


Resources Management Process

Process Definition



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1. SUMMERY

- 1.1. This document defines the process of Managing Resources at Tishk International University.
- 1.2. The relationship between this process and the other processes within the Tishk International University management system is illustrated in the process flow map included in the [Quality Manual Doc TIU.QM.IN.001E].

2. REVISION AND APPROVAL


This procedure is prepared, reviewed and approved as follows.

Prepared by	Reviewed by	Approved by
Rasha Alkabbanie	Dr. Mehmet Ozdemir	Dr. Idris Hadi

#	Date of Issuance	Ver.	Validity	Description of Change	Prepared by	Reviewed by	Approved by
1	02/12/2017	0	3 years	Original Release	Rasha Alkabbanie	Dr. Mehmet Ozdemir	Dr. Idris Hadi

3. PROCESS DEFINITION

- 3.1. The purpose of this process is to ensure that enough adequate resources are available to operate the processes in the University.

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4. PROCESS OBJECTIVES AND METRICS

- 4.1. Process objectives for this process are defined in the “Quality Objectives of Tishk International University” document.
- 4.2. In addition, each objective has at least one metric (or KPI) with which management can measure the effectiveness of the process. These are also defined in the “Quality Objectives of Tishk International University” document.
- 4.3. The targets of each objective are determined in October of every academic year.
- 4.4. The achievement of the quality objectives are discussed in the Management Review Meeting.

Quality Objective	Key Performance Criteria (KPI)	Other process contributes to the final target
Ensuring enough adequate resources to operate the processes at the University	% of resources fulfilled as the annual “Course Resources” reveal.	-

5. PROCESS OWNERS AND RESPONSIBLE PARTIES

- 5.1. The owner of this process is the **Board of Trustees**.
- 5.2. **The Heads of Departments/Units** ensure proper fulfillment of the requirements of this process.
- 5.3. The **Vice- Presidents** will ensure proper resources are provided for this process.

6. TYPICAL PROCESS INPUTS AND RESOURCES


- 6.1. Technical Information Needed.
 - None
- 6.2. Resources/Facilities and Techniques needed:
 - None
- 6.3. Resources/Personnel needed:
 - The Heads of Departments/Units
- 6.4. Special training needed
 - None

7. SUP-PROCESSES WITHIN THIS PROCESS:

- It is one part.

8. TYPICAL PROCESS OUTPUTS

- 8.1. Service produced:
 - Required resources are determined.
 - Resources are provided.
- 8.2. Documents produced :
 - None
- 8.3. Records produced:

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Equipment-Device-Tool Annual Departmental Request Form	
Educational Year Personnel Planning Form	
Classroom Planning Form	
List of Text Books	

9. RELATED RISKS AND OPPORTUNITIES

Risk	Likelihood	Severity	Assessment Method	Mitigation
Not providing basic resources	Not likely to Occur	High	Reviewing resources in the Management Review Meeting	Making sure to respond to the resources requests onetime and to include them within the strategic plans

10. STEPS

The Items	Step
Equipment-Devices-Tools	<p>In May of each academic year, the Heads of Departments submit their resource needs for the next Academic Year to the University Council by filling the “Equipment-Device-Tool Annual Departmental Request Form” and then to the Board of Trustees. These requirement include but not limited to the followings:</p> <ul style="list-style-type: none"> • IT & Computer infrastructure related items • Laboratory devices • Furniture or office equipment <p>When the request is approved by the Board of Trustees, the Head of Departments are asked to provide proposals for purchasing the approved items in the request. Then process shifts to the “Purchasing Procedure”.</p>
Personnel (Human Resources)	<p>In May of each academic year, the Heads of Departments submit their needs of academic staff for the next academic year to the University Council and then to the Board of Trustees by filling the “Educational Year Personnel Planning Form”. When the request is approved by the Board of Trustees, the Head of Departments are asked to start the Human Resources</p>

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Classrooms	<p>In September of each academic year, the Heads of Departments allocate the classrooms belonging to their Department to the lecturer/courses by filling the “Classroom Planning Form”</p>
Books	<p>In September of each academic year, the Heads of Departments submit their Department’s List of Text Books which covers all the courses.</p> <p>When the request is approved by the University Council, the Director of the Library is asked to provide proposals for purchasing the requested books.</p>