

KARUNYA INSTITUTE OF TECHNOLOGY AND SCIENCES

**Non-Discrimination, Diversity and
Inclusion Policy**

KITS/NDDIP/2025/01



Non-Discrimination, Diversity and Inclusion Policy

PREAMBLE

Karunya Institute of Technology and Sciences (KITS) upholds the constitutional vision of equality, dignity and inclusivity as guaranteed in Articles 14, 15, 16, and 21 of the Constitution of India:

- **Article 14 – Equality before Law:**

KITS shall ensure that all individuals, students, faculty and staff receive equal treatment in institutional processes such as admission, evaluation, recruitment and promotion.

- **Article 15 – Prohibition of Discrimination on grounds of religion, race, caste, sex or place of birth:**

KITS shall prohibit discrimination on the grounds of religion, race, caste, sex, or place of birth, and shall actively foster inclusivity for underrepresented groups.

- **Article 16 – Equality of opportunity in matters of public employment:**

KITS shall ensure merit-based recruitment, promotion, and professional development opportunities.

- **Article 21 – Protection of Life and Personal Liberty:**

KITS shall ensure a safe, secure, and harassment-free environment for all members of its community.

Alignment with National and International Frameworks

The Policy aligns with the following frameworks to ensure institutional compliance, inclusion and excellence:

- National Education Policy (NEP) 2020 – Advocates equity, inclusion, accessibility, and gender sensitization.
- UGC Regulations (2012 & 2023) – Mandate promotion of equity and prevention of caste-based or identity-based discrimination.
- AICTE Gender Sensitization Guidelines– Provides guidance for creating safe, inclusive, and gender-equitable campuses.

- Ministry of Education (MoE) / MHRD Guidelines – Promote affirmative action, accessibility, and inclusive higher education.
- Rights of Persons with Disabilities (RPwD) Act 2016 – Ensures full participation and equal opportunities for persons with disabilities.
- UN Sustainable Development Goals (SDGs 4, 5, 10 & 16) – Quality Education, Gender Equality, Reduced Inequalities, and Peace, Justice & Strong Institutions.

Scope: This policy applies to all stakeholders of KITS, including students, faculty, staff, visiting faculty, contractual employees, consultants, and vendors. It covers:

- On-campus, off-campus, online, and hybrid learning environments.
- Academic, research, extracurricular, and professional activities.

RATIONALE

KITS is committed to equity, social justice, and academic excellence. Discrimination or harassment undermines institutional credibility, violates human rights and negatively impacts student learning, faculty performance and campus environment.

Key Drivers:

1. Constitutional Compliance: Upholds Articles 14, 15, 16, and 21 of the Constitution of India.
2. National and International Standards: Alignment with UGC, AICTE, NEP 2020, Rights of Persons with Disabilities (RPwD) Act 2016, MoE/MHRD, NAAC, NBA, and ABET standards.
3. Inclusive Campus Environment: Promotes equity, diversity, and inclusion across all stakeholders.
4. Support for Vulnerable and Underrepresented Groups: Accessible infrastructure, assistive technologies, scholarships, mentorship programs and wellness initiatives, and counselling support through the Karunya Wellness Centre.
5. Institutional Accreditation Reputation and Global Ranking: Enhances KITS's compliance and performance in QS, THE Impact Rankings, UI GreenMetric, and supports NAAC Criterion 7 – Institutional Values & Best Practices and NBA/ABET ethical outcome standards.
6. Ethical Leadership, Transparency and Accountability: Encourages ethical conduct, responsible grievance reporting and protection against retaliation through transparent investigation and redressal mechanisms.
7. Alignment with UN SDGs: Supports SDG 4, SDG 5, SDG 10 and SDG 16.
8. Continuous Quality Enhancement: Integrates diversity and inclusion metrics into IQAC quality audits and curriculum design to ensure sustainable institutional improvement.

EXECUTIVE SUMMARY

Karunya Institute of Technology and Sciences (KITS) reaffirms its commitment to creating a safe, equitable, inclusive and discrimination-free academic and professional environment for all stakeholders. The Policy serves as an institutional framework to prevent, prohibit, and redress all forms of discrimination, harassment, and bias while promoting equity, dignity, and respect in accordance with national laws and international benchmarks.

