



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 behavior.

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:

Column1	Column2
ADAA	Assistant Dean for Academic Affairs
ADAF	Assistant Dean for Administrative and Financial Affairs
ADSA	Assistant Dean for Student Affairs
CC	College Council
CACL	Consultative and Advisory Committee for the Library
ELC	English Language Center
ETC	Educational Technology Center
RHSC	Risk and Health & Safety Committee
HoC	Head of Centre

HoD	Head of Department (academic / administrative)
HoU	Head of Unit - all heads of departments/centers/offices (includes
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
MC	Media Committee
QAM	Quality Assurance Manual
QAU	Quality Assurance Unit
QMS	Quality Management System
RMO	Risk Management Officer
SCL	Student Centred Learning
Stakeholders	Students/Staff/Community/Industry/Alumni
TSPEs	Teaching Staff Performance Evaluation System
AP	Action Plan
ICEC	Industry and Community Engagement Committee
E-Cell	Entrepreneurship Cell
GFP	General Foundation Program

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); Heads of Units, College Committee Chairpersons, QAU (for approving OPs and APs).
Deployment					
Strategy		Implementation steps	Start Date	End Date	Responsibility

1.1.1. Achieve an efficient Quality Management System.	Conduct a focused meeting to prepare the APS OP and monitoring plan, taking care to write the action steps in the OP for all the recommendations from previous year's quality requirements (annual report, survey reports and other reports, if any) and map them in the QR Plan.	22-Jun-17	5-Jul-17	APS QA Committee
	Submit the Unit OP and the QR Plan mapped to the QAU	10-Jul-17	10-Jul-17	APS QA Committee
	Review and revise Unit OP and the QR Plan as per QAU feedback.	3 Sept. 2017	7 Sept. 2017	APS QA Committee
	Submit to QAU the Final version of OP for Approval.	10 Sept. 2017	21 Sept. 2017	APS DC (HoD)
	Present the Approved OP to the DC, Committee Heads, Coordinators through a meeting and to the staff through e-mail. Divide the tasks stipulated in the OP to the concerned DC members, Committees and Coordinators	1-Oct-17	12-Oct-17	APS QA Committee
	Update the status of OP at the end of every month, adding improvement actions, if any, in the QR Plan and monitor the achievement of the OP Targets through spot audit and Mid-year internal audit.	9/30/2017 (last week of every month)	4/30/2018 (last week of every month)	APS QA Committee
	Submit Annual Section / Committee/ Coordinator Achievement Report coupled with evidences to the APS QA Committee.	1-Apr-18	15-Apr-18	HoD, HoSs/HoU. Department Committee and Coordinators
Review the achievement of the OP at the end of year and submit to QAU together with evidence.	1-May-18	15-May-18	APS QA Committee	
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 (to audit and report).
Deployment				
Strategy	Implementation steps	Start Date	End Date	Responsibility
1.1.1. Achieve an efficient Quality Management System.	Address the pending recommendations from the previous audits [College/QD] for the AY2016-17	3rd week of Oct 2017	3rd week of Dec 2017	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 2018	4th wk Jan 2018	DC, APS-QA, All academic staff
	Schedule the APS Audit/file checks (Mid-Year APS Internal Audit and APS OP Implementation Monitoring) in preparation to QAU Audit	4th wk Mar 2018	1st wk Apr 2018	
	Address quality requirements identified through APS audit/file checks	2nd wk Apr 2018	3rd wk Apr 2018	DC, APS-QA, All academic staff
	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 2018	4th wk Jan 2018	APS QA, DC
	Submit audit form 2 to QAU after the college audit.	1st wk Feb 2018	2nd wk Feb 2018	DC, APS-QA
Address Quality Requirements identified through College Audit and QD Audit	3rd wk Oct 2017	4th wk Mar 2018	DC, Committees, All staff & students	
1.1. To maintain clear and sustainable planning and management systems	1.1.1.c	Annual Report on Unit/ College/Committee	Annual Report	One Annual Report per Unit
				Annually- HoUs
Deployment				
Strategy	Implementation steps	Start Date	End Date	Responsibility
1.1.1. Achieve an efficient Quality Management System.	Collect the Annual Section / Committee/ Coordinator Achievement Report together with the evidences.	1-Apr-18	15-Apr-18	APS QA Committee
	Calculate the OP achievements	15-Apr-18	1-May-18	
	Do a SWOT analysis of the Unit performance	15-Apr-18	1-May-18	
	Write the end of year annual report and submit it to QAU.	10-May-18	15-May-18	
	Review and revise APS Department Annual report based on QAU feedback and send it to QAU for compiling the College Annual report.	Within 10 working days from receiving the Annual report reviewed by QAU		
Approach				
Sub-Goals	KPI Number	Key Performance Indicators		

