IBRI COLLEGE OF TECHNOLOGY

HANDOVER POLICY

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Contact	Head of QAD		
To be implemented by	IbriCT Staff		

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*Implementers and users of this policy/document are kindly requested to send comments and suggested revisions to the assigned contact person as part of the review process.

Version Control Table

A. Document development details and summary of revisions

Version	Author	Date (dd/mm/yyyy)	Summary of revisions	Contributed by
1.0	PMC through ad hoc committee, IbriCT	25 March 2015	First draft written.	PMC through ad hoc committee
2.1	PMC through ad hoc committee, IbriCT	13/05/2019	Only reviewed. No changes made.	PMC through ad hoc committee
2.0	QAD, IbriCT	03/06/2019	Final draft approved by the CC.	CC

B. Plagiarism verification

Version	Team/Committee /Person	Date (dd/mm/yyyy)	% of plagiarism	Signature
1.0	QAU			
2.0	QAD			

C. Document proofread by

Version	Team/Committee /Person	Date (dd/mm/yyyy)	Language quality (Excellent, Good, Fair)	Signature
2.0	Proofreading Team	22/05/2019		

Policy Title	Handover Policy
Policy No.	12
Policy Outline	The policy aims to maintain succession planning for smooth transition of the staff position in order to help the successors to take the charge of their duties.
Status	Active

1. **Policy Title**

   Handover Policy

1. **Definitions and Abbreviations**

   Successor: A staff taking a new position.

   Predecessor: A staff leaving a position

   Handover Policy is followed by staff members who are leaving the college or their position, either permanently or temporarily, in order to help their successor to take in-charge of their duties.

2. **Policy Statement**

   The policy aims to maintain succession planning for smooth transition of the staff position in order to help the successors to take the charge of their duties.

3. **Purpose**

   To update a staff member's successor, with latest information regarding the position so that a smooth transition is ensured.

4. **Scope**

   Any staff member who is about to leave his/her position permanently is required to follow this Handover Policy with the cooperation of Assistant Dean or Head of the department / center under which the staff is working. This policy shall be followed even when a staff

member is leaving his/her position to assume new duties within the same department / center / other units within IbriCT.

Procedure:

1. The immediate higher authority of the predecessor assigns a successor either provisionally or permanently.
2. In case, the higher authority could not assign a successor immediately, the predecessor shall hand over to the higher authority himself/herself.
3. Preparatory meeting of successor with predecessor and their higher authority.
4. Predecessor explains to successor about roles and responsibilities of the position that he/she is leaving.
5. Predecessor explains to successor about different staff and their roles working under her/him.
6. Predecessor explains to successor about different processes associated with the position.
7. Predecessor explains to successor about the files (hard and soft copies) and their location
8. Physical hand over of the files, Keys, Password etc.
9. Signing the declaration by successor and predecessor

5. Supporting Documents
- Quality Assurance Manual
- ISAM
- Bylaws

6. Annexure
- Declaration Form

Declaration Form

Step	Outcomes	Carried out by	Check
STEP-1: Preparatory Meeting of successor, predecessor and their higher authority to finalize the following	List of responsibilities	Preparatory, successor and immediate higher authority.	
	List processes		
	List of key staff and their roles.		
	List of files to be handed over		
	Date for next step		
STEP-2: Explaining about roles and responsibilities of the position that predecessor is leaving	Various roles and responsibilities as per Bylaws/ToR/Administrative Decision	Preparatory, successor	
	Additional roles given by higher authorities (if any)		
	Roles & Responsibilities as a member any committee (if any).		
	Any recent task assigned by the higher authorities and their status.		
STEP-3 Explaining about different staff and their roles working under predecessor	Staff and their roles working under the predecessor.	Preparatory, successor	
	Additional roles assigned to various staff by the predecessor.		
STEP-4 Explaining different processes associated with the position.	Key processes associated with roles and responsibilities of the position and their current status.	Preparatory, successor	
	Documents in which the processes and procedures explained.		
	Policies and procedures associated with the processes.		
	Plans and their current status.		
	Major steps to be taken to complete the plans		
STEP-5 Explaining about the files and their location.	Various files and their contents.	Preparatory, successor	
	Location and the way to access the files.		
	Various reports generated during the tenure of the predecessor, their location and accessibility information.		
	Important internal and external communication received.		

Step	Outcomes	Carried out by	Check
STEP-6 Physical hand over of the files.	All files listed in step-1.		
	Plans		
	Reports		
	Internal and external communications		

We declare that the above mentioned steps have been carried out and thus the handover process has been completed.

Signature   Signature

Successor   Predecessor
Date   Date