

Tajen University

Guidelines for the Establishment of the Committee for the Procurement and Management of Books, Instruments, Equipment, and Teaching Materials

Department of Fire Safety

Approved by the Department Affairs Council of the Department of Fire Safety on August 6, 2026

I.

To improve the procurement, management, and utilization of books, instruments, equipment, and teaching materials required for teaching, research, experiments, and practical training in the Department of Fire Safety (hereinafter referred to as “the Department”), these **Guidelines for the Establishment of the Committee for the Procurement and Management of Books, Instruments, Equipment, and Teaching Materials of the Department of Fire Safety, Tajen University** (hereinafter referred to as “the Committee”) are established pursuant to Article 4 of the **Regulations for the Establishment of the Department of Fire Safety of Tajen University** (hereinafter referred to as “these Guidelines”).

II.

The duties of the Committee are as follows:

- (1) To review matters concerning the procurement of books, instruments, equipment, and teaching materials for the Department.
- (2) To review matters concerning the renewal, custody, maintenance, repair, and disposal of instruments and equipment of the Department.
- (3) To review matters concerning the use and management of teaching equipment and experimental and practical training equipment of the Department.
- (4) To assist in handling matters concerning lost or damaged instruments and equipment and other related management matters.
- (5) To review the allocation and management of equipment purchased through subsidy programs of the Ministry of Education, internal University funding, and other project-based funding.
- (6) To review other matters related to the procurement and management of books, instruments, equipment, and teaching materials.

III.

The Committee shall be composed of all full-time and project-based faculty members of the Department. The Committee shall have one Convener, who shall be elected by and from among the Committee members. The Convener shall serve a term of one year and may be re-elected.

The Committee shall also have one Executive Secretary, who shall be appointed by the Convener from among the Committee members to assist in handling the administrative affairs of the Committee.

IV.

In addition to overseeing the affairs of the Committee, the Convener shall represent the Department in University meetings concerning the review of overall University development funding, capital expenditure funding, and related equipment. When necessary, the Convener may designate a Committee member to attend such meetings on his/her behalf.

V.

The Committee shall convene meetings as necessary based on the teaching, research, and development needs of the Department. Extraordinary meetings may be convened when necessary.

A meeting shall require the personal attendance of more than one-half of the Committee members to be convened, and a proposal shall require the approval of more than one-half of the attending members to be passed.

VI.

In accordance with relevant University regulations, the Committee may establish separate operating procedures for the procurement and management of books, instruments, equipment, and teaching materials as the basis for implementation.

VII.

These Guidelines shall be promulgated and implemented upon approval by the Department Affairs Council of the Department of Fire Safety. The same procedure shall apply to any amendments thereto.