UIT UNIVERSITY

Policies & Procedures Manual

UIT University

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Communication of Approved Policies and SOPs to all stakeholders

1. Purpose

1.1. Policies and procedures are fundamental components of any university's management. They address relevant issues and define a sequence of steps to be followed in a consistent manner. Utilizing both policies and procedures during decision-making ensures that the university is consistent in its decisions. Effective communication of policies and procedures to all stakeholders is key to their successful implementation. As policies and procedures are continually reviewed and updated, it becomes essential that all stakeholders are aware of the updates and revisions. This document fulfills this requirement for UITU.

2. Scope

2.1. In order to meet the demands of challenging times and to play a leading role as an outstanding university, UITU believes in developing and maintaining a well-defined Management System. As part of its Management System, UITU has developed policies and procedures for its activities. The university management ensures that all decisions are made in line with these policies and procedures. These policies and procedures are formulated/finalized after extensive deliberation and are duly approved by the Vice Chancellor/Statutory Bodies. These documents are dynamic in nature and are reviewed and updated regularly, incorporating the suggestions and feedback of all stakeholders. The Quality Enhancement Cell (QEC) of UITU is assigned the responsibility of processing the initiated policy documents through different stages of finalization and maintaining a record of all approved documents. The Office of Registrar is responsible for disseminating these policies and procedures, including their updates, to relevant personnel. The procedures adopted for effective communication of UITU Policies and Procedures to all stakeholders are described in the following paragraph.

3. Communication

3.1. Effective communication of policies and procedures requires efforts and participation from everyone in UITU managing/supervising any group of students/employees. It must be ensured that the purpose and information contained in these documents trickle down and reach the lowest level of the university hierarchy. The procedure of this effort is outlined below:

3.1.1. After the policy/procedure is formally approved by the competent authority, the Registrar of UITU notifies the approved policy/procedure through a formal 'Notification'.

3.1.2. A copy of the 'Notification' is sent through hardcopy or email to all Deans, Chairpersons, and Administrative Heads.

3.1.3. Based on the Notification issued by the Registrar, the approval details are recorded on the 'Title Page' by the policy owner/author, and the document is put in an approved standard format. The document is then formally issued and made available to all stakeholders.

3.1.4. The document (soft copy) is provided to all Deans, Chairpersons, and Administrative Heads. A copy of the policy/procedure document is placed on the UITU Website by the Registrar for the information of all stakeholders, including UITU employees, students, parents, etc.

3.1.5. Unnecessary printing and photocopying of policy documents is highly discouraged. Hard copies are made only when absolutely necessary. However, for quick reference, two complete sets of all policy/procedure documents are maintained at UITU, one at the Registrar's Office and one at QEC.

3.1.6. The Chairpersons and Administrative Heads ensure that records (soft copy) of the policies/procedures and their updates are maintained in their departments for reference. A responsible person is designated for this purpose, and their name and contact details are shared with QEC (the QEC Coordinator/Document Custodian of teaching departments can be assigned the responsibility if the Chairperson agrees).

3.1.7. The Chairpersons and Administrative Heads ensure that copies (mostly soft) of the policies/procedures and their updates are provided to all faculty members, officers, and relevant staff.

3.1.8. The students are formally informed about the relevant policies and procedures by the faculty members, lab in-charges, or Class Advisors, according to the decision of the Chairperson. If considered necessary by the Chairperson, the policy/procedure is also displayed on departmental notice boards.

3.1.9. The Chairperson and Administrative Head, directly or through a nominated person, explains the purpose and importance of the policy and procedure to all relevant employees and/or students via training or orientation sessions. This ensures that the policy/procedure is comprehensively understood by everyone affected/involved.

3.1.10. All employees and students are encouraged to provide suggestions and feedback through formal communication channels, such as email, to enable the continuous improvement of policies and procedures.