



# UNIVERSITY OF ENGINEERING AND TECHNOLOGY, MARDAN

(Phone No: 0937-9230295, Fax No: 0937-9230296)

Email: Registrar@uetmardan.edu.pk

Office of the Registrar

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Dated: 02/01/2026

## NOTIFICATION

On the recommendations of the 20<sup>th</sup> meeting of the Academic Council held on 15.11.2025, the Syndicate, University of Engineering & Technology, Mardan, in its 22<sup>nd</sup> meeting held on 22.11.2025, approved UET Mardan Policy for Handover / Takeover (Annexed).

Registrar

**Copy to:**

1. Dean, Faculty of Engineering & Computing, UET Mardan.
2. All Heads of the Departments, UET Mardan.
3. Director Academics, UET Mardan.
4. Director QEC, UET Mardan.
5. Deputy Registrar Academics, UET Mardan.
6. P.S to Vice-Chancellor, UET Mardan.
7. Master File.

  
Registrar  
University of Engineering &  
Technology, Mardan

Item No. 12-03 (xi) of the Minutes of 22<sup>nd</sup> Meeting of the Syndicate

**UNIVERSITY OF ENGINEERING & TECHNOLOGY,  
MARDAN**



**Handover/Takeover Policy**

**Policy Owner: Registrar Office**

**Approval Authority:**

**Effective Date:**

**Review Cycle:** Every 3–5 Years

**Version:** 1.0

## **SECTION 1: POLICY STATEMENT**

The University of Engineering & Technology Mardan upholds the principles of administrative integrity, transparency, and institutional accountability in all its academic, administrative, and financial operations. A well-defined system of responsibility transfer is essential to ensure that the University's functions continue seamlessly, even when personnel changes occur due to transfer, promotion, reassignment, resignation, or completion of tenure.

To maintain operational efficiency and safeguard institutional assets, every faculty and staff member is required to formally complete the handover/takeover process before relinquishing or assuming charge of any post, office, department, or administrative function. This obligation ensures that all official documents, files, financial records, ongoing tasks, and university property are properly transferred, verified, and documented.

The Handover/Takeover Policy establishes a standardized, transparent, and auditable procedure for the transfer of official responsibilities, records, and resources between outgoing and incoming personnel. It reinforces UET Mardan's commitment to effective governance, continuity of work, and the protection of institutional interests.

The University emphasizes that compliance with this policy is mandatory for all academic and administrative staff members and forms an integral part of the University's governance framework.

## **SECTION 2: PURPOSE & Objectives**

The primary purpose of this policy is to establish a standardized, transparent, and accountable framework for the transfer of official duties, documents, and resources whenever a faculty or staff member is transferred, reassigned, or relieved from a post. It ensures that all transitions within the University are conducted in an organized and verifiable manner, maintaining institutional integrity and continuity.

The specific objectives of this policy are to:

1. **Ensure accountability and completeness** by mandating that all official documents, files, data, assets, and responsibilities are properly transferred during any change of office or designation.
2. **Prevent loss, damage, or misplacement** of institutional records, information, and property through a documented and auditable handover/takeover process.
3. **Facilitate seamless operational continuity** within departments, sections, and administrative units by ensuring that successors are fully briefed on ongoing work and pending matters.

4. **Strengthen internal governance and audit transparency** at all levels by creating a traceable record of transfers, ensuring that every change in responsibility is supported by official documentation.
5. **Standardize institutional procedures** through the use of a uniform Handover/Takeover Form, applicable to all faculty and staff, to maintain consistency across the University.

## **SECTION 3: SCOPE**

This policy applies to all faculty and staff members of the University of Engineering & Technology, including academic, administrative, technical, and support personnel, irrespective of employment type—permanent, contractual, or project-based.

The policy is universally applicable across all faculties, departments, centers, offices, and administrative units of the University. It governs the formal transfer of duties, documents, records, and assets whenever an employee undergoes a change in role, position, or work assignment.

The handover/takeover process shall be mandatory and binding under the following circumstances:

1. **Transfer:** When an employee is transferred from one department, section, or post to another within the University.
2. **Promotion or Reassignment:** When an employee assumes higher or different responsibilities, necessitating the transfer of existing records and assets.
3. **Relieving of Duties:** When an employee retires, resigns, completes tenure, or proceeds on long-term leave.
4. **New Appointment or Assumption of Charge:** When a new employee takes over an office, post, or responsibility previously held by another.

This policy shall remain in force regardless of the employee's designation or level of responsibility and is applicable equally to both academic and administrative positions. The provisions of this policy are intended to complement, not replace, any other University rules or regulations concerning asset management, recordkeeping, or administrative audits.

