

Ramakrishna Mission, Imphal
(A unit of Ramakrishna Mission, Belur Math, Howrah, West Bengal)
Babupara, Opp-Old Secretariat Office, Imphal West, Manipur-795001

OFFICE ORDER

Date: 15.06.2026

Subject: Constitution of Internal Complaints Committee (ICC)
(Under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013)

In pursuance of the provisions of Section 4 of the *Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013*, the Managing Committee of the **Ramakrishna Mission, Imphal** hereby constitutes the **Internal Complaints Committee (ICC)** to address complaints relating to sexual harassment at the workplace.

The Committee shall function in accordance with the provisions of the Act and rules framed thereunder.

1. Constitution of the Committee

The Internal Complaints Committee shall consist of the following members:

Sl. No.	Name	Designation	Role in ICC
1	Dr. Madhu Khumanthem	Physiotherapist	Presiding Officer
2	Sunanda Athokpam	Coordinator	Member
3	Tensubam Satyapriya Devi	Counsellor	Member
4	Arambam Kebi Leima	TGT	Member
5	Mrs. Khoisnam Sarma	[External Member NGO/Legal Expert]	External Member

2. Tenure of the Committee

The members of the ICC shall hold office for a period of **two (2) years** from the date of this notification, unless otherwise reconstituted earlier.

3. Jurisdiction

The ICC shall have jurisdiction over:

- All employees (teaching, non-teaching, contractual, temporary)
- Students, volunteers, and visitors
- All premises of the Institution, including places visited in connection with official work

4. Powers and Functions

The ICC shall:

- Receive and inquire into complaints of sexual harassment
- Conduct a fair and impartial inquiry in a time-bound manner
- Recommend appropriate disciplinary action to the Management
- Provide interim relief and support to the complainant
- Ensure strict confidentiality of proceedings

5. Complaint Mechanism

Any aggrieved woman may submit a written complaint to:

- The Presiding Officer, or
- Any member of the ICC

within **three (3) months** from the date of the incident.

6. Compliance

All employees, students, and associated persons of the Institution are required to:

- Cooperate with the ICC during inquiries
- Maintain confidentiality
- Abide by the provisions of the Act and institutional policy

7. Confidentiality

All proceedings of the ICC shall be strictly confidential. Any breach shall invite disciplinary action.

8. Reporting

The ICC shall submit:

- Quarterly reports to the Management
- Annual report as required under the Act

This order comes into effect immediately.



Swami Atmavikasananda

(Swami Atmavikasananda)

Secretary

Ramakrishna Mission, Imphal

Copy to:

- All Departments
- Notice Board
- Office File
- ICC Members