



DIRECTIVE  
**Management of university  
operation resources**  
Number: SM 07\_v2\_30.4.2022\_z0

Edition:	<b>1</b>
Page :	<b>1 out of 8</b>
Change page no.:	<b>3</b>
Storage period:	<b>5</b>

## Management of university operation resources

	<b>He elaborated</b>	<b>He checked</b>	<b>Approved</b>	<b>Number printout:</b>
<b>Function</b>	Bursar	Representative of VSK	Rector	
<b>Name</b>	Gabriel Hruby Ing. BDA, LL.M	Imrich Dufinec, Dr.h.c. prof. Ing. CSc., MBA.	Marián Mesáros Dr.h.c. prof. Ing. DrSc. DBA, MBA, LL.M, MSc., MPH	
<b>A date</b>	25/04/2022	26/04/2022	27/04/2022	
<b>Signature</b>				



DIRECTIVE  
**Management of university  
operation resources**  
Number: SM 07\_v2\_30.4.2022\_z0

Edition:	<b>1</b>
Page :	<b>2 out of 8</b>
Change page no.:	<b>3</b>
Storage period:	<b>5</b>

## 1. Guidelines for using the directive

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### ➤ *Acquaintance*

- the directive is an internal documented procedure that is made available to employees on the website of IQS in the Moodle system ( <https://moodle.vsbm.sk/> )
- every worker affected by the given process is obliged to familiarize himself with the content of the directive and to familiarize his subordinates with it.
- as long as training is carried out for the given directive, the Commissioner for IQS keeps records of this training (record as evidence).

### ➤ *Storage and manipulation*

- the original of the directive in printed form with the signatures of the responsible persons is stored with the Commissioner for IQS, who is responsible for its preservation and controlled changes.
- in addition to the printed original, an electronic original of the current version is also prepared, which is stored at the Authorized Representative for IQS and its backup on a stored portable disk.
- the fact that only the valid version of the directive is available on the USM website is the responsibility of the IQS Plenipotentiary and Vice-Rector for Informatics, who places the documentation there.
- the printed directive without a signature (pdf\_format from the page) is a working version that is not subject to changes and in this sense is an informative document for a third party that can only be accessed with the written consent of the rector.
- the head of the workplace is responsible for the existence of the printed version and for handling it.

### ➤ *Control*

- senior employees are obliged to consistently require and control compliance with this directive and, upon detection of defects, to remove these defects within their authority.
- in the event that the need to change the directive or its appendices becomes apparent, the executive together with the creator of the directive initiates the change, which is carried out in a controlled manner by the Commissioner for IQS in printed and electronic form.

### ➤ *Changes*

- every employee who discovers the need to change the directive or part of it is obliged to submit an initiative for its revision to the Commissioner for IQS as stated above.
- if the directive as a whole, or part of it, does not fulfill its mission, the executive will submit, through the creator of the directive, a proposal for its addition, change, or cancellation, which will be carried out by the Commissioner for IQS in a controlled manner.

## 2. Purpose

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This directive (hereafter SM) defines the rights and obligations in management, as a tool of organization and management within the USM in Košice.

The Directive provides:

- responsibilities and powers in the field of management of relevant resource management processes.
- the form and basic structure of the content of the respective processes.



DIRECTIVE  
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operation resources**  
Number: SM 07\_v2\_30.4.2022\_z0

Edition:	<b>1</b>
Page :	<b>3 out of 8</b>
Change page no.:	<b>3</b>
Storage period:	<b>5</b>

- uniform procedure for approval, review, identification, updating, changes, ensuring accessibility and readability, downloading, archiving and shredding of documentation.

The purpose of this directive is to describe a binding procedure for planning, implementation, documentation

management of school operation resources. The aim of managing the school's operating resources is to ensure the necessary operating conditions, including infrastructure, necessary materials and services, necessary to ensure the implementation of educational processes and their quality within the scope of the requirements of the internal quality assurance system.

Management of operational resources related to human resources, especially teachers, is dealt with in a separate directive number SM 10\_v2\_30.4.2022\_z0\_Management of human resources the USM teachers..

### 3. Scope of validity

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This SM is valid on the day it is signed by the rector, which is also the day it is issued and applies to all USM employees. However, in a special way, executives who apply their requirements for entrusted organizational units and employees of the Bursar's office who ensure organization or direct purchase according to requirements.

Ensuring adequate organization and material and technical quality assurance of education monitors the fulfillment of the relevant provisions of Act no. 269/2018 Coll. on ensuring the quality of higher education, as amended and related decrees of the Ministry of Education of the Slovak Republic and the Slovak Accreditation Agency for Higher Education.

