



Women Dental College

Ref# WDC/Estb/26/ 823

Dated: 31/08/26

Institutional Policy Development, Review, Approval and Implementation

1. Purpose

The purpose of this policy is to establish a standardized and transparent process for the development, consultation, review, approval, implementation, monitoring, and periodic revision of institutional policies at Women Dental College.

2. Scope

This policy applies to all academic, administrative, student-related, quality assurance, and other institutional policies developed and implemented by Women Dental College.

3. Policy Development Process

3.1 Identification of Need

A new policy or revision of an existing policy may be proposed when there is:

- A new institutional requirement or identified need.
- A change in regulatory or university requirements.
- A recommendation from faculty, students, administration, QEC, or other stakeholders.
- A need to improve institutional processes or quality.

3.2 Policy Drafting

The concerned department/committee shall prepare the initial policy draft. The draft shall be developed in consultation with relevant stakeholders, including faculty, administrative staff, students, and other concerned personnel, as appropriate.

The policy draft should clearly define its purpose, scope, responsibilities, procedures, implementation mechanism, monitoring arrangements, and review schedule.

3.3 Stakeholder Consultation

The draft policy shall be circulated to relevant stakeholders for feedback and suggestions. Their contributions shall be considered and incorporated where appropriate to ensure that the policy is practical, relevant, and aligned with institutional needs.



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3.4 Submission to QEC

The finalized draft, incorporating stakeholder feedback, shall be submitted to the Quality Enhancement Cell (QEC) for review.

QEC shall review the policy for:

- Alignment with institutional objectives and quality standards.
- Consistency with applicable WFME/PMDC/HEC/KMU and other regulatory bodies requirements, where applicable.
- Clarity, completeness, and feasibility.
- Appropriate monitoring and evaluation mechanisms.

QEC may recommend revisions before the policy proceeds for approval.

4. Approval by Academic Council & Signature by Principal

Following QEC review, the policy shall be submitted to the Academic Council for consideration and approval where the policy falls within its academic or institutional mandate.

The Academic Council may:

- Approve the policy.
- Approve the policy subject to modifications.
- Return the policy for further revision and consultation.

No policy requiring Academic Council approval shall be formally implemented before approval is granted.

The approved policy will be signed by the Principal WDC and circulated among all relevant stakeholders.

5. Implementation

After approval, the policy shall be formally communicated to all relevant departments and stakeholders via email, website, LMS and/or other communication channels.

The concerned department/committee shall be responsible for implementation, while designated institutional authorities shall monitor compliance and effectiveness.

Necessary orientation, dissemination, and awareness activities shall be conducted where required.

6. Monitoring and Review

The implementation of institutional policies shall be monitored by the concerned department/committee in coordination with QEC, where applicable.



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Policies shall be periodically reviewed to assess their effectiveness, relevance, compliance, and continued alignment with institutional and regulatory requirements.

A policy may be revised when:

- There is a change in regulatory or university requirements.
- Monitoring identifies a need for improvement.
- Stakeholder feedback indicates the need for modification.
- Institutional circumstances or priorities change.

Revised policies shall follow the same consultation, QEC review, and approval process as applicable to new policies.

If a policy is not renewed, the existing policy will be applicable.

7. Responsibilities

Responsible Body/Person	Key Responsibility
Concerned Department/Committee	Identify need and prepare policy draft
Stakeholders	Provide feedback and recommendations
QEC	Review policy for quality, compliance, and alignment
Academic Council	Consider and approve academic/institutional policies
Principal/Administration	Sign approved policy, and facilitate implementation and institutional communication
Concerned Department/Committee	Implement, monitor, and initiate periodic review

8. Policy Flow

Need Identified → Policy Drafting → Stakeholder Consultation → Finalization of Draft → Submission to QEC → QEC Review/Recommendations → Academic Council Approval → Institutional Notification → Implementation → Monitoring → Periodic Review/Revision

9. Documentation and Record Keeping



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All approved policies, stakeholder feedback, QEC recommendations, Academic Council approval records, revised versions, and implementation evidence shall be maintained by the designated institutional office/QEC for documentation and quality assurance purposes. The Department of Information Technology (IT) is responsible for maintaining digital up-to-date records of all documents.

10. Effective Date and Review

This policy shall become effective following formal approval by the competent institutional authority and shall be reviewed periodically or whenever significant institutional or regulatory changes occur.

Dr. Shahid Khan,

Principal

Women Dental College, Abbottabad