Key Highlights:

- **Alignment with Constitutional, National, and International Standards:**

Anchored in Articles 14, 15, 16, and 21 of the Constitution of India; aligned with UGC Regulations (2012 & 2023), AICTE Gender Sensitization Guidelines, National Education Policy (NEP) 2020, Rights of Persons with Disabilities (RPwD) Act, 2016, and frameworks of NAAC, NBA, and ABET; reinforces United Nations Sustainable Development Goals (SDGs) 4, 5, 10, and 16.

- **Zero-Tolerance Policy:**

Establishes an unequivocal prohibition against any form of discrimination, harassment, or retaliation within all institutional domains.

- **Inclusive Scope:**

Applies to students, faculty, staff, visiting faculty, Professors of Practice, contractual personnel, research scholars, vendors and consultants, encompassing academic programs, research, internships, community engagement, outreach and digital learning spaces.

- **Structured Redressal Mechanism:**

Operates through a multi-tier grievance system under the Registrar, Grievance Redressal Cell (GRC), and Internal Complaints Committee (ICC) ensuring confidential, impartial and time-bound resolution processes.

- **Support and Counselling Systems:**

Strengthened by the Karunya Wellness Centre, providing psychological counselling, mediation, and sensitization programs that promote empathy and emotional well-being.

- **Integration with Institutional Governance:**

The policy is embedded within institutional quality assurance frameworks, strategic planning and documentation for national and global accreditation and ranking systems.

- **Commitment to Accessibility and Inclusion:**

Ensures barrier-free infrastructure, deployment of assistive technologies, and full compliance with the RPwD Act, 2016 to guarantee equal learning and employment opportunities for persons with disabilities.

- **Continuous Monitoring and Review:**

Reviewed every three years, or earlier if required, through measurable performance indicators such as diversity ratios, grievance resolution timelines, staff sensitization coverage, and community participation levels.

This policy reaffirms KITS's institutional ethos of “Arise and Shine” through fostering diversity, respect, and equity, ensuring that every member of the Karunya community thrives in an environment of mutual trust and academic excellence.

PURPOSE AND SCOPE

Purpose:

The purpose of this Policy is to reaffirm Karunya Institute of Technology and Sciences' (KITS) institutional commitment to equity, fairness and inclusivity in all academic and professional spheres. It seeks to:

- Establish fair, transparent, and accountable mechanisms to prevent and address discrimination.
- Embed diversity, equity, inclusion, and accessibility in institutional culture and operations.
- Uphold constitutional, statutory, and accreditation obligations.
- Provide guidance and protection for affected stakeholders.

Scope:

This Policy applies comprehensively across all constituents of the Karunya community and covers diverse operational and learning contexts, as outlined below:

- Applies to students (including interns, exchange and online learners), faculty, staff, Professors of Practice, visiting faculty, vendors and consultants.
- Covers on-campus, off-campus, online and hybrid learning environments.
- Includes academic, research, extension, extracurricular and professional interactions.
- Sexual harassment issues are governed under the ICC.

DOCUMENT CONTROL & REVISION HISTORY

Policy Title	Non- Discrimination, Diversity and Inclusion Policy
Reference Number	KITS/NDDIP/2025/01
Version	1.0
Issue	02
Policy Created on	July 2022
Revision History	Revised on 29 th August 2025 (28 th IQAC Meeting).
Responsible Executives	Vice-Chancellor and Director (Quality Assurance & Accreditation)
Responsible Office	Internal Quality Assurance Cell (IQAC)
Policy Review Frequency	Policy shall be reviewed every three years, or earlier if required by UGC, AICTE or other regulatory authorities.

The policy is described in the following articles

ARTICLE 1

STATEMENT OF POLICY

KITS affirms commitment to a campus free from discrimination, harassment, and bias. All stakeholders are treated with dignity, respect, and fairness.