## **SECTION 4: DEFINITIONS**

For the purpose of this policy, the following terms shall have the meanings assigned to them below. These definitions are intended to ensure uniform understanding and consistent application of the handover/takeover procedures across all units of the University of Engineering & Technology (UET) Mardan.

**4.1 Handover:** The handover refers to the formal and documented process by which an outgoing faculty or staff member transfers all official duties, responsibilities, records, files, correspondence, assets, and resources under their charge to an identified successor or receiving officer. It includes the physical and administrative transfer of office materials, institutional property, digital data, access credentials, and ongoing work assignments. The handover must be completed in writing, using the prescribed University form, and verified by the concerned authority to ensure accuracy and accountability.

**4.2 Takeover:** The takeover is the process by which an incoming faculty or staff member formally assumes responsibility for a post, office, or function. It involves the acknowledgment of receipt of all documents, equipment, and responsibilities as recorded in the handover form, and the commitment to continue ongoing tasks and obligations. The takeover confirms the employee's acceptance of institutional accountability for all items and records received.

**4.3 Focal Authority:** The Registrar Office shall serve as the focal authority for the implementation of this policy. It is responsible for:

- Issuing handover/takeover notifications and timelines.
- Maintaining official records and documentation of all completed handovers.
- Ensuring procedural compliance across all departments and offices.
- Coordinating with heads of departments and administrative officers to resolve discrepancies or delays in the process.

**4.4 Department/Office Head:** The Department or Office Head refers to the immediate administrative supervisor—such as a Dean, Head of Department (HoD), Director, or Section In-Charge—who oversees the handover/takeover process within their respective unit. This individual is responsible for verifying that:

- The handover form has been accurately completed and duly signed by both parties.
- All records, assets, and responsibilities have been properly transferred.
- Any unresolved matters, discrepancies, or missing items are documented and reported to the Registrar Office for follow-up action.

## **SECTION 5: HANDOVER/TAKEOVER PROCEDURE**

The handover/takeover process at the University of Engineering & Technology Mardan shall be carried out in a systematic, transparent, and verifiable manner to ensure accountability, proper record management, and operational continuity. Every transition of responsibility shall be formally documented, acknowledged, and reviewed under the supervision of the concerned authority.

The process shall follow the steps outlined below:

### **5.1 Notification**

1. The Registrar Office shall issue a formal notification indicating the effective date of handover and takeover whenever a faculty or staff member is transferred, reassigned, promoted, relieved, or assumes charge of a new post.
2. The notification shall be communicated to both the outgoing and incoming employees as well as the concerned department or office, allowing sufficient time to complete the process in an orderly manner.
3. The notification shall clearly specify the scope of handover, including documents, records, assets, or functions to be transferred, and shall provide a deadline for completion.

### **5.2 Preparation of Handover Records**

1. The outgoing employee shall prepare a comprehensive Handover Report using the prescribed University form (Annex-I).
2. The report shall include:
  - A list of official documents, files, correspondence, and data under the employee's charge;
  - An inventory of office equipment, laboratory tools, IT assets, or furniture;
  - Details of login credentials, access rights, and electronic resources (if applicable);
  - Information on ongoing tasks, projects, or pending assignments; and
  - Notes on issues requiring follow-up by the incoming employee.
3. The report must be accurate, up to date, and verified against existing departmental records prior to submission.

### **5.3 Verification and Physical Transfer**

1. The outgoing and incoming employees shall jointly verify all items, records, and resources listed in the handover report.
2. Physical transfer of files, keys, and equipment shall take place in the presence of the Head of Department/Office or their designated representative.
3. In cases where discrepancies, missing items, or unresolved issues are identified, these shall be documented in writing and immediately reported to the Department Head and Registrar Office for resolution.

4. No employee shall be deemed formally relieved of duties until the verification and acknowledgment are duly completed.

#### **5.4 Signatures and Confirmation**

1. After verification, both the outgoing and incoming employees shall sign the Handover/Takeover Form to confirm the transfer of responsibilities and property.
2. The Head of Department/Office shall countersign the form to authenticate that the handover/takeover has been carried out in accordance with University procedures.
3. The signed form shall be forwarded to the Registrar Office within five (5) working days from the effective date of transfer.
4. In cases involving key administrative or financial positions, a copy may also be shared with the Finance Section or Audit Committee, where applicable.

#### **5.5 Clearance and Recordkeeping**

1. The Registrar Office shall acknowledge receipt of the completed form and maintain the original as part of the employee's permanent record.
2. The concerned department or office shall retain a duplicate copy for its internal files and reference.
3. Handover/takeover records shall be available for audit inspection and internal review at any time.
4. Failure to complete or submit the handover/takeover documentation may delay clearance, final settlement, or assumption of new responsibilities.

