



The University of Azad Jammu & Kashmir Muzaffarabad

{Registration & Affiliation}
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Notification:

“Muzaffarabad”

Dated: August 15, 2023

No: *4753-56* /R&A/2023, The Vice Chancellor, subject to the approval of syndicate, has been pleased to accord the approval to adopt **“Planning Policy of The University of Azad Jammu & Kashmir”** in The University of Azad Jammu & Kashmir, Muzaffarabad.

(Muhammad Yousaf Sulehria)
Deputy Registrar (R&A)

Copy to:

1. PS to Vice Chancellor.
2. The Registrar UAJ&K.
3. Deputy Registrar, Meetings.
4. Master file.

Deputy Registrar (R&A)

Planning Policy of The University of Azad Jammu and Kashmir

Vision statement of the University: Transformation to Excellence through Holistic Education

Planning is a function of the management to foresee the requirements of an organization as per associated goals and objectives. The planning cycle may include conceiving the objective, writing the logical pathway to reach that objective (includes gathering of financial and physical resources); execution; monitoring and evaluation (during and after the completion of the job). The driving force for proper planning is always the sustainable growth of the organization. This growth not only encompasses the increase in the numbers of the beneficiaries (employees and/ or clientele) but also the improvement and further expansion of services conceptualized by the administration.

Policy for Educational Planning

In an educational organization, the planning may be divided into following categories:

- 1) **Expansion of Academics:** Start of new programs/ new departments based on the market demand or the academic requirements
- 2) **Infrastructural Requirements:** The plans will include
 - a) Physical resources for new and existing academics (academic blocks/ labs/ equipment/ well stocked libraries/ hostels/ grounds, etc.)
 - b) Auxiliary Support related to the service requirements of the administration/ support staff)

In this backdrop, in order to go with our vision, The University of Azad Jammu Kashmir has furnished a two fold policy for planning:

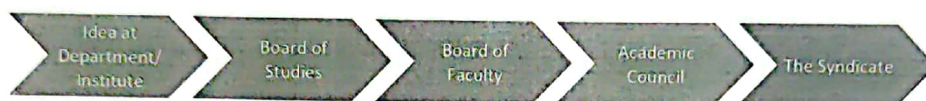
A) ACADEMIC PLANNING

The Object Based Education (OBE) expansion/ start of new program(s) in an existing department/ institute is brought forward by the respective department and after internal discussion is presented in the Board of Studies (BoS) along with the

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Need Analysis (NA) and Cost Benefit Analysis (CBA). After getting the positive recommendations, the item is further placed in the meeting of Board of Faculty (BoF) where it is further deliberated for the viability and parity of other programs being offered in the relevant faculty. Once further recommended, the idea is placed in the meeting of the Academic Council (AC) for further debate. The recommendations of AC are finally submitted to the Syndicate of the university for final verdict. Upon getting approved, the Meeting section of Registrar's Office issues the notification. The whole process may be summarized as below:



The item may be denied the approval if found unapplicable and sent back to the previous body

The success and sustainability of each program is also considered at the same forum. However, under special conditions, other measures as deemed necessary to gauge the performance may also be taken by the administration.

B) INFRASTRUCTURAL PLANNING

The need of the physical resources for any particular area described above are assessed by a Campus Development Committee (CDC). The committee recommends the materializing the concept through preparation of PC-Is for internal/ external finances. Following important areas about CDC are briefed in this regard:

B1. Composition of CDC: The committee will comprise the following:

Vice Chancellor	(Chairman)
All Deans	(Members)
Registrar	(Member)
Director Finance and Planning	(Member)
Director Planning and Development	(Member)
Additional Director Finance	(Member)
Deputy Director Planning	(Member/ Secretary)

B2. Frequency of Meeting and TORs of CDC: The committee will meet at least once in every six months to review the on-going as well as new

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developmental projects. An extra-ordinary meeting may also be convened under urgent circumstances.

The committee will look into the future infrastructural requirements of the existing and proposed academic programs. All the new developmental plans to be executed in CFY or next FY will be approved for the launch. The plans may be financed through various sources like *a)* normal (recurring) budget; *b)* University Development and Advancement Fund (UDAF) or *c)* external donor agencies (GoAJK/ HEC/ GoP/ other public/ private organizations, etc). Proper procedures of approvals for finances on file or the through PC-I, as the case may be are followed. For schemes through normal grant of the university, the estimates are prepared through Directorate of Works and routed through PnD to the Directorate of Finance. While for the developmental projects with external funding, the PC-Is or relevant estimate(s) as per the requirement of the donor agency are prepared by PnD.

B3. Execution of Projects: All the projects are executed according to AJK-PPRA rules under the accounting and audit procedures of the university.

C) LIFE CYCLE OF PLANS

The university will be working on development of Short Term Plans (STP), for 1-2 year duration; Medium Term Plans (MTP) for 5-year duration; and Long Term Plans (LTP) for 10+ -year duration. Therefore, the life cycle and regular evaluation of each plan will accordingly be prepared, notified and executed.