Core Commitments:

1. KITS commits to uphold inclusivity and fairness through the active functioning of the Equal Opportunity Cell as per UGC guidelines.
2. Zero tolerance for discrimination and harassment.
3. Equal opportunity in all academic, research and administrative processes.
4. Inclusive culture promoting respect for diversity.
5. Confidentiality and due process for complaints.
6. Non-retaliation for reporting or participating in investigations.
7. Integration with institutional policies (Code of Ethics, Sexual Harassment Policy, UGC, AICTE, NEP 2020, NAAC, NBA, ABET).
8. Responsibility across all levels – applies to all stakeholders.
9. Continuous monitoring and accountability via IQAC-led audits.

ARTICLE 2

POLICY OBJECTIVES

This policy aims to:

- Promote equality, fairness, and inclusivity.
- Prevent, detect, and address discrimination, harassment, or bias.
- Encourage gender sensitization, accessibility, and respect for diversity.
- Support mental health, well-being, and social integration.
- Embed social responsibility and ethical conduct into curricula (NAAC/NBA/ABET).
- Align practices with UN SDGs 4, 5, 10, 16.
- Strengthen institutional reputation in international rankings (QS, THE Impact Rankings, UI GreenMetric).
- Promote accountability, transparency and continuous improvement.

ARTICLE 3

POLICY PRINCIPLES

- Equity and access: Equal opportunity for all stakeholders.
- Zero discrimination: Absolute prohibition of bias or harassment.
- Confidentiality and due process: Safe, fair handling of complaints.
- Non-retaliation: Protection for complainants and witnesses.
- Transparency and accountability: Documented procedures and outcomes.
- Accessibility: Barrier-free infrastructure, assistive technology, and UDL.
- Global and local alignment: Compliance with Indian laws and international accreditation standards.

ARTICLE 4

ROLES & RESPONSIBILITIES

To ensure effective implementation of the Non-Discrimination, Diversity, and Inclusion Policy, the following roles and responsibilities are established:

Vice-Chancellor

- Provides leadership and oversight for policy implementation.
- Ensures compliance with statutory frameworks and approves policy revisions.

Registrar

- Serves as the institutional authority for complaint registration.
- Appoints investigators and oversees the process.
- Maintains confidential records in line with audit requirements.

Deputy Registrar (Student Affairs)

- Coordinates awareness and counseling programs.
- Oversees sensitization and engagement activities.
- Ensures continued communication and support via the Karunya Wellness Centre.

Internal Quality Assurance Cell (IQAC)

- Integrates this policy into accreditation and quality documentation.
- Prepares the Annual Diversity and Inclusion Report.
- Maintains institutional data for rankings and audits.

Grievance Redressal Cell (GRC)

- Conducts impartial investigations and hearings.
- Reviews evidence and recommends corrective action.

Heads of Divisions (HoDs)

- Implement sensitization and inclusion initiatives.
- Ensure classroom and departmental equity and respect.
- Faculty Members and Professors of Practice
- Foster ethical conduct and inclusivity through teaching and mentoring.
- Encourage early reporting of concerns and model inclusive behaviour.

Equal Opportunity Cell (EOC)

The Equal Opportunity Cell shall function as the nodal body for implementing the Non-Discrimination, Diversity, and Inclusion Policy at KITS. It shall:

- Promote equity and inclusion through sensitization, awareness, and training programs.
- Ensure accessibility, fair treatment, and equal opportunity across all institutional processes.

- Receive, document, and address complaints related to discrimination or exclusion, in coordination with relevant committees.
- Submit periodic reports to the Registrar and IQAC on policy compliance and impact assessment.

Students

- Uphold institutional values of equality and respect.
- Participate in inclusion programs and report grievances responsibly.

ARTICLE 5

MONITORING & EVALUATION

The effective implementation of the Non-Discrimination, Diversity and Inclusion Policy requires a structured framework for monitoring, evaluation, and continuous improvement. The following procedures ensure accountability, transparency, and alignment with statutory and international benchmarks:

5.1 Reporting

- Complaints of discrimination, harassment, or bias may be submitted:
 - Verbally in-person to the Registrar or Deputy Registrar (Student Affairs).
 - In writing through official letters or emails.
 - Via the institutional online grievance portal maintained by the Registrar's Office.
- All reports are treated with confidentiality and respect for the complainant's privacy.
- Immediate acknowledgment of receipt is provided to the complainant within 2 working days.
- Anonymous complaints may be accepted, but investigative outcomes may be limited by the available information.

