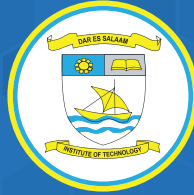


DAR ES SALAAM INSTITUTE OF TECHNOLOGY (DIT)



GUIDELINE ON IDENTIFICATION AND CODING OF INSTITUTE'S DOCUMENTS

DIT/PR/GL/01/RN. 00

—

JULY, 2023

Table of Contents

LIST OF ABBREVIATIONS:..... ii

1. **INTRODUCTION;**..... 1

 1.1 Background Summary; 1

2. **IMPORTANCE OF DOCUMENTATION CODING;** 3

 2.1 Importance of Documentation Coding; 3

 2.2 Mode of Coding: 4

3. **DIVISION OF THE ORGANIZATION DOCUMENTS**..... 6

 3.1 Essence of categorization of documents: 6

**CURRENT INSTITUTE POLICIES, REGULATIONS, GUIDELINES, CHARTERS AND
MANUALS**..... 6

DEPARTMENT/ PROCESS CODE. 7

4. **CONCLUSION:** 9



LIST OF ABBREVIATIONS:

DIT – Dar es Salaam Institute of Technology.

RG – Regulation

PO – Policy

MN – Manual

GL – Guideline

CH – Charter

RN – Registration Number.



1. NTRODUCTION

1.1 Background Summary;

Dar es Salaam Institute of Technology (DIT) was established in 1997 by an Act of Parliament: “the Dar es Salaam Institute of Technology Act No.6 of 1997”. It has been established with a Vision to become the leading provider of high-quality engineering education, research and consultancy, within Tanzania and the East African region. Realization of the DIT Vision and corresponding mission objectives as indicated in the establishing Act need guidance of Quality Assurance Policy which was put in place by the 19th meeting of the DIT Council that convened in 2003. The Institute is committed to attaining a standard of excellence across all academic programs and extracurricular endeavors, consistent with the principles outlined in ISO 21001:2018.

The implementation of numbering and coding system offers a multitude of benefits. The organized structure enhances accessibility, aiding efficient document retrieval and navigation. Through streamlined reference and cross-referencing, individuals can grasp procedures comprehensively. Moreover, version control promotes accuracy by providing the most current information. The system also enhances traceability and accountability, bolstering quality control and compliance efforts.

1.2 DIT Societal Vision

The society is provided with affordable, relevant and practical technical education to facilitate development and application of technologies to foster socio-economic development in a sustainable manner.

1.3 DIT Vision

To become a leading technical education institution in addressing societal needs.

1.4 DIT Mission

To provide competence based technical education through training, research, consultancy and development of appropriate innovative technologies and entrepreneurship.



1.5 DIT CORE VALUES

DIT core values of current are covered in the word **RESPECT** that means:

- i. **Responsive:** DIT is quick to react in the way that is suitable or right for a particular situation.
- ii. **Exceptional Service:** The Institute creates and improves relationships through positive interactions with others.
- iii. **Student Centeredness:** The institution values and respects all students as unique individuals.
- iv. **Professionalism:** The Institute takes pride in the work it does, value on job learning and performance to the best of its ability.
- v. **Excellence:** The Institute recognizes that good working environment is needed for long-term planning, exploration of new ideas, support for innovation, enrichment & professional development programmes, accountability, and attention to health and well-being of faculty and all staff members.
- vi. **Commitment:** The Institute is dedicated to the community it serves.
- vii. **Transparency:** The Institute believes that success is achieved through open exchange of information. Cognizant is built on a foundation of open and honest communication.

2. IMPORTANCE OF DOCUMENTATION CODDING;

The Dar es Salaam Institute of Technology has an institutional quality goal to achieve a quality for all academic programmes and non-academic activities (In line with ISO 21001:2018). That being said the Quality Assurance Department in cooperation with the Public Relations Office are obliged to align and formulate the Institute's, policies, regulations, guidelines, manual and charters, with appropriate documental coding that will be used ensuring organization, clarity, and ease of reference.