Sub-Goals	KPI Number	Indicator	Measure	Target	Time-frame & Responsibility	
1.1. To maintain clear and sustainable planning and management systems	1.1.2.a	Staff satisfaction with the effectiveness of Policy Management System.	Level of satisfaction with the Policy Management System	≥ 3.5 on a 5-point scale satisfaction with the Policy Management System	Annually – PMC, HoUs	
Deployment						
Strategy		Implementation steps	Start Date	End Date	Responsibility	
1.1.2. Maintain a robust Policy management system.		Collect the results of Staff Satisfaction Survey concerning PMS from ETC/ADAF	15-Apr-18	30-Apr-18	APS QA Committee	
		Review and act on the results of the survey to identify areas of improvements concerning PMS.	15-Apr-18	30-Apr-18	APS QA Committee	
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 system.	≥ 3.5 on a 5-point scale satisfaction with the communication system.	Annually – HoUs, Media Committee	
Deployment						
Strategy		Implementation steps	Start Date	End Date	Responsibility	
1.1.3 Achieve effective communication in the college		Review the result of Staff and Student satisfaction survey 2016-2017 (A5 and E27 for students; A4 for staff in their respective surveys) and focus on the items pertaining to Communication Systems in the Record recommendation in the APS QR Plan and decide on the actions to be taken to comply with the recommendations.	2-Jul-17	10-Jul-17	APS QA Committee	
		Collect the results of Staff Satisfaction Survey concerning Communication system from ETC/ADAF	15-Apr-18	30-Apr-18	APS QA Committee	
		Review and act on the results of the survey to identify areas of improvements concerning the communication system in the College and Department.	15-Apr-18	30-Apr-18	APS QA Committee	
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	1.1.4.a	Risk management plan.	Compliance with the risk management plan.	100% Compliance with the risk management plan (within the purview of the Unit).	Annually- HoUs, RHSC.	
Deployment						
Strategy		Implementation steps	Start Date	End Date	Responsibility	
1.1.4. Implement an effective risk management system		Update the Unit's risk register and risk management plan with the risks identified, assessed and analyzed in the previous year.	1-Sep-17	15-Sep-17	APS HSE / RHS Committee	
		Submit Unit's risk management plan to Head of RHSC (ADAF)	16 Sept. 2017	16 Sept. 2017		
		Conduct semester 1 risk assessment through staff and report to College RMO.	17 Sept. 2017	30-Sep-17		
		Update risk management plan with the status of activities at the end of Semester 1.	1-Dec-17	15-Dec-17		
		Conduct semester 2 risk assessment through staff and report to College RMO.	16-Dec-17	30-Dec-17		
		Update risk management plan with the status of activities at the end of Semester 2.	1-Apr-18	15-Apr-18		
		Update the Unit's risk register and risk management plan with the risks identified, assessed and analyzed at the end of the year -	1-Jun-18	17-Jun-18		
Approach						
Sub-Goals	KPI Number	Key Performance Indicators				Results
		Indicator	Measure	Target	Time-frame & Responsibility	
1.1. To maintain clear and sustainable planning and management systems	1.1.6.a	H&S Policy and plan.	Compliance with the H&S policy and plan.	100% compliance with the H&S policy and plan.	Annually, ADAF (RHSC), HoUs	
			Level of satisfaction with Health and Safety measures in the college.	≥ 3.5 on a 5-point scale satisfaction with Health and Safety measures in the college.	Annually- ADAF (RHSC), HoUs.	
Deployment						

