



POLICY DISSEMINATION PROCESS
LIAQUAT INSTITUTE OF MEDICAL & HEALTH SCIENCES (LUMHS), THATTA

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POLICY DISSEMINATION PROCESS

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 ACCESSIBLE FORMAT, INCLUDING PURPOSE, SCOPE, RESPONSIBILITIES, AND IMPLEMENTATION GUIDELINES.**

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.**



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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.**



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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.**



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14. CONCLUSION

- **THIS PROCESS WILL HELP LIMHS EFFECTIVELY DISSEMINATE POLICIES RELATED TO GOVERNANCE, SERVICES, AND RESOURCES, ENSURING UNDERSTANDING AND COMPLIANCE ACROSS THE INSTITUTION.**
- **THIS PROCESS PROVIDES A STRUCTURED APPROACH TO POLICY DISSEMINATION AT LIMHS, ENSURING THAT POLICIES ARE DEVELOPED, APPROVED, AND DISSEMINATED EFFECTIVELY TO ALL STAKEHOLDERS.**

Principal

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