization will invite disciplinary action.

## 13. Monitoring and Reporting

The ICC shall submit an **annual report** to the Principal and the Governing Board containing:

- Number of complaints received;
- Number of cases disposed of;

- Nature of action taken;
- Measures undertaken for awareness.

#### **14. Implementation**

The **Principal of ACI** shall be responsible for implementation of this policy and ensuring compliance with the provisions of the POSH Act and UGC Regulations.

#### **15. Effective Date**

This policy shall come into force with effect from 10<sup>th</sup> July 2025 and shall remain in operation until amended or replaced by the competent authority.

#### **Committee:**

Sl No	Name	Designation	Contact
1.	Kaini Lokho	Convener	
2.	VL Mayasing	Co-Convener	
3.	K. Ela	NGO Representative	
4.	Ashuni	Teaching Faculty	
5.	L. Onia	Non-Teaching	
6.	Kaikhohriiziini	Non-Teaching	
7.	Dr. Diwakar Kshetriya	Teaching Faculty	
8.	K. Athishu	Teaching Faculty	