2.1 Importance of Documentation Coding;

Numbering and coding of an institute's manuals and guidelines play a significant role in ensuring organization, clarity, and ease of reference. Here are some key reasons highlighting their importance:

a) Easy Identification: Numbering and coding provides a unique identifier to each manual and guideline within the institute's documentation system. It allows for easy identification and differentiation among various documents, preventing confusion or ambiguity.

b) Organization and Structure: Numbering and coding facilitate the organization and structure of manuals and guidelines. They enable a logical arrangement of documents, such as categorizing them by subject, department, or process. This structure enhances the overall accessibility and navigability of the institute's documentation.

c) Reference and Cross-Referencing: Numbering and coding systems enable efficient referencing and cross-referencing of information within and between manuals and guidelines. By using consistent codes or numbers, individuals can quickly locate related information, ensuring coherence and completeness in understanding specific procedures or policies.

d) Version Control: Numbering and coding assist in version control of manuals and guidelines. Each updated version can be assigned a new number or code, allowing users to distinguish between different editions. This helps ensure that employees are working with the most up-to-date information, reducing errors and maintaining consistency.

e) Traceability and Accountability: Numbering and coding contribute to traceability and accountability. By assigning unique identifiers to manuals and guidelines, it becomes easier to track their origin, revisions, and ownership. This traceability aids in quality control, auditing, and ensuring compliance with internal and external standards or regulations.

f) Communication and Collaboration: Numbering and coding systems facilitate effective communication and collaboration among employees. When referring to specific sections or policies within manuals and guidelines, using standardized codes or numbers allows for clear communication, minimizing misunderstandings and streamlining collaboration efforts.

g) Continuous Improvement: Numbering and coding systems support continuous improvement efforts. By tracking the usage and effectiveness of manuals and guidelines through their codes or numbers, institutes can gather feedback, identify areas for improvement, and make necessary updates or revisions to enhance their documentation over time.

2.2 Mode of Coding:

The Institute documents (policies, regulations, guidelines, manual and charters) Numbering System consists of Institute Identification, three letter Academic or Administrative division/department/ process/Unit code, followed by a two-letter document classification, two digits of document number and concluding with code of description of the version.

2.2.1 Formulation:

- i. **Institute Identification:** Being referred as the Institute name which is Dar es Salaam Institute of Technology with an abbreviation (DIT).

DIT/HRM/RG/001/R.No.01

- ii. **Hosting Department or Directorate:** Assign a unique alphanumeric code to each department or directorate hosting the referred document. This code should be concise and easily identifiable with a two-letter Academic or Administrative division/department/ process/Unit code. For example, HR for Human Resources



Management, FN for Finance, PL for Planning Office AD for Admission Office, Q/A for Quality Assurance Office etc.

DIT/**HR**/RG/01/R.No.01

- iii. **Type of Document and Sequential Numbering:** Assign the initial letter representing the type of document, i.e., "PO" for Policy documents, "GL" for Guidelines, "RG" for Regulations etc.

DIT/HR/**RG**/01/R.No.01

- iv. **Sequential numbering age of the document:** This number can be added after the representing letter of the type of Document. For instance, 01, 02, 03 and so forth.

DIT/HR/RG/**01**/R.No.01

- v. **Followed by Revision Numbering.** After several reviewing of the document, it is important to note and recognize sequential updates of the document. This will be represented by abbreviation "R.No.0X" followed the sequential version number. For instance, 01, 07.

DIT/HR/RG/01/**R.No.01**

3. DIVISION OF THE ORGANIZATION DOCUMENTS

3.1 Essence of categorization of documents:

DIT documents are categorized in by using the Institute's core functions (Training, Research, Consultancy & Innovation and Administration Finance and Planning) which hosts the process. It is a reflection of the Organization Structure of the Institute showing duties and responsibilities they perform.

CURRENT INSTITUTE POLICIES, REGULATIONS, GUIDELINES, CHARTERS AND MANUALS.

SN	CORE FUNCTION	DOCUMENT NAME.
1	TRAINING	Staff Industrial Attachment Guidelines
2		Sabbatical Leave Policy
4		Industrial Lesion and Career Counselling Policy and Procedures-2006
5		Quality Assurance Policy and Procedures – 2005
6		Examination Regulations
7		Admission Regulations
8	RESEARCH CONSULTANCY AND INNOVATION	Institute Consultancy Bureau – 2020
9		DIT Innovation Policy of 2020
10		DIT Research Policy of 2006.
12		Council Charter
13	ADMINISTRATION, FINANCE AND PLANNING	Communication Strategy – 2017
14		Corporate Strategic Plan – 2017
15		DIT Rolling Strategic Plan.
16		Corporate Social Responsibility Policy – 2023
17		Audit Committee Charter
18		DIT Accounting Manual
19		DIT Financial Regulations.
20		Investment Policy -2017
21		Staff Housing Policy – 2020
22		DITSO Financial Regulation- 2021
23		Customer Services Charter – 2017
24		DIT Succession Plan - 2018
25		Sera ya Mazishi – 2017
26		Internship Guideline -2021
27		Volunteer Guideline -2021
28		Gender Policy – 2021
29		Business Continuity Plan – 2021
30		Institute Students Accommodation Policy- 2021
31		DIT Grievance Redress Mechanism Guidelines – 2021
32		Staff Regulations
33		ICT Policy and Implementation Strategy -2021
34		ICT Security Policy
35		ICT Steering Committee Charter – 2022
36		India- Tanzania Centre of Excellence in Information and Communication Technologies (ITCoEICT) – 2017.
37		Environmental Occupational Health and Safety

