



National Institute of Social Development

Policy on Administration

Policy Title: Policy on Administration

Policy Number: 02

Functional Area: Financial Administration and Co-administration

Effective Date: 11.07.2024

Approving Authority: The Governing Council, National Institute of Social Development

Administrative Responsibility: Registrar, Librarian, Directors, ADG, DG, AAB, and the GC

2.1. Rationale and Purpose:

The Policy on Administration is established to provide a robust framework for the governance and management of institutional affairs at the National Institute of Social Development (NISD). Aligned with the NISD Act and the institute's mission, this policy aims to foster accountability and responsibility among officers in implementing relevant policies, thereby ensuring efficient and effective administration.

2.2. Scope:

This policy applies to all academics and nonacademic members within the National Institute of Social Development. This ensures comprehensive governance and clarity in administrative procedures across the entire institute.

2.3. Policy Statement:

NISD is committed to administering its operations per the provisions outlined in this Policy on Financial Administration and core administration. This policy serves as a guiding framework to achieve the objectives and goals of NISD in alignment with its vision and mission. Key areas of focus include:

- 2.3.1. Recruitment of permanent and temporary staff
- 2.3.2. Student registration, teaching, examination conduct, evaluation, release of results, transcripts issuance, convocation ceremonies for both internal and external graduates
- 2.3.3. Formulation and maintenance of the institute's academic calendar
- 2.3.4. Administration of the institute in collaboration with relevant bodies
- 2.3.5. Monitoring compliance with by-laws
- 2.3.6. Maintenance of official records and information management
- 2.3.7. Management of library facilities and systems
- 2.3.8. Provision of student and staff welfare facilities
- 2.3.9. Disbursement and monitoring of funds
- 2.3.10. Procurement procedures
- 2.3.11. Financial flows and records maintenance and auditing
- 2.3.12. Maintenance, construction, and evaluation of progress regarding infrastructure
- 2.3.13. Ensuring safety, security, and well-being of students and staff
- 2.3.14. Provision of infrastructure, IT, and other facilities
- 2.3.15. Administration of research activities
- 2.3.16. Legal matters management
- 2.3.17. Employee benefits administration
- 2.3.18. Addressing any other related matters as necessary

2.4. Performance Measurement:

Performance will be assessed based on key performance indicators outlined in the corporate plan of the National Institute of Social Development.

2.5. Related Documents/Policies:

- 2.5.1. Legislative Context: National Institute of Social Development Act no.41 of 1992/Establishment Code, appropriate instruments/circulars, Prohibition of Ragging and other forms of violence in Educational Institutions Act No. 20 of 1998
- 2.5.2. Associated Documents: Corporate Plan of the Institute 2023-2027, Internal Quality Assurance, Internal Audit for monitoring purposes

2.6. Implementation:

Implementation of this policy will occur through the following actions:

- 2.6.1 Presentation at AAB and the GC meetings
- 2.6.2 Distribution of memos via email or hand delivery to all Heads of Departments/Directors of the Institute
- 2.6.3 Posting the policy on the Institute's website alongside other approved policies
- 2.6.4 Inclusion in relevant student handbooks or manuals.