Strategy	Implementation steps	Start Date	End Date	Responsibility	Improvements	Evidence Index	Evidence Location
1.1.6. Achieve effective implementation of health, safety and security measures in the College.	Prepare action plan/map action steps in the OP to address any pending recommendations of previous year's audit concerning Health and Safety (2016-2017).	1 Sept. 2017	15 Sept. 2017	APS HSE / RHS Committee			
	Review and revise quality sub-manuals of the Unit and send a copy to RHSC.	1 Sept. 2017	30-Sep-17				
	Conduct Semester 1 mock drill in coordination with the RHSC.	1-Nov-17	15-Nov-17				
	Update the QR plan with actions to address the areas of improvements concerning RHS identified through the RHSC audit/inspection. Semester 1	1-Dec-17	15-Dec-17				
	Conduct Semester 2 mock drill in coordination with the RHSC.	1-Mar-17	15-Mar-18				
	Update the QR plan with actions to address the areas of improvements concerning RHS identified through the RHSC audit/inspection. Semester 2	1-Apr-18	15-Apr-18				
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 HR plan.	≥80% of compliance with the HR 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 HR plan outlining staff requirements, induction, training requirements, recognition criteria, and succession planning and submit this to ADAF and ADAA.	5-Sep-17	30-Sep-17	HoSs / HoU			
	Conduct TNA for AY 2017-2018.	1-Oct-17	15-Oct-17				
	Prepare the Unit's skills development plan based on TNA results, and Staff Appraisal results of the previous year and comply with the plan.	16-Oct-17	30-Oct-17				
	Plan and schedule the staff evaluation (in-class) for a minimum of 40% of the staff, note down the staff development area observed in class.	16-Oct-17	30-Oct-17				
	Write the general performance evaluation of the Ministry/Agency staff.	1-Dec-17	16-Dec-17				
	Develop standard operating procedures for senior positions in the department.	1-Sep-17	30-Sep-17				
	Plan the staff required for the following year (Staff Projection) based on student projections and skills/specialization required.	1-May-18	30-May-16				
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 satisfaction with the performance of the Unit Management.	Annually – HoUs		
Deployment							
Strategy	Implementation steps	Start Date	End Date	Responsibility			
1.2.1. Evaluate and improve the effectiveness of the governance and management	Analyze the results of the Unit Management Evaluation by Staff and Student Satisfaction Surveys (Sub-scale E) 2016-2017 to identify areas of improvement and update the QR Plan/map the action steps in the OP.	10-Sep-17	30-Oct-17				