DEPARTMENT/ PROCESS CODE.

S N	CORE FUNCTION	DOCUMENT NAME.	DEPARTMENT/PROCESS	CODE
1	TRAINING	Industrial Lesion and Career Counselling Policy and Procedures- 2006	IL- Industrial Liasson	PO/01
2		Quality Assurance Policy and Procedures – 2005	QA - Quality Assurance	PO/02
4		Sabbatical Leave Policy	HR- Human Resource	PO/03
5		Admission Regulations	AD - Administration	RG/01
6		Examination Regulations	EX -Examination Regulation	RG/02
7		Staff Industrial Attachment Guidelines	IL - Industrial Liaison	GL/01
1	RESEARCH CONSULTANCY AND INNOVATION	Corporate Social Responsibility Policy – 2023	PR - Public Relation	PO/01
2		DIT Innovation Policy of 2020	RS - Research and Innovation	PO/02
3		DIT Research Policy of 2006.	RS - Research and Innovation	PO/03
4		Institute Consultancy Bureau – 2020	CB - Consultancy Bureau	GL/01
1	ADMINISTRATION , FINANCE AND PLANNING	Gender Policy – 2021	HR- Human Resource	PO/04
2		ICT Policy and Implementation Strategy -2021	IT - Information and Communication Technology	PO/05
3		ICT Security Policy	IT - Information and Communication Technology	PO/06
4		Institute Students Accommodation Policy- 2021	SA - Student Affairs	PO/07
5		Investment Policy -2017	PL - Planning Office	PO/08
6		Sera ya Mazishi – 2017	HR- Human Resource	PO/09
7		Staff Housing Policy – 2020	ES - Estate	PO/10
8		DIT Financial Regulations.	FS - Finance	RG/01
9		DIT Grievance Redress Mechanism Guidelines – 2021	HR- Human Resource	RG/02
10		DITSO Financial Regulation- 2021	SA - Student Affairs	RG/03
11		Staff Regulations	HR- Human Resource	RG/04
12		Environmental Occupational Health and Safety Guideline	ES - Estate	GL/01
13		Internship Guideline -2021	HR- Human Resource	GL/02
14		Volunteer Guideline -2021	HR- Human Resource	GL/03
15		DIT Accounting Manual	FS - Finance	MN/01
16		Business Continuity Plan – 2021	HR- Human Resource	PL/01
17		Communication Strategy Plan– 2017	PR - Public Relation	PL/02
18		Corporate Strategic Plan – 2017	PL - Planning Office	PL/03
19		DIT Rolling Strategic Plan.	PL - Planning Office	PL/04
20		DIT Succession Plan - 2018	PL - Planning Office	PL/05
21		Council Charter	LO - Legal Office	CH/01
22		Audit Committee Charter	IA - Internal Auditor	CH/02
23		Customer Services Charter – 2017	HR- Human Resource	CH/03
24		ICT Steering Committee Charter – 2022	IT - Information and Communication Technology	CH/04
25		India- Tanzania Centre of Excellence in Information and Communication Technologies (ITCoEICT) – 2017.	IT - Information and Communication Technology	CH/05

