



**UNIVERSITY OF ENGINEERING AND TECHNOLOGY,
MARDAN**

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Ref. No.: 18876/13 / 22nd Synd/2026/UETM-R

Dated: 02 / 01 / 2026

Office of the Registrar

NOTIFICATION

On the recommendations of the 20th meeting of the Academic Council held on 15.11.2025, the Syndicate, University of Engineering & Technology, Mardan, in its 22nd meeting held on 22.11.2025, approved UET Mardan Policy for Whistleblower Protection (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 (xii) of the Minutes of 22nd Meeting of the Syndicate



Quality Enhancement Cell
University of Engineering and Technology, Mardan
Khyber Pakhtunkhwa Pakistan

**UNIVERSITY OF ENGINEERING & TECHNOLOGY,
MARDAN**



WHISTLEBLOWER PROTECTION POLICY

Approval Authority:

Effective Date:

Review Cycle: Every 3–5 Years

Version: 1.0



Quality Enhancement Cell
University of Engineering and Technology, Mardan
Khyber Pakhtunkhwa Pakistan

SECTION 1: POLICY STATEMENT

The University of Engineering & Technology (UET) Mardan is committed to upholding the highest standards of integrity, transparency, and accountability in all its academic, administrative, and financial affairs. The University recognizes that effective governance and ethical behavior are strengthened when members of the University community can raise concerns about misconduct or improper actions without fear of retaliation.

This Whistleblower Protection Policy provides a safe and confidential framework for reporting unlawful, unethical, or improper conduct, and ensures that individuals who make such disclosures in good faith are protected from any form of retaliation. The University affirms that all reports will be handled objectively, fairly, and in accordance with due process.

SECTION 2: PURPOSE

The objectives of this policy are to:

1. Encourage the reporting of misconduct or unethical behavior in good faith.
2. Ensure confidentiality and protection for whistleblowers against retaliation.
3. Establish clear procedures for receiving, investigating, and resolving disclosures.
4. Promote an ethical culture of accountability and transparency within UET Mardan.

SECTION 3: SCOPE

This policy applies to all individuals associated with UET Mardan, including:

- Faculty and academic staff
- Administrative and technical staff
- Students and research scholars
- Contractual employees and visiting faculty
- Vendors, service providers, and other external partners

This policy is **not intended for personal grievances**, employment disputes, or academic appeals, which should be addressed under their respective university procedures.



Quality Enhancement Cell
University of Engineering and Technology, Mardan
Khyber Pakhtunkhwa Pakistan

SECTION 4: DEFINITIONS

4.1 Whistleblower:

A person (employee, student, or stakeholder) who, in good faith, discloses information about actual or suspected wrongdoing or unethical conduct within the University.

4.2 Protected Disclosure:

A good-faith communication that reveals information about suspected unethical, illegal, or improper behavior that violates university policies, laws, or professional standards.

4.3 Improper Conduct / Wrongdoing:

Any act that is unethical, illegal, or inconsistent with UET Mardan's values or policies, including but not limited to:

- Corruption, bribery, or fraud
- Misuse or misappropriation of funds or resources
- Academic or research misconduct, plagiarism, or data falsification
- Conflict of interest or abuse of authority
- Unauthorized outside employment or acceptance of gifts
- Harassment, discrimination, or retaliation
- Breach of confidentiality or privacy
- Violation of health, safety, or environmental laws

4.4 Retaliation:

Any adverse action, threat, or harassment against a whistleblower for making a disclosure in good faith, including termination, demotion, pay reduction, transfer, academic penalty, or social or professional exclusion.

4.5 Good Faith:

Reasonable belief, based on factual information, that improper conduct has occurred or is likely to occur. Reports made with malicious intent or knowing falsity are not protected under this policy.

SECTION 5: GUIDING PRINCIPLES

The implementation of this policy shall be guided by the following principles:

1. **Confidentiality:** The identity of the whistleblower and all information disclosed shall remain confidential, except where disclosure is required by law or essential for a fair investigation.



Quality Enhancement Cell
University of Engineering and Technology, Mardan
Khyber Pakhtunkhwa Pakistan

2. **Non-Retaliation:** No whistleblower acting in good faith shall be subjected to intimidation, retaliation, or adverse action.
3. **Fairness and Due Process:** All parties involved in a report shall be treated with fairness and impartiality.
4. **Accountability:** Proven violations will result in appropriate disciplinary or corrective action.
5. **Good Faith Reporting:** Individuals making malicious or knowingly false reports may face disciplinary action.

