



Communications Policy of Hazara University Mansehra

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1. Introduction:

This document outlines the communication policy of Hazara University Mansehra with all its stakeholders. Communication policy of an organization sets formal patterns of communication within and outside the organizations. A formal communication policy helps in improving employees' morale and facilitate the communication process without restricting the freedom of expression.

Scope of the policy extends to all the stakeholders including faculty, administrative officers, supporting staff, students, alumni, prospective students, parents, government institutions, private institutions, society, and top management of Hazara University Mansehra. A part of the policy provisions is applicable during university timings; however others may be pertinent at any other time.

The need for this policy has been highlighted by the honorable Vice Chancellor of Hazara University Mansehra and has also been highlighted as an important indicator during institutional performance evaluation of HEC. It was argued that an effective communication policy is necessary for a healthy, safe and a peaceful work environment. It also facilitates the university to function effectively as an educational institution and as a part of the society in general.

2. Goals/Objectives:

The overall goal of communication policy is to streamline all the communication activities in university and to facilitate the University administration in achieving its operational goals.

Specifically, the communication policy is designed to:

1. Contribute to increasing the awareness of the University's activities and assist in fostering sustainable and long-term relationships – internally, locally, nationally, and internationally.
2. Develop an open and permissive working climate that encourages new solutions and an active dialogue between the various parts of the organization. This strengthens the university's ability to conduct high-quality research and education.
3. Contribute to improving and broadening awareness of, and support for, Hazara University. The principle of public access to official documents is a fundamental principle which must of course also be adhered to in the communications work of the University.



3. Modes of Communication:

Like many other organizations, Hazara University also need to make effective use of all the available modes of communication, including print, electronic and social media. Specifically the following methods are used at Hazara University.

1. Verbal telephone call
2. Letters and E-mails
3. Social Media platforms like Facebook, WhatsApp etc.
4. University Radio & Television
5. Newsletters
6. University's brochures/Prospectus
7. Advertisements
8. Articles or photographs in newspapers
9. Public access to documents
10. Website & CMS
11. Academic Calendar and Calendar of meetings, holidays etc.
12. Notice boards
13. Minutes of the Meetings

The communications policy is a common denominator and a departure point for all communications work at the University, both internally and externally. The information and communication aspect must be considered during processing and decision making.

4. Internal Communication

There are two main stakeholders in internal communication, employees and students of Hazara University Manshra.

4.1. In staff to staff communication, methods including staff briefings, short meetings and departmental circulars can be used. In such meetings, it is important to mention the agenda of the meetings in advance with an opportunity for staff members to add items of concern (Teachers, officers may be requested where possible to add items in the form of an initial proposal).

4.2 Communication of a formal nature between teachers and higher management should be done through proper channel that is through respective HODs/HOSs.

4.3 When reporting health and safety concerns, this may be done through the Health and Safety Representative, who will bring the matter to the attention of the HOD, or the matter may be brought directly to the Vice Chancellor. An accident or an incident can also be directly reported to the concerned authority.

4.4 Teacher-students Communication: Communication between teachers and students should be an on-going process on daily basis. Regular policy of the university to be followed in case of matters relating to guidance policy, critical incident, discipline (Code of Conduct).



5. External Communication

Dissemination of research and education contribute to and consolidate knowledge and critical thinking. Hazara University's communication is thus an important part of outreach and interaction with the community and contributes to the University's profile.

5.1 The communication should draw attention to and disseminate research results in order to highlight new knowledge and how it may be used practically in the society.

5.2 It is also important to further communicate the crucial importance of the scientific method and how research and education contribute to well-informed decision-making and positive social development.

5.3 An effective communication should provide continuous insight into all of the university's operations.

5.4 The university uses advertisements, letters and telephone calls, Text-messaging system may also be used for information on university closures, absence alert to the parents for students' missed classes, cancellation of a class, or other relevant items.

5.5 The university website may be up-dated to include an information area for students and other stakeholders like suppliers etc.

5.6 The university should communicate both formally and informally with a wide number of individuals and organizations. It would be impossible to refer to all of these. However all official communications outside should be done by the office of Vice Chancellor or with his permission.

5.7 Communication from Hazara University should be reliable regardless of the recipient. This is fundamental for the University as a government agency and a societal actor with the core assignments of research and education.

6. Core Values

6.1 Hazara University is committed to the fundamental academic values of autonomy and academic freedom. Integrity and equity should characterize the University's operations in both research and education, as well as in the exercise of authority and administration.

6.2 Hazara University's internal and external communication shall focus on the recipient's needs and conditions, and should be:

- true and correct
- accessible and open
- credible
- refined, simple and comprehensible

6.3 All employees of Hazara University are covered by the constitutionally protected provisions on freedom of expression and the right to communicate and publish information in the media (freedom of disseminating information). The constitutionally protected freedoms and rights should not be impacted by this communications policy.

7. Roles and Responsibilities

All the employees of Hazara University should be responsible for the implementation of the communication policy in their internal & external communication.





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NOTIFICATION

As per requirement for implementation / action plan regarding 2nd Self Institutional Performance Evaluation Report 2021 vide Standard 4.2, the Competent Authority is pleased to constitute the following Committee for drafting Policy of conflict of interest and intellectual rights.

MEMBERS OF THE COMMITTEE

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|--|-----------|
| 1. Dr. Muhammad Yasir,
Chairperson, Department of Management Sciences | Convener |
| 2. Mr. Shahbaz ur Rehman,
Lecturer, Department of Management Sciences | Member |
| 3. Mr. Qasim Shahzad
Deputy Controller of Examinations | Secretary |

The Committee is required to submit its report on or before July 07, 2021, positively


Assistant Registrar
Establishment

Copy to:

1. Director QE
2. Officer concerned
3. Master File
4. Relevant File