

KARUNYA INSTITUTE OF TECHNOLOGY AND SCIENCES

**Non-Discrimination in the Admission
Process Policy**

KITS/NDAP/2025/01



Karunya INSTITUTE OF TECHNOLOGY AND SCIENCES

(Declared as Deemed to be University under Sec.3 of the UGC Act, 1956)

MoE, UGC & AICTE Approved

NAAC A++ Accredited

KITS/NDAP/2025/01

Non-Discrimination in the Admission Process Policy

PREAMBLE

Karunya Institute of Technology and Sciences (KITS) is committed to equality and non-discrimination in its admission policies at all levels of undergraduate, postgraduate, doctoral and other academic programs of the Institute.

This Policy aims to uphold the principles of equality and fairness within the framework of a Minority Institution as per Government norms, without any consideration of race, colour, ethnicity, nationality, religion, gender, identity, disability and age or any other status protected by the laws of the Central or State Governments.

Rooted in its founding values of compassion and inclusiveness, the Institute ensures that its admission processes are transparent, merit-based and accessible to all, in compliance with constitutional provisions, UGC/AICTE regulations and international equity frameworks.

ALIGNMENT WITH NATIONAL AND INTERNATIONAL FRAMEWORKS

This Policy is aligned with the following frameworks and directives:

- Constitution of India – Articles 14, 15, 16, 21, 30 and 46 (Equality, Non-Discrimination, Rights of Minorities and Promotion of Educational Interests)
- UGC (Promotion of Equity in Higher Educational Institutions) Regulations, 2012
- UGC (Grievance Redressal) Regulations, 2023
- Rights of Persons with Disabilities (RPwD) Act, 2016
- National Education Policy (NEP 2020) – Inclusive and Equitable Education
- National Policy for Persons with Disabilities (2006)
- UNESCO Education 2030 Framework for Action
- UN Sustainable Development Goals (SDG 4, 5, 10 and 16)

LEGAL AND POLICY BASIS

The legal foundation of this Policy is derived from the Constitution of India and the following government and regulatory instruments:

- Article 30 – Rights of Minorities to establish and administer educational institutions.
- The 103rd Constitution Amendment (2019) introducing the EWS reservation framework.

- UGC and AICTE Guidelines on Equity and Access.
- NAAC Manual.
- National Commission for Minorities Act, 1992.
- Ministry of Education notifications and circulars on equitable admission practices.

RATIONALE

KITS recognizes that equal access to education is fundamental to human dignity and national progress. Fair and inclusive admission practices promote diversity, innovation and social harmony. As a Minority Institution, KITS simultaneously upholds its minority rights under Article 30 and its commitment to non-discrimination for all applicants.

The Institute therefore ensures that admission procedures:

- Are merit-based and transparent;
- Comply with reservation and minority protection norms;
- Provide equal opportunity to differently-abled and economically weaker applicants; and
- Maintain the highest standards of ethics, confidentiality and fairness.

EXECUTIVE SUMMARY

The Policy on Non-Discrimination in the Admission Process articulates the commitment of KITS to uphold fairness, equality, and inclusiveness in all aspects of student admission. The Policy establishes a comprehensive framework to prevent discrimination on any grounds such as race, caste, religion, ethnicity, gender, age, nationality, language, disability or socio-economic status and to promote equitable access to higher education for all eligible applicants.

Rooted in the constitutional values of justice, equality, and human dignity, this Policy ensures that every stage of the admission process from notification to enrolment is conducted in a transparent, accountable, and legally compliant manner. It reinforces KITS's dual responsibility as a Christian Minority Institution to protect minority rights under Article 30 of the Constitution, while maintaining non-discriminatory practices for all applicants in alignment with Articles 14, 15, 16, 21, and 46.

The Policy draws upon key national and international frameworks, including the UGC (Promotion of Equity in Higher Educational Institutions) Regulations 2012, the Rights of Persons with Disabilities Act 2016, the UGC Grievance Redressal Regulations 2023, the National Education Policy 2020, and the AICTE Policy on Equity and Inclusion 2020. It also aligns with UN Sustainable Development Goals 4, 5, 10, and 16, promoting quality education, gender equality, reduced inequalities, and strong institutional ethics.

To operationalize these commitments, the Policy defines clear objectives, guiding principles, roles and responsibilities, and a structured mechanism for monitoring, grievance redressal, and continuous improvement. It also provides for reasonable accommodation for persons with disabilities, affirmative action for disadvantaged groups, and economic non-discrimination through transparent scholarships and financial aid systems.

Through this Policy, KITS reaffirms its mission to create an academic environment that is inclusive, equitable, accessible and globally benchmarked, ensuring that every deserving learner is empowered to pursue higher education without prejudice or bias.