SECTION 6: REPORTING MECHANISM

6.1 Primary Contact:

All whistleblower reports shall be submitted to the **Quality Enhancement Cell (QEC)**, which serves as the principal coordinating body for receiving and processing disclosures.

6.2 Secondary Contacts:

Reports may also be submitted to:

- **Pro-Vice-Chancellor Office** – for all categories of cases.
- **Registrar Office** – for administrative and staff matters.
- **Dean Office** – for matters involving faculty or departmental issues.

6.3 Escalation Authority:

If the whistleblower reasonably believes that the issue involves the aforementioned offices or requires higher review, the report may be submitted directly to the **Vice Chancellor**.

6.4 Oversight Authority:

The **Syndicate** serves as the final oversight body, receiving anonymized annual summaries and ensuring compliance with this policy.

6.5 Reporting Channels:

Reports may be submitted through:

- Official email addresses of the designated offices/persons (listed in Annex-I).
- Written statements delivered in sealed envelopes marked “Confidential – Whistleblower Disclosure.”
- Personal meetings with any of the designated officers, upon request.

Anonymous reports may be accepted; however, full protection is guaranteed only to whistleblowers who identify themselves and act in good faith.



Quality Enhancement Cell
University of Engineering and Technology, Mardan
Khyber Pakhtunkhwa Pakistan

SECTION 7: COMPOSITION OF WHISTLEBLOWER PROTECTION & INVESTIGATION COMMITTEE (WPIC)

To ensure impartial investigation and accountability, a **Whistleblower Protection & Investigation Committee (WPIC)** shall be constituted by the Vice Chancellor, comprising:

- **Pro-Vice-Chancellor** – Convener
- **Dean** – Member
- **Registrar** – Member
- **Director QEC** – Member
- **Legal Officer** – Member
- **Representative nominated by the Vice Chancellor / Syndicate** – Member

The committee shall conduct inquiries, review evidence, and recommend corrective actions to the competent authority.

SECTION 8: INVESTIGATION PROCEDURE

8.1 Acknowledgment:

QEC shall acknowledge receipt of the complaint within **seven (7) working days**.

8.2 Preliminary Review:

Within **fourteen (14) working days**, QEC shall assess the disclosure to determine whether it warrants a formal investigation.

8.3 Investigation:

If deemed credible, the case shall be referred to the WPIC, which shall:

- Collect and review evidence.
- Conduct interviews where necessary.
- Maintain strict confidentiality throughout.
- Complete the investigation within **sixty (60) working days**, unless an extension is justified.

8.4 Findings and Recommendations:

The WPIC shall submit a written report of its findings and recommendations to the **Vice Chancellor** for appropriate action.



Quality Enhancement Cell
University of Engineering and Technology, Mardan
Khyber Pakhtunkhwa Pakistan

8.5 Action and Resolution:

The Vice Chancellor shall determine disciplinary or corrective measures, ensuring due process. Where applicable, the Syndicate shall be informed of significant cases.

8.6 Feedback:

When legally permissible, the whistleblower may be informed of the general outcome of the case.

SECTION 9: PROTECTION AGAINST RETALIATION

9.1 General Principle

UET Mardan is firmly committed to ensuring that all individuals who, in good faith, report suspected unethical, illegal, or improper conduct are protected from any form of retaliation. Retaliation undermines the integrity of the reporting process and will not be tolerated under any circumstances.

9.2 Scope of Protection

Protection under this policy applies to all whistleblowers, witnesses, or individuals who:

- Submit a report of wrongdoing in good faith;
- Participate in an inquiry or investigation;
- Refuse to engage in unethical or unlawful acts; or
- Provide relevant information or testimony in connection with a whistleblower case.

This protection extends to faculty, staff, students, consultants, contractors, and vendors associated with UET Mardan.

9.3 Forms of Retaliation

Retaliation includes, but is not limited to:

- Termination, suspension, or demotion;
- Unjustified negative performance evaluations or denial of promotion;
- Harassment, intimidation, or verbal abuse;
- Denial of training, benefits, or resources;
- Unwarranted disciplinary actions or changes in duties;
- Academic penalties or unfair grading;
- Exclusion from meetings, communication, or professional activities; or



Quality Enhancement Cell
University of Engineering and Technology, Mardan
Khyber Pakhtunkhwa Pakistan

- Any other adverse action, overt or subtle, intended to punish or deter reporting.