system of the College.		Conduct Unit Council evaluation by staff for 2017-2018	1-Mar-18	30-Mar-18	DC and APS QA Committee
		Collect the results of Staff and Student satisfaction surveys (Sub-scale "E") concerning Unit Management from ETC and update the QR plan with action to be taken.	8-Apr-18	15-Apr-18	
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 performance rating.	Annually - HoUs-Academic.
			Student Evaluation of teaching quality.	≥3.5 on a 5-point scale performance rating.	Annually - HoUs-Academic.
Deployment					
Strategy		Implementation steps	Start Date	End Date	Responsibility
2.1.1 Evaluate the teaching performance.		Prepare list of staff section-wise who are due for staff appraisal - including staff on probation - for In-class evaluation in current AY. (40%)	16-Oct-17	30-Oct-17	HoSs / HoU and APS QA Committee
		Prepare list of staff section-wise who are due for Student Evaluation of Teaching and Course delivery	16-Oct-17	30-Oct-17	
		Prepare a schedule for course file and advisory file checks.	1-Dec-17	15-Dec-17	
		Prepare a schedule for program coordinator file checks. (Ref. 1.1.1.b)	1-Dec-17	15-Dec-17	
		Conduct Student Evaluation of Teaching and Course delivery and class observation - following the schedule, noting down the improvement areas and provide feedback within one week. Semester 1 - Coordinate with ETC for Online students evaluation (if required).	1-Nov-17	30-Nov-17	
		Conduct Student Evaluation of Teaching and Course delivery and class observation - following the schedule, noting down the improvement areas and provide feedback within one week. Semester	1-Mar-18	30-Mar-18	
		Analyze the appraisal results for identifying/ listing strengths and weaknesses.	1-Apr-18	15-Apr-18	
		Provide feedback (cumulative report) to staff who were evaluated, suggesting the necessary staff professional development.	To be done individually as per schedule		
		Follow up with the staff on the staff professional development suggested to them.	To be done individually as per schedule		
		Consolidate Staff Performance results (Class observation, Student Feedback on Teaching, General Performance) and submit the report to ADAA, clearly highlighting the staff not meeting the standards.	16-Apr-18	30-Apr-18	
Approach					
Sub-Goals	KPI Number	Key Performance Indicators			

		Indicator	Measure	Target	Time-frame & Responsibility
	2.1.2.a	New learning strategies adopted.	Evaluation rating of student-centered learning by management and students.	≥3.5 out of 5 performance rating on the relevant scale (student centeredness).	Annually- HoUs-Academic.
Deployment					
Strategy	Implementation steps	Start Date	End Date	Responsibility	
2.1.2 Use improved student centered learning strategies.	Analyse the results of the subscale (C) "Student Centred Learning" in both the Student Feedback on Teaching and Course Delivery, and Class Observation Forms to identify the effectiveness of the strategies used in 2016-2017 and suggest improvements.	5 Sept. 2017	15 Sept. 2017	HoSs / HoU (start of semester 1)	
	Discuss and finalize, with the ADAA, the SCL approaches/learning strategies to be implemented in the programs of semester 1 (proposing new approaches).	5 Sept. 2017	15 Sept. 2017	HoUs (start of semester 1)	
	Discuss and finalize the SCL approaches/learning strategies to be implemented in the programs of semester 1 with HoSs, PCs and DQAC (highlighting any new approaches).	15-Sep-17	16 Sept. 2017	APS DC	
	Schedule a meeting with the teaching staff members to discuss and finalise the learning strategies to be implemented in the courses for semester 1 and insert in the Course Delivery Plans.	5 Sept. 2017	30 sept. 2017	HoSs / HoU (start of semester 1)	
	Conduct orientation workshops on the new SCL approach, if necessary.	17 Sept. 2017	30 sept. 2017	HoUs	
	Schedule a meeting with the teaching staff members to discuss the results of the Student Feedback on Teaching & Class Observation (sub-scale C) surveys and review the learning strategies, if necessary, for the courses of semester 2.	15 Dec. 2017	30 Dec. 2017	Hoss / HoU (End of semester 1)	
	Schedule a meeting with the teaching staff members to discuss the results of the Student Feedback on Teaching & Class Observation (sub-scale C) surveys and review the learning strategies, if necessary, for the courses of semester 3.	15 Apr. 2018	30 Apr. 2018	Hoss / HoU (End of semester 2)	
	Analyse the overall results of the subscale (C) "Student Centred Learning" in both the Student Feedback on Teaching and Course Delivery, and Class Observation Forms to identify the effectiveness of the strategies used in 2017-2018 and suggest improvements for the following year.	15-Apr-18	30-Apr-18	APS DC and APS QA Committee	
Report to the ADAA the effectiveness of the new learning strategies used in the year.	15-May-18	20-May-18	APS 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.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	Annually- HoUs-Academic.
			Number of blended courses.	At least one course annually per unit.	Annually- HoUs-Academic.
			Student engagement /usage in the blended course.	≥ 20% increase in student engagement /usage in relevant areas	Annually- HoUs-Academic.
			Number of active users.	≥ 90% of the teachers. ≥ 80% of the students.	Annually- HoUs-Academic.
Deployment					
Strategy	Implementation steps	Start Date	End Date	Responsibility	

