

Policies protecting those reporting discrimination

Policy No. PRD 2023

KARE/IQAC/PRD/2023/02



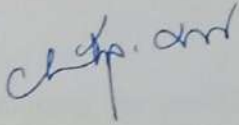
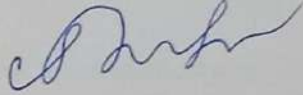
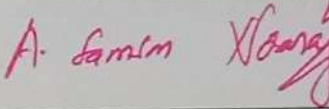

Approved by BoM on 24.01.2023

INTERNAL COMPLAINT COMMITTEE

KALASALINGAM ACADEMY OF RESEARCH AND EDUCATION
(Deemed to be University)
(Under the section 3 of the UGC Act 1956)
Anand Nagar, Krishnankoil-626126, Srivilliputtur (via), Tamil Nadu, India.
Phone: 04563-289042, FAX: 04563-289322
www.kalasalingam.ac.in email: info@kalasalingam.ac.in

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(Deemed to be University)
(Under the section 3 of the UGC Act 1956)
Anand Nagar, Krishnankoil-626126, Srivilliputtur (via), Tamil Nadu, India.

Policy Preparation and Verification Team

Prepared by	Dr. M.S. Revathy ICC, Member	
Reviewed by	Dr. R. Ramalakshmi, Presiding Officer	
Recommended by	Student Affairs	
Approved by	Vice Chancellor	

Policies protecting those reporting discrimination

1. Non-Retaliation Policy

- **Policy Statement:** KARE strictly prohibits any form of retaliation, including intimidation, harassment, or adverse actions, against individuals who report discrimination in good faith.
- **Implementation:** *Disciplinary action, including suspension or dismissal, will be taken against anyone found retaliating against a whistleblower. Individuals who report discrimination in good faith are protected from academic, employment, or social repercussions.*

2. Confidentiality Protection Policy

- **Policy Statement:** KARE is committed to maintaining the confidentiality of individuals reporting discrimination to the fullest extent possible. Any information shared during the investigation will be handled discreetly to protect the identities of both the reporter and the accused.
- **Implementation:** *Only those directly involved in the investigation process will access relevant information. The institution will take reasonable steps to prevent disclosure of the whistleblower's identity without consent, except when required by law.*

3. Anonymous Reporting Option

- **Policy Statement:** KARE provides an option for individuals to report discrimination anonymously, enabling them to come forward without fear of exposure or retaliation.
- **Implementation:** *An online platform and a secure, anonymous drop box will be available for individuals to report discrimination incidents. Anonymous reports will receive the same attention and investigation as named reports, though limited information may affect follow-up capabilities.*

4. Fair Investigation Policy

- **Policy Statement:** KARE ensures that all reports of discrimination are investigated impartially, fairly, and in a timely manner.
- **Implementation:** *A trained, gender-diverse investigative team will conduct the inquiry.*

5. Support and Counselling Services

- **Policy Statement:** KARE provides support resources, including counselling and emotional support, to individuals who report discrimination.
- **Implementation:** *The institution's counselling centre will offer services to support whistleblowers in dealing with the emotional impact of reporting, with additional support channels accessible if needed.*

6. Clear Communication of Reporting Procedures

- **Policy Statement:** KARE will ensure that all students, faculty, and staff are clearly informed about the procedures for reporting discrimination and the protections afforded to those who come forward.
- **Implementation:** *Comprehensive guides and orientation sessions on reporting procedures and protections will be conducted. Information on how to report and where to seek assistance will be made visible on the institution's website, notice boards.*




Vice-Chancellor

Dr. S. NARAYANAN
Vice - Chancellor

Copy submitted to the Chancellor & Vice Presidents - for the favour of information
CC to: Registrar, Controller of Examinations, Directors and Deans
CC to: All HoDs with request to circulate among Faculty members and Web Admin