

IT FACILITIES AND LEARNING RESOURCES POLICY AY2024-25

Introduction:

The University of Bolton RAK Academic Centre (UOBACERAK) recognizes the significance of providing sufficient and purposeful facilities and learning resources to enable students to develop their academic, personal, and professional potentials. This report outlines the procedures in place at UOBACERAK for planning, developing, and reviewing facilities and learning resources to ensure their adequacy and suitability for all students

1. Planning:

- 1.1. Needs Assessment: UOBACERAK conducts regular needs assessments to identify the requirements and preferences of students, faculty, and staff regarding facilities and learning resources. This assessment helps in aligning the resources with the evolving needs of the academic community.
- 1.2. Strategic Planning: UOBACERAK develops long-term strategic plans that consider the institution's goals, growth projections, and future demands to guide the planning and development of facilities and learning resources.
- 1.3. Budget Allocation: Adequate financial resources are allocated to support the planning, development, and maintenance of facilities and learning resources, ensuring a conducive learning environment.

2. Development:

- 2.1. Facility Expansion and Upgrades: UOBACERAK undertakes continuous efforts to expand and upgrade its facilities to meet the changing needs of students and to provide a modern and technologically advanced environment. This includes the construction of new buildings, renovation of existing spaces, and the integration of innovative technologies.
- 2.2. Learning Resource Acquisition: UOBACERAK ensures the acquisition and provision of a wide range of learning resources, including books, journals, digital resources, and online databases. The acquisition process involves collaborations with publishers, vendors, and libraries to ensure access to relevant and up-to-date materials.

3. Library Resources:

- 3.1. Collection Development: UOBACERAK has a comprehensive plan for the development of library resources, which includes regular assessments of the existing collection and identification of areas for improvement. The plan takes into account the evolving academic needs and priorities of students and faculty. It involves collaborations with publishers, vendors, and libraries to acquire relevant and up-to-date books, journals, digital resources, and online databases.
- 3.2. Access and Availability: UOBACERAK is committed to providing easy and convenient access to library resources. The institution ensures that students, faculty, and staff have access to a wide range of resources both physically and digitally. This

includes maintaining a well-organized physical library space and implementing efficient digital library systems for seamless access to electronic resources.

- 3.3. Library Services: UOBACERAK offers a range of library services to support students and faculty in their academic endeavors. These services include reference assistance, interlibrary loan, document delivery, information literacy programs, and research support. The institution regularly reviews and enhances these services based on feedback from users.
- 3.4. Technological Infrastructure: UOBACERAK invests in robust and reliable technological infrastructure, including network systems, computer labs, multimedia equipment, and software applications, to facilitate effective teaching, learning, and research activities.

4. Lab Resources:

- 4.1. Equipment Acquisition and Maintenance: UOBACERAK has a plan for the acquisition and maintenance of lab equipment to ensure that students have access to state-of-the-art facilities. The institution invests in the latest equipment and technologies relevant to the programs offered. Regular maintenance and upgrades are conducted to ensure the proper functioning and safety of the lab resources.
- 4.2. Lab Safety Protocols: UOBACERAK places great importance on the safety of students and faculty in the lab environment. The institution has developed and implemented comprehensive lab safety protocols and guidelines. These protocols include training sessions for students on lab safety practices, the use of personal protective equipment, emergency procedures, and the proper handling and disposal of hazardous materials.

5. Network and Connectivity:

- 5.1. Internet Access: UOBACERAK ensures that students, faculty, and staff have reliable and high-speed internet access throughout the campus. The institution invests in sufficient bandwidth and network infrastructure to support the growing demands for online research, learning management systems, and communication platforms.
- 5.2. Wireless Connectivity: UOBACERAK provides campus-wide wireless connectivity, enabling students and faculty to access online resources and collaborate effectively from any location within the campus premises.

