SOHAIL UNIVERSITY

Policies & Procedures

SOHAIL UNIVERSITY

SOP Title: Development, Review, Approval, and Control of Policy & SOP Documents	
Revision Date (if any):	
SOP No.: SU-SOP-QEC-2026-008-R0	
Version: 01	
Approved by:	**24th Academic Council - June 3rd,2026**
Effective Date: June 3rd, 2026	
To be implemented by: **Quality Enhancement Cell and other departments of Sohail University**	
Total pages: 07	

	Designation	**Date**
Prepared by: Muhammad Raza	Data Analyst, QEC	11/6/26
Reviewed by: Syed Najeeb Haider Jafri **Sign:**	Director QEC	01/6/26
Approved by: Prof. Dr. Saeed Quraishy **Sign:**	Vice Chancellor	11/6/2026

CamScanner

1) Purpose

To ensure all institutional **Policies** and **SOPs** are:

- legally valid, standardized, auditable, and consistently implemented,
- routed through the **correct statutory/organizational forums** (BoS, BoF, Academic Council, Finance & Planning Committee, BoG when required),
- aligned with internal quality assurance requirements and continuous improvement expectations.

2) Scope

Applies to all document types:

- **Policies** (strategic rules/requirements; "what & why")
- **SOPs/Procedures** (step-by-step implementation; "how, who, when")
- Supporting documents: forms, checklists, templates, guidelines.

3) Key Definitions

- **Policy**: Sets mandatory direction and governance (principles, rules, compliance requirements).
- **SOP/Procedure**: Operational steps to implement a policy or routine activity.
- **Owner**: Department/office accountable for drafting, implementation, monitoring, and review.
- **Approving Authority**: Statutory/competent body that grants final approval (as per routing).

4) Governance Roles & Responsibilities

4.1 Document Owner (Department/Office)

- Drafts document, runs stakeholder consultations, prepares annexures (forms/checklists).
- Ensures training/communication and implementation evidence.

CamScanner

- Ensures training/communication and implementation evidence.

4.2 QEC / IQC (Quality Review Function)

- Reviews for: clarity, measurability, auditability, alignment with quality standards, CQI loop.
- Ensures document control (versioning, review cycle, recordkeeping).

4.3 BoS / BoF / Academic Council / BoG / Finance & Planning Committee

These are recognized university authorities (Codebook) and must be used according to subject.

- **BoS**: academic/program content proposals (curriculum/syllabi/academic standards at discipline level).
- **BoF**: faculty-level academic matters consolidated for onward routing to Academic Council.
- **Academic Council**: highest academic body; regulates academic life and standards; may draft regulations but these require Board approval where applicable.
- **Finance & Planning Committee**: budget/finance/planning review and advice to Board.
- **Board of Governors (BoG)**: top-level approvals as per Act/Statutes; approves/withholds approvals on key regulations and institutional directions when required.

5) Document Classification & Approval Rule (Decision)

A) If it is a Policy

Route based on impact:

1. **Academic Policy** (admissions, examinations, assessment rules, program standards, academic integrity, etc.)

- Draft (Dept) → QEC/IQC review → **BoS** → **BoF** → **Academic Council** → **BoG (if required by statute/impact)**

2. **Financial/Procurement/Resource Policy** (fees, budgeting, procurement, major resource rules)

- Draft (Office) → QEC/IQC review → **Finance & Planning Committee** → **BoG**

CamScanner

3. **Institution-wide Governance/HR/Compliance Policy** (harassment, discipline, ethics, statutory compliance, institutional governance)

- Draft (Relevant office) → QEC/IQC review → Legal/Registrar check → **Academic Council (if academic implications)** and/or **Finance & Planning (if financial implications)** → **BoG**

B) If it is an SOP/Procedure

- If SOP is **departmental** and does **not** change university-wide rules: Draft → QEC/IQC review → **Dean/HoD/Director approval** (as delegated) → Implement.
- If SOP is **institution-wide** or enforces a **policy requirement** across units: Draft → QEC/IQC review → **Relevant statutory route** (Academic or Finance or BoG) as above.

