QUEENS' COLLEGE

School of Postgraduate Studies
Department of MSc Degree in Accounting and Finance
Annual Plan for 2017 (2024/25) Academic Year

Ayertena Campus
Prepared @ July, 2017 E. C. (2024)

Addis Ababa, Ethiopia

1. Introduction

The department of Accounting and Finance (MSc) has a three years work experience. Therefore, this plan was developed with considering the major success and weakness of the past experience of the department, the 5 years' Strategic Development Plan of the College, and its preceding Educational Sector Development Plans, Growth & Transformation Plan (GTP_2) of the country with comments, directions and plans of Education and Training Authority (ETA). More specifically, it is done with considering the 2017 E.C annual plane of Postgraduate Office.

This plan also recognizes the major achievements obtained in Ayertena Campus in PG programs at 2016 E.C (2022/23 G.C) as a motivation points with other achievements:

- Improved teaching learning facilities
- Creating our strong commitment on education and service quality
- Expanding number of classes with good customer augmentations and
- Increase in administrative and academic staffs and others.

Bearing the above achievements in mind, a lot of activities have remained undone, such as scientific and applied research, community service, Seminars and workshops. Thus, this plan also attempts to fill-in the gaps observed during the previous academic year..

The grounding process of this annual plan/s (as always) considered the active participation of all the academic and administrative staffs of Queens' college, department offices.

At last, for each major departmental level activities like teaching- learning process, research and community service, quality assurance and other relevant offices required by HERQA check lists should be considered. Then the department should develop plan and submit to the PG office and accordingly it should implement and prepare reports of accomplishment (as per the plan) , to their immediate supervisor, on a weekly, monthly, quarterly, as well as yearly basis. And then, depending on the reports, the Dean Office evaluates the performances on a gathering made every period. The compiled document then is to be documented and disseminated to all department level staffs.

1.3. Vision, Mission, Objectives and core values of Queens' College

I. Vision

-The vision of Queens College is to be one of the leading higher institutions centers of excellence in teaching learning, research, public engagement and be the prime choice in Ethiopia and in east Africa by 2035

II. Mission

-The mission of Queens College is to produce competent graduates in diverse field of study, provide need based community service, and undertake problem solving research to foster social and economic development of the country.

III. Core Values

-Queens College is committed and guided by the following values

1. Academic Freedom

-Queens College takes academic freedom as its core value, where all its communities inquire, investigate and engage in relevant academic practices and development

2. Excellence

-The college upholds excellence as a standard in teaching, research, and community service

3. Maintain Quality and Standards

-The college maintains quality and standards by putting in place and following pertinent quality assurance, monitoring and evaluation tools

4. Integrity

-Queens College promotes integrity, justice, ethical conduct, justice, fairness, and nurtures a culture of teamwork and mutual support among members of the community

5. Good Governance

-The college promotes democratic, transparent, inclusive, responsible and accountable leadership and management

6. Respect for Diversity

-The college promotes, respects, and honors commonalities and differences in ideas, culture, religion, language, and ethnic identity.

7. Student centeredness

-The college is dedicated to render academically challenging and supportive learning environment that motivate students to actively engage in learning, decision making and governance.

8. Transparency and Accountability

-The college is committed to ensure transparency and accountability in the performance of all tasks, goals, and objectives and responsiveness to feedback, peer review, monitoring, evaluation and sustained personal and institutional development.

9. Professionalism

-A commitment to a high standard of professional integrity and ethics

10. Team work and team spirit and Entrepreneurship

-The college upholds the culture of working cooperatively or develops teamwork and team spirit and inculcates the spirit of entrepreneurship among the academic staff, support staff, students and other stakeholders

11. Creativity and Innovation

-The college Foster the culture of generating new ideas, processes, services, and technologies

12. Dignity, respect, fairness equity, and justice for all individuals

13. Positive thinking

-Develop positive thinking towards the achievability the colleges, mission, vision, objectives, and core values

14. Care, concern, and sensitivity for cross cutting issues (gender, environment, and disabled)

IV. Objectives

A. Objectives of Queens' College

-The objectives of **Queens' College** are to:

1. Prepare knowledgeable, skilled, and attitudinally mature graduates in numbers with demand-based proportional balance of fields and disciplines so that the country shall be come internationally competitive;
2. Promote and enhance research focusing on knowledge and technology transfer consistent with the country's priority needs;
3. Ensure that education and research promote freedom of expression based on reason and rational discourse and are free from biases and prejudices;
4. Design and provide community and consultancy services that shall cater to the developmental needs of the country;
5. Ensure institutional autonomy with accountability;
6. Ensure the participation of key stakeholders in the governance of institutions;
7. Promote and uphold justice, fairness, and rule of law in institutional life;
8. Promote democratic culture and uphold multicultural community life;

B. Objectives of MSc in Accounting &Finance Department

The major objective is to cultivate the knowledgeable and problem solver professionals in Accounting and Finance (MSc)

More specifically;

1. To deliver quality education that can properly satisfy our students' need
2. To make the teaching-learning process smart, fruitful, and able to satisfy the students
3. To properly implement the curriculum, the guidelines provided by HERQA, the college, as well as the PG office
4. To properly implement the continuous assessment with formal way

Accordingly, to successfully achieve the above stated objectives the department plan to do the followings:

Annual Plan for department of MSc-Accounting and Finance -2017 E.C at Ayertena

Goal	Objectives and Strategies	Outcome Indicators	Time Frame				Budget	Responsible Bodies
			Q 1	Q 2	Q 3	Q 4		
1-Implement and Review the curricula	**1.1. Implement the curricula**						35000	Head of Accounting and Postgraduate Dean & Coordinator
	1.1.1. Implement the revised curricula one by one. i.e. the course coverage with content, proper implementation of respective course delivery and assessments methods	• Well delivery	✓	✓	✓	✓		
	1.2. Review the Curricula							
	1.2.1.Collecting any comments with related to curriculum contents, practices and challenges from any concerned	• Comment delivery	✓	✓	✓	✓		
	1.2.2 Incorporate all comments given by HERQA experts during accreditation and reaccreditation	• Updated standard				✓		
	1.2.3. Conduct Curriculum review workshop	• Participation				✓		
	1.2.4 Update curricula by benchmarking rigorous standards, from experts, stakeholders and departmental experiences,	• Updated curricula				✓		
2. Teaching- learning process	**2 Standardize Teaching and Learning**						(16500 birr salaryX12 months X4 persons +	
	2.1. Prepare Course Offering	• Course offering slip	✓		✓			
	2.2. Assign course instructors	• Class schedule	✓		✓			
	2.3. Ensure implementation of first date first class practices.	• Class Attendance	✓		✓			

	2.4. Ensure distribution of course outlines for each class at the first week of the semester	Duplication and delivery	✓		✓		(15000 birr salary + 15000(other Cost) **=987,000 birr**	Head of Accounting and Postgraduate Dean
	2.5. Collect teaching learning and course coverage report on each course and each section monthly	Assignment report	✓	✓	✓	✓		
	2.6.Ensure zero tolerance class absenteeism by strong awareness creation	Class absenteeism report	✓	✓	✓	✓		
	2.7. Prepare exam schedule prior to two weeks	• exam schedule		✓		✓		
	2.8. Collecting exam questions from each course instructor, duplication and Assign invigilators	• duplicated exam		✓		✓		
	2.9.Prepare deadline plan for grade submission	• Course grade report		✓		✓		
	2.10 Announcement for grade complain, re-grade, Re-Exam and Make up exam, and schedule preparation, examination	• Course grade report		✓		✓		
3. Continuous assessment	**3. Continuous assessment**						12000	Head of MSc-Accounting & Finance
	3.1. follow Offering of practical standard project works, assignment , reviews papers in each course timely and implementation as per the course outline	• standardized assignment	✓	✓	✓	✓		
	3.2. Follow up the practical continuous assessment out of 50% and rated properly	• Proper mark list	✓	✓	✓	✓		
	3.3. Follow up the instructors' activities in showing the continuous assessment result prior to final exam	• Well informed students		✓		✓		
	3.4. Collect formative assessment and student's attendance of each section at the end of the semester.	• Delivery		✓		✓		
	3.5. Aware and implement Exam rules of the university during commencement of summative assessment	• Announcement and Delivered		✓		✓		

4. Research Advising and Defense	**4. Research Advising and Defense**						44 Students X4000 Birr (Advising) + 44 Students X2000birr (Examining) + 5000birr =269, 000 birr	
	4.1. Collect three thesis title from the students	• Collected title		✓				
	4.2. Approve one thesis title from the three alternatives	Approve & announcement		✓				
	4.3. Assign potential thesis advisors and entering agreement	• Work Agreement		✓				
	4.4. follow up the progress of thesis working	• Progressive report		✓	✓	✓		
	4.5. Submission of the final thesis draft and assign potential thesis examiners	• Submission format and conduct defense				✓		
5. Facilities	**5. Facilities**						15000	Head of Accounting and finance and Postgraduate Dean
	5.1.Preparing conducive classes	• Cleared classroom	✓	✓	✓	✓		
	5.2. Check the fulfillment of HERQA's requirements and Furnish all class rooms accordingly	• Documents reviewed	✓	✓	✓	✓		
	5.3. Avail computers, projectors & power cables for each class	• Facilities acquired	✓	✓	✓	✓		
	5.4.Follow up the availability of updated text books, course materials as well as Ensure student - textbook ratio of at least 1:10 in the library	• Books & materials acquired	✓	✓	✓	✓		
	5.5.Acquire latest and appropriate Journals through different Mechanisms	• Facilities fulfilled	✓	✓	✓	✓		

	5.6.Prepare full furnished office for all instructors	• Instructors satisfied	✓	✓	✓	✓		
6. Student Enrolment	**6. Student registry and record management**						13000	Head of the MSc – Accounting, Postgraduate Dean & Registrar
	6.1 Provide sufficient information to the prospective students about the field of project management as well as the department	• № of students registered	✓					
	6.2. follow up the implementation of new students registration schedule prepared by campus registrar	Sticky to the schedule	✓		✓			
	6.3 Arranges orientation for new students on academic rules and regulations of the Queens college and PG office	• Attendance and pictures, audio	✓	✓				
	6.4. Ensures the implementation of the academic calendar of the Queens college; as well as PG office	• Implemented calendar	✓	✓	✓	✓		
	6.5. follow up the initial payment done by the new students and the delivery of unique ID card to postgraduate students	• Cash receipts and Issued Id	✓	✓				
	6.6 Ensures proper documentation of students' academic records systematically both in hard and soft copy in registrar as well as in Department	• Documents recorded	✓	✓	✓			
	6.7 Prepares and regularly updates different formats like clearance, withdrawal, readmission, new admission forms, field choice, grade report, re-grading, routine	• Updated formats		✓	✓	✓		

	request slips, etc.							
	6.8 Follows up assessment process with its feedback, grade entry, processing and checking	• Grade submitted		✓	✓	✓		
	6.9 conduct monthly meetings with students	Attendance	✓	✓	✓	✓		

The total budgets will be 1,331,000 birr