



Higher College of Technology

Department of Applied Sciences

OPERATIONAL PLAN

Academic Year 2016 – 2017

Vision:

We will be a leading technological institution, providing high quality teaching and learning to prepare and empower the Omani professionals of the future so that they can contribute to national socio-economic development.

Mission:

To deliver high quality student-centered education that produces competitive graduates who enter the labor market with confidence, strong technological and personal skills, and are prepared for a life of contribution and success.

Principles/Values:

We value:

Professionalism: Hard work, commitment, accountability and transparency.

Integrity: Honesty and fairness.

Flexibility: A willingness to learn, develop new skills, and take on new responsibilities.

Teamwork and tolerance: Transparency, diversity, acceptance, openness to constructive criticism and ethical behaviour.

Creativity and innovation: Imagination and originality.

Communication: Commitment to the effective exchange of information.

Graduate Attributes:

Graduates of the Colleges of Technology:

Attribute 1: Are well disciplined and committed to hard work and a high standard of productivity.

Attribute 2: Are able to apply the knowledge and skills to a diverse and competitive work environment.

Attribute 3: Are able to think critically, analyze and solve problems.

Attribute 4: Have a high degree of competence in using information and communication technology.

Attribute 5: Are professionally competent and up-to-date in their field of specialization in a changing global environment.

Attribute 6: Can gather and process knowledge from a variety of sources, and communicate effectively in written and spoken English.

Attribute 7: Can effectively demonstrate and apply good interpersonal skills in team work and leadership roles.

Attribute 8: Are committed to self-development through lifelong learning.

Attribute 9: Are socially responsible citizens aware of contemporary issues in contributing to national development.

Attribute 10: Are able to demonstrate and apply their entrepreneurial skills.

Goals:

1. We will provide excellent governance and administration with transparency and adherence to ethical principles
2. We will offer students high quality teaching, learning and training opportunities through continuous market analysis and curriculum review process and using recent technology
3. We will offer quality programs that promote entrepreneurial skills and respond to the changing market needs and developments in technology
4. We will ensure that graduates develop into responsible citizens by enriching their values and attributes to positively affect the socio economic development
5. We will develop staff by offering opportunities for professional and personal development, rewarding hard work and innovative thinking
6. We will encourage opportunities for applied Research and Consultancy
7. We will foster mutually beneficial constructive partnerships with various public and private sector organizations, professional bodies and local and international communities that benefit the community at large.
8. We will provide facilities and learning resources that are effectively utilized and well managed to ensure efficient student and staff services

List of Acronyms:

ADAA	Assistant Dean for Academic Affairs
ADAF	Assistant Dean for Administrative and Financial Affairs
ADSA	Assistant Dean for Student Affairs
CAB	College Academic Board
CACL	Consultative and Advisory Committee for the Library
CPF	Common Pedagogical Framework
ELC	English Language Center
ETC	Educational Technology Center
RHSC	Risk and Health & Safety Committee
HSC	Health and Safety Committee
HEI	Higher Education Institution
HoC	Head of Centre

HoD	Head of Department (academic / administrative)
HoU	Head of Unit - all heads of departments/centers/offices (includes Assistant Deans)
HR	Human Resources
HRM	Human Resources Management
HRC	Human Resources Committee
ICT	Information and Communication Technology
MMC	Multi-Media Center
OJT	On-Job Training
OP	Operational Plan
PMC	Policy Management Committee
PRC	Physical Resources Committee
PRM	Public Relations and Media
PRMC	Public Relations and Media Committee
QA	Quality Assurance
QAM	Quality Assurance Manual
QAU	Quality Assurance Unit
QMS	Quality Management System
RMC	Risk Management Committee
RMO	Risk Management Officer
SCL	Student Centred Learning
Stakeholders	Students/Staff/Community/Industry/Alumni
TSPES	Teaching Staff Performance Evaluation System

Goal 1: We will provide excellent governance and administration with transparency and adherence to ethical principles

Approach

Sub-Goals	KPI Number	Key Performance Indicators			
		Indicator	Measure	Target	Time-frame & Responsibility
1.1. To maintain clear and sustainable planning and management systems	1.1.1.a	Efficient Operational Planning	QAU approved OP.	One OP per Unit.	Annually – (End of September); QAU, Heads of Units.

Deployment

Strategy	Implementation steps	Start Date	End Date	Responsibility
1.1.1. Achieve an efficient Quality Management System.	Prepare the quality requirements (QR) by reviewing all recommendation (annual report and any other report) in the previous year and map it in the APS OP .	3rd wk Sept 2016	4th wk Sept 2016	APS QA Team
	Pre-determine the APS OP goals/sub-goals/strategies/dates and responsibility that is relevant or within the jurisdiction of the department.	3rd wk Sept 2016	4th wk Sept 2016	APS QA Team, DC
	Conduct workshop/focused meeting to prepare the APS OP and monitoring plan, taking care to map all recommendations from previous year's quality requirements (annual report and any other report) in the OP.	3rd wk Sept 2016	4th wk Sept 2016	DC, Committees, All staff
	Consolidate and finalize the APS OP after the workshop/focused meeting.	3rd wk Sept 2016	4th wk Sept 2016	APS QA, DC
	Submit the APS OP including the QR and evidences to the QAU.	4th wk Sept 2016	4th wk Sept 2016	HOD, APS QA Team
	Review APS OP as per QAU feedback.	1st wk Oct 2016	2nd wk Oct 2016	QAU

	Review the achievement of the APS OP at the end of year and submit to QAU together with evidence.	4th wk Apr 2017	2nd wk May 2017	DC, Committees, All staff & students	
Approach					
Sub-Goals	KPI Number	Key Performance Indicators			
		Indicator	Measure	Target	Time-frame & Responsibility
1.1. To maintain clear and sustainable planning and management systems	1.1.1.b	Internal audit reports	Compliance with Quality requirement.	100% of the Affirmations, recommendations & general comments of QD & College Audit addressed (within the scope of the Unit).	Annually- HoUs & Internal audit team.
Deployment					
Strategy	Implementation steps	Start Date	End Date	Responsibility	
1.1.1. Achieve an efficient Quality Management System.	Address the pending recommendations in previous audits (College/QD) AY 2015-2016.	1st wk Oct 2016	3rd wk Dec 2016	DC, Committees, All staff & students	
	Schedule the APS Audit/File checks (Mid-Year APS Internal Audit and APS OP Implementation Monitoring) in preparation to QAU Audit	1st wk Jan	2nd wk Jan	DC, APS-QA, All academic staff	
	Address quality requirements identified through APS audit/file checks	3rd wk Jan 2017	4th wk Jan 2017		
	Schedule the APS Audit/File checks (Mid-Year APS Internal Audit and APS OP Implementation Monitoring) in preparation to QD Audit	4th wk Mar 2017	1st wk Apr 2017		DC, APS-QA, All academic staff
	Address quality requirements identified through APS audit/file checks	2nd wk Apr 2017	3rd wk Apr 2017		

	Prepare and submit the initial internal report on Mid-Year APS Internal Audit and APS OP Implementation Monitoring) to the APS council	2nd wk Jan 2017	4th wk Jan 2017	APS QA, DC
	Submit audit form 2 to QAU after the college audit.	1st wk Feb 2017	2nd wk Feb 2017	DC, APS-QA
	Address Quality Requirements identified through College Audit and QD Audit	3rd wk Sept 2016	4th wk Mar 2017	DC, Committees, All staff & students

Approach

Sub-Goals	KPI Number	Key Performance Indicators			
		Indicator	Measure	Target	Time-frame & Responsibility
1.1. To maintain clear and sustainable planning and management systems	1.1.1.c	Annual report on Unit/ college QMS and activities.	Areas of Improvements identified.	≥80% of identified areas are improved.	Annually- HoUs.

