

DAU 2-4 Institutional Documents Revision, Approval and Archiving Policy

Policy Code	Policy Name		
DAU 2-4	Institutional Documents Revision, Approval and Archiving Policy		
Responsible Executive	Current Revision Date	Next Revision Date	
-Institutional Research & Archiving Unit (IRAU) -Directorate of Quality Assurance	10/2023	10/2027	

1. Policy Purpose

This policy guides the process of revision, approval and archiving of institutional documents at Dar Al Uloom University (DAU).

2. Policy Scope

This policy is applicable to all DAU Main Institutional Documents.

3. Policy Statement

The Institutional Research & Archiving Unit (IRAU) follows up the main institutional documents with the relevant appendices (Table 1) and issues and ensures the process of updating them in cooperation with the designated academic and non-academic units in the university in accordance with the decisions, regulations and instructions of the Ministry of Education, the Education and Training Evaluation Commission and the relevant government agencies. Upon completion of the updates, the revised institutional documents are approved by the authorized bodies such as the University Council. Upon approval, the IRAU publishes the latest version in various means of communication and for all stakeholders and archives the previous version of the institutional documents.

Table 1: DAU Main Institutional Documents

No.	Main Institutional Documents
1.	Policies and Procedures Manual
2.	DAU Quality Manual
3.	Undergraduate Student Catalog
4.	Graduate Student Catalog
5.	Faculty Members and Staff Manual
6.	Student Handbook

4. Related Policies/ Documents/ Forms

- DAU 1-9 Policy on Policies.
- DAU 2-1 Quality Assurance and Continuous Improvement Policy

5. Document History

Version	Issue/ Rev. Date	Updated Information/ Summary of changes
1	10/2023	1 st issue of the policy