5.2 Investigation Process

- Preliminary Review: The Registrar or Deputy Registrar conducts an initial assessment within 10 working days to determine if the complaint warrants formal investigation.
- Formal Investigation:
 - Conducted by the Grievance Redressal Cell (GRC) or an appointed inquiry panel with impartial members.
 - All parties are interviewed, evidence is collected and due process is ensured.
 - External experts may be engaged in cases requiring specialized knowledge (e.g., legal, psychological or technical expertise).
- Review & Reporting: Findings are submitted to the Registrar, who prepares a recommendation report for the Vice-Chancellor's review.
- Investigations follow UGC Grievance Redressal Regulations, 2023, AICTE guidelines, and institutional ethics standards.

5.3 Corrective Measures

- Corrective action is determined based on severity, frequency, and impact of the violation:

- Counselling / Awareness Sessions: For minor, first-time incidents.
- Official Warnings / Reprimands: Documented in personnel/student records.
- Suspension: Temporary removal from academic or campus activities.
- Expulsion / Termination: For serious, repeated, or criminal violations.
- Legal Escalation: Referral to law enforcement or statutory authorities as appropriate.
- All corrective measures are documented, communicated to the concerned parties, and archived for future reference.
- Monitoring ensures that corrective actions are effective and prevent recurrence.

5.4 Data Management

- All records related to complaints, investigations, and resolutions are maintained confidentially by the Registrar and Deputy Registrar (Student Affairs).
- Digital and physical records comply with recordkeeping norms, institutional audit standards and applicable privacy regulations.
- Access to data is restricted to authorized personnel only (Vice Chancellor, Registrar, IQAC).
- Case records and investigation files shall be retained for a minimum of 7 years from case closure (longer if litigation pending), after which records shall be archived or disposed
- Aggregated and anonymized data may be used for reporting, benchmarking, and policy improvement purposes.

5.5 Institutional Benchmarking & Continuous Improvement

- Annual evaluation of policy effectiveness is conducted by IQAC in collaboration with the Registrar and GRC.
- Key indicators monitored include:
 - Number of grievances reported and resolved.
 - Average resolution time.
 - Trends in types and severity of incidents.
 - Participation rates in sensitization and inclusion programs.
- Benchmarked against QS Impact Rankings (Equality Indicators), Times Higher Education (THE) Impact Rankings, UI GreenMetric Inclusion Metrics, and NAAC/NBA accreditation standards.
- Recommendations from monitoring inform updates to policies, training programs, and institutional practices to enhance inclusivity, equity, and compliance.
- The Equal Opportunity Cell, in collaboration with the IQAC and Registrar's Office, shall periodically review the implementation of the policy, maintain institutional records of complaints and corrective actions, and recommend policy revisions based on emerging needs.

ARTICLE 6

APPEALS PROCESS

The Appeals Process ensures fairness and provides an opportunity for review of decisions arising from grievance investigations.

6.1 Right to Appeal

- Any complainant or respondent may appeal the decision of the GRC or Registrar to the Vice-Chancellor.
- Appeals must be submitted in writing within 10 working days of receiving the decision.
- Appeals should clearly outline:
 - Grounds for appeal (procedural errors, new evidence, perceived bias).
 - Requested action or reconsideration.

6.2 Resolution Timeline

- The Vice-Chancellor or an appointed review panel shall resolve appeals within 15 working days.
- Extension may be granted only under exceptional circumstances, with written communication to the appellant.

6.3 Documentation and Confidentiality

- All appeals, supporting documents, and outcomes are securely archived by the office of the Registrar/IQAC.
- Confidentiality of all parties is maintained throughout the appeals process.

6.4 Final Authority

- The Vice-Chancellor's decision on the appeal is final and binding.
- Implementation of corrective measures following an appeal is monitored by the Registrar and IQAC to ensure compliance and transparency.

ARTICLE 7

VIOLATIONS

This section defines the types of violations, accountability, and enforcement measures under the Non-Discrimination, Diversity and Inclusion Policy.

