

DEMOCRITUS UNIVERSITY OF THRACE
QUALITY ASSURANCE UNIT

IQAS PROCESS

P.2 ALLOCATION AND MANAGEMENT OF
RESOURCES



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1 SCOPE OF THE PROCESS

1.1 Resource management ensures that the necessary personnel, funding, infrastructure, and equipment are available for the applied IQAS to operate effectively, be sustained, and continuously improve its performance in achieving DUTH's objectives.

1.2 Democritus University of Thrace must ensure the necessary funding, the required material and technical infrastructure, the appropriate working environment, and develop its human resources, to meet the needs for the effective execution of the system's processes.

2 PROCESS INPUT DATA

The input data will be comprehensively and explicitly defined during the deployment of the above process. Indicatively, these could include:

- Financial Operation Data, data on material and technical infrastructure, services, human resources – from OPESP and other information systems of Democritus University of Thrace – and corresponding indicators.
- An updated mapping of needs for educational and research activities as well as the operational needs of administrative services.
- Strategic planning concerning the management of funds, human resources, infrastructure and equipment.
- A criteria framework for the allocation of funding (e.g. distribution of regular funding through an algorithm, allocation of SARF reserves etc. για τη διάθεση χρηματοδότησης
- A criteria framework for the allocation, maintenance and assessment of infrastructure and services.
- Annual financial planning recommendations on regular subsidies, SARF reserves etc.
- Recommendations on the acquisition, upgrading and reallocation of infrastructure and service based on established needs.
- Recommendations on the distribution of human resources in academic and administrative units, based on assessed needs.
- Recommendations on the support, training and evaluation of personnel, based on assessed needs.
- Quality assurance objectives regarding the allocation and management of resources (see Process P.3).
- Other related aspects, as specified and dynamically elaborated by decision of the Senate or the Governing Council, following a QAU recommendation.

3 PROCESS OUTPUT DATA

The output data will be comprehensively and explicitly defined during the deployment of the above procedures. Indicatively, these could include:

- Financial reports and statements of reasons for deviations from programming, as well as the probability of insufficient coverage of needs (regular budget, public investment program, SARF, etc.).
- Improvement proposals on:
 - raising additional funding,
 - more effective exploitation of available funding,
 - allocation process,
 - financial management systems effectiveness, etc.,
achieving a greater degree of coverage of infrastructure and service needs
- Reports on:
 - the degree of coverage of Institutional infrastructure and service needs, justification of deviations from recorded requirements.
 - the existing distribution of staff per DUTH's academic and administrative unit (administration, teaching, research). Reports may be supported by histograms of staff working hours, individually and overall (by department, staff category, etc.).
- Decisions on performance awards, incentives, etc.

4 PROCESS PROCEDURES

[Procedure D.2.1: Allocation and Management of Funding](#)

[Procedure D.2.2: Allocation and Management of Infrastructure](#)

[Procedure D.2.3: Allocation and Management of Equipment](#)

[Procedure D.2.4: Allocation and Management of Human Resources](#)

[Procedure D.2.5: Training of Human Resources](#)

5 PROCESS PERFORMANCE INDICATORS

- Utilisation Rate of Budgeted Financial Resources (%)
- Administrative Staff Coverage Rate (%)
- Faculty Staff Coverage Rate (%)
- Special Teaching Staff Coverage Rate (%)

- Laboratory Teaching Staff Coverage Rate (%)
- Special Technical Laboratory Staff Coverage Rate (%)
- Average Trainings per Staff Member
- Number of trainings per year

6 PROCESS MONITORING METHODS

- Through scheduled internal audits conducted by the QAU.
- Through the analysis of the process's performance indicators.
- By the presentation of evaluation results or of Certifications to the Institution's bodies (Head of Department, Department's Assembly, Rectors' Authorities, Senate)
- By the presentation of the process's results and data analysis during the review of the IQAS.

7 PROCESS IMPROVEMENT ACTIONS

1. Actions regarding the improvement of the process procedures.
2. Actions regarding the improvement of the criteria framework for the allocation and management of:
 - a. funding
 - b. infrastructure
 - c. equipment
 - d. human resources
3. Actions regarding the improvement of the human resources training framework and performance record.
4. Reviewing the respective process in the Institution's Quality Manual.