

WHISTLE BLOWER POLICY



Deen Dayal Upadhyaya Gorakhpur University

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Gorakhpur-273009

Uttar Pradesh, India

WHISTLE BLOWER POLICY

DDU Gorakhpur University, Gorakhpur is committed to honesty, integrity, openness and accountability and expects all its students and staff to maintain high standards in accordance with its policies and procedures. The University is engaged with several stakeholders, each being critical in helping the University achieve its Vision and Mission. The University was established on the Core Value of upholding high standards of integrity and ethical behaviour and strives to conform in all its actions to this Core Value. It is governed by and closely follows the public accountability principles set forth in the Indian Constitution and the laws that regulate Universities in India including the Right to Information Act, 2005 and the Whistle Blowers Protection Act, 2014. Therefore, this Whistle Blowers Policy has been formulated in compliance with the Whistle Blowers Protection Act of 2014 enacted by the Parliament of India.

Scope

This Policy shall apply to, and cover all faculty members, staff (permanent and contract staff, and outsourced workers), students and other stakeholders of the university. Other stakeholders include, retired faculty and staff, alumni, parents of the students, official visitors, vendors, consultants, donors, and institutional collaborators.

This policy is intended to regulate any information disclosure that is in the public interest and reasonably believed by the whistleblower to sufficiently indicate any one or more of the following "serious violations" pertaining to the university, including its departments, centres, activities, and teaching:



- i. General malpractice e.g. immoral or unethical
- ii. Academic or professional malpractice
- iii. Criminal offences
- iv. Financial or procedural irregularity
- v. Noncompliance with any applicable university regulations, ordinances, or other requirements
- vi. Corruption or bribery and the related seeking/offering special favours
- vii. Violation of Intellectual Property Rights
- viii. Manipulation of the University data
- ix. Violation of confidential / proprietary information
- x. Any attempt to commit, conceal, or misrepresent on any of the above.

This Policy should not be used in place of the University grievance procedures or be a route for raising malicious or unfounded allegations against colleagues, co-students, faculty members or staff.

Raising a whistleblowing concern

Concerns listed above should be reported preferably in writing as soon as practicable to:

- Unless the specific concern involves a complaint against the Registrar, all whistleblower complaints will be filed with the Registrar, DDU Gorakhpur University.
- When the specific concern involves a complaint against the Registrar, the whistleblower complaint will be filed with the Vice Chancellor, DDU Gorakhpur University, Gorakhpur.

- For the matter to proceed, the information being revealed and any accusations made about it must be largely accurate and, to the greatest extent possible, include verifiable details. Pseudonymous or anonymous communication methods will not be accepted.
- The University takes seriously its responsibility to enforce this Policy, and therefore encourages any person reporting a concern to identify him or herself so as to facilitate any resulting investigation. However, if the person wants to maintain confidentiality, the university shall ensure that his/her identity is not revealed to anyone other than those involved in investigating the concerns.

Support/ Assurances

Towards upholding and protecting the basic tenets of public accountability, the following shall be the unconditional assurances binding the university and its decision-making authorities:

- The university shall treat all disclosures made, and the identity of the Whistle Blower, with utmost confidentiality.
- The University provides protection for whistleblowers, who report genuine concerns, to ensure s/he is not treated unfairly by raising a concern. But, if the allegations are malicious, or motivated by personal gain the University may consider taking disciplinary action against the whistleblower.
- The University shall ensure that the Whistle Blower is not victimized, or punished, based merely on the grounds of making this disclosure.
- The 'person/s designated' shall submit periodical report to the University officials on disclosures and of any action taken by the university.
- The University shall submit periodical report to the Executive Council on action taken to prevent such 'Serious Violation'.

Investigations

- The University shall determine the scope, manner, and parameters of the investigation and report to the appropriate University officers.
- All reports shall be promptly investigated, and appropriate corrective action shall be taken when warranted by the investigation.
- The compliance offices receiving reports has the responsibility for investigating concerns and issuing corrective actions and reports the same to the Office of the Vice Chancellor/or the Registrar; which in turn shall forward, as required, reports of all corrective actions to the University officials.

Records

- The University shall retain on a strictly confidential basis for a period of five (5) Years (or otherwise as required under the University's Record Retention and Disposal Policies in effect from time to time) all records relating to any reported concern and to the investigation and resolution thereof.
- All such records are confidential to the University, and such records shall be considered privileged and confidential, subject only to a lawful court order or a written request from relevant government authorities.

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