Deployment

Strategy	Implementation steps	Start Date	End Date	Responsibility
1.1.1. Achieve an efficient Quality Management System.	Collect the APS committees' and coordinators' annual report.	2nd wk of Apr 2017	3rd wk of Apr 2017	APS QA
	Write the end of year APS QMS report including the APS committee's and coordinator's annual report and submit the finalized QMS report to QAU.	3rd wk Apr 2017	3r wk May 2017	DC, APS QA
	Review APS QMS report (check areas of improvement) based on QAU feedback to be addressed in the following year.	1st wk Jun 2017	2nd wk of Jun 2017	QAU, DC, APS QA

Approach					
Sub-Goals	KPI Number	Key Performance Indicators			
		Indicator	Measure	Target	Time-frame & Responsibility
1.1. To maintain clear and sustainable planning and management systems	1.1.2.b	Periodical Policy Review.	The number of policies reviewed.	≥ 80% of policies that are due for review as per the policy cycle are reviewed.	Annually – QAU, PMC, HoUs.
Deployment					
Strategy	Implementation steps	Start Date	End Date	Responsibility	
1.1.2. Maintain a robust Policy management system.	Identify the policies that are due for review.	3rd wk Oct 2016	4th wk Oct 2016	APS PMC Coordinator, DC	
	Conduct policy awareness.	1st wk Nov 2016	2nd wk Nov 2016	APS PMC Coordinator, Staff Development Committee	
	Obtain feedback from stakeholders on existing policies.	3rd wk Nov 2016	4th wk Nov 2016	APS PMC Coordinator, DC	
	Send feedback to PMC	1st wk Dec 2016	2nd wk Dec 2016		
Approach					
Sub-Goals	KPI Number	Key Performance Indicators			
		Indicator	Measure	Target	Time-frame & Responsibility
1.1. To maintain clear and sustainable planning and management systems	1.1.2.c	Identification of new policies required.	The number of new policies developed.	≥ 50% of new policies required are developed.	Annually – QAU, PMC, HoUs.

Deployment					
Strategy	Implementation steps	Start Date	End Date	Responsibility	
1.1.2. Maintain a robust Policy management system.	Identify the policies that are required in the Unit/College.	2nd wk Oct 2016	4th wk Oct 2016	APS PMC Coordinator, DC	
	Develop the policies, collect feedback from stakeholders and send to PMC.	1st wk Nov 2016	4th wk Nov 2016	APS PMC Coordinator, DC	
Approach					
Sub-Goals	KPI Number	Key Performance Indicators			
		Indicator	Measure	Target	Time-frame & Responsibility
1.1. To maintain clear and sustainable planning and management systems	1.1.3.a	Staff and Students' satisfaction with the effectiveness of the Communication System.	Level of satisfaction with the communication systems.	≥ 3.5 on a 5-point scale.	Annually – HoUs.
Deployment					
Strategy	Implementation steps	Start Date	End Date	Responsibility	
1.1.3 Achieve effective communication in the college	Collect the results of APS Staff & Student Satisfaction Surveys 2016-2017 concerning Communication Systems from ETC/ADAF	4th wk Mar 2017	1st wk Apr 2017	DC	
	Review and act on the results of the APS survey to identify areas of improvements regarding Communication Systems.	2nd wk April 2017	3rd wk of April 2017	DC	
Approach					
Sub-Goals	KPI Number	Key Performance Indicators			
		Indicator	Measure	Target	Time-frame & Responsibility
1.1. To maintain clear and sustainable	1.1.4.a	Risk management plan.	Compliance with the plan.	100% Compliance (within the purview of the Unit).	Annually- HoUs, College RMO, RHSC.

planning and management systems	1.1.4.b	Risk Register.	No. of Risks identified and assessed.	100% of the risks identified are assessed and addressed.	Every Semester – RHSC, College RMO, Department RMO.
Deployment					
Strategy	Implementation steps		Start Date	End Date	Responsibility
1.1.4. Implement an effective risk management system	Identify and assess the potential risks in the APS operational plan.		2nd wk Oct 2016	4th wk Oct 2016	DC, HSE Committee, Department RMO, All staff & students Department RMO and HSE Committee
	Develop the APS comprehensive risk register and risk management plan.		4th wk Oct 2016	2nd wk Nov 2016	
	Submit Unit's risk management plan to ADAF.		2nd wk Nov 2016	3rd wk Nov 2016	
	Conduct end of semester 1 risk assessment through staff and report to College RMO.		2nd wk Dec 2016	3rd wk Dec 2016	
	Update risk management plan accordingly - Semester 1.		2nd wk Jan 2017	2nd wk Jan 2017	
	Conduct end of semester 2 risk assessment through staff and report to College RMO.		2nd wk Mar 2017	3rd wk Mar 2017	
	Update risk management plan accordingly - Semester 2.		2nd wk Apr 2017	2nd wk Apr 2017	
	Conduct end of semester 3 risk assessment through staff and report to College RMO.		2nd wk Jun 2017	3rd wk Jun 2017	
	Update risk management plan accordingly - Semester 3.		4th wk Jun 2017	1st wk July 2017	

Approach					
Sub-Goals	KPI Number	Key Performance Indicators			
		Indicator	Measure	Target	Time-frame & Responsibility
1.1. To maintain clear and sustainable planning and management systems	1.1.7.a	Annual HR plan.	Compliance with the plan.	≥80% of compliance with the plan.	Annually - ADAF Human Resources Committee (for the consolidated development plan), HoUs (for individual unit plans).
Deployment					
Strategy	Implementation steps		Start Date	End Date	Responsibility
1.1.7. To achieve an effective human resources management system.	Prepare a comprehensive APS HR plan outlining staff requirements, induction, training requirements, recognition criteria, and succession planning and submit this to ADAF and ADAA.		1st wk Oct 2016	2nd wk Oct 2016	DC
	Conduct and document induction of new APS staff (lecturer, technicians, part-timers etc.).		Within a week when staff start to duty	2nd week when staff start to duty	DC
	Check the APS lecturer timetable with no continuous class if there is class in caravan		a month before the semester's end	a week within a classes start	DC, Timetabling
	Conduct APS TNA for AY 2016-2017.		2nd wk Oct 2016	3rd wk Oct 2016	DC, Departmental Staff Development Committee
	Prepare the APS skills development plan based on TNA results, and Staff Appraisal results of the previous year and comply with the plan.		4th wk Oct 2016	1st wk Nov 2016	
	Plan and schedule the APS staff evaluation (in-class) for a minimum of 40% of the staff, note down the staff development area observed in class.		2nd wk Oct 2016	3rd wk Oct 2016	DC, APS QA

	Develop a succession plan for senior positions in the APS department.	2nd wk Oct 2016	3rd wk Oct 2016	DC
	Plan the APS staff required for the following year (Staff Projection) based on student projections and skills/specialization required.	1st wk Dec 2016	2nd wk Dec 2016	DC, Advising, Timetabling & Registration Committee
	Write the general performance evaluation of the APS Ministry/Agency staff.	3rd wk Mar 2017	1st wk Apr 2017	DC

Approach

Sub-Goals	KPI Number	Key Performance Indicators			
		Indicator	Measure	Target	Time-frame & Responsibility
1.2. To achieve efficient operation of the management of the College and its units	1.2.1.b	Performance of the Units	Stakeholder (Staff and Students) satisfaction with the performance of the Unit Management.	≥3.5 on a 5 point scale.	Annually – HoUs.