7.1 Types of Violations

- Students: Discrimination, harassment, intimidation or retaliation in any academic, extracurricular or online environment.
- Faculty / Staff: Any act of bias, harassment, abuse of authority or non-compliance with inclusion policies.
- External Stakeholders (vendors, consultants, contractors): Breach of the policy during interactions with KITS employees or students.
- Repeat / Severe Violations: Incidents with repeated or systemic bias, or those involving criminal behaviour.

7.2 Disciplinary Actions

- Actions are proportionate to severity and may include:
 - Counselling and awareness programs

- Written warnings or reprimands
- Suspension from academic or professional duties
- Expulsion (students) or termination (staff/contractors)
- Legal escalation in coordination with law enforcement or regulatory authorities

7.3 Non-Retaliation Enforcement

- Retaliation against complainants, witnesses, or GRC members constitutes a separate violation.
- Strict disciplinary action shall be enforced against individuals found engaging in retaliatory behaviour.

7.4 Reporting Violations

- All incidents and enforcement actions are recorded by the Registrar and IQAC.
- Aggregated data informs institutional audits, policy updates and NAAC/NBA/ABET documentation.

ARTICLE 8

POLICY REVIEW AND CONTINUOUS IMPROVEMENT

The policy shall evolve with changing regulations, best practices, and institutional needs.

8.1 Review Frequency

- Full policy review every three years or earlier based on:
 - Updates from UGC, AICTE, MoE, NAAC, NBA, ABET
 - Feedback from students, faculty, staff, and external audits
 - Insights from annual grievance statistics and inclusion reports

8.2 Review Process

- IQAC coordinates the review in collaboration with:
 - Grievance Redressal Cell (GRC)
 - Internal Complaints Committee (ICC)
 - Registrar / Deputy Registrar (Student Affairs)
 - Heads of Divisions
- The process includes:
 - Evaluation of grievance trends and resolution effectiveness
 - Assessment of compliance with national and international standards
 - Recommendations for policy amendments, training modules, and awareness programs

8.3 Approval and Dissemination

- Updated versions are approved by the Vice-Chancellor.
- Policy revisions are communicated to all stakeholders via:
 - Institutional email
 - Official website and portal

- Orientation and sensitization sessions

8.4 Institutional Learning

- Insights from monitoring, grievances and appeals are integrated into:
 - Staff and student training programs
 - Curriculum outcomes related to ethics, equity, and social responsibility
 - Benchmarking with QS / THE / UI GreenMetric Inclusion Metrics

References

1. Constitution of India (CoI) – Articles 14, 15, 16, 21
[https://www.indiacode.nic.in/bitstream/123456789/16124/1/the_constitution_of_india.pdf]
2. UGC (University Grants Commission) – Promotion of Equity in Higher Educational Institutions Regulations, 2012
3. UGC Grievance Redressal for Students Regulations, 2023
4. AICTE (All India Council for Technical Education) Gender Sensitization Guidelines
5. Rights of Persons with Disabilities Act, 2016 (RPwD Act)
6. NEP 2020 – Chapters on Equity and Inclusion
7. NAAC (National Assessment and Accreditation Council) Manual – Criterion 7 Institutional Values & Best Practices
8. NBA (National Board of Accreditation) Graduate Attributes – Ethics and Equity
9. ABET (Accreditation Board for Engineering and Technology) Criterion 3 (Student Outcomes 4 & 5)
10. MoE/MHRD (Ministry of Education, formerly Ministry of Human Resource Development) Guidelines on Equity and Inclusion in Higher Education (2021)
11. UN SDGs (United Nations Sustainable Development Goals) 4, 5, 10, 16
12. QS (Quacquarelli Symonds) and THE (Times Higher Education) Impact Rankings Equality Indicators

Definitions

For the purpose of this policy, the following terms are defined to ensure clarity and consistency in interpretation:

1. Discrimination: Unfair treatment based on protected characteristics affecting equality in any institutional process.
2. Harassment: Unwelcome conduct that creates a hostile, intimidating, or offensive environment.
3. Protected Characteristics: Attributes safeguarded by law, such as race, caste, religion, gender, disability, age, or nationality.
4. Inclusion: Active practice of ensuring equal access, opportunity, and respect for diversity.
5. Equity: Fair treatment and provision of resources tailored to individual needs.
6. Retaliation: Any adverse action taken against someone for reporting or participating in a complaint.
7. Grievance / Complaint: A report regarding perceived discrimination, harassment, or policy violation.
8. Complainant: The individual who reports an incident of discrimination or harassment.

