



المدرسة الهندية العالمية الخاصة INTERNATIONAL INDIAN SCHOOL

P.O. BOX 5665, AJMAN, U.A.E | T : +971 67408333 | info@iisajman.org | www.iisajman.org

SCHOOL RESOURCE MANAGEMENT POLICY -AY 2026-2027

Ratified	April 2026
Next Review Date	March 2027
Policy Type	School
Reference	School Guidelines
Related Policies	School Guidelines
Review Frequency	Annually
Committee Responsible	School Councils
Chair Signature	 PRINCIPAL Ms. Qurat Ul Ain

School Mission and Vision

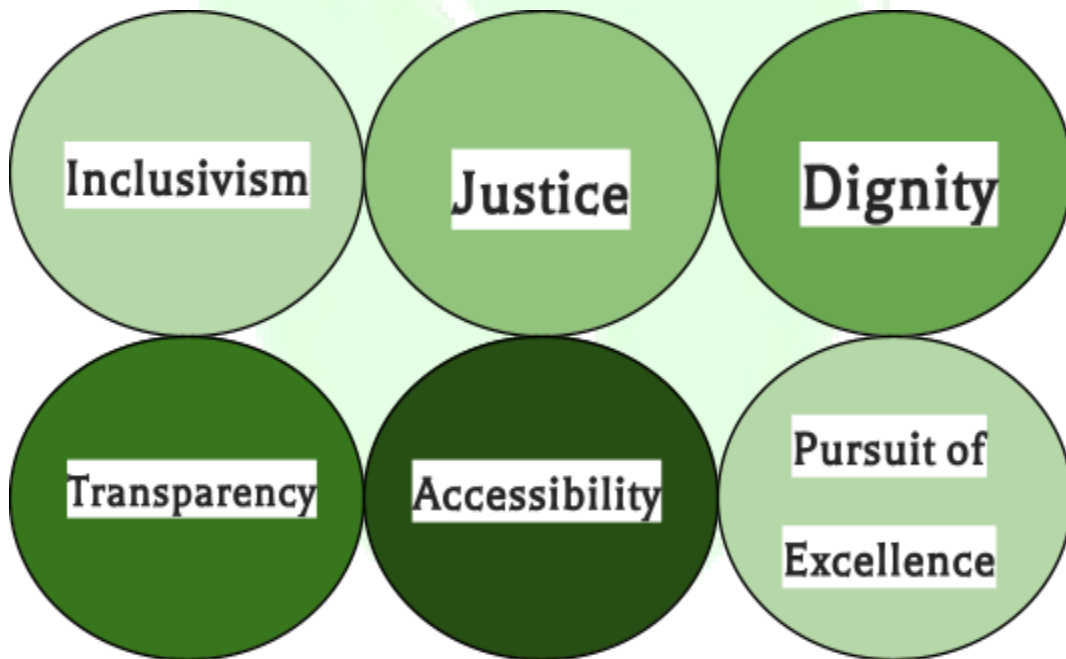
Our Vision

The school envisages learning as a communitarian process of imbibing education from the natural, academic, social and technological ecosystems created around the institution of school.

Our Mission

We strive to provide a new model of education for the expatriate children in the UAE in a culturally inclusive, technologically effective and ecologically sensitive way in a cosmopolitan environment.

CORE VALUES



Purpose

To ensure the proper use, care, and accountability of school resources and to minimize damage, loss, or misuse.

Scope

This policy applies to:

- All students
- Teaching and non-teaching staff
- Visitors using school facilities

Definition of School Resources

School resources include, but are not limited to:

- Buildings, classrooms, and facilities
- Furniture and fixtures
- Laboratory and IT equipment
- Library materials
- Sports and activity equipment

General Usage Guidelines

- All resources must be used **responsibly and only for intended purposes**.
- Unauthorized use of school property is strictly prohibited.
- Staff supervision is required when students use specialized facilities (labs, IT rooms, etc.).

Accountability

- **Staff Members:**
 - Responsible for resources in their assigned areas.
 - Must ensure proper use and report any issues.
- **Students:**
 - Responsible for items issued to them (books, devices, etc.).
 - Must handle all property with care.
- **Administration:**
 - Responsible for maintaining inventory and monitoring usage.

Issue and Return of Resources

- All issued items must be recorded in a **register or system**.

- Items must be returned in good condition within the specified time.

Damage or Loss of Property

- Any damage or loss must be **reported immediately** to the concerned authority.
- An **incident report** must be prepared.
- Investigation will determine whether the damage was:
 - Accidental
 - Due to negligence
 - Intentional

Consequences of Damage or Loss

Depending on the nature of the incident:

- **Accidental Damage:**
 - Recorded and monitored
 - No penalty if genuinely unavoidable
- **Negligence:**
 - Warning issued
 - Cost of repair or replacement may be charged
- **Intentional Damage/Misuse:**
 - Full cost recovery
 - Disciplinary action as per school policy

Maintenance and Inspection

- Regular inspections must be conducted by staff.
- Any maintenance issues must be reported promptly.

Prohibited Actions

- Vandalism or misuse of property
- Unauthorized removal of school items
- Tampering with equipment

Record Keeping

- Maintain:
 - Inventory registers
 - Issue/return logs
 - Damage/incident reports

Awareness

- Students and staff must be informed about proper use of resources.
- Guidelines should be communicated at the beginning of the academic year.

Policy Review

This policy will be reviewed annually or as required.