6. Hardware and Software:

- 6.1. Computer Labs: UOBACERAK maintains well-equipped computer labs with up-to-date hardware and software resources. These labs are designed to provide students with access to the necessary tools and technologies for their coursework, research, and project work.
- 6.2. Classroom Technology: UOBACERAK ensures that classrooms are equipped with appropriate audio-visual technologies, such as projectors, interactive whiteboards, and audio systems, to facilitate effective teaching and learning experiences.
- 6.3. Software Applications: UOBACERAK provides access to a wide range of software applications and tools relevant to the academic programs offered. The institution

ensures that students have access to licensed software and the latest versions of essential applications.

7. Data Security and Privacy:

- 7.1. Information Security Policies: UOBACERAK has established robust information security policies and procedures to safeguard the confidentiality, integrity, and availability of data. These policies address data protection, access controls, encryption, and incident response protocols.
- 7.2. Data Backup and Recovery: UOBACERAK regularly backs up critical data and implements disaster recovery measures to ensure the continuity of IT services in the event of any unforeseen circumstances.

8. IT Support and Training:

- 8.1. Help Desk Services: UOBACERAK provides a dedicated IT help desk to assist students, faculty, and staff with any IT-related issues or inquiries. The help desk offers technical support, troubleshooting, and guidance on using various IT resources effectively.
- 8.2. Training and Workshops: UOBACERAK organizes training sessions and workshops to enhance the digital literacy skills of students, faculty, and staff. These sessions cover topics such as using software applications, online research tools, cybersecurity best practices, and effective use of IT resources.

9. Continuous Improvement:

- 9.1. Technology Upgrades: UOBACERAK regularly evaluates and upgrades its IT infrastructure to keep pace with technological advancements and evolving industry standards. The institution considers feedback from users, emerging trends, and the changing needs of the academic community to prioritize technology investments.
- 9.2. IT Governance: UOBACERAK has established an IT governance framework to ensure effective planning, management, and oversight of IT resources. This framework includes regular reviews, assessments, and performance monitoring of the IT infrastructure and services.
- 9.3. Feedback and Evaluation: UOBACERAK actively seeks feedback from students, faculty, and staff regarding library and lab resources. Feedback is collected through surveys, focus groups, and consultations to identify areas for improvement. The institution also conducts regular evaluations of the effectiveness and adequacy of these resources based on usage data and user feedback.
- 9.4. Resource Expansion: UOBACERAK regularly reviews and assesses the need for additional library and lab resources based on student enrollment, program requirements, and industry trends. The institution considers expansion plans to accommodate the growing needs of the academic community and to ensure a sufficient number of resources for all students.

10. Review

- 10.1. Continuous Monitoring: UOBACERAK maintains a systematic process of monitoring and evaluating the adequacy and suitability of facilities and learning resources. This includes gathering feedback from students, faculty, and staff through surveys, focus groups, and regular consultations to identify areas for improvement.
- 10.2. Performance Evaluation: UOBACERAK conducts periodic assessments of the utilization and performance of facilities and learning resources, taking into account factors such as capacity, functionality, accessibility, and user satisfaction.
- 10.3. Feedback Incorporation: Feedback received from the academic community is used to inform decision-making processes and guide future planning and development initiatives. Suggestions and recommendations are considered to address any identified shortcomings or areas requiring enhancement.

11. Collaboration:

- 11.1. Stakeholder Engagement: UOBACERAK actively engages students, faculty, staff, and external stakeholders in the planning, development, and review processes to ensure diverse perspectives are considered and to foster a sense of ownership and shared responsibility for maintaining high-quality facilities and learning resources.
- 11.2. Industry Partnerships: UOBACERAK collaborates with industry partners and relevant organizations to identify emerging trends, technological advancements, and industry-specific requirements. This collaboration helps ensure the alignment of facilities and learning resources with the evolving industry landscape.

Conclusion:

UOBACERAK's clear procedures for planning, developing, and reviewing facilities and learning resources demonstrate the institution's commitment to providing a supportive and conducive learning environment. The continuous assessment and enhancement of these resources enable students to develop their academic, personal, and professional potentials. UOBACERAK remains dedicated to maintaining and improving its facilities and learning resources to meet the evolving needs of its students and the academic community.

Review history

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