PURPOSE AND SCOPE

Purpose:

This Policy establishes a clear, accountable framework to ensure that the admission process of KITS:

- Is free from discrimination and bias;
- Promotes transparency and inclusiveness;
- Ensures equitable participation of all eligible applicants; and
- Aligns institutional practice with national and global commitments to equality.

Scope:

This Policy applies to all admission procedures of the Institute, including:

- Public notifications, Application receipt and Processing;
- Entrance examinations, Counselling, Interviews and Selection;
- Admissions under minority, Reserved, EWS, International categories; and
- Any related processes involving digital platforms or third-party systems.

DOCUMENT CONTROL & REVISION HISTORY

Policy Title	Non-Discrimination in the Admission Process Policy
Reference Number	KITS/NDAP/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 Admissions officer
Responsible Office	Admission 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

The Institute prohibits discrimination against any applicant on grounds of race, colour, caste, religion, ethnicity, nationality, gender, sexual orientation, gender identity, disability, age, language, socio-economic background or any other legally protected status.

All admissions shall be conducted strictly on the basis of merit and eligibility, consistent with reservation policies and minority rights recognized by the Constitution.

The Institute ensures equal opportunity for participation, reasonable accommodation for persons with disabilities and confidentiality of applicant information at every stage.

ARTICLE 2

POLICY OBJECTIVES

The Policy defines a structured framework of objectives to guide KITS in promoting inclusive excellence by ensuring that admission opportunities are extended without bias or barriers, thereby fostering diversity and social justice within the academic community.

The specific objectives of the policy are to:

1. Guarantee equality, fairness and transparency in admissions.
2. Prevent direct or indirect discrimination or bias.
3. Provide reasonable accommodation for persons with disabilities.
4. Uphold reservation and minority rights in accordance with law.
5. Protect applicant data and confidentiality.
6. Ensure access and affordability irrespective of economic status.
7. Provide an effective grievance and appeal mechanism.
8. Conduct continuous review and training to sustain inclusivity.

ARTICLE 3

POLICY PRINCIPLES

Guided by the values of compassion, respect, transparency and academic fairness, this Policy upholds KITS's mission to create an inclusive and equitable learning environment. These principles direct every admission activity toward ensuring dignity, equal access and non-discrimination for all applicants.

3.1 Equality and Non-Discrimination: All applicants shall receive equal consideration for admission without bias or prejudice.

3.2 Merit and Transparency: Selection shall be merit-based, using published criteria, and outcomes shall be publicly displayed.

3.3 Inclusiveness and Diversity: The Institute welcomes diversity across regions, cultures, genders and socio-economic backgrounds.

3.4 Reservation and Affirmative Action: KITS implements Government of India and State reservation norms for SC, ST, OBC and EWS categories, while retaining its rights as a Minority Institution under Article 30. Unfilled reserved seats shall be managed per UGC/AICTE guidelines.

3.5 Economic Non-Discrimination: Admission decisions shall not be influenced by a candidate's financial capacity. Scholarships and fee concessions shall be made available to eligible students.

3.6 Accommodation for Disabilities: Applicants with disabilities shall receive special accommodations such as accessible test venues, extra time or assistive technology as per the RPwD Act 2016.

3.7 Confidentiality and Data Protection: All applicant data shall be protected under institutional Data Privacy Guidelines, with restricted access and secure digital handling.

3.8 Ethical Conduct and Conflict of Interest: All admission personnel must disclose potential conflicts of interest and recuse themselves when required.

ARTICLE 4

ROLES & RESPONSIBILITIES

The Policy on Non-Discrimination in the Admission Process assigns distinct roles and responsibilities to ensure clear accountability, transparency and continuous compliance with national and institutional standards.

Every officer and committee involved in the admission process shall act in good faith, uphold confidentiality, and maintain records of compliance for review by the Internal Quality Assurance Cell (IQAC).

4.1 Vice-Chancellor

- Provide strategic oversight and ensure institutional compliance with all statutory requirements related to non-discrimination and equity in admissions.
- Approve annual Admission Equity and Diversity Reports submitted by the Admissions officer and Director (QAA).
- Nominate competent members to the Admission Grievance Review Committee (AGRC) and other monitoring bodies.
- Authorize policy amendments recommended by IQAC or required by regulatory directives.

4.2 Registrar

- Serve as the custodian of all official admission records, including digital archives and grievance registers.
- Ensure that all admission procedures conform to the UGC/AICTE norms, reservation policies and minority-institution provisions.
- Supervise publication of admission notifications, merit lists and waiting lists in a transparent manner.
- Chair the Admission Grievance Review Committee (AGRC) and ensure timely redressal of all complaints.
- Report compliance status to statutory bodies when required.

