

# ShCT-Policy Development & Review Guidelines

| Policy No.           | ShCT-Col.18.PDRG.001                | Version Number        | 0.2             |
|----------------------|-------------------------------------|-----------------------|-----------------|
| Effectivity Date     | 01-10-2018                          | Document Author(s)    | ShCT-QAU        |
| Next Review Date     | 01-09-2020                          | Document Owner        | College Council |
| Approval Authorities | Chairman, College Council           | Reviewing Authorities | ShCT-PMT        |
| Contact Number       | 26852890; qa@shct.edu.om; QAU, ShCT |                       |                 |

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## **Version Control**

## A. Feedback and amendments

| Author                  | Date (dd/mm/yy yy) | Summary of Revisions                        | Contributed by                                      |
|-------------------------|--------------------|---|---|
| Mr.<br>Dhanase<br>karan | 10/09/18           | First Draft                                 | QAU   |
|                         |                    |   |   |
| I                       | Mr.<br>Dhanase     | (dd/mm/yy<br>yy)<br>Mr. 10/09/18<br>Dhanase | (dd/mm/yy<br>yy)  Mr. 10/09/18 First Draft  Dhanase |

# B. Plagiarism verification

| Version | Team/committee/pers<br>on | Date (dd/mm/yyyy) | % of Plagia rism | Signature |
|---------|---------------------------|-------------------|------------------|-----------|
| Final   |                           |                   |                  |           |
| draft   |                           |                   |                  |           |

# C. Document proof read by:

| Version        | Team/comm<br>ittee/person | Date (dd/mm/yyyy) | Language<br>quality<br>(Excellent, Good,<br>Fair) | signature |
|----------------|---------------------------|-------------------|---|-----------|
| Final<br>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.

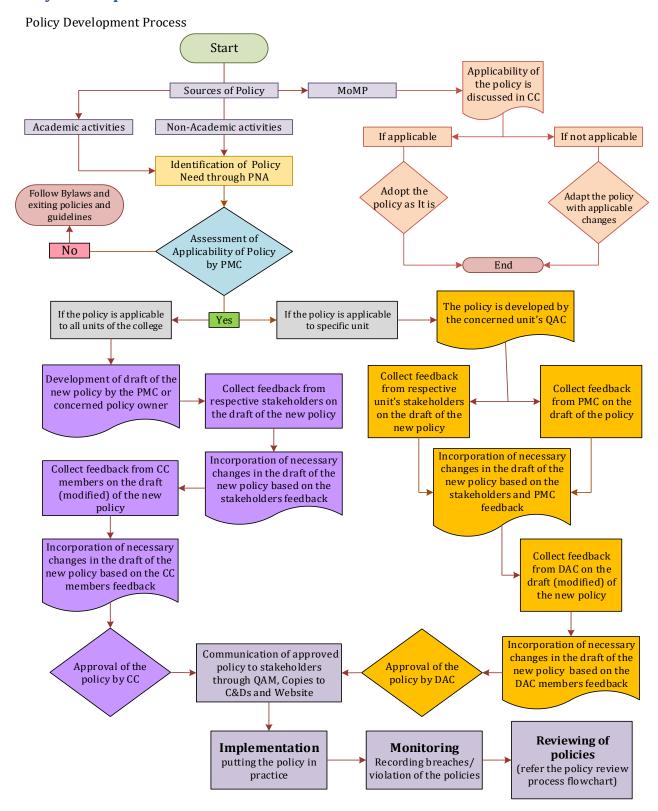
- Academic activities such as curriculum development and review, teaching and learning, and assessment and feedback.
- Non-academic activities such as administrative, staff and student support activities, and general support activities.
- o MoMP

# 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).

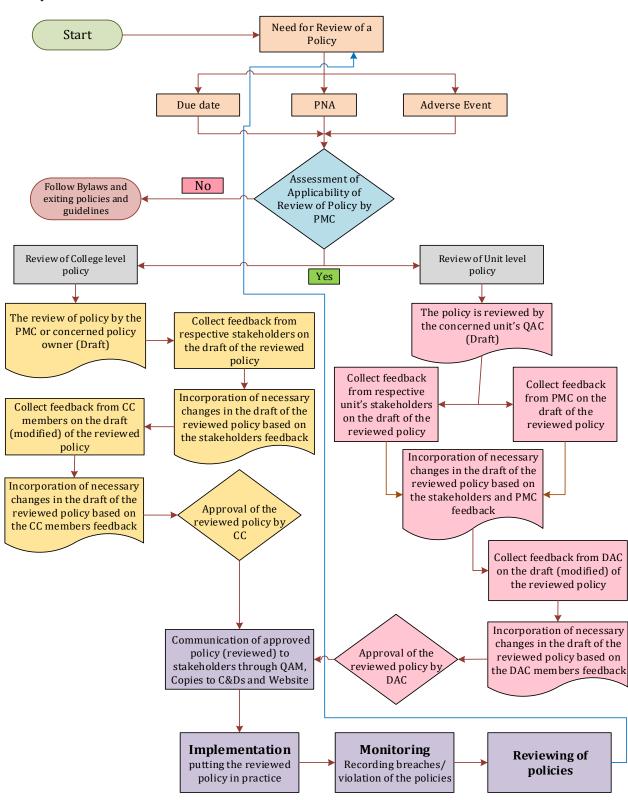
- ♣ The Policy Management Committee (PMC) is responsible to ensure the effective functioning of Policy Management System (PMS) of the college.
- ♣ The committee identifies the need for policy development/review through Policy Need Analysis (PNA) or through a specific event which arising during the course 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



# 6. Policy Review Process - Flow Chart

**Policy Review Process** 



# References

Quality Assurance Manual\_3.1