Annual Plan of Research Publication and Community Service Ayer Tena campus 2017 E.C (2024/25)

August, 2016 E.C.
Addis Ababa Ethiopia

Table of Contents

1 Introduction..... Error! Bookmark not defined.

2 Institutional Vision and Mission 3

Vision 3

Mission..... 3

Annual Plan for the year of 2024- Research, Publication and Community Service Ayer Tena Office..... 4

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 and Training Authority (ETA).

In the Department, each major activity like research and community service office, student support office, quality assurance and other relevant offices required by ETA check lists should be established. The RPCS office developed the annual plan for 2017 E.C. And then RPCS should develop plan and submit its own report of accomplishment (as per the plan), to UG Dean Office, on a weekly, monthly, quarterly, as well as yearly basis. Depending on the reports, the UG Dean Office as well as the Senate evaluates the performances on a gathering made every quarter. The compiled document then is to be documented and disseminated to all wings of the College.

2 Institutional Vision and Mission

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"

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.

Annual Plan for the year of 2024- Research, Publication and Community Service Directorate Office

s/n	Planned Activity	Unit	Means Of Verification	Responsible Person	Time Table				Remark
					Q1	Q2	Q3	Q4	
1	**Improved Research ,Publications and Community Service culture and practices- (Intended Goal)**								
1.1.	**Strengthen the conduct of research conferences (Objectives & strategies)**								
	Conduct In House Research Workshop at all campuses;		- Letter - Minutes - Memo	RPCS-Head	X	X	X	X	
	Conduct Students' Bi-Annual Academic Discussion Forum at all Campuses		- Letter - Minutes - Memo - PPT - Attendee list	RPCS-Head	X	X	X	X	
	Jointly with all offices of the college Identify Research Thematic Areas		- Compiled thematic area document - Minutes - Letters	- RPCS-Head - RPCS Committee - President	X	X	X	X	
	Identify gaps existing among service rendering Offices and propose solutions to be client friendly.		- Survey - Letter - Memo	RPCS-Head	X	X	X	X	
	Establish Research, Publication and Community Service Committees in each that inspire and initiate the staff and Students in the area		- Committee Established - Minutes	RPCS-Head	X	X	X	X	
	Identify and encourage selected staff members who are noticeably engaged in production of teaching materials.		- Letters - Certificate - Printed teaching materials	RPCS-Head	X	X	X	X	

1.2	**Strengthen the Culture of Biannual Academic Seminars (Objectives & strategies)**								
	Conduct Staff's Bi-Annual Academic Discussion Forum		- Video / Audio - Minutes - Letters - Attendance	RPCS-Head	**X**	**X**	**X**	**X**	
	Initiate instructors and/or staffs present papers at least once in a semester		- Promotion - Letter	RPCS-Head	**X**	**X**	**X**	**X**	
	Collect scholarly works of the staffs and use it for courier of Queens College Columns		- Papers	RPCS-director RPCS-Head	**X**	**X**	**X**	**X**	
	Issue certificate of recognition for presenters		- Certificates	RPCS-Director RPCS-Head	**X**	**X**	**X**	**X**	
	Issue certificate of participation for active participants at the end of the academic year		- Certificate	RPCS-Director RPCS-Head	**X**	**X**	**X**	**X**	
1.3	**Encourage the staff to publish scholarly works in reputable journals (Objectives & strategies)**								
	Encourage the staff to send their research works to the identified journals		- Letter	RPCS-Head	**X**	**X**	**X**	**X**	
1.4	**Solicit external research funds by facilitating the development of research proposals, searching research advertisements and any other possible means (Objectives & strategies)**								
	Initiate department research units to develop research proposals that can invite sponsors.		- Sponsorship letter - Minutes	RPCS-Head	**X**	**X**	**X**	**X**	
	Initiate departments to seek for any possible means of covering research costs.		- Budget request letter	RPCS-Head	**X**	**X**	**X**	**X**	
1.5	**Strengthen research culture (Objectives & strategies)**								
	Award best instructors who conduct many researches and present the result		- Promotion - Appraisal - Certificate	RPCS-Director RPCS-Head	**X**	**X**	**X**	**X**	

	Impose on the responsibility of department heads to make their respective department produce representative works.		- Letter - teaching materials	RPCS-Head	X	X	X	X	
	Encourage the staff to take part in conducting research for national research conferences annually.		- promotion -letter -thematic area document	RPCS-Head	X	X	X	X	
	Direct and assist departments to prepare their own operational plan.		-work shop -minutes -attendee	RPCS-Head	X	X	X	X	
1.6	**Ensure the consistent production of the existing Publications.(Objectives & strategies)**								
	Voice of Queens College		-booklet	RPCS-Head	X	X	X	X	
1.7	**Introduce Additional Publications (Objectives & strategies)**								
1.8	**Disseminate the different Publications (for internal and external Readers) (Objectives & strategies)**								
	Deliver Publications		- Published materials	RPCS-Head	X	X	X	X	
	Enquire letter of receipt or signed document from receivers		-incoming letters	RPCS-Head	X	X	X	X	
	Disseminate publications Electronically		-e-mail -telegram	RPCS-Director	X	X	X	X	
	Attempt to create national and international research related links		Addis Ababa University	RPCS-Head	X	X	X	X	
2	**Performing other related duties of the college /Miscellaneous/**								
	Prepare and Fully implement Comprehensive Work Accomplishment follow up Checklist (CWAC) & vigilantly follow up RPCS units/RPCS committee		-follow up checklist -notice -minutes	RPCS-Head	X	X	X	X	
	Compile & Implement all endorsable comments of the various bodies before and during (related to the office)		-documented for comments	RPCS-Head	X	X	X	X	

	Fully Implement the various guidelines and formats of the College		- Reports - Minutes	RPCS-Head	X	X	X	X	
	Fully conduct the required meetings communicating the results to the concerned body timely and implement them accordingly		- Minutes - Letters	RPCS-head	X	X	X	X	
	Providing services to the nearby community and partners in the realms of education, training, consultancy.		- Attendance - Letter of appreciation - Training manual	RPCS-Head	X	X	X	X	
	Identifying challenges faced by female students and staff of the College and provide or suggest solutions, taking into consideration the capacity of Queens College		- Scholarship - Make up class for females with attendance	RPCS-_Head	X	X	X	X	
	Submit quarterly report to the president office		- Periodic Reports	RPCS-Head	X	X	X	X	
	Prepare 2018 E.C(2025/26) annual Plan		- Printed & Documented Annual plan	RPCS-Head	X	X	X	X	

Name : _____
Date :_____
Signature : _____