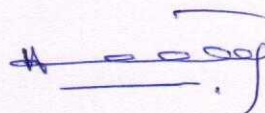


POSH* Policy
As mandated under SEXUAL HARASSMENT
OF WOMEN AT WORKPLACE
(PREVENTION, PROHIBITION AND REDRESSAL) ACT 2013

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ACE ENGINEERING COLLEGE

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1. Preamble

ACE Engineering College ("the College") is committed to provide a safe, respectful, and inclusive environment for students, faculty, staff, visitors, and contractors. This policy ensures compliance with The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 ("the Act") and related rules.

2. Objective

- Prevent and prohibit sexual harassment at the College.
- Provide a fair, confidential, and prompt redressal mechanism for complaints.
- Promote awareness and a culture of dignity and equality.

3. Scope

This policy applies to:

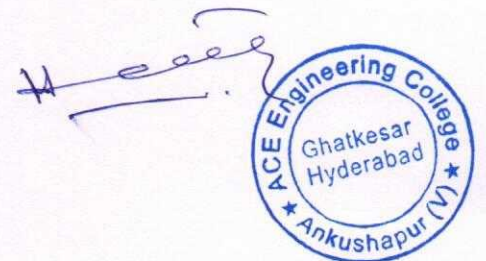
- All employees (teaching, non teaching, contractual, temporary, interns).
- Students and research scholars.
- Visitors, vendors, or third parties on College premises or connected to College activities.

Workplace includes classrooms, labs, hostels, buses, field trips, online classes, and any place visited as part of official duty.

4. Definition of Sexual Harassment

As per Section 2(n) of the Act, sexual harassment includes (but is not limited to):

- Unwelcome physical contact and advances.
- Demand or request for sexual favours.
- Making sexually coloured remarks, jokes, or gestures.
- Showing pornography or obscene material.



- Any unwelcome physical, verbal, or non verbal conduct of a sexual nature.
- Creating an intimidating, hostile, or offensive work or academic environment.

5. Internal Committee (IC)

Constitution (as per Section 4 of the said Act):

- Presiding Officer: A senior woman employee/faculty.
- Two or more members from employees, preferably committed to women's causes or experienced in social work/legal knowledge.
- One external member from an NGO or association familiar with issues of sexual harassment or a person with required expertise in this area.

Tenure: 3 years and it shall be ensured that 50% of the IC composition shall be women.

Functions:

- Receive and investigate complaints.
- Recommend interim relief during inquiry.
- Submit findings and recommendations to the employer/management.

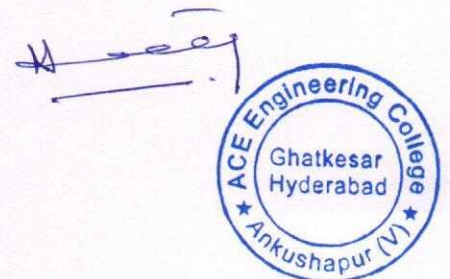
Contact Details of IC Members (to be updated annually and displayed prominently). The designated email address for POSH matters is **grievance.ic@aceec.ac.in**

6. Complaint Mechanism

- Who may complain: Any aggrieved woman, or any authorised person on her behalf (if she is unable to).
- Time limit: Within 3 months of the incident (extendable by IC for another 3 months with reasons).
- How to complain: Written complaint to the Presiding Officer or IC email. Assistance will be provided if the complainant is unable to write.

7. Inquiry Procedure

- Inquiry is to commence within 7 days of receiving the complaint.
- Both parties are to be given equal opportunity to be heard and present evidence.



- Proceedings are confidential and follow the Principles of natural justice.
- Inquiry to be completed within 90 days.
- Report to be submitted within 10 days to the Management.
- Action on IC's recommendations to be taken by the College within 60 days.

8. Interim Relief (as per Section 12)

During the inquiry, on written request of the aggrieved woman, the IC may recommend:

- Transfer of the complainant or respondent.
- Granting leave to the complainant up to 3 months.
- Any other relief as deemed appropriate.

9. Penalties & Disciplinary Action

If the complaint is proved, the Management will impose appropriate action, which may include:

- Written apology or warning.
- Withholding promotion or pay rise.
- Suspension, termination, or expulsion (for students as per disciplinary rules).
- Mandatory counselling.

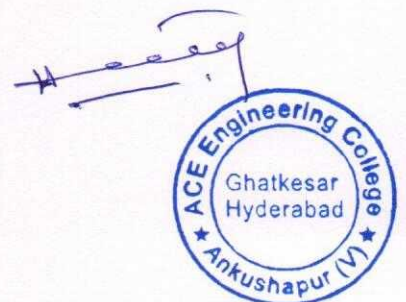
If a complaint is found to be malicious or false, action may be taken against the complainant in accordance with the Act, but mere inability to prove a complaint does not mean it is false.

10. Confidentiality

All proceedings, identities, and recommendations are strictly confidential under Section 16 of the Act.

11. Awareness & Training

- Annual awareness programmes for students, faculty, and staff.
- Display of the IC's details and this Policy on notice boards, college website, and key campus locations.



12. Protection Against Retaliation

The College prohibits victimisation or retaliation against any complainant, witness, or IC member.

13. Appeal

Either party may appeal against the IC's recommendations within 90 days to the appropriate appellate authority as per the Act.

14. Employer's Responsibility

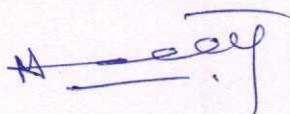
The College shall:

- Provide a safe working and learning environment.
- Assist the complainant in filing a police complaint if desired.
- Ensure implementation of IC recommendations.
- Submit annual POSH compliance reports to the District Officer

15. Review & Amendment

This policy will be reviewed annually or whenever required to comply with changes in the law.

Approved by:



General Secretary
ACE ENGINEERING COLLEGE

