



Document Name:	Policy for Planning and Development
Document Number:	DUHS /P&D/SOP/02

## DOW UNIVERSITY OF HEALTH SCIENCES

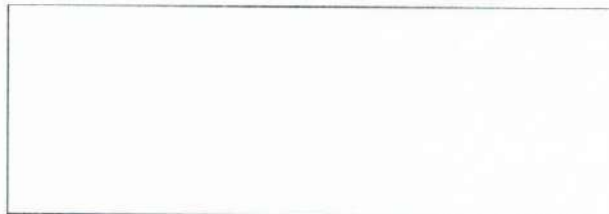


### STANDARD OPERATING PROCEDURE

### Policy for Planning & Development

(CLAUSE 1.1 OF ISO 9001:2008)

	NAME	DESIGNATION	SIGNATURE	DATE
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### **DISTRIBUTION LIST**

The following personnel are on the controlled distribution list:

- Vice Chancellor
- Pro-vice chancellor(s)
- Registrar
- Director Finance
- Payroll In charge
- Quality Management Representative
- Head of Institutions
- Heads of Support Departments
- Dean of all Faculties



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### TERMS AND DEFINITION

TERMS	DEFINITION
Efficiency	Relationship between the result achieved and resources used.
Review	Activity undertaken to determine the suitability, adequacy and effectiveness of the subject matter to achieve established objectives.
Committee	A group of people constituted as a committee by either the Vice-Chancellor or delegate to carry out duties in accordance with specified terms of reference, and includes any board or committee constituted by a board.



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## LIST OF ABBREVIATIONS

DUHS	Dow University of Health Sciences
FPC	Finance Planning Committee
UDWP	University Development Working Party
CDWP	Central Development Working Party
PDWP	Provincial Development Working Party
PC-I	Planning Commission I
P&D	Planning & Development
SOP	Standard Operating Procedure



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## 1. PURPOSE:

- 1.1 The purpose of this SOP is to systematize and standardize various activities of the Department of Planning and Development.
- 1.2 Its objective is to develop systematic processes through which all activities in this Department can be monitored and to ensure smooth operation as well as efficiency

## 2. SCOPE:

This procedure applies to all supporting services provided by the Planning & Development Department under the supervision of DUHS.

## 3. RESPONSIBILITIES:

### 3.1. Planning & Development is responsible for:

- 3.1.1 Administrative work and co-ordination with all teaching & non-teaching departments relevant to infrastructure development.
- 3.1.2 Managing preparation of development projects including collection & processing of input data from departments concerned up to approval from funding agencies
- 3.1.3 Coordination with donor agencies, provincial and federal Ministries/Divisions, for approval of schemes.
- 3.1.4 Coordination with University bodies such as FPC, Syndicate, UDWP, Senate, etc. regarding infrastructure development.
- 3.1.5 Preparation of PC-I, PC-II, PC-III, PC-IV, PC-V etc. Concept Papers/ Project Proposals & Status Reports.
- 3.1.6 Maintaining files and records of projects related work
- 3.1.7 To supervise the office & staff of the Planning & Development department and their related work.



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#### **4 DEPARTMENTAL CORE OBJECTIVES**

To strengthen University infrastructure facilities.

##### **4.1 Key Performance Indicators**

- 4.1.1 Preparation of development scheme and concept papers regarding the development of the university.
- 4.1.2 Implementation of plans according to approved development scheme.

#### **5 PROCEDURE:**

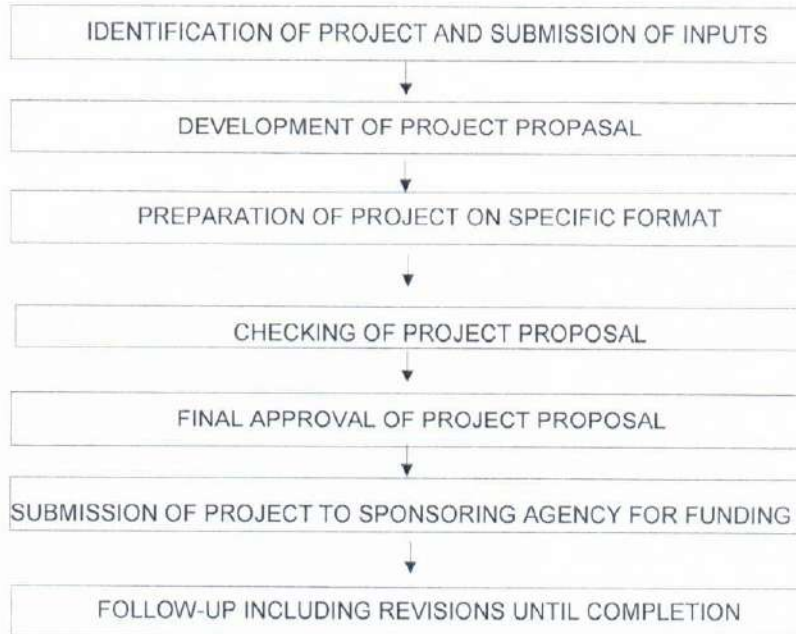
##### **5.1 Project Preparation**

- 5.1.1 The project is identified by competent authority any Head of Department, member of a Statutory Body, directive of Government, or Sponsoring Agency. Identification depends on changes, if any, in the requirements of the University, it should include inputs such as objectives and justification for the project as well as relevant technical details, to be forwarded to the Vice Chancellor for approval.
- 5.1.2 The project Proposal is either developed by the Department of Planning and Development or by some Consultant, if necessary. Services of consultants are hired based on competence and experience.
- 5.1.3 Preparation of a detailed Project in a specific format based on university needs and estimated resources.
- 5.1.4 Checking of Project Proposals by concerned department heads or concerned person/ Resource Person/Principal/Pro-Vice Chancellor.
- 5.1.5 Approval of detailed project by Vice Chancellor.
- 5.1.6 Submission of Approved Project Proposal to Sponsoring Agency.
- 5.1.7 Follow up on Project approvals including revisions, if any, until completion.





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## 5.2 Monitoring of Projects

### 5.2.1 Internal Monitoring and Control

- The Director P&D / Project Steering Committee & Consultant Firm are responsible for monitoring along with supervising the projects
- Submission of progress reports by the Project Director / executing department
- Submission of Financial Reports to Dir (P&D) from the Department of Finance, DUHS
- Identification of corrective/mitigating measures (if any) to be taken



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### 5.2.2 External Monitoring Control

- Review Reports issued by the Monitoring & Evaluation Cell of Planning & Development Government of Sindh & Federal Higher Education Commission
- Submission of Financial & Physical Progress and Utilization Reports to Sponsoring Agencies

### 6. RELATED DOCUMENTS:

Policy document for Planning and Development DUHS /P&D/SOP/02

### 7. RELATED RECORDS

1. Planning Commission Proforma- (PC-I)
2. Planning Commission Proforma- (PC-III)
3. Planning Commission Proforma- (PC-IV)