4.3 Admissions officer

- Oversee the end-to-end admission process, including application scrutiny, eligibility verification, counselling and selection.

- Ensure that all admission criteria, cut-off marks and weightages are pre-approved and published on the official website.
- Maintain transparency and impartiality in communication with applicants.
- Implement special accommodations for persons with disabilities as per RPwD Act 2016.
- Submit an Annual Admission Report covering diversity statistics, accommodation requests and grievance data to the Registrar and IQAC.
- Serve as Member-Secretary of the AGRC.

4.4 Equal Opportunity Cell (EOC)

- Function as the nodal body for promoting equality and inclusion in the admission process.
- Receive and review complaints relating to discrimination or denial of reasonable accommodation.
- Coordinate with the Admissions officer to ensure that candidates with disabilities or from disadvantaged backgrounds receive necessary support.
- Conduct periodic awareness programmes and accessibility audits.
- Maintain confidentiality and impartiality in all matters handled.

4.5 Internal Quality Assurance Cell (IQAC)

- Integrate admission equity and inclusion indicators into the institutional quality assurance framework.
- Monitor compliance of this policy through data verification, process audit, and stakeholder feedback.
- Recommend corrective actions, process improvements and best practices.
- Facilitate external audit of admission procedures at least once every three years.

4.6 Admission Committee

- Conduct merit evaluation, counselling and selection strictly in accordance with approved criteria.
- Ensure adherence to reservation, minority and EWS seat allocations.
- Maintain complete documentation of scoring and selection processes.
- Avoid conflict of interest; any member related to an applicant must recuse themselves.

4.7 Finance and Student Affairs office

- Ensure that financial capability of applicants does not influence admission decisions.
- Administer institutional scholarships, fee waivers and EWS support schemes transparently.
- Publish annual data on scholarships granted by category and gender to demonstrate economic non-discrimination.

4.8 Media and Communications Office

- Publicize admission criteria, timelines, and grievance procedures on official communication platforms.

- Disseminate information in accessible formats, including alternate media for visually or hearing-impaired candidates.
- Coordinate with the EOC and IQAC to issue periodic equity and inclusion awareness materials.

4.9 ICT Cell / Admissions Team

- Maintain secure, bias-free digital platforms for online application and selection processes.
- Ensure compliance with data-protection and privacy protocols, including encryption and restricted user access.
- Preserve digital audit logs of all admission transactions for at least five years.

4.10 Faculty and Staff Involved in Admissions

- Participate in selection and counselling activities with fairness, empathy and professionalism.
- Complete annual training on non-discrimination, unconscious bias and inclusive communication.
- Report any observed irregularities or discriminatory practices to the Registrar or EOC immediately.

4.11 Admission Grievance Review Committee (AGRC)

Composition

- Chairperson – Registrar
- Member Secretary – Admissions officer
- Members – Director (QAA), Faculty Representative, Legal/Social Expert
- Functions
- Conduct impartial inquiry into reported grievances.
- Submit a written report of findings and recommended actions to the Vice Chancellor within 20 working days.
- Maintain confidentiality of proceedings and ensure non-retaliation.
- Provide feedback to IQAC for systemic improvement.

4.12 Students and Applicants

- Review admission information carefully and provide complete, accurate data.
- Report promptly any form of discrimination, denial of access or unethical conduct during admissions.
- Respect institutional procedures and timelines for grievances and appeals.

4.13 Monitoring and Accountability

- Each responsible office shall maintain evidence of compliance (meeting minutes, reports and data) for audit by IQAC.
- Non-performance, negligence, or deliberate violation of this Policy shall invite disciplinary or administrative action as per institutional service rules.

- The Vice Chancellor shall present an Annual Statement on Admission Equity and Compliance to the Governing Body for review and record.

ARTICLE 5

MONITORING & EVALUATION

5.1 Annual Admission Equity Report

- The Office of Admissions shall submit a report detailing diversity data, accommodation requests, grievance statistics and compliance.

5.2 Accessibility and Fairness Audit

- Annual internal and periodic external audits shall evaluate admission practices for bias, accessibility and data integrity.

5.3 Performance Indicators

- Representation of women, PWD, EWS and minority candidates.
- Compliance with reservation percentages.
- Grievance resolution rate.
- Audit outcomes and recommendations implemented.

5.4 Continuous Improvement

- Findings shall feed into IQAC planning and annual quality assurance reports.

ARTICLE 6

APPEALS PROCESS

Any applicant alleging discrimination may file a complaint with the Registrar or the EOC, in writing or through the institutional portal, within 15 working days.