2.1.2 Use improved student centered learning strategies.	Collect the list of courses to be uploaded on the e-learning portal from the staff.	1 Sept. 2017	15 Sept. 2017	e-Learning Coordinator	
	Identify the course(s) per section to be converted into a 'blended' course(s).	1 Sept. 2017	15 Sept. 2017	HoSs / HoU	
	Coordinate with ETC to create the blended course on the e-Learning portal.	16 Sept. 2017	20 Sept. 2017	Staff, e-Learning Coordinator	
	Monitor the Uploading of delivery plans and course content on the e-Learning portal. (Second week of teaching-Semester 1)	16 Sept. 2017	30 Sept.. 2017	HoSs / HoU	
	Monitor student engagement on the e-Learning Portal and provide monthly feedback to the PC / HoS / HoU (Engagement Activities: Forums, interactive sessions, emails, etc.). Take action, if necessary. Semester 1	1 Oct. 2017	30 Nov. 2017	Staff, e-Learning Coordinator	
	Collect the E-Learning utilization report from ETC at the end of Semester-1 and submit to the HoU.	15-Dec-17	30-Dec-17	e-Learning Coordinator	
	Analyze the E-learning report of Semester-1 and suggest improvement actions.	1 Jan. 2018	15 Jan. 2018	HoSs / HoU and APS QA Committee	
	Incorporate the improvements identified from Semester 1 results in the QR plan.	1 Jan. 2018	15 Jan. 2018	APS QA Committee	
	Monitor the Uploading of delivery plans and course content in the e-Learning portal. (second week of teaching-Semester 2)	16 Jan. 2018	30-Jan-18	Staff, e-Learning Coordinator	
	Monitor student engagement on the e-Learning Portal and provide monthly feedback to the PC / HoS / HoU (Forums, interactive sessions, emails, etc.). Take action, if necessary. Semester 2	1-Feb-18	15-Apr-18	Staff, e-Learning Coordinator	
Collect the E-Learning utilization report from ETC at the end of Semester-2. and submit to the HoU.	15-Apr-18	30-Apr-18	e-Learning Coordinator		
Analyze the E-learning report of Semester-2 and suggest improvement actions.	15-Apr-18	30-Apr-18	HoSs / HoU		
Incorporate the improvements identified from Semester 2 results in the QR plan.	1-May-18	15-May-18	APS QA Committee		
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 Seek stakeholders' feedback on programs and courses.	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.	Suggest revisions to the 'feedback on courses and programs' survey questionnaires, and inform QAU.	1 Oct. 2017	15 Oct. 2017	ESS HoU and satff	
	Coordinate with ETC to collect feedback on programs from staff.	1 Novemebr 2017	30 Febraury 2018	ESS HoU and satff	
	Coordinate with Graduate Follow-up department (ADSA) in collecting the feedback on programs survey by Alumni and graduating students (graduation ceremony).	1 Novemebr 2017	30-Nov-17	ESS HoU and satff	
	Consolidate the feedback on program (and OJT student performance, if relevant) received from the Industry through the OJT logbook/online survey.	1-Mar-18	30-Mar-18	ESS HoU and satff	
	Compile and analyze the program evaluation survey results and propose changes to the program, considering feedback on GAs attainment and graduates' employability.	1-Mar-18	15-Mar-08	ESS HoU and satff	