### **SECTION 6: ROLES AND RESPONSIBILITIES**

The effectiveness of the handover/takeover process at the University of Engineering & Technology Mardan depends on the shared commitment of all stakeholders involved. Each party bears a defined responsibility to ensure that the transfer of duties, documents, and assets is executed in an orderly, transparent, and accountable manner.

#### **6.1 Registrar Office (Focal Authority)**

The Registrar Office shall serve as the central coordinating authority for all handover and takeover activities. Its responsibilities shall include:

1. **Issuance of Notifications:** Initiate and circulate formal handover/takeover notifications specifying the effective date, scope of transfer, and designated personnel involved.

2. **Procedural Oversight:** Ensure that all departments and offices comply with the prescribed policy and timelines for completion of the process.
3. **Record Maintenance:** Maintain original copies of all completed handover/takeover forms as part of each employee's permanent service record.
4. **Verification and Compliance:** Conduct periodic checks or audits to confirm adherence to procedures and identify areas for process improvement.
5. **Coordination:** Liaise with relevant departments, the Finance Section, or internal audit bodies in cases where institutional property or financial matters are involved.

## **6.2 Head of Department / Office**

The Head of Department or Office In-Charge holds supervisory responsibility for ensuring that the handover/takeover process within their respective unit is properly executed. Their duties shall include:

1. **Supervision of Process:** Oversee the accurate and timely completion of the handover/takeover between outgoing and incoming staff.
2. **Verification of Records:** Personally verify or delegate verification of files, equipment, and other listed assets before final approval.
3. **Authentication:** Countersign the Handover/Takeover Form to confirm that the process has been completed in accordance with University policy.
4. **Issue Reporting:** Report any irregularities, missing items, or disputes to the Registrar Office for investigation and resolution.
5. **Facilitation:** Provide administrative support to ensure smooth transitions, especially in cases involving multiple ongoing assignments or projects.

## **6.3 Outgoing Employee**

The outgoing employee bears direct responsibility for ensuring that all materials, responsibilities, and assets under their charge are properly accounted for and transferred. Their key responsibilities include:

1. **Preparation of Documentation:** Compile and submit a comprehensive handover report listing files, records, equipment, data, and pending matters.
2. **Return of University Assets:** Return all institutional property such as keys, documents, electronic devices, and access credentials prior to departure.
3. **Briefing the Successor:** Provide sufficient orientation or briefing to the incoming employee regarding ongoing work, deadlines, and unresolved issues.

4. **Transparency:** Ensure that no confidential information, financial record, or university property remains in their personal possession after the handover.
5. **Accountability:** Sign the official Handover/Takeover Form to formally confirm completion of the process.

#### **6.4 Incoming Employee**

The incoming employee is responsible for ensuring that the transfer of duties and assets is complete, accurate, and properly documented. Their responsibilities shall include:

1. **Verification of Items:** Examine and confirm receipt of all files, materials, and equipment listed in the handover report.
2. **Acknowledgment of Responsibilities:** Sign the Handover/Takeover Form as confirmation of having assumed charge of duties and institutional assets.
3. **Reporting Discrepancies:** Immediately notify the Department Head and Registrar Office of any missing, damaged, or unrecorded items.
4. **Continuity of Work:** Review pending tasks, ongoing projects, and departmental commitments to ensure a seamless continuation of operations.
5. **Compliance:** Adhere to University rules, maintaining the same standards of accountability and stewardship as required by the position.

### **SECTION 7: MONITORING AND OVERSIGHT**

To ensure institutional accountability, procedural compliance, and consistent implementation across all academic and administrative units, the monitoring and oversight of the Handover/Takeover Policy shall be undertaken in a systematic and transparent manner.

#### **7.1 Monitoring Mechanism**

1. The Registrar Office shall serve as the central monitoring authority for the handover/takeover process across all departments, centers, and administrative offices of UET Mardan.
2. It shall maintain a comprehensive record of all completed handover/takeover forms, notifications, and related correspondence, ensuring that the information remains available for internal and external audit reviews.
3. The Registrar Office shall periodically review departmental compliance to verify that all employee transfers, promotions, or relinquishments of charge are accompanied by a properly executed handover/takeover form.

4. Where necessary, the Registrar Office may issue reminders, notices, or compliance reports to departments or individuals who fail to adhere to prescribed timelines or procedures.

## **7.2 Oversight and Reporting**

1. An annual or periodic summary of handover/takeover activities shall be compiled by the Registrar Office and submitted to the Vice Chancellor as part of administrative performance and audit reporting.
2. The summary may also be shared with the Syndicate Audit & Risk Committee or other relevant oversight bodies for institutional review and governance assurance.
3. The report shall highlight patterns of compliance, common procedural challenges, and recommendations for improvement in administrative processes.

