



RASHID LATIF DENTAL COLLEGE

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POLICY FOR DISSEMINATION OF INSTITUTIONAL POLICIES AND OFFICIAL COMMUNICATION

Policy Category	Institutional Management
Applies To	Students, Faculty & Administration

1. Policy Statement

RLDC is committed to transparent, accountable and documented institutional governance. PMDC accreditation standards require a structured process for dissemination of policies developed by institutional leadership in relation to governance, services and resources. Accordingly, RLDC uses its official Gmail accounts, Learning Management System (LMS) and designated official WhatsApp groups to communicate approved policies, SOPs, regulations, circulars and official notifications to students, faculty and administrative personnel. The system is designed to ensure timely access, traceability, version control and information record. Verbal or informal communication may reinforce a message but shall not replace the written/electronic institutional record for important policy or regulatory matters.

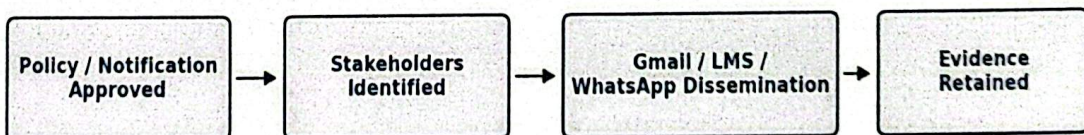
2. Purpose & Scope

This policy establishes a consistent, timely and verifiable mechanism for communicating institutional and regulatory information to relevant RLDC stakeholders. It applies to all academic and administrative departments and covers institutional policies, SOPs, academic and examination notices, student/faculty rules, PMDC and UHS communications, circulars and amendments.

3. Authorized Dissemination Sources

Source	Primary Use	Information Retained
Official Gmail	Formal policy, regulatory, faculty and administrative communication	Sent email / distribution record
LMS	Academic policies, schedules, assessment notices and student/faculty information	LMS post / announcement screenshot
Official WhatsApp	Rapid alerts and reinforcement for students, faculty and departments	Screenshot / message record

4. Dissemination Flow





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5. Roles and Responsibilities

Responsible Body	Key Responsibility
Principal	Approval of institutional policies and major official communications.
Administration/ Department of Dental Education	Issue/circulate approved policies and maintain official policy/notification records.
Heads of Departments	Ensure relevant communications reach faculty, staff and students within departments.
Student Affairs / IT- LMS	Support student dissemination and maintain access through approved electronic channels.

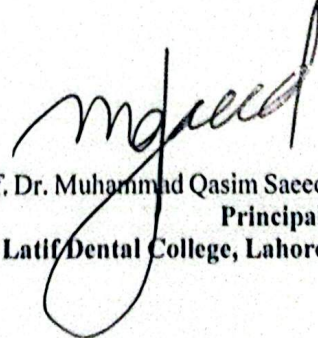
6. Dissemination Procedure and Responsibilities

- The responsible office (Department of Dental Education) identifies the intended stakeholder group and the appropriate communication channel(s).
- Students are ordinarily informed through LMS and official student WhatsApp groups; Gmail is used where formal individual or group communication is required.
- Faculty and administration are ordinarily informed through official Gmail and relevant official WhatsApp groups; LMS is used for academic matters where appropriate.
- PMDC, UHS or other regulatory communications are reviewed by the relevant authority and circulated to affected stakeholders without unnecessary delay.
- Where a communication changes an existing policy, the revised version is approved, re-issued and the previous version is marked superseded/archived.

7. Information and Documentation

Information Type	Sources	Custodian
Electronic dissemination	Gmail sent records; LMS announcements	Department of Dental Education/ IT-LMS
Rapid communication	Official WhatsApp screenshots	Department of Dental Education
Institutional record	Approved policy, circular, notification, meeting minutes	Department of Dental Education


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