6) Standard Routing Hierarchy (Visual)

6.1 Academic routing (typical)

Initiator/Department → QEC/IQC → BoS → BoF → Academic Council → (BoG if required)

6.2 Finance routing (typical)

Initiator/Office → QEC/IQC → Finance & Planning Committee → BoG

6.3 Mixed impact (Academic + Finance)

Initiator → QEC/IQC → BoS/BoF (if academic content) + Finance & Planning (if cost/fees) → Academic Council → BoG

7) Step-by-Step SOP (End-to-End)

Step 1 — Initiation & Need Assessment

- Trigger sources: audit finding, RIPE/PREE-style improvement needs, complaints, risk, new regulation, process gap.
- Prepare **Policy/SOP Proposal Note** (1–2 pages):
  - problem statement, scope, stakeholders, risks, expected outcomes, implementation needs.

Step 2 — Assign Owner + Drafting Committee

CamScanner

- Assign **Document Owner** and **Drafting Committee** (subject experts + admin + QEC rep).
- Define timeline and required consultations.

Step 3 — Draft Document Using Standard Template

Mandatory sections (both Policy and SOP):

- Title, code, version, effective date
- Purpose, scope, definitions
- Roles & responsibilities
- Main clauses (policy statements OR procedure steps)
- Compliance/monitoring indicators (KPIs where relevant)
- Records to be maintained (evidence list)
- Review cycle, revision history
- Annexures (forms/checklists)

Step 4 — Internal Consultation

- Consult all impacted stakeholders (departments, students where relevant, admin offices).
- Log feedback in a **Consultation Matrix** (comment, decision, action taken).

Step 5 — QEC/IQC Quality Review (Mandatory Gate)

QEC/IQC checks:

- clarity, non-ambiguity, enforceability, alignment with university authorities and QA expectations, measurable monitoring, evidence/records list, CQI loop.

Step 6 — Legal/Registrar & Compliance Check (when required)

Required if:

- document touches statutory bodies, disciplinary matters, contractual/HR, fee/finance, or external regulator compliance.

Step 7 — Statutory Approval Routing (as per Section 5)

- Send "final draft pack":
  - Clean copy + tracked changes
  - Proposal note

CamScanner

- Consultation matrix
- Implementation plan (training, timeline, owners)
- Cost note (if any)

Step 8 — Approval, Notification & Publication

- After approval:
  - Issue official notification/circular (Registrar/VC office as applicable)
  - Publish on intranet/website policy portal (controlled access if needed)
  - Start effective date clock.

Step 9 — Implementation & Training

- Conduct orientation sessions
- Departmental briefings and checklists
- Assign monitoring responsibilities and reporting frequency.

Step 10 — Monitoring, Audit & Review (CQI)

- Maintain evidence records (logs, forms, minutes, compliance reports).
- Review frequency:
  - High-risk policies: annually
  - Normal policies/SOPs: every 2–3 years
  - Immediate review after major incident/regulatory change.

8) Document Control Rules (Non-Negotiable)

8.1 Coding (recommended)

- **SU-POL-XXX** (Policies)
- **SU-SOP-XXX** (SOPs)
  Add domain tag: HR/ACA/FIN/QEC/IT etc.

8.2 Versioning

- v1.0 first approval
- v1.1 minor clarifications (no change in intent)
- v2.0 major change (scope/authority/compliance impact)

8.3 Controlled Copy

CamScanner

- Only QEC (or designated Document Control Office) maintains the **Master Copy**.
- All departments must use the latest published version (obsolete copies must be withdrawn).

9) Quick "Which Forum?" Checklist

Send to **BoS → BoF → Academic Council** if:

- curriculum/syllabi/assessment/admissions/exams/research governance (academic life).