Deployment

Strategy	Implementation steps	Start Date	End Date	Responsibility
1.2.1. Evaluate and improve the effectiveness of the governance and management system of the College.	Analyze the results of the Unit Management Evaluation by APS Staff and Student Satisfaction Surveys (Sub-scale E) 2015-2016 to identify areas of improvement.	1st wk Oct 2016	3rd wk Oct 2016	DC
	Conduct APS section-wise meeting to deliberate the results, awareness and possible improvement or action.	3rd wk Oct 2016	1st wk Nov 2016	DC
	Conduct Unit Management Evaluation by APS staff.	1st wk Mar 2017	3rd wk Mar 2017	APS QA
	Collect the 2016-2017 results of APS Staff and Student satisfaction surveys concerning Unit Management from ETC and address areas of improvements.	1st wk Apr 2017	2nd wk Apr 2017	DC, APS QA

Goal 2: We will offer all students high quality teaching, learning and training opportunities through continuous market analysis and curriculum review process and using recent technology.

Approach

Sub-Goals	KPI Number	Key Performance Indicators			
		Indicator	Measure	Target	Time-frame & Responsibility
2.1 To enhance the quality of teaching and learning.	2.1.1.a	Staff Teaching Performance.	Management Evaluation of teaching quality.	≥ 3.5 on a 5-point scale.	Annually- ADAA, HoUs-Academic.
			Student Evaluation of teaching quality.	≥3.5 on a 5-point scale.	Annually - ADAA, HoUs-Academic.

Deployment

Strategy	Implementation steps	Start Date	End Date	Responsibility
2.1.1 Evaluate the teaching performance.	Prepare and schedule list of APS staff section-wise who are due to be evaluated - including staff on probation, HoD and HoS/HoU following the 30 month cycle - for In-class evaluation in current AY. (40%)	1st wk Oct 2016	4th wk Oct 2016	DC, APS QA
	Prepare a detailed schedule for evaluating the APS staff section-wise in current AY.	1st wk Oct 2016	4th wk Oct 2016	DC, Section Coordinator
	Prepare a schedule and conduct APS course file and advisory file checks. (sem1, sem2 and sem3)	3rd wk Oct 2016 & 1st wk Jan, Mar, Jun 2017	4th wk Oct 2016 & 2nd wk Jan, Mar, Jun 2017	DC, APS QA, All academic staff
	Prepare a schedule and conduct APS program coordinator file checks (sem1, sem2 and sem3).	3rd wk Oct 2016 & 1st wk Jan, Mar, Jun 2017	4th wk Oct 2016 & 2nd wk Jan, Mar, Jun 2017	
	Monitor the APS staff in the compliance of the Assessment Policy on minimum sample size for double marking.	during exam weeks	during exam weeks	
	Check and monitor the update procedure for APS staff appraisal in the website	1st wk Oct 2016, Feb and Jun 2017	2nd wk Oct 2016, Feb and Jun 2017	

Conduct Student Evaluation of Teaching and Course delivery and Management evaluation of teaching / In-class for the staff on probation, noting down the improvement areas and provide feedback within one week.	2nd wk Nov 2016 & 2nd wk before MidTerm schedule	1st wk Dec 2016 & wk before Mid Term schedule	DC
Conduct Student Evaluation of Teaching and Course delivery and Management evaluation of teaching / In-class for the scheduled staff noting down the improvement areas and provide feedback within one week.	2nd wk Mar 2017 & 2nd wk before MidTerm schedule	1st wk Apr 2017 & wk before Mid Term schedule	DC
Coordinate with ETC for Online students evaluation (if required).	4th wk Oct 2016	1st wk Nov 2016	DC, APS QA
Conduct Students evaluation of teaching and course delivery for scheduled staff, analyze results for identifying/ listing strengths and weaknesses.	2nd wk Dec 2016	3rd wk Dec 2016	
Prepare action plan or Update the QR plan to address areas of improvements identified through the APS staff (on probation) evaluation by management and student evaluation of teaching and course delivery.	2nd wk Dec 2016	2nd wk Apr 2017	
Prepare action plan or Update the QR plan to address areas of improvements identified through the APS staff evaluation (scheduled staff) by management and student evaluation of teaching and course delivery.	2nd wk Mar 2017	2nd wk Apr 2017	
Provide feedback (cumulative report) to APS staff who were evaluated, suggesting the necessary APS staff professional development.	3rd wk Dec 2016, 4th wk Mar 2017	3rd wk Dec 2016, 2nd wk Apr 2017	
Follow up with the APS staff on the staff professional development suggested to them.	1st wk Jan & Apr 2017	1st wk Jan & Apr 2017	DC

Approach					
Sub-Goals	KPI Number	Key Performance Indicators			
		Indicator	Measure	Target	Time-frame & Responsibility
2.1 To enhance the quality of teaching and learning.	2.1.2.a	New learning strategies adopted.	No. of new student-centered learning strategies adopted.	At least one new student centered strategy Introduced per course.	Annually- ADAA, HoUs-Academic.
			Evaluation rating of student-centered learning by management and students.	≥3.5 out of 5 on the relevant scale.	Annually- ADAA HoUs-Academic.
Deployment					
Strategy	Implementation steps		Start Date	End Date	Responsibility
2.1.2 Use improved student centered learning strategies.	Refer to the results of the subscale (C) "Student Centered Learning" in both the Student Feedback on Teaching and Course Delivery, and Class Observation Forms (2015-2016) and the same time review the APS course booklet (SCA portion) to identify effectiveness of the strategies used.		2nd wk Oct 2016	4th wk Oct 2016	DC, APS QA
	Schedule one meeting of the APS lecturers teaching the same course/subject to interact and discuss the learning strategies for the semester for teachers to adapt /adopt new strategies.		1st wk Nov 2016	2nd wk Nov 2016	DC, All staff
	Inform APS staff of the strategy(ies) to be followed for Sem 2 implementation.		2nd wk Nov 2016	3rd wk Nov 2016	DC, All staff
	Analyze results of APS Student Feedback on Teaching and Course Delivery, and Class Observation Forms subscale (C) "Student Centered Learning" for Sem 1 and Sem 2,		2nd wk Jan & Apr 2017	3rd wk Jan & Apr 2017	DC, APS QA