Admission Grievance Review Committee (AGRC):

- Chairperson – Registrar
- Member Secretary – Admissions officer
- Member – Director (QAA)
- Member – Faculty Representative
- Member – Legal / Social Expert

Procedure:

- Preliminary review within 10 working days.
- Fact-finding inquiry.
- Submission of recommendations to the Vice-Chancellor within 20 working days.

Appeals: May be submitted to the Vice-Chancellor within 10 working days of the AGRC decision.

Non-Retaliation: No applicant or employee shall face retaliation for raising a complaint in good faith.

All records of grievances and appeals shall be maintained securely for a minimum of five years by the Registrar's Office.

ARTICLE 7

VIOLATIONS

Violations include bias, tampering with records, and breach of confidentiality or misuse of authority.

Corrective measures may include:

- Written warning or disciplinary action;
- Removal from admission duties;
- Nullification of affected admission decisions;
- Reporting to external regulatory bodies where necessary.

Severe or repeated violations shall be addressed under institutional service rules and legal provisions.

ARTICLE 8

OUTREACH AND ACCESS MEASURES

- The Institute shall organize outreach programmes in rural, tribal and under-represented communities to increase awareness about admissions.
- Information materials shall be made available in accessible formats.
- Orientation and bridging programmes shall support admitted students from disadvantaged backgrounds.

ARTICLE 9

AWARENESS, TRAINING AND SENSITIZATION

KITS shall conduct regular workshops for faculty, admission officer and staff on inclusive practices, unconscious bias, gender sensitization and disability inclusion.

The EOC and IQAC shall jointly oversee annual awareness drives and induction sessions for new students.

ARTICLE 10

POLICY REVIEW AND CONTINUOUS IMPROVEMENT

The policy shall be reviewed triennially or earlier if required by new laws, court judgments or regulatory directives. Amendments shall be approved by the Vice-Chancellor on the recommendation of the IQAC.

References

1. Constitution of India (CoI)
[https://www.indiacode.nic.in/bitstream/123456789/16124/1/the_constitution_of_india.pdf]
2. UGC Promotion of Equity Regulations (2012)
[https://www.ugc.gov.in/pdfnews/2147890_gazetteequity-eng.pdf]
3. UGC Grievance Redressal Regulations (2023)
4. Rights of Persons with Disabilities Act (2016)
5. NEP 2020
6. AICTE Equity Policy (2020)
7. National Policy for Persons with Disabilities (2006)
8. UNESCO Education 2030 Framework
9. UN SDGs 4, 5, 10 and 16

Definitions

Term	Definition
Discrimination	Unfair treatment based on protected characteristics.
Protected Characteristics	Caste, religion, gender, disability, age, sexual orientation, language, etc.
Reasonable Accommodation	Adjustments enabling equal participation of persons with disabilities.
Retaliation	Adverse action for reporting or assisting in a complaint.
Complainant / Respondent	Parties involved in grievance proceedings.

ANNEXURE I – CONSTITUTIONAL BASIS

Article	Provision	Relevance
14	Equality before Law	Equal treatment to all applicants.
15	Prohibition of Discrimination on grounds of religion, race, caste, sex or place of birth	Prevents bias in admissions.
16	Equality of opportunity in matters of public employment.	Ensures fair selection.
21	Right to Education	Guarantees dignity and access to education.
30	Right of minorities to establish and administer educational institutions	Protects minority institutional autonomy with fairness for all.
46	Promotion of Educational Interests of Weaker Sections	Mandates positive action for SC/ST/OBC/EWS students.

ANNEXURE II – NATIONAL AND INTERNATIONAL ALIGNMENT

Framework / Agency	Focus Area	Implementation at KITS
UGC Regulations (2012)	Equity & Diversity	Transparent admission practices
RPwD Act (2016)	Disability Inclusion	Special accommodations
NEP 2020	Inclusive Education	Fair and accessible admission process
UN SDG 4	Quality Education	Equal learning opportunity

UN SDG 10	Reduced Inequalities	Socio-economic representation
MoSJ&E	Empowerment of PWD	Accessibility audits
National Commission for Minorities	Minority Rights	Transparent minority admissions

ANNEXURE III - ACRONYMS AND ABBREVIATIONS

Acronym	Full Form
KITS	Karunya Institute of Technology and Sciences
UGC	University Grants Commission
AICTE	All India Council for Technical Education
EOC	Equal Opportunity Cell
IQAC	Internal Quality Assurance Cell
RPwD	Rights of Persons with Disabilities Act
NEP	National Education Policy
AGRC	Admission Grievance Review Committee
SDG	Sustainable Development Goal
MoSJ&E	Minister of State of Social Justice & Empowerment

