	Bayan College
	Communication Policy
	Version: 1.0	Effective Date: 08.1.18

Introduction

Bayan College communications policy is a framework for all communications within the college. The policy establishes the colleges view on the purpose and importance of communication and also the responsibilities and roles in the process. The main purpose of the policy is to ensure that communication is well managed, clear and reliable and thus valued by staff

The college realizes that effective communication is an integral component of the Student experience at the college therefore the need for multiple channels for communication to engage its stakeholders

The Policy outlines the principles to be applied for communication by Employees with Students using various channels.

Purpose

The purposes of this Policy are:

1. To ensure staff and students are fully informed of all relevant activity and to enable them to be effective in their role to support the activities in the College.
2. To ensure all staff are aware of their responsibility for maintaining good communication practice.
3. To provide opportunities for staff and students to provide feedback and engage in discussions related to academic and non-academic matters of the college.

Responsibilities:

IT Department

1. Ensure information is made available to all staff and students in a timely manner and via appropriate channels.
2. Ensure HoDs have the relevant information available to communicate with their staff effectively.
3. Ensure electronic communication channels are functional and collect feedback and comment from staff and students.
4. Coordinate with staff and students for the timely exchange of academic materials and administrative information.

Head of Department

1. Conduct Department Council meeting with all staff at least once a Semester.
2. Provide staff with the opportunity to discuss departmental strategy and operational plans.
3. Provide opportunities for discussion and feedback in the meetings
4. Review and approve all academic and non–academic materials posted in any platform.

Student Affairs Office

1. Review and approve the matter used in the public address system.
2. Review and update the notice board

All Staff

All staff has the responsibility to ensure appropriate content is used in communication and it is done in a professional way that serves the interests of the college.

Communication Channels

1. Email

E-mail should be the primary mode of written communication to staff using college email ID. All staff and students will be provided with college email Id for correspondence. All staff should ensure that messages are appropriate to the recipient and based on the college's communication policy.

2. Web

The College website contains news items, events and links to useful information for staff and students.

News and events should be updated periodically. Staff and students are encouraged to use the website, to update information. The college website provides online services for staff and students.

Students can utilize online registration system with the approval of his/her concerned academic advisor.

Faculty can upload academic materials to the website after approval from the concerned HoD and students can access materials related to their courses from the website.

3. Newsletters/ Journals

A college newsletter/ journal is published once every semester in Arabic and English to communicate key announcements. The Editor of the newsletter/ journal selects the matter in consultation with concerned HODs.

4. Public Address System

The college has a public address system with speakers installed at every part of the main building.

This can be utilized to communicate to all students and staff in case of emergency or if there are any public events.

Students Affairs office will be in charge of the system. The matter to be announced will be scrutinized by the office in charge before airing.

5. Social Networks

The College will use social networks (Face book/ Instagram/WhatsApp) to enhance communication amongst staff and the community. All matters posted in Instagram/ Face book should have the approval of Head of Deanship.

Social network groups can be created for effectively communicating within groups. All matters posted in this group should strictly adhere to the purpose of the group. Any one violating the rules will be immediately removed from the group. While using social media for communication, staff should keep in mind the Code of Conduct of the college, and maintain respect and dignity in all correspondence.

6. Notice Boards / Posters

There are many notice boards installed at various points in the building to display information for staff and students. Any matter posted in the notice board should have the approval of the concerned HoD. The notice board will be updated on a weekly basis.

Source:

https://www.su.se/rules/book-1/information-and-communication/communications-policy-and-procedure-for-communications-at-stockholm-university-1.17455

https://policy.usq.edu.au/documents/13306PL

https://www2.mmu.ac.uk/media/mmuacuk/content/documents/sas/sas-communications-policy.pdf

https://www.bristol.ac.uk/it-services/about/policies/comms.html