		AY 2016-2017.			
		Identify improvements for the following year, present in Annual Report.	3rd wk Jan & Apr 2017	4th wk Jan & Apr 2017	DC, APS QA
Approach					
Sub-Goals	KPI Number	Key Performance Indicators			
		Indicator	Measure	Target	Time-frame & Responsibility
2.1 To enhance the quality of teaching and learning.	2.1.2.b	Utilization report on e-learning.	Number of active courses on the e-learning portal.	≥ 90% of courses uploaded on the e-learning portal and/or other technology.	Annually- ADAA, HoUs-Academic.
			Number of blended courses.	At least one course annually per unit.	Annually - ADAA HoUs-Academic.
			Student engagement /usage in the blended course.	≥ 20% increase in student engagement /usage in relevant areas (of the blended courses).	Annually- ADAA, HoUs-Academic.
			Number of active users.	≥ 90% of the teachers. ≥ 80% of the students.	Annually- ADAA, HoUs -Academic.
Deployment					
Strategy	Implementation steps	Start Date	End Date	Responsibility	
2.1.2 Use improved student centered learning strategies.	Collect list of APS courses to be uploaded on the portal from the APS staff.	3rd wk Sep 2016, Jan & May 2017	1st wk Oct 2016, Jan & May 2017	E-learning Coordinator	
	Choose one APS course per section where "blended" teaching-learning strategy can be used and upload it on the portal.	1st wk Oct 2016, Jan & May 2017	1st wk Oct 2016, Jan & May 2017	DC	
	Monitor the Uploading of APS delivery plans and course content in the e-Learning portal through department audits.	3rd wk Oct 2016, Jan & May 2017	4th wk Oct 2016, Jan & May 2017	DC, Departmental Curriculum Committee, All staff	

	Monitor the usage of other features of the e-Learning portal (Forums, interactive sessions, emails, etc.)	2nd & 4th wk each month	2nd & 4th wk each month	and students
	Collect report of E-Learning utilization of APS staff from ETC at the end of Semester-1.	1st wk Jan 2017	1st wk Jan 2017	E-learning Coordinator
	Analyze the E-learning report of Semester-1 and provide feedback to APS HoSs/HoU / HoD for improvement actions. Re-orientation of APS staff, if necessary.	2nd wk Jan 2017	2nd wk Jan 2017	
	Collect report of E-Learning utilization of APS staff from ETC at the end of Semester-2.	1st wk Apr 2017	1st wk Apr 2017	
	Analyze the E-learning report of Semester-2 and provide feedback to APS HoSs/HoU/ HoD for improvement actions. Re-orientation of APS staff, if necessary.	2nd wk Apr 2017	2nd wk Apr 2017	
	Implement the improvements of Semester 1 results in Semester 2	2nd wk Jan 2017	4th wk Mar 2017	DC
	Implement the improvements of Semester 2 results in Semester 3	2nd wk May 2017	4th wk Jun 2017	DC
	Mention in the e-Learning report if any other e-strategies other than the college e-Learning portal is used in the APS .	4th wk Apr 2017	1st wk May 2017	DC, E-learning Coordinator

Approach

Sub-Goals	KPI Number	Key Performance Indicators			
		Indicator	Measure	Target	Time-frame & Responsibility
2.2 To evaluate and improve our programs and courses.	2.2.1.a	Benchmarking reports.	No. of programs/courses identified to be benchmarked.	20% of the identified programs/courses benchmarked.	Annually-ADAA HoUs-Academic.

Deployment				
Strategy	Implementation steps	Start Date	End Date	Responsibility
2.2.1 Benchmark Programs and Courses.	Hold APS section-wise meetings to discuss and identify the courses/programs and specific procedures that need to be benchmarked.	1st wk Oct 2016	2nd wk Oct 2016	DC, Departmental Curriculum Committee
	Coordinate with ADAA/Specialization Committee to identify the potential institutions (within and outside Oman) for the purpose of benchmarking and obtaining the memorandum of understanding.	3rd wk Oct 2016	4th wk Oct 2016	
	Benchmark APS courses/programs and identify strengths and weaknesses in coordination with Specialization Committee.	1st wk Mar 2017	3rd wk Mar 2017	
	Make improvements in the APS Programs and Courses if necessary.	4th wk Mar 2017	1st wk Apr 2017	
	Report strengths of the APS Programs & courses to ADAA/Specialization Committee.	4th wk Mar 2017	1st wk Apr 2017	
	Include benchmarking results in the Annual Report.	3rd wk Apr 2017	4th wk Apr 2017	

Approach

Sub-Goals	KPI Number	Key Performance Indicators			
		Indicator	Measure	Target	Time-frame & Responsibility
2.2 To evaluate and improve our programs and courses.	2.2.2.a	Stakeholders feedback on programs and courses.	Feedback reports on programs and courses.	Feedback reports on programs sent to Specialization committee.	Annually- ADAA, HoUs-Academic.

Deployment

Strategy	Implementation steps	Start Date	End Date	Responsibility
2.2.2 Seek stakeholders' feedback on programs and courses.	Compile and analyze the APS course evaluation survey results in Semester 2 AY 2015-2016. Prepare course review recommendations based on survey results.	2nd wk Oct 2016	3rd wk Oct 2016	DC, Departmental Curriculum Committee, APS QA

Prepare action plan based on the survey results (or any other means) for addressing the recommendations within the scope of APS department.	3rd wk Oct 2016	4th wk Oct 2016	
Coordinate with OJT department (ADSA) in collecting the feedback on APS programs survey by Industry/professions. (sem -1)	1st wk Dec 2016	3rd wk Dec 2016 &	OJT Committee
Coordinate with OJT department (ADSA) in collecting the feedback on APS programs survey by Industry/professions. (sem 2)	3rd wk Mar 2017	1st wk Apr 2017	
Coordinate with OJT department (ADSA) in collecting the feedback on APS programs survey by Industry/professions. (sem-3)	1 wk Jun 2017	3rd wk Jun 2017	
Conduct a meeting involving industry to review the APS programs offered in the department and the efficiency of HCT graduates working in respective industry/professions.	3rd wk Oct 2016	4th wk Oct 2016	DC, Departmental Curriculum Committee, OJT Committee
Coordinate with Graduate Follow-up department (ADSA) in collecting the feedback on APS programs survey by Alumni.	a week after graduation	3rd wk after graduation	DC, OJT Committee, Departmental Curriculum Committee
Request ETC to prepare online surveys for evaluating courses by APS Staff and Students in Semester-I.	3rd wk Oct 2016	4th wk Oct 2016	APS QA, Section Coordinator
Conduct Courses evaluation surveys by APS Staff and Students in Semester-I.	2nd wk Nov 2016	1st wk Dec 2016	
Compile and analyze the APS course evaluation survey results. Prepare course review recommendations based on survey results.	3rd wk Dec 2016	2nd wk Jan 2017	DC, Departmental Curriculum Committee, APS QA, Section Coordinator
Prepare action plan based on the survey results (or any other means) for addressing the recommendations within the scope of	2nd wk Jan 2017	3rd wk Jan 2017	

