



Document Name:

Policy for Document Review

Document Number:

DUHS / RO/ SOP / 42

DOW UNIVERSITY OF HEALTH SCIENCES



DUHS Document Review Policy- Departmental

	NAME	DESIGNATION	SIGNATURE	DATE
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Document Change Record

Sr. No	DCR No.	Rev. Date	Page No.	Section No.	Description of Change
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DISTRIBUTION LIST

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- Vice Chancellor
- Pro-Vice Chancellor(s)
- Registrar
- Institutional and Departmental Heads



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TERMS AND DEFINITION

TERMS	DEFINITION
Documents	Information and its supporting medium. The medium can be paper, magnetic, electronic or optical computer disc, photograph or master sample, or a combination thereof.
Procedure	Authenticated and approved set of instructions to carry out an activity or a process.



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1. PURPOSE:

The purpose of this document is to establish, implement and maintain a mechanism for revision, retention and disposal of policies / records related to the requirements of Dow University of Health Sciences.

2. SCOPE:

This procedure is applicable to all the administrative/supporting departments and constituent Institutes/colleges of DUHS.

3. RESPONSIBILITIES:

The concerned departmental/institutional Heads are responsible for formulating and maintaining the policies/records applicable to their processes, with appropriate legibility, identification, accessibility etc. Furthermore, the concerned departmental/institutional Heads are also responsible for reviewing the policies periodically, as needed, or after every three years, as per need.

4. PROCEDURE:

The Concerned departmental/institutional Head should review the respective policy/ies of their departments at least once after the three years', in consultation with other key stakeholders that helped formulate the policy. If there are no changes required, then the original policy stands as approved, however, a date of revision should be assigned and the policy re-circulated to key stakeholders for their information and benefit. The reviewed policy will be approved by the Approving Authority and disseminated for implementation.

5. DOCUMENT CHANGE RECORD SHEET:

After each review, the provided template of the document change record sheet must be filled out to record the description of changes that may have taken place in the policy, the procedure or any of the other aspects of the policy document. Template is provided as annexure A.



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5.1. RETENTION OF RECORDS:

The retention period of records is established for certain periods during which the record may be required for study or verification. Retention period is defined based on the following factors:

- Frequency of record generation
- Contractual, legal or statutory requirements.

However, a minimum three year period in all cases is advisable.

6. RELATED RECORD:

- Document Change Record Sheet



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Annexure A: Document Change Record Sheet

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