



ASUFII CHRISTIAN INSTITUTE (ACI)

(Affiliated to Manipur University)

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

(Govt. Aided & NAAC Accredited)

Punanamei, Mao, Senapati District, Manipur - 795150

E-mail: acimao2010@gmail.com Phone: +919612463882

Ref No: ACI/ADM/25-26/02

Date: 18-11-2025

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 months** 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 10th 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.	Kaikho Hriiziini	Non-Teaching	
7.	Dr. Diwakar Kshetriya	Teaching Faculty	
8.	K. Athishu	Teaching Faculty	