QUEENS' COLLEGE

AYERTENA CAMPUS

OFFICE OF ACADEMIC DEAN

2017 E.C ACADEMIC YEAR ANNUAL PLAN

1. Pillar Title: Academic Affairs

S. N	Core activity	Implementation strategy	Time-line	Resources	Responsible body	Expected outcome	
				Material	Finance		
1.	**Teaching/learning materials preparation**	- Select and collect baseline references - Provide a stage of training where all academic staffs develop an awareness for curriculum implementation	Sept	-Stationary -Meeting minutes - Reports -Participants - Budget	24,000 birr	- Post Graduate Dean - PG Coordinator -Quality Assurance -AVP	Developed & Reviewed curriculum

2.	**2013 new applicants registration**	- Use different advertisement mechanisms for promotion	Aug-Oct	Promotional Material	3000ETB	- Post Graduate Dean -Student. Affair -Finance - AVP	Effective registration of new applicants
				Transportation Budget	1000ETB		
		Contacting different offices to deliver 50ETB discount	Aug-Oct	Letters	-		
				Transportation	1000ETB		
		Assure that all registration material and man power are organized	Aug-Oct	Registration formats Data encoder Computer	-		
3.	**Staff Development**	Hiring 5 new full time academic staff in ACFN and MBA department qualification who teaches 12hrs/week with government standard qualifications	Oct	Vacancy announcement in Reporter	6000ETB	- Post Graduate Dean -AVP -HRM Finance	Employed staff
				Recruiting	-		
				Salary	3*4800*12=172800		
4.	**Capacity Building Training**	Conduct a half day Training for registrar officers and academic coordinator	Sep	½ liter water	8*12=96ETB	- Post Graduate Dean -AVP -HRM Finance	Trainees attendance, Training material
				1kg. Cookies	150 ETB		
				Projector	-		

		Conduct a half day Kaizen Training for all staffs	Nov	½ liter water	8*25=200ETB		
				2kg. Cookies	300 ETB		
				Projector	-		
				Trainer Per	500ETB		
5	**Establish demonstration training rooms**	Establish accounting simulation room	Aug	Partition	7500ETB	- Post Graduate Dean - AVP - President - Finance	Organized independent simulation and maintenance rooms
				Labor cost	2500ETB		
				Banner	400ETB		
				Old shelf	1000ETB		
		Establish computer maintenance room	Aug	Partition	7500ETB		
				Labor cost	2500ETB		
				Banner	400ETB		

6	**Assure that the teaching learning process is going in accordance the academic calendar**	-Students registration -Course allocation -Final Exam -Grade Submission -Institutional Assessment -Make Up exam	Sep-July	Stationary material	2000ETB	Post Graduate Dean Academic Coordinator Stud. Affaire Registrar	Report
7	**Academic meetings**	***Conduct Academic Commission regular meetings every month*** - Develop agendas for AC meeting - Call all AC members monthly to attend the meeting - Facilitate the discussion so that conclusions and resolutions would be generated - Prepare AC minute so that the discussions, conclusions and resolutions would be approved by signature by all AC members	Aug-July	Stationary ½ liter Water 5 kg Cookies	300ETB 960ETB 500ETB	Post Graduate Dean	AC minutes

8	**Compile semester-based status reports on core academic issues**	-Collect the report from each work unit and collect it. -Organize a stage to present the reports and collect feedback from members of the academic commission -Compile the final draft and send to the AVP and senate of College	Feb, June and Aug	Stationary material ½ liter Water 1 kg Cookies		Post Graduate Dean	Compiled report