SN	DOCUMENT NAME.	DEPARTMENT/PROCESS	PROCESS CODE	DOCUMENT CODE
TRAINING				
1	Industrial Lesion and Career Counselling Policy and Procedures- 2006	IL- Industrial Liasson	PO/01	DIT/IL/PO/01/RN.00
2	Quality Assurance Policy and Procedures – 2005	QA - Quality Assurance	PO/02	DIT/QA/PO/02/RN.00
3	Admission Regulations	AD - Administration	RG/01	DIT/AD/RG/01/RN.00
4	Examination Regulations	EX - Examination Regulation	RG/02	DIT/EX/RG/02/RN.00
5	Staff Industrial Attachment Guidelines	IL - Industrial Liaison	GL/01	DIT/IL/GL/01/RN.00
RESEARCH CONSULTANCY AND INNOVATION				
1	Corporate Social Responsibility Policy – 2023	PR - Public Relation	PO/01	DIT/PR/PO/01/RN.00
2	DIT Innovation Policy of 2020	RS - Research and Innovation	PO/02	DIT/RS/PO/02/RN.00
3	DIT Research Policy of 2006.	RS - Research and Innovation	PO/03	DIT/RS/PO/03/RN.00
4	Institute Consultancy Bureau – 2020	CB - Consultancy Bureau	GL/01	DIT/CB/GL/01/RN.00
ADMINISTRATION, FINANCE AND PLANNING				
1	Gender Policy – 2021	HR- Human Resource	PO/01	DIT/HR/PO/01/RN.00
2	ICT Policy and Implementation Strategy -2021	IT - Information and Communication Technology	PO/02	DIT/IT/PO/02/RN.00
3	ICT Security Policy	IT - Information and Communication Technology	PO/03	DIT/IT/PO/03/RN.00
4	Institute Students Accommodation Policy- 2021	SA - Student Affairs	PO/04	DIT/SA/PO/04/RN.00
5	Investment Policy -2017	PL - Planning Office	PO/05	DIT/PL/PO/05/RN.00
6	Sera ya Mazishi – 2017	HR- Human Resource	PO/06	DIT/HR/PO/06/RN.00
7	Staff Housing Policy – 2020	ES - Estate	PO/07	DIT/ES/PO/07/RN.00
4	Sabbatical Leave Policy	HR- Human Resource	PO/08	DIT/HR/PO/08/RN.00
8	DIT Financial Regulations.	FS - Finance	RG/01	DIT/FS/RG/01/RN.00
9	DIT Grievance Redress Mechanism Guidelines – 2021	HR- Human Resource	RG/02	DIT/HR/RG/02/RN.00
10	DITSO Financial Regulation- 2021	SA - Student Affairs	RG/03	DIT/SA/RG/03/RN.00
11	Staff Regulations	HR- Human Resource	RG/04	DIT/HR/RG/04/RN.00
12	Environmental Occupational Health and Safety Guideline	ES - Estate	GL/01	DIT/ES/GL/01/RN.00
13	Internship Guideline -2021	HR- Human Resource	GL/02	DIT/HR/GL/02/RN.00
14	Volunteer Guideline -2021	HR- Human Resource	GL/03	DIT/HR/GL/03/RN.00
15	DIT Accounting Manual	FS - Finance	MN/01	DIT/FS/MN/01/RN.00
16	Business Continuity Plan – 2021	HR- Human Resource	PN/01	DIT/HR/PN/01/RN.00
17	Communication Strategy Plan– 2017	PR - Public Relation	PN/02	DIT/PR/PN/02/RN.00
18	Corporate Strategic Plan – 2017	PL - Planning Office	PN/03	DIT/PL/PN/03/RN.00
19	DIT Rolling Strategic Plan.	PL - Planning Office	PN/04	DIT/PL/PN/04/RN.00
20	DIT Succession Plan - 2018	PL - Planning Office	PN/05	DIT/PL/PN/05/RN.00
21	Council Charter	LO - Legal Office	CH/01	DIT/LO/CH/01/RN.00
22	Audit Committee Charter	IA - Internal Auditor	CH/02	DIT/IA/CH/02/RN.00
23	Customer Services Charter – 2017	HR- Human Resource	CH/03	DIT/HR/CH/03/RN.00
24	ICT Steering Committee Charter – 2022	IT - Information and Communication Technology	CH/04	DIT/IT/CH/04/RN.00
25	India- Tanzania Centre of Excellence in Information and Communication Technologies (ITCoEICT) – 2017.	IT - Information and Communication Technology	CH/05	DIT/IT/CH/05/RN.00



4. CONCLUSION:

Documentation coding plays a vital role at DIT, as it ensures organization, clarity, and ease of reference within the institute's guidelines, policies, and charters. The importance of documentation coding lies in easy identification, facilitating organization and structure, efficient reference and cross-referencing, version control, traceability, accountability, communication, collaboration, and continuous improvement. All documents of the institute to be developed or reviewed will align with the mode of coding documents as detailed in chapter three.

By adhering to the principles of quality assurance and implementing effective documentation coding, DIT is poised to maintain its position as a leading technical education institution, addressing societal needs and contributing to socio-economic development in a sustainable manner within Tanzania and the East African region.

