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INSTITUTIONAL RESOURCES AND PLANNING POLICIES

Purpose:

To provide a comprehensive and structured framework for the efficient planning, development, allocation, and monitoring of institutional resources to enhance academic and non-academic performance.

Goals:

- Ensure fair and transparent resource allocation.
- Promote sustainable infrastructure development.
- Guarantee accessibility and inclusivity in resource planning.
- Improve accountability through structured reporting and monitoring.

Scope:

This policy applies to all departments, administrative units, and academic faculties of the institution. It governs the planning, development, allocation, and monitoring of institutional resources including academic tools, infrastructure, digital assets, and student support services.

Core Principles:

- Equity and inclusivity in resource distribution
- Sustainability and long-term planning
- Transparency in decision-making
- Accountability and periodic review
- Student-centered and outcome-driven approach

Procedure:

1. Each department shall annually submit a detailed request for resources to the respective Planning Committee.
2. The Resource Allocation Committee (RAC) and Infrastructure Monitoring Committee (IMC) shall evaluate these requests based on need, impact, and alignment with institutional objectives.
3. Approved plans will be budgeted in coordination with the finance office.
4. Resource audits and infrastructure assessments shall be conducted bi-annually and annually, respectively.
5. Reports from all departments shall be submitted quarterly to monitor usage, shortages, and areas for improvement.
6. A compliance review will be carried out by the Quality Assurance Cell to ensure transparency and Effectiveness

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Date of Implementation:

This policy shall be effective from 15 April 2025.

1. Institutional Resource Planning Mechanism Policy**Objective:**

To create a structured and sustainable approach to planning, developing, and reviewing institutional resources for academic and non-academic support.

Resource Planning and Development Sub-Policy:

The institution shall formulate a structured framework for planning and developing academic and non-academic resources, ensuring alignment with institutional goals and student needs.

Sustainability and Continuity Sub-Policy:

To ensure long-term stability, the institution shall allocate a specific percentage of its budget to a sustainability fund for academic resources, IT infrastructure, and student support services.

Resource Allocation and Prioritization Sub-Policy:

A Resource Allocation Committee (RAC) shall be responsible for evaluating departmental requests and ensuring fair distribution based on academic priorities, student needs, and institutional objectives.

Periodic Review and Endowment Policy:

The institution shall conduct annual resource audits to evaluate the efficiency and impact of resource distribution

2. Infrastructure Planning and Development Policy**Objective:**

To establish a structured framework for infrastructure growth, ensuring sustainable, safe, and technologically advanced facilities.

Infrastructure Assessment and Planning Sub-Policy:

The institution shall conduct bi-annual assessments of its physical and technological infrastructure to identify maintenance requirements and potential upgrades.

Funding and Budgeting Sub-Policy:

A dedicated infrastructure budget shall be allocated to support planned development and maintenance projects, ensuring financial transparency and accountability.

Monitoring and Quality Assurance Sub-Policy:

An Infrastructure Monitoring Committee (IMC) shall over see all development projects, ensuring timely completion and compliance with safety regulations.

Transparency and Reporting Sub-Policy:

Annual infrastructure reports shall be published, detailing completed projects, ongoing developments, and upcoming plans.

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3. Accessibility and Adequacy of Academic & Non-Academic Resources Policy Objective:

To ensure that all students and faculty have sufficient, accessible, and high quality academic and non-academic resources.

Academic Resource Adequacy Sub-Policy:

The institution shall ensure the availability of up-to-date textbooks, digital learning platforms, and research databases to support students and faculty.

Digital and Technological Resources Sub-Policy:

The institution shall provide high-speed internet, cloud storage access, and updated software tools for all students and faculty members.

Non-Academic Resource Accessibility Sub-Policy:

The institution shall offer student support services such as career counseling, mental health services, sports facilities, and extracurricular activity spaces.

Inclusivity and Equal Access Sub-Policy:

The institution shall ensure that all learning environments, digital content and physical spaces are accessible to students with disabilities.

Resource Utilization and Reporting Sub-Policy:

All departments shall submit quarterly reports on resource utilization, detailing any shortages, inefficiencies, or underused resources.

Responsibilities:

- Planning Committees shall initiate the strategic planning process.
- RAC & IMC shall evaluate and monitor implementation.
- Quality Assurance Cell shall ensure policy compliance.
- Finance Office shall support budgeting and funding.
- Departments shall ensure proper usage and reporting.

Evaluation Process:

- Annual resource and infrastructure audits
- Bi-annual assessments
- Impact evaluation through performance reports

Institutional Responsibilities:

- Set policy direction and framework
- Allocate adequate budgets
- Support equitable access



- Publish public reports on performance and development

Reporting:

- Quarterly usage reports from departments
- Annual performance and development summaries

Monitoring:

- Ongoing oversight by RAC and IMC
- Compliance checks by Quality Assurance Cell
- Feedback mechanisms from stakeholders

Compliance:

- Audits and evaluations to ensure adherence
- Penalties or corrective actions for non-compliance
- Documentation and evidence of resource utilization.

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