### 4. Terms and abbreviations

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#### Concepts

- ❑ **Quality management system** – a management system for guiding and managing the organization with regard to quality
- ❑ **Non-conformance** - failure to meet the requirement
- ❑ **Purchase contract** - a document confirmed by the seller (supplier) and the customer (buyer, customer), on the basis of which the supplier fulfills the supply obligation (makes the delivery) and the customer undertakes to pay the purchase price.
- ❑ **Supplier** – an organization or person that provides a product
- ❑ **An order** - the proposal submitted to the seller for the conclusion of the contract.
- ❑ **Demand** - written or oral request for the provision of basic information about the possibility of supplying the desired product and services.
- ❑ **Offer** - a written response to a customer's inquiry.



DIRECTIVE  
**Management of university  
operation resources**  
Number: SM 07\_v2\_30.4.2022\_z0

Edition:	<b>1</b>
Page :	<b>4 out of 8</b>
Change page no.:	<b>3</b>
Storage period:	<b>5</b>

**PK** - Quality manual

**SM** – Directive

**R** - Rector

**VŠBM** – University of Safety Management  
in Košice

**F** – Form (VŠBM)

**OVaV** - Department of Science and  
Research

**PP** - Authorized worker

**SR** - Board of Directors of VŠBM

**VPCH** - scientific-pedagogical  
characteristics

**ZMK** – Quality Commissioner

**K** – Bursar

**KK** - Qualification card

**RLZ** - Human resource  
Management

**THP** - Technical and economic  
worker

## **5. Flow diagram of the process for purchasing materials and services**



DIRECTIVE  
**Management of university  
 operation resources**  
 Number: SM 07\_v2\_30.4.2022\_z0

Edition:	<b>1</b>
Page :	<b>5 out of 8</b>
Change page no.:	<b>3</b>
Storage period:	<b>5</b>

## 6. Responsibility and authority

### Matrix of Responsibilities

Z – corresponds S – cooperates I – is informed	R	QR	DB	K	The others workers
Acceptance of purchase suggestion	I	-	-	Z	S
Finding and selecting a supplier	I	S	S	Z	S
Application of the order	I	-	-	Z	S
Order execution	I	S	S	Z	S
Check-in	-	-	Z	S	S
Complaint procedure with the supplier	I	S	S	Z	S
Supplier invoicing	I	-	S	Z	S
Evaluation of suppliers	I	S	S	Z	S

## 7. Description – procedure for purchasing materials and services

### 7.1 Acceptance of purchase suggestion

The request for purchase arises on the basis of the internal needs of the organization and is applied to the VŠBM bursar. The purchase concerns:

- Purchase of investments and services for the implementation of VŠBM processes,
  - Purchase of overhead materials and services for the implementation of VŠBM processes,
- A purchase request for the needs of VŠBM can be made by any employee of VŠBM through vice-rectors and directors of institutes on *the form F01\_SM07*. The bursar assesses the order and, in case of approval, passes it on to the authorized worker for implementation. Above-threshold values of orders are submitted by the bursar for approval to the Administrative Council of VŠBM. The financial threshold of the order is set by the Board of Directors of VŠBM. The authorized worker checks all the requirements, approves them and, if he considers them complete from the point of view of the specification, processes the order.
- The purchase of services of the nature of employee education is carried out only in accordance with *the Comprehensive Graduation Plan*, approved by the Board of Directors of VŠBM.
  - In addition to the previous procedure, the purchase resulting from project intentions is also carried out in accordance with the Public Procurement Act.

### 7.2 Finding and selecting a supplier

For the purchase of materials and services, a selection is preferably made from the list of suppliers (*F02\_SM07*) approved by the Board of Directors of VŠBM. In addition, if the list does not contain a relevant supplier, the Board of Directors of VŠBM will determine the supplier. In



DIRECTIVE  
**Management of university  
operation resources**  
Number: SM 07\_v2\_30.4.2022\_z0

Edition:	<b>1</b>
Page :	<b>6 out of 8</b>
Change page no.:	<b>3</b>
Storage period:	<b>5</b>

the case of the selection of suppliers for projects, the rules of the project and the rules for public procurement are taken into account. The register of orders is kept by the quaestorate. OVaV also registers orders in connection with project solutions.

### 7.3 *Order execution*

In the relationship with the supplier, the supplier's general terms and conditions apply. In the event that a contract on exclusive commercial representation is concluded with the supplier, it contains the definition of general business conditions (payment, purchase and delivery). In the case of less frequent suppliers, the basis is the general delivery conditions agreed within the framework of a specific order.

