



Induction

Newly Promoted Staff at ICTC

December 5, 2018



Key University Documents



- Letter of Appointment
- Terms of Service
- Job Descriptions
- Staff Hand
- Strategic Plan
- University Policies
- ICT Policies
 - * ICT Policy
 - * Website Policy
- QMS Manual
- QMS Processes
- PC
- ICT Master Plan

Key Policies

- Quality Policy
- Quality Assurance Policy
- HR Policy
- Communication Policy
- Social Media Policy
- Admission Policy
- Academic Integrity Policy
- Records Management Policy
- IP Policy
- Research Policy
- Environmental Policy
- Disaster Management Policy
- Safety Plan
- Code of Conduct and Ethics



University Core Values



- Freedom of thought and expression: We shall promote and defend freedom of thought and expression in all our academic inquiry and activities.
- Innovativeness: We shall be innovative in meeting our Mission.
- Commitment: We are committed to the mission of the University and always act in the best interests of the University.
- Trust: We trust the good intentions of others, view conflicts as positive and resolve them creatively and effectively to meet the vision and mission of the University.
- Care: We foster a leadership culture that cares, is people-focused, that connects to and is responsive to the needs of internal and external customers, and promotes stewardship over University resources.
- Teamwork: We work together as a team to realize the collective results that the University wishes to achieve.



ICT Processes and Procedures



- ICT Process (UON/RM/ICT)
- ICT Procedures
 - UON/OP/45 – Procedure for installation, configuration and commissioning of ICT infrastructure
 - UON/OP/46 – Procedure for ICT application and acquisition/development of applications
 - UON/OP/47 – Procedure for ICT support services
 - UON/OP/48 – Procedure for ICT server administration
 - UON/OP/50 – Procedure for ICT security services
 - UON/OP/51 – Procedure for ICT maintenance & repair services
 - UON/OP/52 – Procedure for management of ICT infrastructure change