APS department.			
Forward the recommendations that are outside the scope of the APS to the ADAA and specialization committee for further actions.	3rd wk Jan 2017	4th wk Jan 2017	
Request ETC to prepare online surveys for evaluating courses by APS Staff and Students in Semester-II.	3rd wk Feb 2017	4th wk Feb 2017	APS QA, Section Coordinator
Conduct Courses evaluation surveys by APS Staff and Students Online in Semester-II.	4th wk Feb 2017	4th wk Mar 2017	
Compile and analyze the APS course evaluation survey results (Semester 2). Prepare course review recommendations based on survey results.	1st wk Apr 2017	3rd wk Apr 2017	DC, Departmental Curriculum Committee, APS QA, Section Coordinator
Prepare action plan based on the survey results (Semester 2) (or any other means) for addressing the recommendations within the scope of APS department.	4th wk Apr 2017	1st wk May 2017	
Forward the recommendations that are outside the scope of the APS to the ADAA and specialization committee for further actions. (Semester 2)	2nd wk May 2017	3rd wk May 2017	
Request ETC to prepare online surveys for evaluating Program (Applied Chemistry) by APS Staff and Graduating Students in Semester-II.	2nd wk Jan 2017	3rd wk Jan 2017	Chemistry Section QA, Section Coordinator, APS QA
Conduct Program evaluation surveys by APS Staff and Graduating students.	3rd wk Jan 2017	4th wk Feb 2017	
Compile and analyze the APS program evaluation survey results. Prepare recommendations based on survey results.	1st wk Mar 2017	4th wk Mar 2017	DC, Departmental Curriculum Committee, APS QA, Section Coordinator
Prepare action plan for implementing the recommendations manageable in the scope of APS department.	1st wk Apr 2017	3rd wk Apr 2017	

		Forward the recommendations outside the scope of the APS to the ADAA and specialization committee for further action.	4th wk Apr 2017	1st wk Jun 2017	
Approach					
Sub-Goals	KPI Number	Key Performance Indicators			
		Indicator	Measure	Target	Time-frame & Responsibility
2.2 To evaluate and improve our programs and courses.	2.2.3.a	Analysis of attainment of graduate attributes and graduate employability.	Graduate attribute and employability analysis report.	Graduate attribute and employability analysis report sent to Specialization Committee for program and course review.	Annually- ADAA, HoUs-Academic.
Deployment					
Strategy	Implementation steps	Start Date	End Date	Responsibility	
2.2.3 Analyze the achievement of graduate attributes and graduate employability towards reviewing the programs and courses	Prepare a list of provisions in the GA attainment mechanism to be checked for compliance.	2nd wk Oct 2016	1st wk Nov 2016	Departmental Curriculum Committee, DC, OJT Committee	
	Check compliance with provisions in the GA attainment mechanism- end of Semester 1 - act on non-compliances.	2nd wk Dec 2016	3rd wk Dec 2016		
	check compliance with provisions in the GA attainment mechanism - end of Semester 2. act on non-compliances.	1st wk Apr 2017	2nd wk Apr 2017		
	check compliance with provisions in the GA attainment mechanism - end of Semester 3. act on non-compliances.	4th wk Jun 2017	1st wk Jul 2017		
	Liaise with Graduate Follow up Department (ADSA) and obtain data on Graduate Employability.	2nd wk Dec 2016, Apr & Jun 2017	3rd wk Dec 2016, Apr & Jun 2017		
	Prepare a report on Attainment of Graduate Attribute & Graduate Employability identifying improvements/changes in	1st wk Jan, May, Jul 2017	2nd wk Jan, May, Jul 2017		

	programs and courses after discussing them in the CC.			
	Send Attainment of Graduate Attribute & Graduate Employability report to ADAA and Specialization Committee.	1st wk Jul 2017	2nd wk Jul 2017	

Approach

Sub-Goals	KPI Number	Key Performance Indicators			
		Indicator	Measure	Target	Time-frame & Responsibility
2.3 To enhance the practical training offered to students.		Improved OJT system.	No. of improvement areas identified.	≥80% of the areas identified are improved.	Annually- ADSA (Head of OJT), HoDs-Academic (OJT coordinators).

Deployment

Strategy	Implementation steps	Start Date	End Date	Responsibility
2.3.1. Review the current OJT provision and its effectiveness.	Schedule awareness sessions for the APS OJT coordinators on the new OJT policy.	1st wk Oct 2016	2nd wk Oct 2016	OJT Committee
	Develop a pre-OJT training program/OJT Orientation Program for the APS students.	3rd wk Oct 2016	4th wk Oct 2016	
	Collect APS Student feedback on OJT system at the end of semester 1.	1st wk Dec 2016	2nd wk Dec 2016	
	Collect Industry feedback on APS OJT student performance at the end of Semester 1	1st wk Dec 2016	2nd wk Dec 2016	
	Collect APS Student feedback on OJT system at the end of semester 2.	1st wk Apr 2017	2nd wk Apr 2017	
	Collect Industry feedback on APS OJT student performance at the end of Semester 2	1st wk Apr 2017	2nd wk Apr 2017	
	Collect APS Student feedback on OJT system at the end of semester 3.	1st wk Jul 2017	2nd wk Jul 2017	
	Collect Industry feedback on APS OJT student performance at the end of Semester	1st wk Jul 2017	2nd wk Jul 2017	

	3			
	In the APS Council, analyze the results of the feedback on OJT obtained from industry and APS students with the APS OJT coordinators and identify the areas of improvements.	3rd wk Dec 2016 & 3rd wk Apr 2017, 1st wk Sept 2017	4th wk Dec 2016 & 4th wk Apr 2017, 2nd wk Sept 2017	DC, OJT Committee
	Address the areas of improvements in OJT that are within the scope of the APS .	1st wk Jan 2017, 4th wk Apr, 2nd wk Sep	1st wk Jan 2017, 4th wk Apr, 2nd wk Sep	
	Report all actions taken to address recommendations in the annual report with a copy to ADSA for action by OJT Department, if required.	3rd wk Apr 2017	4th wk Apr 2017	

Approach

Sub-Goals	KPI Number	Key Performance Indicators			
		Indicator	Measure	Target	Time-frame & Responsibility
2.4 To monitor and improve student performance.	2.4.1.a	Students' progression, retention data and on-time graduation	Student Progression, retention and on-time graduation rate.	Progression rate ≥70%.	Annually- ADSA (College Registrar /department registrars).
				Retention rate ≥ 90%.	
				On-time graduation ≥ 70%.	

Deployment

Strategy	Implementation steps	Start Date	End Date	Responsibility
2.4.1 Collect data on students' progression, retention and on-time graduation.	Collect data on APS Student retention, progression and on-time graduation from CMS for AY 16-17. - Semester 1	1st wk Jan 2017	2nd wk Jan 2017	DC, Advising, Time-tabling & Registration Committee
	Collect data on APS Student retention, progression and on-time graduation from CMS for AY 16-17. - Semester 2	1st wk Apr 2017	2nd wk Apr 2017	
	Collect data on APS Student retention, progression and on-time graduation from CMS for AY 16-17. - Semester 3	1st wk Jul 2017	2nd wk Jul 2017	

