



GITAM: GANDHI INSTITUTE OF TECHNOLOGY AND MANAGEMENT

(Deemed to be University u/s 3 of the UGC Act, 1956)

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Visakhapatnam | Hyderabad | Bengaluru

**Whistle Blower Policy for
Ethical Governance and Transparency**

Contents

1	Purpose and Scope	1
2	Definition of Whistle Blower	1
3	Policy Statement.....	1
4	Objectives.....	2
5	Reporting Mechanism.....	2
6	Protection to Whistle Blowers	2
7	Investigation Procedure	3
8	False or Malicious Complaints	3
9	Confidentiality	3

1 Purpose and Scope

Gandhi Institute of Technology And Management (GITAM) is committed to fostering a culture of integrity, transparency, and accountability in all academic, administrative, and research activities.

The purpose of this policy is to establish a formal mechanism for reporting unethical practices, misconduct, or violations of institutional and legal requirements.

Scope:

This policy applies to all stakeholders of GITAM, including:

- Faculty members
- Administrative and support staff
- Students
- Contract employees, vendors, and service providers

2 Definition of Whistle Blower

A whistle blower is any stakeholder of GITAM who reports, in good faith, any suspected or actual misconduct, including but not limited to:

- Financial irregularities, fraud, or corruption
- Academic malpractice or unethical research practices
- Abuse of authority or conflict of interest
- Harassment, discrimination, or violation of human rights
- Breach of institutional policies, rules, or applicable laws

3 Policy Statement

GITAM promotes an open and ethical work environment where stakeholders are encouraged to report concerns in good faith. The University ensures that all disclosures are handled with fairness, confidentiality, and without fear of retaliation.

Any act of corruption, fraud, academic malpractice, harassment, or violation of institutional policies will be addressed promptly and appropriately.

4 Objectives

- To provide a secure and accessible reporting mechanism
- To ensure protection of whistle blowers against retaliation
- To promote ethical conduct and good governance
- To enable timely identification and resolution of misconduct
- To align institutional practices with national regulations and accreditation standards

5 Reporting Mechanism

Stakeholders may report concerns through the following channels:

- Submit Grievance Redressal Form in <https://www.gitam.edu/academics/evaluation/grievance-redressal>
- Written submission to the **Ethics Committee**

Complaints should ideally include:

- Nature and details of the concern
- Supporting documents/evidence (if available)
- Names of persons involved (if known)

Anonymous complaints may be considered if supported by credible information.

6 Protection to Whistle Blowers

GITAM ensures that any individual reporting concerns in good faith will be protected against:

- Retaliation or victimization
- Discrimination or harassment
- Unfair disciplinary action

Confidentiality of the whistle blower's identity will be maintained in accordance with the **Whistle Blowers Protection Act, 2014**.

7 Investigation Procedure

- All complaints will be received and reviewed by the designated Ethics/Vigilance Committee
- A preliminary assessment will be completed within **7–10 working days**
- If required, a detailed investigation will be conducted
- The principles of natural justice, fairness, and confidentiality will be strictly followed
- The findings will be submitted to the Competent Authority for appropriate action

8 False or Malicious Complaints

- Any complaint found to be false or made with malicious intent may attract disciplinary action
- However, complaints made in good faith will not be penalized, even if not substantiated

9 Confidentiality

All disclosures and related information will be treated as strictly confidential and shared only on a need-to-know basis or as required by law.
