

# **Marwadi University**

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**Direct to Chairman Policy**

**Raise your Concerns...**

## Preface

Marwadi University is established on the Core Values of upholding high standards of integrity and ethical behavior and strives to comply in all its actions to this Core Values. The University is engaged with several stakeholders, each being critical in helping the Institute achieve its Vision and Mission.

The principal objective of this *Direct to Chairman* Policy is to encourage and enable University representatives, without the fear of retaliation, to raise concerns regarding suspected unethical or illegal conduct of practices on a confidential and, if desired, anonymous basis, so that the University can address and correct inappropriate conduct and actions. The University will exercise its authority to take whatever action may be needed to prevent and correct activities that are found to constitute wrongful conduct.

## Scope

The policy shall apply to and cover all faculties, staff, students and other stakeholders of the Institute. Faculty includes permanent, adjunct, visiting and guest faculty members. Staff includes permanent and outsourced workers. Other stakeholders include alumni, parents of the students, official visitors, vendors, consultants and institutional collaborators.

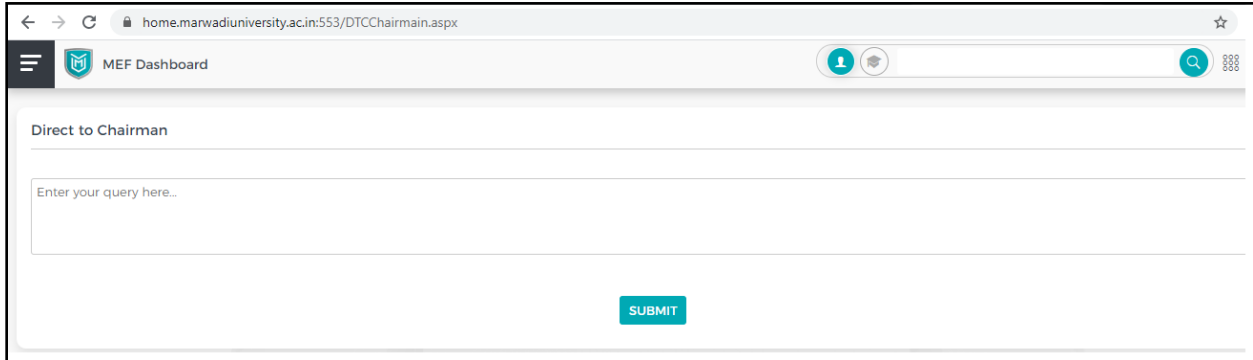
This Policy is specifically meant to govern any disclosure of information which is in the public interest and in the reasonable belief of the person making the disclosure sufficiently indicates any one or more of the following '*Serious Violation*' in relation to the Institute, including its teaching areas, departments and its activities:

- i. Academic or professional malpractice
- ii. Failure to comply with any laws or legal obligations
- iii. Failure to comply with Regulations or Ordinances or any other applicable rules of the Institute
- iv. Impropriety in official actions or ethical violation
- v. Corruption or bribery and the related seeking/offering special favours
- vi. Endangering health and safety
- vii. Causing damage to environment
- viii. Criminal activity
- ix. Any attempt to commit, conceal, or misrepresent on any of the above.

The information being disclosed, and any allegation being made thereof, must be substantially true and contain verifiable details to the extent feasible so as to enable any further progress in the matter.

## Process of Reporting

Any person coming within the scope of this policy is encouraged to, in good faith, promptly disclose information about any “Serious Violation” in relation to the Institute. Such disclosure of information may be done in writing by exercising the option “*Direct to Chairman*” available in Employee Login under HR Tab.



The Provost of Marwadi University shall be the “*Designated Person*” to attend the information disclosed. In all instances of disclosure of information relating to any ‘Serious Violation’, the ‘Designated Person’ shall undertake a preliminary review of the matter and decide whether or not it should be referred to the concerned Disciplinary Authority of the Institute for any further necessary action. Upon such a referral, the concerned Disciplinary Authority of the Institute shall proceed to review the facts of the matter, and if found necessary, set up an enquiry committee to investigate the matter and to recommend the action to be taken, if any.

## Timelines

Process Action	Time Limits
Acknowledgement of Disclosure by Designated Person	Within 48 Hours
Preliminary review and any referral to concerned Disciplinary Authority by Designated Person	Within 7 working days from the date of acknowledgement
Information on referral to the Individual Raising Concerns by Designated Person	Within 2 working days from the date of referral
Review, investigation, enquiry and formal completion of proceedings by the concerned Disciplinary Authority	Within 90 days from the date of acknowledgement
Information on decision of the Disciplinary Authority to the Individual Raising Concern by Designated Person	Within 2 working days from the date of the completion of proceedings

Any appeal by the Individual on the decision of the Disciplinary Authority	To be filed within 30 working days after receiving information of the decision. Any such appeal has to be filed before Chairman of the Institute.
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### **Confidentiality & Assurances**

The University takes seriously its responsibility to enforce this Policy, therefore the Institute shall treat all disclosures made, and the identity of the Individual raising the Concern, with utmost confidentiality. The Institute shall neither undertake any adverse measure, nor allow any form of victimization of the Individual. Further, Marwadi University shall ensure that the Individual is not victimized, or punished, based merely on the grounds of making this disclosure.