SCHOOL BUSINESS AND ECONOMICS

DEPARTMENT OF ACCOUNTING AND FINANCE

ANNUAL PLAN FOR 2017 E.C(2024/25) academic year

AYERTENA CAMPUS

August, 2016 EC (2024)

Addis Ababa, Ethiopia

Table of Contents

Contents **Page**

Table of Contents 2

1. Introduction 3

2. Vision, Mission, Objectives and core values of Queens' College 4

Annual Plan for Department of Accounting and Finance-2017 E.C 7

1. Introduction

This plan was developed considering 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 Training Authority (ETA). More specifically, it is done with considering the annual plane of Undergraduate Office.

This plan also recognizes the major achievements obtained in Ayertena Campus at 2017 E.C (2024/25 G.C) as a motivation points with other achievements:

- 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 research, community service, Seminars and workshops. Thus, this plan also attempts to fill-in the gaps observed during the previous academic year in some other Branches.

The grounding process of this annual plan/s (as always) considered the active participation of all the academic and administrative staffs of Queens' college at 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 ETA check lists should be considered. Then the department should develop plan and submit to the UG 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.

2. 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 Accounting and Finance Department

The major objective is to cultivate the knowledgeable and problem solver professionals in Finance area

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 ETA & the college
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 Accounting and Finance-2017 E.C

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**						5,000	Head of Accounting and Finance department and Dean Office & 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 ETA 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	**2 Standardize Teaching and Learning**						16,000	Head of Accounting and
	2.1. Prepare Course Offering	• Course offering slip	✓		✓			
	2.2. Assign course instructors	• Class schedule	✓		✓			

process	2.3. Ensure implementation of first date first class practices.	• Class Attendance	✓		✓			Finance department and Dean Office
	2.4. Ensure distribution of course outlines for each class at the first week of the semester	Duplication and delivery	✓		✓			
	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		✓		✓		
3. Continuous assessment	**3. Continuous assessment**						2,000	Head of Accounting and Finance department
	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 students 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. Facilities	4.1.Preparing conducive classes	Cleared classroom	✓	✓	✓	✓	15000	Head of Accounting and Finance and Dean Office
	4.2. Check the fulfillment of ETA's requirements and Furnish all class rooms accordingly	• Documents reviewed	✓	✓	✓	✓		
	4.3. Avail computers, projectors & power cables for each class	• Facilities acquired	✓	✓	✓	✓		
	4.4.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	✓	✓	✓	✓		
	4.5.Acquire latest and appropriate Journals through different Mechanisms	• Facilities fulfilled	✓	✓	✓	✓		
	4.6.Prepare full furnished office for all instructors	• Instructors satisfied	✓	✓	✓	✓		
	5. Student registry and record management							
	5.1 Provide sufficient information to the prospective students about the field of management as well	№ of students registered	✓					

5. Student Enrolment	as the department						5000	Head of Accounting and Finance department , Dean Office & Registrar
	5.2. follow up the implementation of new students registration schedule prepared by campus registrar	• Sticky to the schedule	✓		✓			
	5.3 Arranges orientation for new students on academic rules and regulations of the Queens college and UG office	Attendance and pictures, audio	✓	✓				
	5.4. Ensures the implementation of the academic calendar of the Queens college; as well as UG office	• Implemented calendar	✓	✓	✓	✓		
	5.5. follow up the initial payment done by the new students and the delivery of unique ID card to Undergraduate students	• Cash receipts and Issued Id	✓	✓				
	5.6 Ensures proper documentation of students' academic records systematically both in hard and soft copy in registrar as well as in Department	• Documents recorded	✓	✓	✓			
	5.7 Prepares and regularly updates different formats like clearance, withdrawal, readmission, new admission forms, field choice, grade report, re-grading, routine request slips, etc.	• Updated formats		✓	✓	✓		
	5.8 Follows up assessment process with its feedback, grade entry, processing and checking	• Grade submitted		✓	✓	✓		
	5.9 Follows up assessment process with its feedback, grade	• Grade		✓	✓	✓		

	entry, processing and checking 5.10 conduct monthly meetings with students	submitted • Attendance	✓	✓	✓	✓		

NB: The total budget; 43,000 birr

Prepared by:

Name:_____

Signature:_____

Date: _____

Checked by:

Name:_____

Signature:_____

Date: _____