The implementation and information about the fulfillment of the order is monitored by an authorized worker. In case of non-fulfilment, the latter can cancel the order and continue with a new selection of the supplier, or change the terms of the order. These changes are implemented exclusively within the interests of VŠBM. He informs the bursar about the procedure.

Transport is mainly carried out by VŠBM vehicles, to which the bursar gives permission and instructions. When ensuring transport requiring foreign services, the bursar decides.

### 7.4 *Entry inspection of goods and services*

The authorized worker carries out the entrance inspection upon receiving the goods, checks whether all the requirements specified in the order are met, checks the delivered goods and checks all the required documents. If the delivered product does not meet the specified requirements, the worker performing the entry inspection will make a record of this on the accompanying documents: signature, date of receipt. After receiving the goods, the employee will hand over the related documents to the economic department. The Economic Department will make a complaint record in the *F04\_SM07 form*, "Remarks" box, and initiate the complaint procedure.

### 7.5 *Complaint procedure with the supplier*

In the event of a discrepancy in the quantity or quality of the delivered goods, the authorized employee will initiate a complaint procedure. An authorized worker informs the bursar about the initiation of the procedure and its status. If necessary, the bursar also cooperates in resolving complaints.

### 7.6 *Supplier invoicing*

The VŠBM bursar is responsible for all actions connected with invoicing from a domestic and/or foreign supplier. The economic department of the quaestorate will receive the invoice. If the delivered goods also come with other documents declaring the properties of the goods and services (e.g. certificates, etc.), they will be attached to the invoice, where they will also be archived for the duration of the warranty period.



DIRECTIVE  
**Management of university  
operation resources**  
Number: SM 07\_v2\_30.4.2022\_z0

Edition:	1
Page :	7 out of 8
Change page no.:	3
Storage period:	5

### 7.7 Evaluation of suppliers

The Bursar evaluates the ability of suppliers to supply the required product or service in the required quality, at an acceptable price, while observing certain (required) conditions on form [F03\\_SM07](#), if it is a permanent supplier.

Supplier evaluation criteria:

- Price of material and/or service;
- Quality of material and/or service;
- Reliability of the supplier (fulfilment of agreed conditions);
- Delivery dates;
- Cooperation on technical issues;
- Service;
- Previous experience with the supplier.

The output from the evaluation of suppliers is a list of approved suppliers ( [F03\\_SM07](#) ).  
The prepared list is approved by the Board of Directors of VŠBM.

The approved list of suppliers includes:

- Trade name
- Clerk
- Function
- Phone
- Fax
- E-mail
- IČO for VAT in the EU
- Bank connection
- Terms of Delivery
- Terms of payment
- Discount in %
- Issue of the price list
- Supplier designation

*Supplier "A"*: Has an adequate level of technical or human resources and in some cases has a functioning quality system in accordance with ISO standards.

*Supplier "B"*: Has an adequate level of technical or human resources and has started the development of a quality system. It can be incorporated into the "A" grade in the short or medium term.

*Supplier "C"*: Has an acceptable level of technical or human resources, does not use a proven quality system. We should exercise extreme caution and checks with these suppliers, especially those before acceptance.  
It can take a long time for these suppliers to move to "B" or "A" grades.

*Supplier "D"*: These are suppliers who have not been accepted and should be excluded, although in some cases, we may continue to work with them.  
Admissions controls must be strict.



DIRECTIVE  
**Management of university  
operation resources**  
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Edition:	<b>1</b>
Page :	<b>8 out of 8</b>
Change page no.:	<b>3</b>
Storage period:	<b>5</b>

### 7.8 *Evaluation of meeting the requirements of educational processes in study programs*

The conservatorship does not directly evaluate the fulfillment of the set requirements for the material and technical provision of educational processes, but in the given area cooperates with the responsible person who is in charge of evaluating the fulfillment of accreditation conditions for individual study programs. This responsible person is authorized by the 1st vice-rector of VŠBM, who is responsible for the accreditation of SP. The details of representation in this area are covered by POR 01\_Organizational Rules.

## 8. Exchange service

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Changes in this directive are authorized to be carried out by the bursar, who coordinates each change with the VSK representative. The change is approved by the rector. The record of the change is kept by the VSK representative.

## 9. Related documentation

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- 4.1.14 – Quality manual in the current edition
- SM 02 – Ensuring the quality of education in ŠP
- SM 03 – Management of science and research
- POR 01 – Organizational rules

## 10. Attachments

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- F01\_SM07 : Request and purchase
- F02\_SM07 : Database of approved suppliers
- F03\_SM07 : Evaluation of suppliers
- F04\_SM07 : Book of orders and invoices

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Dr. hc prof. hc prof. Ing. **Marián Mesároš** , DrSc. DBA MSc. MBA LL.M.  
Rector