Approach

Sub-Goals	KPI Number	Key Performance Indicators			
		Indicator	Measure	Target	Time-frame & Responsibility
2.4 To monitor and improve student performance.	2.4.2.a	Report on student academic performance.	Areas of Improvements identified.	≥80% of the areas identified are improved.	Annually- ADSA, CAB, HoUs-Academic.
	2.4.2.b	Effective counseling and student support.	Number of students exiting probation per semester.	10% increase in the number of students exiting probation per semester.	Annually - ADSA (Counseling Dept.), HoUs-Academic.
Deployment					
Strategy	Implementation steps		Start Date	End Date	Responsibility
2.4.2. Analyze and address issues identified affecting student progression, retention and on-time graduation.	Collect the data on student retention, progression and on-time graduation for AY 13-14, AY 14-15 and AY 15-16 from CIMS for analysis and feedback.		1st wk Oct 2016	3rd wk Oct 2016	APS Registrar/Advising, Time-tabling & Registration Committee
	Present APS feedback to the CAB for discussion on suitable actions to address areas of improvement by the Units, ADSA and/or Ministry.		1st wk Nov 2016	2nd wk Nov 2016	DC, APS Registrar/Advising, Time-tabling & Registration Committee
	Prepare action plan to address the areas of improvement identified after the analysis of data.		3rd wk Nov 2016	4th wk Nov 2016	DC
	Request APS HoD to report on how they addressed areas of improvements within their scope (end of year).		1st wk Dec 2016	2nd wk Dec 2016	
	Follow-up with the Dean on the actions to be taken by the Ministry.		1st wk Jan 2017	2nd wk Jan 2017	DC
	Track the identified probation students who underwent tutorials/on line test/mentoring/etc. and compare their course marks from previous to current semester. If marks is increase then the		2nd wk Jan 2017	4th wk Jan 2017	DC/APS Registrar/Advising, Time-tabling & Registration Committee/ Concern

	strategy (tutorials/on line test/mentoring/etc.) is effective or else otherwise.- Semester 1			courses
	Track the identified probation students who underwent tutorials/on line test/mentoring/etc. and compare their course marks from previous to current semester. If marks is increase then the strategy (tutorials/on line test/mentoring/etc.) is effective or else otherwise.- Semester 2	2nd wk May 2017	4th wk May 2017	DC/APS Registrar/Advising, Time-tabling & Registration Committee/ Concern courses
	Collect data from CIMS on APS student retention, progression and on-time graduation for AY 16-17, compare with previous years and present to the CAB to review actions taken.	1st wk Sep 2017	2nd wk Sep 2017	APS Registrar/Advising, Time-tabling & Registration Committee, DC, APS QA
	Report all actions taken regarding APS student progression/retention and on-time graduation in the annual report.	3rd wk Apr 2017	4th wk Apr 2017	

Goal 4: We will ensure that our graduates develop into responsible citizens by enriching their values and attributes to positively affect the socio economic development.

Approach

Sub-Goals	KPI Number	Key Performance Indicators			
		Indicator	Measure	Target	Time-frame & Responsibility
4.1 To provide the students with opportunities for personal development and acquisition of values and	4.1.2.a	Graduate's satisfaction with the opportunities provided for GA attainment.	Level of graduate satisfaction with the opportunities for developing graduate attributes.	≥ 3.5 on a 5-point scale.	Annually, ADSA, ADAA (HoDs-Academic).

<i>work ethics.</i>					
Deployment					
Strategy	Implementation steps	Start Date	End Date	Responsibility	
4.1.2 Ensure attainment of Graduate Attributes.	Collect APS Student Evaluation of GA attainment to evaluate the satisfaction level of students and identify areas for improvement.	2nd wk Dec 2016 & Apr 2017	3rd wk Dec 2016 & Apr 2017	OJT Committee	
	Address areas of improvements in GA attainment.	3rd wk Dec 2016 & Apr 2017	1st wk Jan 2017 & 4th wk Apr 2017	DC, OJT Committee	
Goal 5: We will develop staff by offering opportunities for professional and personal development, rewarding hard work and innovative thinking.					
Approach					
Sub-Goals	KPI Number	Key Performance Indicators			
		Indicator	Measure	Target	Time-frame & Responsibility
5.1 To ensure opportunities for professional and personal development of College Staff.	5.1.1.a	In-house training events.	Number of training events based on staff appraisal and TNA.	At least 1 event a year for the college.	Annually -ADAA, HRC.
				At least 2 events annually per Unit.	Annually- HoUs.
			Staff satisfaction with the training provided.	≥ 3.5 on a 5-point scale.	Annually- HoUs.
				≥ 80% of the areas identified are improved.	Annually – HoUs.
Deployment					
Strategy	Implementation steps	Start Date	End Date	Responsibility	
5.1.1 Provide in-house training to staff.	Review, identify and link the APS staff performance appraisal results to TNA.	1st wk Oct 2016	3rd wk Oct 2016	DC, Departmental Staff Development Committee	
	Conduct training events (as per the HRM plan in 1.1.7 and the recommendation/request by the APS DC based on staff appraisal and TNA)	depends on the timeframe of the activities in the planner	depends on the timeframe of the activities in the planner	Departmental Staff Development Committee	

	Collect feedback on the APS in-house training events and address recommendations so as to improve subsequent training events.	week after of any event	2nd week after of any event	
	Report the APS consolidated results of the event evaluation in the annual report.	3rd wk of Apr 2017	4th wk of Apr 2017	APS-QA, DC

Approach

Sub-Goals	KPI Number	Key Performance Indicators			
		Indicator	Measure	Target	Time-frame & Responsibility
5.1 To ensure opportunities for professional and personal development of College Staff.	5.1.2.b	Internal training/ knowledge-sharing activity as a result of external training.	Number of internal trainings/ knowledge-sharing activities by staff who attended external training events.	1 internal training / knowledge-sharing activity for each external training event attended.	Annually – HoUs.

Deployment

Strategy	Implementation steps	Start Date	End Date	Responsibility
5.1.2 Support staff to attend and participate in national/regional training events (external training).	Collect feedback from APS attendees of external training events regarding relevance and possibility of a knowledge sharing session.	week after of any event	2nd week after of any event	Departmental Staff Development Committee, APS staff
	Schedule, organize and record knowledge sharing sessions within the APS .	3rd wk after of any event	4th wk after of any event	
	Collect feedback on the knowledge-sharing sessions.	5th wk after the event	6th wk after the event	

Goal 6: We will encourage opportunities for applied research and consultancy

Approach

Sub-Goals	KPI Number	Key Performance Indicators			
		Indicator	Measure	Target	Time-frame & Responsibility
6.1 To support applied research and consultancy.	6.1.2.a	Research and consultancy projects.	Number of research and consultancy projects.	≥ 1 research and/or consultancy project.	Annually- Academic. HoUs-

Deployment

Strategy	Implementation steps	Start Date	End Date	Responsibility
6.1.2 Initiate research and consultancy projects with public and private sector institutions/organizations.	Identify research/consultancy project needs within the APS and opportunities outside.	1st wk Oct 2016	3rd wk Oct 2016	DC, Research Committee
	Invite research/consultancy project proposals from APS staff and students based on the identified need/opportunity.	4th wk Oct 2016	2nd wk Nov 2016	
	Send the proposals to the College Research and consultancy Committee for further action.	2nd wk Nov 2016	4th wk Dec 2016	Research Committee, DC & all staff
	Send proposals to various industries/MOM regarding the establishment of research laboratory and its equipment vis a vis soliciting donation.	2nd wk Nov 2016	4th wk March 2017	DC, Research Committee
	Liaise with the RC committee and follow-up with the projects/Consultancy services.	week after sent	2nd week after sent	

Approach

Sub-Goals	KPI Number	Key Performance Indicators			
		Indicator	Measure	Target	Time-frame & Responsibility
6.1 To support applied research and	6.1.3.a	Research oriented events.	Number of staff participating in research oriented	≥ 2 staff participating in research oriented events per	Annually- Academic, College Research Committee. HoUs-

