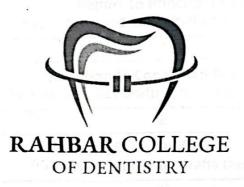


POLICY APPROVAL FLOWCHART



Rahbar College of Dentistry, Lahore

PRINCIPAL PROF. DR. MUHAMMAD NASIR SALEEM RAHBAR COLLEGE OF DENTISTRY

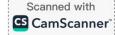
No.102/RCoD/ 208-/Dated: 3 Aug 2024

To: Director Admin

Info: Medical Branch

Prof. Dr. Muhammad Nasir Saleem

BDS (Hons), FCPS, MSC, ICMT,
FDS RCPSG, PhD (Scholar),
Principal
HOD Operative Dentistry,
Rahbar College of Dentistry, Lahore



No.102/RCoD/208-PDated: 3 Sep 2024

Policy for Approval and Dissemination of Policies

Purpose: To oversee the approval, amendments, and distribution of college policies, ensuring that all current policies are readily accessible to those who need them, and that outdated policies are promptly removed from circulation and use.

1. Policy Approval Flowchart

Need Assessment

(Identify the need for a new policy or revision of an existing policy)



Report to Principal RCOD

(Communicate the need and initial findings to the Principal)



Direction to Concerned Authority

(Assign the task of policy drafting to the appropriate authority)



Policy Drafting

(Concerned authority drafts the policy)



Submit Draft to Principal RCOD

(Policy draft is submitted back to the Principal for review)



Present to Academic Council

(Present the policy draft to the Academic Council for discussion)



Approval Process

•Approve?

•If Yes, Proceed for Dissemination

•If No, return to Policy Drafting for revisions



Dissemination to Departments and Website

(Approved policy is shared with all relevant departments and published on the website)



A notification will appear on the faculty portal to ensure that the notice is delivered to all faculty members and demonstrators.