

WHISTLE BLOWER POLICY



CHARUSAT
CHAROTAR UNIVERSITY OF SCIENCE AND TECHNOLOGY

Charotar University of Science and Technology
CHARUSAT Campus, Off. Petlad Highway, At & Post - Changa,
Taluka: Petlad, Dist: Anand 388 421, Gujarat (India)

1. PREAMBLE

The CHARUSAT university believes in upholding high standard of integrity and ethical behaviour and strives to confirm in all its actions to this core value. The university is engaged with several stakeholders, each being critical in helping the university to achieve its vision and mission. Employees are expected to observe high moral by following right conduct with honesty and that too without any fear.

The purpose of the Whistle Blowing is to correct something wrong or illegal and not to serve any personal advancement i.e it has to be done in good faith and for the betterment of the functioning of the university (i.e academic and administrative).

2. SCOPE OF THE POLICY

This policy is meant to govern disclosure of the information which is in the public interest, to report their genuine concerns or grievances about unethical practices (actual or suspected), fraud, violation of code of conducts or having reasonable belief of the person making such disclosure (i.e the whistle blower) who indicate any one or more of the following 'Serious Violation' in relation to any constituent institute, department, hostel, canteen / mess, centres and or other facilities of the university.

1. Academic or professional malpractices
2. Criminal activity
3. Failure to comply any laws or legal obligations
4. Failure to comply with Regulations or Ordinances or any other applicable rules of the institute
5. Impropriety in official actions or ethical violation
6. Corruption or bribery or related special offerings
7. Endangering health and safety
8. Causing damage to the environment
9. Any attempt to commit, conceal or misrepresent on any of above

Anything which is not covered above, but has severe implication which damages / harm overall image of the university, will also be covered as serious violation. The above list is not exhaustive and is subject to inclusion of various / other unethical practices.

The information being disclosed or any allegation being made has to be true and have verifiable documents to the extent which is feasible so as to enable any further progress in the matter. No anonymous / pseudonymous (i.e under false name) communication shall be considered.

3. APPLICABILITY OF THE POLICY (i.e Whistle Blower)

This policy shall apply to all the following ;

1. Stakeholders i.e retired faculty / staff members, alumni, parents of the student, official visitors, vendors, consultants, donors, institutional collaborators, invited guests etc.
2. Faculty members i.e all permanent, contractual, adjunct, visiting or guest faculty members
3. Non-academic Staff members i.e all permanent, contractual and outsourced workers
4. Any students of the constituent institutes of the university

4. PROCEDURE OF REPORTING & CONDUCTING ENQUIRY

The whistle blower must disclose his/her identity as information received from any anonymous employee / stake holder(s) will not be considered for further investigation. This policy is not meant to express ones' grievances or for making malicious allegations against any employee / authority of

the university. The reported information should be genuine and significant having sufficient documents to support the allegation.

Any person covered within the scope of this policy as "Whistle Blower" is encouraged to, in good faith promptly to disclose information about any serious violation observed in the university or its constituent institutions. Such disclosure of the information can be done in writing through duly signed letter / though email to the authority of the university along with relevant supportive. If gravity of severity is high then he/she is free to inform such conduct directly to the President, CHARUSAT. Disclosure of the information can also be done orally which shall be recorded and affirmed through signature of the whistle blower along with clear mention of the date and signature.

There shall be no retaliatory or discriminatory action against any employee of the university for disclosing any untoward incidences, unethical practices, dishonest conduct etc. However, in case of serious misleading information or malicious allegations; appropriate disciplinary action will be taken. Confidentiality of the whistle blower shall be maintained and the same would be disclosed with prior approval of the whistle blower on a Need-to-need basis.

On receiving the information, the authority of the university will proceed to review the facts of the matter and if found necessary; will set up an enquiry committee to investigate the matter and recommend the action to be taken, if any. While constituting such committee, the authority of the university should ensure that nominated members bears the necessary competence and expertise to address the nature of issues involved in the particular matter.

If the information / complaint is against any advisor / member of the Board of Management (BoM) or Governing Body (GB) then without undertaking any preliminary review it will be referred to the President, CHARUSAT for deciding on further course of action.

5. TIME LINE FOR COMPLETION OF ENQUIRY / FACT FINDINGS

Particular	Time line
Acknowledgement of the information (i.e letter / email / fax etc.)	Within 48 hours
Preliminary review and any referral to the concerned authority	Within 7 working days from the date of acknowledgement
Information on referral to the Whistle Blower by the designated authority	Within 2 working days from the referral
Review, investigation, any enquiry and formal completion of proceedings by the concern authority of the university	Within 30 days from the date of acknowledgement
Information on decision to the whistle blower by authority of the university	Within 2 working days from the date of the completion of proceedings
Any appeal by the Whistle Blower on the decision	To be filed within 15 working days after receiving information of the decision. Any such appeal has to be filed before the concerned authority of the institute / university.

If at the conclusion of the investigation, the university concludes that a violation has occurred, the university will take effective remedial action.

6. ASSURANCE

To uphold the protection, the confidentiality and accountability, the following unconditional assurance is binding to the institutes/university and authority of the university.

1. The information received under this policy will be promptly and appropriately investigated.
2. All the information disclosed during the course of investigation will be kept confidential, except as necessary to conduct the investigation and take any remedial action.
3. The information of the "Whistle Blower" will be treated with utmost confidentiality.
4. The institute / university will neither undertake any adverse measure, nor allow any form of victimisation to the whistle blower.
5. The institute / university shall ensure that the whistle blower is not victimised or punished, merely based on the ground of making the disclosure. Only in case of proven misleading information / malicious intention, the suitable action will be taken against the whistle blower.

In addition to above, the Registrar shall submit report to the Board of Management and Governing Body if any disclosure is reported by any whistle blower and of any action (including preventive measures) is being taken by the institute / university.

7. CONTACT INFORMATION

A) The whistle blower can send email on "**whistleblower@charusat.ac.in**"

B) Can send duly signed letter / send email to the following authority

Registrar : registrar@charusat.ac.in

Provost : provost@charusat.ac.in

C) Can meet in person or have personal representation to the President, CHARUSAT

[Note : this policy is being considered and approved in the Joint meeting of the Governing Body and Board of Management held on 26th December, 2024 under item no. JM 18.24.08]

Date : 30th December, 2024


Registrar
CHARUSAT