



College of Medicine & Dentistry at the Hills, Abbottabad

Policy Dissemination Process

FOR THE YEAR 2025-26



1. Policy Development

- Institutional leadership, in consultation with relevant stakeholders, develops policies related to governance, services, and resources.

2. Documentation

- Policies are documented in a clear and including purpose, scope, responsibilities, guidelines.
- Accessible format, and implementation

3. Approval Process

- Policies are submitted for approval to the academic council/finance plan committee, curriculum committee, senate, syndicate, or other relevant body, depending on the policy's scope.
- Approved policies are signed by the appropriate authority and officially implemented.

4. Dissemination Plan

- A dissemination plan is created, outlining strategies and methods for sharing policies with the target audience.
- The plan includes a timeline, communication channels, and responsible individuals or departments.

5. Communication Strategy

A communication strategy is developed to ensure effective dissemination, including:

- Website: posting policies on the institute's official website.
- WhatsApp Groups: creating groups for different stakeholders.
- Email: sending policy updates to all staff members.
- Intranet: hosting policies for easy access.
- Notice Boards: displaying summaries of policies and updates.

The strategy includes regular updates, training sessions, and feedback mechanisms.

6. Training and Awareness

Training sessions and awareness programs are conducted to educate stakeholders about policies and their importance.

7. Feedback Mechanism

A feedback mechanism is established to collect input and address concerns from stakeholders regarding policies.

8. Implementation

Policies are implemented according to guidelines, with regular monitoring to ensure compliance and effectiveness.

9. Review and Revision

- Periodic reviews are conducted to assess policy impact and make revisions as necessary.
- Revised policies are communicated to stakeholders.

10. Audit and Compliance

Regular audits are conducted to ensure compliance with policies, with corrective actions taken as needed.

11. Review Meetings

Regular meetings are held to review the dissemination process and make improvements.

12. Documentation and Archive

- Policies, including revisions and updates, are documented and archived for future reference.
- Archived policies are easily accessible to authorized personnel.

13. Monitoring and Evaluation

The dissemination process is monitored and evaluated regularly to ensure effectiveness.

14. Conclusion

This process will help effectively disseminate related to governance, services, and resources, understanding and compliance across the institution.

Principal

CMDH, Abbottabad