<i>consultancy.</i>			events.	department.	
Deployment					
Strategy	Implementation steps		Start Date	End Date	Responsibility
6.1.3 Support staff participation in research-oriented events, such as conferences and workshops.	Inform APS staff of the research oriented events available within and outside the college.		within a week if there is opportunity	within a week if there is opportunity	DC, Research Committee
	Facilitate the APS staff to participate in research oriented events.		within a week if there is opportunity	within a week if there is opportunity	Research Committee
	Maintain a database of APS staff participating in research oriented seminars/projects and/or pursuing research activities i.e. publishing research papers or conducting seminar/project etc.		update database every 3rd wk of the month	update database every 4rd wk of the month	
Approach					
Sub-Goals	KPI Number	Key Performance Indicators			
		Indicator	Measure	Target	Time-frame & Responsibility
6.1 To support applied research and consultancy.	6.1.4.a	Training events related to Applied Research and Consultancy.	Number of training events.	At least one event per year per department.	Annually-Academic, HoUs-College Research Committee.
			Percentage of staff participating.	At least 5% of the staff per department.	Annually-Academic HoUs-College Research Committee.
Deployment					
Strategy	Implementation steps		Start Date	End Date	Responsibility
6.1.4 Training events (Related to Applied Research and Consultancy).	Identify the research-related areas for training. (use the TNA for assistance and mention if there are other means of finding the training topic).		1st wk Oct 2016	3rd wk Oct 2016	DC, Research Committee, Departmental Staff Development Committee

	Coordinate with college research committee to conduct training event(s) related to research as per the HRM plan (in 1.1.7) and take attendance.	a week before the event	a week before the event	Research Committee, Departmental Staff Development Committee
	Obtain APS Staff feedback on the training event(s).	a week after the event	2nd wk after the event	
	Address areas of improvements, if any, in the following semester.	2 wks. before the semester end	3rd wk before the semester end	

Approach

Sub-Goals	KPI Number	Key Performance Indicators			
		Indicator	Measure	Target	Time-frame & Responsibility
6.1 To support applied research and consultancy.	6.1.6.a	New content or learning techniques based on research included in the course delivery plan.	Researcher's report on the changes integrated in the teaching and learning activities.	1 consolidated report on the research integration per academic unit.	Annually - HoUs-Academic.

Deployment

Strategy	Implementation steps	Start Date	End Date	Responsibility
6.1.6 Integrate research findings into teaching and learning activities (research teaching nexus).	Hold meeting with APS internal specialization committee members and the program coordinator/head of curriculum to discuss how to integrate new research findings in the curriculum.	2nd wk Oct 2016	4th wk Oct 2016	DC, Research Committee, Departmental Curriculum Committee
	Review the delivery plan of APS courses concerned accordingly.	2nd wk Dec 2016, 4th wk Mar 2017	3rd wk Dec 2016, 1st wk Apr 2017	
	Implement the changes made in the delivery plan.	start of the semester	end of the semester	DC, Research Committee, Departmental Curriculum Committee, All academic staff
	Report the impact/effectiveness of the research integration to the HoS/HoU/ADAA/Specialization Committee recommending curriculum review, if required.	week after the semester	2nd wk after the semester	

Goal 7: We will foster mutually beneficial constructive partnership with various public and private sector organizations, professional bodies, and local and international communities that benefit the community at large.

Approach

Sub-Goals	KPI Number	Key Performance Indicators				
		Indicator	Measure	Target	Time-frame & Responsibility	
7.2 To Promote staff and student engagement with national and international professions and professional bodies and organizations.	7.2.1.a	Activities or joint initiatives with (national/international) professions and professional bodies.	Number of activities or joint initiatives.	At least 1 activity or joint initiative per specialization.	Annually – ADAA, ADAF, HoUs-Academic.	
			Staff & Student participation.	At least 3% of staff participation.		Annually - ADAA, ADAF, HoUs-Academic.
				At least 5% of student participation.		

Deployment

Strategy	Implementation steps	Start Date	End Date	Responsibility
7.2.1. Facilitate joint initiatives/projects/activities with national and international professions and professional bodies and organizations.	Coordinate with ADAA/ADAF to identify the potential institutions for the purpose of joint initiatives/projects.	1st wk Oct 2016	4th wk Oct 2016	DC, Research Committee
	Hold APS Section-wise meetings to discuss and identify the initiatives/projects that can be undertaken with other institutions/professions/organizations.	1st wk Nov 2016	2nd wk Nov 2016	DC, Research Committee, Departmental Staff Development
	Facilitate the joint initiatives with the identified institutions/professions/organizations.	3rd wk Nov 2016	3rd wk Dec 2016	Committee, Student Activity Coordinator
	Record the participation of APS staff and student in joint initiatives with the identified institutions/ professions/organizations.	week before and during the event	week before and during the event	

		Take action to improve the participation of APS staff and student in joint initiatives with the identified institutions/professions/organizations, if required.	week after the event	2nd wk after the event	
Approach					
Sub-Goals	KPI Number	Key Performance Indicators			
		Indicator	Measure	Target	Time-frame & Responsibility
7.2 To Promote staff and student engagement with national and international professions and professional bodies and organizations.	7.2.1.b	Staff and Student Satisfaction with activities or joint initiatives.	Level of satisfaction (staff and student) with the activities or joint initiatives with (national/international) professions and professional bodies.	≥ 3.5 on a 5-point scale.	Annually – ADAA, HoUs-Academic.
Deployment					
Strategy	Implementation steps		Start Date	End Date	Responsibility
7.2.1. Facilitate joint initiatives/projects/activities with national and international professions and professional bodies and organizations.	Collect feedback from the APS staff and students on the impact/effectiveness of the joint initiatives/projects/activities with national and international professions and /or professional bodies and organizations.		during the event	before the end of each event	DC, Departmental Staff Development Committee, All staff & students
	Analyze the data collected from APS staff and students on joint initiatives/projects/activities with national and international professions and /or professional bodies and organizations.		week after the event	2nd wk after the event	Departmental Staff Development Committee
	Identify areas of improvements joint initiatives/projects/activities with national and international professions and take		3rd wk after the event	4th wk after the event	

action.

Approach

Sub-Goals	KPI Number	Key Performance Indicators			
		Indicator	Measure	Target	Time-frame & Responsibility
7.2 To Promote staff and student engagement with national and international professions and professional bodies and organizations.	7.2.2.a	Industry engagement activities.	Number of industry engagement activities.	At least 1 event a year per Unit.	Annually- HoUs, PRM Committee Chair.

Deployment

Strategy	Implementation steps	Start Date	End Date	Responsibility
7.2.2 Promote a culture of industry engagement. among staff and students.	Start a formal discussion forum for the industries to send their suggestions/comments on the operation of the College/ APS .	2nd wk Oct 2016	1st wk Nov 2016	Public Relation and Media Coordinator, DC
	Communicate with the industries with regard to APS program related matters such as OJT, program review, project evaluation, etc.	2nd wk Nov 2016	4th wk Nov 2016	DC, Public Relation and Media Coordinator, Departmental Staff
	Conduct "Job's Fair" among APS students, if applicable	Open day	Open day	Development Committee, OJT
	Draft the industry Engagement Plan and publish it on the College Website for APS staff and student awareness.	1st wk Dec 2016	3rd wk Dec 2016	Committee
	Implement the industry Engagement Activity Plan.	1st wk Jan 2017	4th wk of Mar 2017	

Approach					
Sub-Goals	KPI Number	Key Performance Indicators			
		Indicator	Measure	Target	Time-frame & Responsibility
7.2 To Promote staff and student engagement with national and international professions and professional bodies and organizations.	7.2.2.b	Industry Satisfaction with the activities.	Level of industry satisfaction with the activities held by the college.	≥ 3.5 on a 5-point scale.	Annually - HoUs
Deployment					
Strategy	Implementation steps		Start Date	End Date	Responsibility
7.2.2 Promote a culture of industry engagement. among staff and students.	Collect feedback from the industry on the impact/effectiveness of the activities held by the College/ APS .		during the event	before the end of each event	Public Relation and Media Coordinator
	Analyze the data collected from industry with the activities held by the College/ APS .		week after the event	2nd week after the event	DC, Public Relation and Media Coordinator, Departmental Staff Development Committee, OJT
	Identify areas of improvements with the industry activities and take action.		3rd wk after event	4th wk after the event	

Goal 8: We will provide facilities and learning resources that are effectively utilized and well-managed to ensure efficient student and staff services.

