QUEENS COLLEGE
AYERTENA CAMPUS
ACADEMIC COORDINATOR
2017 E.C ACADEMIC YEAR ANNUAL PLAN

1. Pillar Title: **Academic Coordinator**

S/N	Core Activity	Implementation	Time-line (M0nth)	Material	Quant.	Budget		Responsible Body	Expected Outcome
						Unit Price	Total Price		
3	Instructors Attendance	-Every week Instructors sign According to their	Sept. - Aug	- Paper Flude	5 Pack 5 pieces	170.00 10.00	850.00 50.00	Academic Coordinator	To know number of the students and participant
4	Students Attendance	In Cooperation with Registrar Office	Every Month	Paper	5 Pack	170.00	850.00	- Registrar office - Academic Coordinator	
5	Supervising Education centers	- Main campus	Sept.-- August	Chalk Duster Marker	10 karton 10 packet - 2 >>	140.00	280.00	- Academic Coordinator	

6	Re-Examination	For those who didn't take final Exam.	Every Semester	Paper	5 Pack	170.00	850.00	- Coordinator - Post Graduate Dean - Registrar office -Finance Office	
7	Experience Sharing	From Govt. & Private Colleges.	Sept.-Nov.					- Academic Coordinator	getting more Information