9.4 Reporting Retaliation

Whistleblowers who believe they are facing retaliation may report their concern directly to:

- The Pro-Vice-Chancellor, or
- The Director, Quality Enhancement Cell (QEC)

The report should describe the alleged retaliatory actions, the persons involved, and any supporting evidence. Reports of retaliation will be treated with the same level of confidentiality and seriousness as the original disclosure.

9.5 Investigation of Retaliation Allegations

- The Whistleblower Protection & Investigation Committee (WPIC) will conduct a formal inquiry into alleged retaliation cases.
- The committee may recommend interim measures (e.g., temporary reassignment, protection from direct supervision, or other safeguards) to prevent further harm during the investigation.
- Findings and recommendations will be submitted to the Vice Chancellor for appropriate action.

9.6 Disciplinary Measures for Retaliation

- Any employee, faculty member, or student found to have engaged in retaliation shall be subject to disciplinary action, which may include written warnings, demotion, suspension, termination of employment, expulsion (for students), or legal action where applicable.
- Retaliation may also be treated as a major misconduct under the relevant University rules and service statutes.

9.7 Limitation of Protection

Protection under this section does not extend to:

- Individuals who knowingly make false, malicious, or frivolous allegations; or
- Persons who themselves are found to have engaged in misconduct that is the subject of the disclosure.

However, disciplinary measures for false reporting will be imposed only after a formal inquiry determines that the report was made with malicious intent or in bad faith.

9.8 Preservation of Rights



Quality Enhancement Cell
University of Engineering and Technology, Mardan
Khyber Pakhtunkhwa Pakistan

Nothing in this policy limits the right of the whistleblower or any affected person to seek redress through legal, administrative, or statutory authorities as provided under the laws of Pakistan.

SECTION 10: CONFIDENTIALITY AND RECORD KEEPING

1. All records of disclosures, investigations, and resolutions shall be kept strictly confidential and securely maintained by QEC.
2. Access shall be restricted to authorized personnel only.
3. All records shall be retained for a minimum of **five (5) years**, or longer if required by law or university policy.

SECTION 11: TRAINING AND AWARENESS

1. The **Quality Enhancement Cell (QEC)** shall conduct regular awareness sessions, seminars, and training workshops on ethical behavior, reporting procedures, and whistleblower protection.
2. A summary of this policy shall be made available on the University's official website and included in employee and student handbooks.

SECTION 12: OVERSIGHT AND REPORTING

1. An annual anonymized summary of whistleblower activities and outcomes shall be compiled by the QEC and submitted to the **Syndicate** through the **Registrar Office** for information and oversight.
2. The Syndicate may direct systemic corrective measures to strengthen internal control and institutional ethics.

SECTION 13: POLICY REVIEW AND AMENDMENT

1. This policy shall be reviewed every **three (3) to five (5) years** by the QEC, in consultation with the Syndicate, or earlier if required by legal or institutional changes.
2. Amendments to this policy may only be approved by the **Syndicate**.



Quality Enhancement Cell
University of Engineering and Technology, Mardan
Khyber Pakhtunkhwa Pakistan

ANNEX-I:

WHISTLEBLOWER DISCLOSURE FORM

Confidential

To:

Quality Enhancement Cell (QEC)
University of Engineering & Technology, Mardan

1. Reporter's Information (optional if anonymity requested)

Name: _____

Designation / Department: _____

Contact Number: _____

Email Address: _____

2. Details of Alleged Improper Conduct

Name of person(s) involved: _____

Designation / Department: _____

Date(s) and place(s) of incident: _____

Type of misconduct (tick all applicable):

☐ Financial irregularity

☐ Corruption / Bribery

☐ Academic / Research Misconduct

☐ Harassment / Discrimination

☐ Misuse of authority / Conflict of interest

☐ Breach of confidentiality / Policy violation

☐ Other (please specify): _____

3. Description of the Incident

(Please describe the facts, actions, and circumstances in detail. Attach additional pages if necessary.)



Quality Enhancement Cell
University of Engineering and Technology, Mardan
Khyber Pakhtunkhwa Pakistan

4. Supporting Evidence (if any)

Please list or attach relevant documents, emails, or witnesses that support your report.

5. Declaration

I declare that the information provided above is true and correct to the best of my knowledge and is made in good faith.

Signature: _____

Date: _____