		Request ETC to administer the feedback on course survey to staff and students in Semester-1.	1-Nov-17	30 Nov. 2017	APS QA Committee
		Compile and analyze the course(s) evaluation survey results and propose changes to the course(s), considering feedback on GAs attainment and graduates' employability. Semester 1	1 Dec. 2017	30-Dec-17	HoSs / HoU
		Request ETC to administer the feedback on course survey to staff and students in Semester-2.	1-Mar-18	30-Mar-18	APS QA Committee
		Compile and analyze the course(s) evaluation survey results and propose changes to the course(s), considering feedback on GAs attainment and graduates' employability. Semester 2	1-Apr-18	15-Apr-18	HoSs / HoU
		Discuss the proposed changes to the courses and programs, if any, with ADAA. (end of year)	1-Jun-18	15-Jun-18	HoD
		Send the completed report of proposed changes to courses and programs to the Quality Assurance Committee for review.	16-Jun-18	30-Jun-18	HoSs / HoU
		Implement the approved revisions in the courses/programs.	A.Y 2018	AY 2019	HoSs / HoU
Approach					
Sub-Goals	KPI Number	Key Performance Indicators			
		Indicator	Measure	Target	Time-frame & Responsibility
2.3 To enhance the practical training offered to students.	2.3.1.a	Improved OJT system.	Level of Student Satisfaction with OJT.	≥3.5 on a 5-point scale satisfaction with OJT.	Annually - ADSA (College OJT), HoUs-Academic (except ELC).
			OJT Student Performance Evaluation by Industry.	≥ 3.5 on a 5-point scale performance rating per Specialization.	Annually - ADSA (College OJT), HoUs-Academic (except ELC).
Deployment					
Strategy		Implementation steps	Start Date	End Date	Responsibility
2.3.1. Review the current OJT provision and its effectiveness.		Develop a pre-OJT training program for the students.	15-Sep-17	30 Sept. 2017	APS OJT Coordinator
		Implement the pre-OJT program and obtain feedback from students.	1-May-17	30-Jun-18	APS OJT Coordinator
		Collect and analyse the Student feedback on OJT system, through the online system/logbook, at the end of semester 1.	1 Dec. 2017	15 Dec. 2017	APS OJT Coordinator
		Collect and analyse the Industry feedback on OJT student performance, through the online system/logbook, at the end of Semester 1	1 Dec. 2017	15 Dec. 2017	APS OJT Coordinator
		Discuss any areas of immediate concern in the Unit Council and OJT Department, and update the QR plan with the proposed actions.	16 Dc 2017	30-Dec-17	APS OJT Coordinator
		Collect and analyse the Student feedback on OJT system, through the online system/logbook, at the end of semester 2.	15-Mar-18	15-Mar-18	APS OJT Coordinator
		Collect and analyse the Industry feedback on OJT student performance, through the online system/logbook, at the end of Semester 2	15-Mar-18	15-Mar-18	APS OJT Coordinator
		Discuss any areas of immediate concern in the Unit Council and OJT Department, and update the QR plan with the proposed actions.	1-Apr-18	15-Apr-18	APS OJT Coordinator
		Collect and analyse the Student feedback on OJT system, through the online system/logbook, at the end of semester 3.	15-Jun-18	30-Jun-18	APS OJT Coordinator
		Collect and analyse the Industry feedback on OJT student performance, through the online system/logbook, at the end of Semester 3.	1-Jul-18	10-Jul-18	APS OJT Coordinator
		Analyse the results of all feedback received from students and industry for the year, and discuss actions to be taken with the Unit Council and OJT Department, for the following year.	1-Jul-18	10-Jul-18	APS OJT Coordinator