## **7.3 Handling Non-Compliance**

1. Failure to complete or properly document the handover/takeover process shall constitute administrative non-compliance and may result in disciplinary or corrective measures as determined by the competent authority.
2. Cases of deliberate negligence, loss of university property, or misrepresentation of information during the handover process shall be referred to the Vice Chancellor for appropriate administrative or disciplinary action under University rules.
3. The Registrar Office shall maintain records of all such cases and follow up on their resolution to ensure procedural accountability and institutional transparency.

# **SECTION 8: RECORD KEEPING**

Proper documentation and secure record management are essential to maintaining institutional accountability, transparency, and audit readiness. The University of Engineering & Technology (UET) Mardan shall ensure that all handover/takeover records are accurately preserved and easily retrievable for verification, audit, or administrative reference.

## **8.1 Central Record Maintenance**

1. The Registrar Office shall serve as the central repository for all original handover/takeover forms, supporting documents, and related correspondence.
2. Each completed form shall be recorded in a dedicated Handover/Takeover Register or Database, containing details of the employee's name, designation, department, effective date, and reference number of the transfer notification.
3. The Registrar Office shall ensure that these records are securely filed, both in physical and (where applicable) digital formats, with access limited to authorized personnel only.

4. The records shall be preserved for a minimum period of five (5) years from the date of handover/takeover, or longer if required under University regulations, audit needs, or legal provisions.

## **8.2 Departmental Record Retention**

1. Each department or office shall maintain a duplicate copy of the handover/takeover form and related documentation for its internal record and administrative continuity.
2. Departmental copies may be used for:
  - Verification during internal audits or reviews;
  - Reference in case of disputes, inquiries, or follow-up actions; and
  - Assisting new employees in understanding inherited responsibilities and records.
3. Departments shall ensure that their copies are properly filed and protected from loss, damage, or unauthorized access.

## **8.3 Accessibility and Retrieval**

1. Access to handover/takeover records shall be restricted to designated personnel of the Registrar Office, relevant Department Heads, and authorized auditors.
2. Copies of records may be provided upon written request from the Vice Chancellor, Audit Committee, or other competent authority, subject to confidentiality and data protection guidelines.
3. The Registrar Office shall ensure timely retrieval of records when requested for administrative verification, audit inspection, or disciplinary proceedings.

## **SECTION 9: POLICY REVIEW AND AMENDMENT**

To ensure continued relevance, effectiveness, and alignment with evolving administrative practices, the Handover/Takeover Policy of the University of Engineering & Technology Mardan shall be subject to regular review and revision.

### **9.1 Review Frequency**

1. This policy shall be reviewed every three (3) to five (5) years by the Registrar Office, in consultation with the Academic Council and the Syndicate.
2. An earlier review may be initiated if required by changes in University statutes, administrative procedures, audit recommendations, or directives from the competent authority.

### **9.2 Amendment Process**

1. Any proposed amendments shall be drafted by the Registrar Office and circulated to relevant departments and stakeholders for feedback before formal submission.
2. Revisions shall be recommended by the Registrar Office and approved by the Syndicate, which serves as the final approving authority for institutional policies.
3. Once approved, the updated version shall be notified to all departments, published on the University's official website, and archived alongside previous versions for reference.

### **9.3 Policy Ownership**

The Registrar Office shall serve as the custodian of this policy, responsible for ensuring its proper implementation, periodic review, and dissemination across the University.

## ANNEX-I: HANDOVER/TAKEOVER FORM TEMPLATE

(To be submitted to Registrar Office and concerned department)

### 1. Employee Details

Outgoing Employee	Incoming Employee
Name: _____	Name: _____
Designation: _____	Designation: _____
Department/Section: _____	Department/Section: _____
Employee ID: _____	Employee ID: _____
Nature of Change (Transfer / Promotion / Relieving): _____	Nature of Change (Transfer / Promotion / Relieving): _____
Effective Date: _____	Effective Date: _____

### 2. Handover Items

Category	Description / Reference	Quantity	Remarks
Files & Documents			
Office Equipment / IT Assets			
Lab Equipment / Tools			
University Credentials / Access			
Furniture / Keys / Misc. Items			

<b>Ongoing Tasks / Projects</b>			
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### 3. Certification

**3.1 Outgoing Employee:** I confirm that the above items, records, and responsibilities have been handed over accurately.

Signature \_\_\_\_\_

Date: \_\_\_\_\_

**3.2 Incoming Employee:** I acknowledge receipt and acceptance of the above items and responsibilities.

Signature \_\_\_\_\_

Date: \_\_\_\_\_

**3.3 Head of Department/Office:** Verified and approved by:

(Signature) \_\_\_\_\_

Date: \_\_\_\_\_

**3.4 Registrar Office:** Verified and approved by:

(Signature) \_\_\_\_\_

Date: \_\_\_\_\_