Approach

Sub-Goals	KPI Number	Key Performance Indicators			
		Indicator	Measure	Target	Time-frame & Responsibility
8.1 To ensure that College facilities and learning resources are well-managed, properly utilized and maintained.	8.1.3.a	The average section size.	The average section size for the three semesters.	≤ 20 students.	Annually- ADAA, HoUs-Academic.

Deployment

Strategy	Implementation steps	Start Date	End Date	Responsibility
8.1.3. Maintain optimal section size.	After Sem-1 registration, collect the average section size of the APS department.	1st wk Oct 2016	2nd wk Oct 2016	Advising, Time-tabling & Registration Committee
	Deliberate on section size in APS department council meeting.	3rd wk Oct 2016	4th wk Oct 2016	DC, Advising, Time-tabling & Registration Committee
	Identify ways of improving the section size to the optimum.	3rd wk Oct 2016	4th wk Oct 2016	
	Prepare a detailed report on section size with constraints and limitations, recommendations and required actions.	3rd wk Oct 2016	4th wk Oct 2016	
	Forward the report to ADAA.	1st wk Nov 2016	2nd wk Nov 2016	DC
	Collect feedback on resource requirements made for maintaining optimal section size from ADAA before start of Sem-II.	1st wk Dec 2016	2nd wk Dec 2016	Advising, Time-tabling & Registration Committee, DC
	After Sem-2 registration, collect the average section size of the APS department.	2nd wk Jan 2017	4th wk Jan 2017	

		Compare and analyze both semester data for identifying improvements and send the report to ADAA further action.	1st wk Feb 2017	2nd wk Feb 2017	DC
Approach					
Sub-Goals	KPI Number	Key Performance Indicators			
		Indicator	Measure	Target	Time-frame & Responsibility
8.1 To ensure that College facilities and learning resources are well-managed, properly utilized and maintained.	8.1.4.a	Teacher to student ratio.	The teacher to student ratio.	1:20	Annually- ADAA HoUs-Academic
Deployment					
Strategy	Implementation steps	Start Date	End Date	Responsibility	
8.1.4. Maintain optimal teacher to student ratio.	After Sem-1 registration, collect the student population size of the APS department.	1st wk Oct 2016	2nd wk Oct 2016	Advising, Time-tabling & Registration Committee, DC	
	Deliberate on teacher-student ratio in APS department council meeting.	2nd wk Oct 2016	3rd wk Oct 2016		
	Identify ways of improving the teacher-student ratio to the optimum.	2nd wk Oct 2016	3rd wk Oct 2016	DC, Advising, Time-tabling & Registration Committee	
	Prepare a detailed report on teacher-student ratio with constraints and limitations, recommendations and required actions.	3rd wk Oct 2016	4th wk Oct 2016		
	Forward the report to ADAA.	1st wk Nov 2016	2nd wk Nov 2016		
	Collect feedback on resource requirements made for maintaining optimal teacher-student ratio from ADAA before start of Sem-II.	1st wk Dec 2016	2nd wk Dec 2016	Advising, Time-tabling & Registration Committee, DC	

	After Sem-2 registration, collect the average teacher-student ratio of the APS department.	2nd wk Jan 2017	4th wk Jan 2017	Advising, Time-tabling & Registration Committee, DC
	Compare and analyze both semester data for identifying improvements and send the report to ADAA further action.	1st wk Feb 2017	2nd wk Feb 2017	DC
	Maintain a part-timer database for each section so that any shortfall in the optimal ratio can be corrected.	update database every semester, if hired	update database every semester, if hired	DC, Section Coordinator

Approach

Sub-Goals	KPI Number	Key Performance Indicators			
		Indicator	Measure	Target	Time-frame & Responsibility
8.2 To improve student support services towards enriching their learning experiences.	8.2.2.a	Training events conducted for academic advisors, student & counselors.	Number of training events conducted for academic advisors, students & counselors.	At least 1 training event for academic advisors a year per academic department.	Annually- ADSA (College Registrar, Department Registrars) HoUs-Academic.
				At least 1 training event for counselors a year.	Annually- ADSA.

Deployment

Strategy	Implementation steps	Start Date	End Date	Responsibility
8.2.2 Improve academic advising and counseling services provided to students.	Schedule and organize a training event for academic advisors on effective advising to be conducted in Sem-1 and /or Sem 2 of AY 2016-2017. Collect feedback on event and document the event.	2nd wk Nov 2016, Mar 2017	3rd wk Nov 2016, Mar 2017	DC, Advising, Time-tabling & Registration Committee, Student Activity Coordinator, Diploma Year 1 Coordinator
	Arrange the resources for orientation on advising for APS New students in Sem-I.	3rd wk Oct 2016	1st wk Nov 2016	
	Conduct Orientation session for APS New students in Sem-I.	3rd wk Oct 2016	4th wk Oct 2016	

	Obtain and analyse feedback from APS students on advising sessions.	week after the event	2nd week after the event	
	Monitor the performance of the APS students provided sent for counseling	3rd wk Nov 2016, Mar 2017	1st wk Dec 2016 & Apr 2017	
	Arrange the resources for orientation on advising for APS New students in Sem-II.	2nd wk Jan 2017	3rd Jan 2017	
	Conduct orientation session for APS New students in Sem-II.	3rd wk Jan 2017	4th Jan 2017	
	Obtain and analyse feedback from APS students on academic advising.	during and week after the event	2nd week after the event	
	Identify the areas of improvement concerning academic advising and take actions.	3rd wk after the event	4th wk after the event	

Approach

Sub-Goals	KPI Number	Key Performance Indicators			
		Indicator	Measure	Target	Time-frame & Responsibility
8.3 To improve staff support services towards improving their work environment.	8.3.1.b	Events organized by the Units towards improving the work environment.	Number of events organized by Units.	At least 2 social events a year per Unit.	Annually - HoUs.

Deployment

Strategy	Implementation steps	Start Date	End Date	Responsibility
8.3.1 Organize social events to improve staff work environment and recognize staff achievements.	Prepare a schedule of two social events for APS staff to be conducted in AY 2016-2017 with complete proposals. Send proposal to ADAF/ADAA/DEAN if required.	2nd wk Oct 2016	4th wk Oct 2016	DC, Departmental Staff Development Committee
	Conduct event in semester-1, collect feedback on event and document the event.	3rd wk Nov 2016	1st wk Dec 2016	Departmental Staff Development

	Conduct event in semester-3 with improvements taken from the first event. collect feedback on event and document the event.	1st wk Jul 2017	2nd wk Jul 2017	Committee
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