<i>Approach</i>					
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, HoUs-Academic.
				Retention rate ≥ 90%.	Annually-ADSA, HoUs-Academic.
				On-time graduation ≥ 70%.	Annually-ADSA, HoUs-Academic.
<i>Deployment</i>					
Strategy	Implementation steps	Start Date	End Date	Responsibility	
2.4.1 Collect data on students' progression, retention and on-time graduation.	Collect data on Student retention, progression and on-time graduation from CIMS for AY 13-14, 14-15, 15-16 and 16-17.	1 Oct. 2017	30 Oct. 2017	APS Dept. Registrar	
	Collect data on Student retention, progression and on-time graduation from CIMS for AY 17-18 - Semester 1 (end of semester 1)	1-Dec-17	15-Dec-17		
	Collect data on Student retention, progression and on-time graduation from CIMS for AY 17-18 - Semester 2 (end of semester 2)	1-Apr-18	15-Apr-18		
	Collect data on Student retention, progression and on-time graduation from CIMS for AY 17-18 - Semester 3 (end of semester 3)	15-Jun-18	30-Jun-18		
<i>Approach</i>					
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 (Statistical data),HoUs-Academic (Areas of improvements).
	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.
<i>Deployment</i>					
Strategy	Implementation steps	Start Date	End Date	Responsibility	
	Meet with the Unit Council to discuss the reasons for low rates of the student retention, progression and on-time graduation, and identify areas of concern that need to be addressed to improve academic performance and reduce students on probation.	1 Oct. 2017	15 Oct. 2017	APS Dept. Registrar	

2.4.2. Analyze and address issues identified affecting student progression, retention and on-time graduation.	Propose actions to address the areas of concern identified (so as to improve students' academic performance/reduce probation cases and improve academic support services).	1 Oct. 2017	15 Oct. 2017	HoSs / HoU and APS Dept. Registrar
	Submit the Unit's proposed actions to the College Council for discussion. (actions to include student support systems such as tutorials/remedial sessions,)	16 Oct. 2017	30 Oct. 2017	HoD
	Implement the CC-approved actions, if any. (Semester 1)	1 Nov. 2017	15-Dec-17	APS DC
	Monitor the students' academic performance (probation and failure cases) at the end of the semester. (Semester 1)	16-Dec-17	30-Dec-17	HoSs
	Discuss the effectiveness of the Semester 1-CC-proposed actions in the 'approval of results' CC meeting at the end of the semester, and propose further actions. (Semester 1)	1 Jan. 2018	15 Jan. 2018	APS DC
	Implement the CC-approved actions, if any. (Semester 2)	16 Jan. 2018	30-Apr-18	HoSs
	Monitor the students' academic performance (probation and failure cases) at the end of the semester. (Semester 2)	15-Apr-18	30-Apr-18	HoSs
	Discuss the effectiveness of the Semester 2-CC-proposed actions in the 'approval of results' CC meeting at the end of the semester, and propose further actions. (Semester 2)	1-May-18	15-May-18	APS DC
Report on the achievement/status of actions taken to the CC at the end of the year.	16-May-18	30-May-18	HoD	

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 work ethics.	4.1.1.a	Activities/ Programs conducted to develop students' personal values and work ethics.	Number of training activities/programs to develop students' personal values and work ethics.	At least 2 activities per semester to develop students' personal values and work ethics.	Annually- ADSA, HoUs-Academic (As per the directions of ADSA)
			Students' satisfaction with the activities/programs to develop students' personal values and work ethics.	≥ 3.5 on a 5-point scale performance rating from at least 25% of the students from all Units.	Annually- ADSA, HoUs-Academic
Deployment					
Strategy	Implementation steps	Start Date	End Date	Responsibility	
	Prepare a plan of activities (Student Activities Plan) to develop values and work ethics (professionalism, integrity, flexibility, teamwork and tolerance, creativity & innovation, communication, social responsibility, interpersonal skills) for students.	15-Sep-17	30-Sep-17	APS Student Activity Coordinator and Student Leaders	
	Invite proposals for student activities from students and incorporate them into the Student Activities Plan.	15-Sep-17	30-Sep-17	APS Student Activity Coordinator and Student Leaders	
	Send the activity proposal to ADSA and ADAF for approval & financial support.	5-Oct-17	15-Oct-17	APS Student Activity Coordinator and HOD	

