Sultanate of Oman
Ministry of Manpower
Shinas College of Technology

ShCT-Policy Development & Review Guidelines

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Version Control

A. Feedback and amendments

Version	Author	Date (dd/mm/yyyy)	Summary of Revisions	Contributed by
0.1	Mr. Dhanasekaran	10/09/18	First Draft	QAU

B. Plagiarism verification

Version	Team/committee/person	Date (dd/mm/yyyy)	% of Plagiarism	Signature
Final draft				

C. Document proof read by:

Version	Team/committee/person	Date (dd/mm/yyyy)	Language quality (Excellent, Good, Fair)	signature
Final draft				

Approval Authorities Signature/Date:

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1. Purpose

The purpose of the policy development and review guidelines is to support the College and its various units in the development of new policies and review of existing policies for its various activities.

2. Scope

The guideline is applicable to all the internal stakeholders who are involved in development/review and implementation of various policies.

3. Definitions

Acronyms

CC: College Council
DAC: Department Academic Council
PMC: Policy Management Committee
QAU: Quality Assurance Unit

Definitions:

Policies: Policies and procedures help the College to achieve its strategic goals by influencing and determining all the academic and administrative activities of the College which regard to decision making and actions.

Procedures: Procedures are the detailed steps used to explain policies for the academic and administrative activities of the College.

Sources of Policy: There are three sources of policy, these initiate the need for development of new policies.

- o Academic activities such as curriculum development and review, teaching and learning, and assessment and feedback.
- o Non-academic activities such as administrative, staff and student support activities, and general support activities.
- o MoMP

4. Policy Development/Review Guidelines

- The College Council (CC) is responsible to ensure the development, implementation, monitoring and review of various policies.

- In this regard, The Dean of the College/CC establishes a committee for policy management at the college level (refer section 2.7.3 for ToR).

- The Policy Management Committee (PMC) is responsible to ensure the effective functioning of Policy Management System (PMS) of the college.

- The committee identifies the need for policy development/review through Policy Need Analysis (PNA) or through a specific event which arising during the course of action.

- The PMC or concerned unit/stakeholder develop/review the policy for the identified need.

- The PMC should ensure the developed/reviewed policy is as per the prescribed standard given in the documentation policy.

- The draft of developed/reviewed policy is circulated among the concerned stakeholders for their feedback.   Based on the stakeholder's feedback necessary changes are to be done in the draft and this is to be circulated among the CC members for their final feedback.   After incorporating the CC members' feedback, the developed/reviewed policy placed before the CC for its approval.

- Policies developed and provided by the MoMP is adopted by the College if the policy is fully applicable to the College.   If not, it is adapted by the College with necessary changes.

- The approved policies are to be circulated to concerned stakeholders for their information and implementation.

5. Policy Development Process – Flow Chart

Policy Development Process

Start

Sources of Policy → MoMP → Applicability of the policy is discussed in CC

Academic activities

Non-Academic activities

If applicable ← → If not applicable

Identification of Policy Need through PNA

Follow Bylaws and exiting policies and guidelines

Adopt the policy as It is

Adapt the policy with applicable changes

No

Assessment of Applicability of Policy by PMC

End

If the policy is applicable to all units of the college

Yes

If the policy is applicable to specific unit

The policy is developed by the concerned unit's QAC

Development of draft of the new policy by the PMC or concerned policy owner

Collect feedback from respective stakeholders on the draft of the new policy

Collect feedback from respective unit's stakeholders on the draft of the new policy

Collect feedback from PMC on the draft of the policy

Collect feedback from CC members on the draft (modified) of the new policy

Incorporation of necessary changes in the draft of the new policy based on the stakeholders feedback

Incorporation of necessary changes in the draft of the new policy based on the stakeholders and PMC feedback

Incorporation of necessary changes in the draft of the new policy based on the CC members feedback

Collect feedback from DAC on the draft (modified) of the new policy

Approval of the policy by CC

Communication of approved policy to stakeholders through QAM, Copies to C&Ds and Website

Approval of the policy by DAC

Incorporation of necessary changes in the draft of the new policy based on the DAC members feedback

Implementation
putting the policy in practice

Monitoring
Recording breaches/ violation of the policies

Reviewing of policies
(refer the policy review process flowchart)

6. Policy Review Process – Flow Chart

Policy Review Process

Start

Need for Review of a Policy

Due date | **PNA** | **Adverse Event**

Assessment of Applicability of Review of Policy by PMC

No → Follow Bylaws and exiting policies and guidelines

Yes

Review of College level policy

The review of policy by the PMC or concerned policy owner (Draft)

Collect feedback from respective stakeholders on the draft of the reviewed policy

Incorporation of necessary changes in the draft of the reviewed policy based on the stakeholders feedback

Collect feedback from CC members on the draft (modified) of the reviewed policy

Incorporation of necessary changes in the draft of the reviewed policy based on the CC members feedback

Approval of the reviewed policy by CC

Review of Unit level policy

The policy is reviewed by the concerned unit's QAC (Draft)

Collect feedback from respective unit's stakeholders on the draft of the reviewed policy

Collect feedback from PMC on the draft of the reviewed policy

Incorporation of necessary changes in the draft of the reviewed policy based on the stakeholders and PMC feedback

Collect feedback from DAC on the draft (modified) of the reviewed policy

Incorporation of necessary changes in the draft of the reviewed policy based on the DAC members feedback

Approval of the reviewed policy by DAC

Communication of approved policy (reviewed) to stakeholders through QAM, Copies to C&Ds and Website

Implementation putting the reviewed policy in practice

Monitoring Recording breaches/ violation of the policies

Reviewing of policies

References

Quality Assurance Manual_3.1