9. Respondent: The individual or entity against whom a complaint is filed.
10. Accessibility: Provision of barrier-free physical, digital, and learning environments for all abilities.
11. Equity & Inclusion Audit: Periodic evaluation of institutional adherence to equity and inclusion practices.
12. Institutional Community: All students, faculty, staff, administrators, and associated stakeholders of KITS.
13. Zero-Tolerance: Principle that any act of discrimination, harassment, or retaliation is unacceptable.
14. Diversity: Recognition and respect of individual differences including culture, gender, and abilities.
15. Stakeholders: Individuals or groups impacted by or involved in implementing this policy.

ANNEXURE I – POLICY ALIGNMENT WITH NATIONAL AND INTERNATIONAL FRAMEWORKS

KITS Policy Action	National / International Framework	Institutional Implementation
Equal Opportunity & Non-Discrimination	Constitution of India (Articles 14, 15, 16, 21); UGC Equity Regulations 2012; Rights of Persons with Disabilities Act 2016 (RPwD Act)	Inclusive recruitment, admissions, assessment, and promotion practices; barrier-free infrastructure; equitable academic support.
Gender Sensitization & Diversity	AICTE Gender Sensitization Guidelines; NEP 2020 (Equity & Inclusion); NCW Safety Guidelines; MoE Guidelines on Safe Campuses	Awareness campaigns, training workshops, sensitization programs, ICC/GRC training, and periodic safe campus audits.
Accessibility & Disability Inclusion	RPwD Act 2016; UGC Accessibility Guidelines 2023	Provision of assistive technologies, universal design for learning, accessible examinations, and barrier-free campus facilities.
Ethics & Social Responsibility in Curriculum	NBA Graduate Attributes (Ethics & Equity); ABET Student Outcomes 4 & 5	Integration of ethics, equity, and social responsibility modules into UG/PG curricula; continuous assessment of social impact and community engagement.
Grievance Redressal & Complaint Handling	UGC Grievance Redressal Regulations 2023; Internal Complaints Committee (ICC) Guidelines	Multi-tier grievance reporting system via Registrar, GRC, and ICC; confidential investigation, timely resolution, and periodic audits.
Monitoring, Reporting & Benchmarking	NAAC Criterion 7 (Institutional Values & Best Practices); QS & THE Impact Rankings (Equality Indicators); UI GreenMetric (Social & Equity Indicators)	Annual Diversity & Inclusion Report; tracking inclusion metrics; benchmarking against global equity and sustainability standards.
Alignment with UN SDGs	UN Sustainable Development Goals – SDG 4 (Quality Education), SDG 5 (Gender Equality), SDG 10 (Reduced Inequalities), SDG 16 (Peace, Justice & Strong Institutions)	Curriculum integration, inclusive research, outreach, and institutional policies promoting equality, diversity, and inclusion.

ANNEXURE II – CONSTITUTION OF INDIA ARTICLES RELEVANT TO NON-DISCRIMINATION, DIVERSITY AND INCLUSION

Article	Title / Essence	Relevance to Policy
Article 14	Equality before law and equal protection of laws	Ensures equal treatment in institutional processes (admission, recruitment, evaluation).
Article 15	Prohibition of discrimination on grounds of religion, race, caste, sex, or place of birth	Supports non-discrimination and inclusivity for underrepresented groups.
Article 16	Equality of opportunity in matters of public employment	Ensures merit-based recruitment, promotions, and professional development.
Article 21	Protection of life and personal liberty	Guarantees safe, secure, and harassment-free environment.