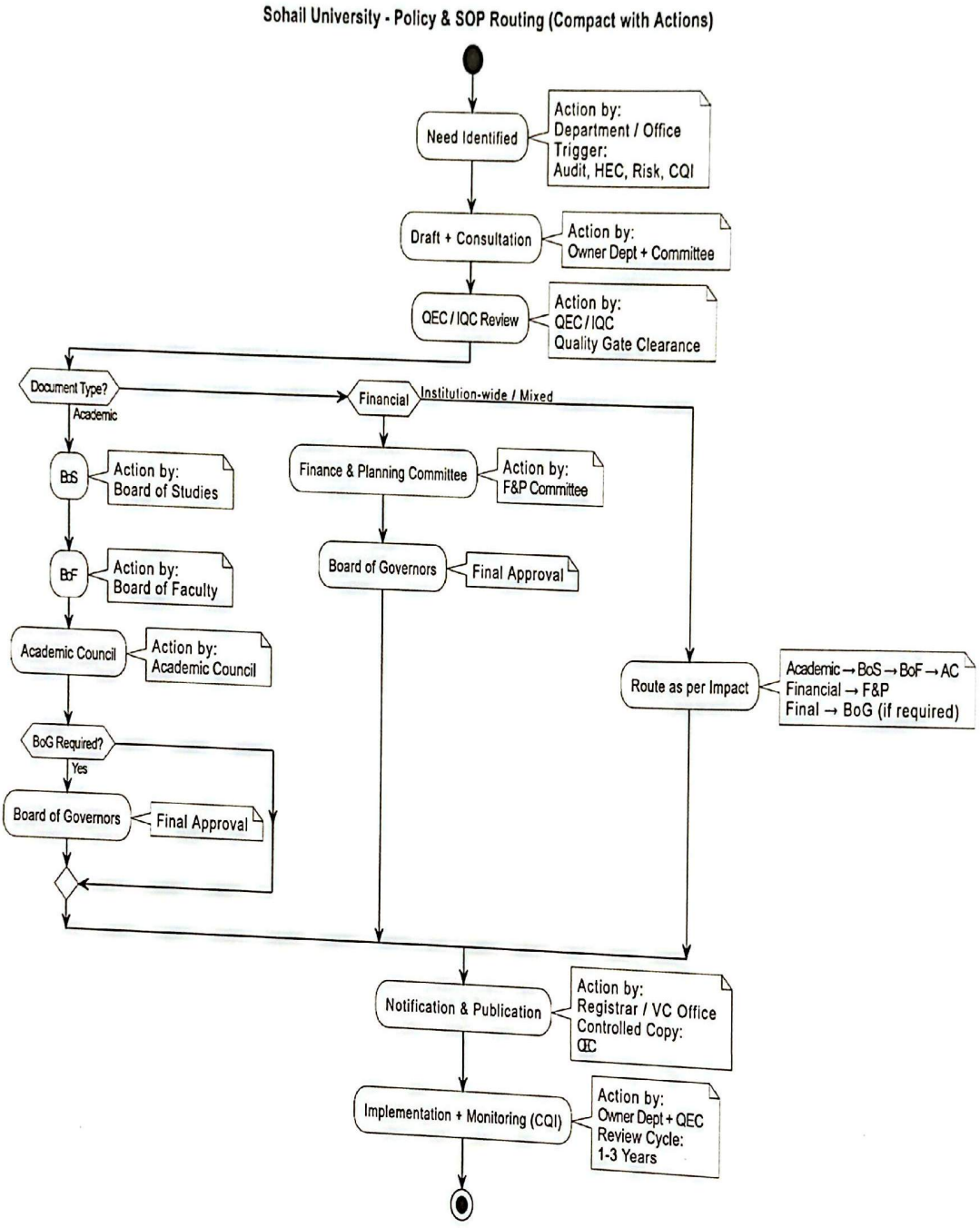
Send to **Finance & Planning → BoG** if:

- budgets, fees, procurement, financial commitments, resource planning.

Send to **BoG** (directly or after relevant bodies) if:

- university-wide governance rules, statutory/regulatory rules, major institutional risk/compliance changes.

CamScanner


Sohail University - Policy & SOP Routing (Compact with Actions)
Need Identified
Action by:
Department / Office
Trigger:
Audit, HEC, Risk, CQI
Draft + Consultation
Action by:
Owner Dept + Committee
QEC / IQC Review
Action by:
QEC / IQC
Quality Gate Clearance
Document Type?
Academic
Financial
Institution-wide / Mixed
BoS
Action by:
Board of Studies
BoF
Action by:
Board of Faculty
Academic Council
Action by:
Academic Council
BoG Required?
Yes
Board of Governors
Final Approval
Finance & Planning Committee
Action by:
F&P Committee
Board of Governors
Final Approval
Route as per Impact
Academic → BoS → BoF → AC
Financial → F&P
Final → BoG (if required)
Notification & Publication
Action by:
Registrar / VC Office
Controlled Copy:
QEC
Implementation + Monitoring (CQI)
Action by:
Owner Dept + QEC
Review Cycle:
1-3 Years