ANNEXURE III – INSTITUTIONAL IMPLEMENTATION MATRIX

Policy Provision / Commitment	Implementing Office / Committee	Institutional Action / Mechanism	Monitoring Indicator
Equal Opportunity and Non-Discrimination	Registrar / Equal Opportunity Cell	Conducts sensitization workshops, awareness programs, and grievance handling sessions.	Number of awareness programs; Feedback and participation statistics.
Inclusive Infrastructure and Accessibility	Registrar	Ensures ramps, accessible washrooms, elevators, tactile paths and signage for persons with disabilities.	Accessibility audit score; Periodic infrastructure reviews.
Gender Equality and Safety	Internal Complaints Committee (ICC) / Women Empowerment Cell	Conducts gender sensitization programs, ensures harassment-free environment, and monitors policy adherence.	Number of ICC meetings; Record of complaints addressed; Awareness reports.
Fair Recruitment and Evaluation	Registrar / Human Resource Cell	Ensures merit-based recruitment, transparent promotion, and unbiased performance evaluation.	Recruitment audit; Representation of diverse groups in selection panels.
Inclusive Learning Environment	Deans / HoDs / IQAC	Implements bridge courses, remedial sessions, peer mentoring, and use of assistive technologies.	Student performance reports; Inclusion in academic audit.
Awareness and Training on Diversity and Inclusion	IQAC	Organizes regular workshops, FDPs, student induction programs, and awareness drives on inclusion.	Annual training records; IQAC event documentation.
Protection of Life and Liberty	Chief Warden / Hostel	Maintains a safe and secure campus environment through	Safety audit reports; Student feedback; Grievance data.

	Administration / Security Office	regular surveillance and grievance redressal mechanisms.	
Monitoring and Review of Policy	Registrar / IQAC	Conducts periodic reviews, prepares compliance reports, and revises policy every two years.	Policy revision logs; Meeting minutes; Audit findings.

ANNEXURE IV – GRIEVANCE REDRESSAL FLOW (DISCRIMINATION / INCLUSION RELATED)

S No	Stage	Process Description	Responsible Authority / Committee	Time Bound	Outcome / Deliverable
1	Submission of Complaint	Any student, staff, or faculty member may submit a written or digital grievance related to discrimination, harassment, or exclusion through the official grievance portal or via email to the Equal Opportunity Cell (EOC).	Complainant / Equal Opportunity Cell	Within 3 working days of the incident	Complaint acknowledged and entered in the institutional grievance register.
2	Preliminary Review	The EOC conducts an initial screening to verify validity, categorize the complaint (gender-related, discrimination-based, or general), and forward it to the appropriate committee.	Equal Opportunity Cell	Within 5 working days of receipt	Complaint validated and referred to ICC / GRC for investigation.
3	Investigation	Confidential inquiry conducted; evidence and witness statements collected. Hearing held with both complainant and respondent.	- Internal Complaints Committee (ICC) – Gender / harassment cases- Equal Opportunity Cell (EOC) – Discrimination / exclusion cases- Institutional Grievance Redressal Cell (GRC) – General grievances	Completed within 30 working days of complaint receipt	Investigation report with findings and recommendations submitted.
4	Review and Decision	Registrar reviews investigation findings and ensures due process, fair hearing, and confidentiality.	Registrar	Within 10 working days after investigation	Decision finalized and disciplinary / corrective

				n report submission	measures approved.
5	Communication of Outcome	Action Taken Report (ATR) communicated to the complainant, respondent, and relevant institutional offices.	Registrar / Equal Opportunity Cell	Within 5 working days after decision approval	Outcome formally communicated; corrective actions implemented.
6	Appeal Mechanism	If dissatisfied, the complainant may appeal for reconsideration to the Vice-Chancellor.	Vice-Chancellor	Within 15 working days of receiving the decision	Final resolution communicated; grievance case closed.

ANNEXURE V – ACRONYMS AND ABBREVIATIONS

Acronym	Abbreviations
ABET	Accreditation Board for Engineering and Technology
AICTE	All India Council for Technical Education
GRC	Grievance Redressal Committee
ICC	Internal Complaints Committee
EOC	Equal Opportunity Cell
IQAC	Internal Quality Assurance Cell
KITS	Karunya Institute of Technology and Sciences
MHRD	Ministry of Human Resource Development
MoE	Ministry of Education
NAAC	National Assessment and Accreditation Council
NBA	National Board of Accreditation
NEP	National Education Policy
NDDIP	Non-Discrimination, Diversity and Inclusion Policy
PoP	Professor of Practice
RPwD	Rights of Persons with Disabilities
SDGs	Sustainable Development Goals
UGC	University Grants Commission