4.1.1. Conduct activities/ programs to develop students' personal values and work ethics.	Update the status of the Student Activity Plan at the end of Semester 1 ensuring attendance is recorded and feedback is taken for each activity.		15-Dec-17	30-Dec-17	APS Student Activity Coordinator and Student Leaders
	Evaluate the support provided to student societies/clubs/councils with regard to resources and in selecting appropriate activities at the end of semester 1.		15-Dec-17	30-Dec-17	APS Student Activity Coordinator and Student Leaders
	Update any actions to be taken to address areas of improvements in the QR plan at the end of Semester 1.		15-Dec-17	30-Dec-17	APS QA Committee
	Update the status of the Student Activity Plan at the end of Semester 2 ensuring attendance is recorded and feedback is taken for each activity.		15-Apr-18	30-Apr-18	APS Student Activity Coordinator and Student Leaders
	Evaluate the support provided to student clubs with regard to resources and in selecting appropriate activities at the end of semester 2.		15-Apr-18	30-Apr-18	APS QA Committee
	Update any actions to be taken to address areas of improvements in the QR plan at the end of Semester 2.		15-Apr-18	30-Apr-18	APS QA Committee
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 work ethics.	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 satisfaction with the opportunity to develop graduate attributes.	Annually, ADSA, ADAA, HoUs-Academic (except ELC),
Deployment					
Strategy	Implementation steps		Start Date	End Date	Responsibility
4.1.2 Ensure attainment of Graduate Attributes.	Collect the Feedback results from ADSA and analyse the Feedback on Programs by graduating students and alumni (subscale D) and Student Feedback on OJT (sub-scale B) on GA attainment and identify areas of concern.		15-Apr-18	30-Apr-18	APS DC and APS QA Committee
	Update the QR plan with the actions to address the areas of concern for the next academic year.		15-Apr-18	30-Apr-18	
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 work ethics.	4.1.2. b	Graduate Employability.	Data on the number of graduates employed in their relevant field after graduation.	≥ 80% of graduates are employed in their field of specialization within six months of graduation	Annually, ADSA - (Graduate Follow-up Department), HoUs-Academic (As per the directions of ADSA)
Deployment					
Strategy	Implementation steps		Start Date	End Date	Responsibility
4.1.2 Ensure attainment of Graduate Attributes.	Collect data on employment from graduate follow-up department (Graduate Destination Form).		within a month of the graduation ceremony		
	Analyze the data collected and present a relevant report on employability to the Head of Unit and take appropriate measures.		Within two weeks of getting the data from the graduate followup department		
	Update the QR plan with actions to be taken to address any areas of improvement.		Within two weeks of getting the data from the graduate followup department		
Goal 5: We will develop staff by offering opportunities for professional and personal development, rewarding hard work and innovative thinking.					
Approach					
		Key Performance Indicators			

Sub-Goals	KPI Number	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 2 in-house training events annually per Unit.	Annually- HoUs.
			Staff satisfaction with the in-house training provided	≥ 3.5 on a 5-point scale Staff satisfaction with the in-house training	Annually- HoUs
Deployment					
Strategy		Implementation steps	Start Date	End Date	Responsibility
5.1.1 Provide in-house training to staff.		Analyse the TNA and staff appraisal results and propose staff development activities.	16-Oct-17	30-Oct-17	Staff Activity Coordinator
		Include staff development/training activities in the HRM Plan. (in 1.1.7).	16-Oct-17	30-Oct-17	Staff Activity Coordinator
		Update the HRM plan with the status of activities conducted.	Every after training event		Staff Activity Coordinator
		Collect feedback on the training events and update the QR plan with actions to address areas of concern so as to improve subsequent training events.	Every after training event		Staff Activity Coordinator
Approach					
Key Performance Indicators					
Sub-Goals	KPI Number	Indicator	Measure	Target	Time-frame & Responsibility
5.1 To ensure opportunities for professional and personal development of College Staff.	5.1.2.a	External training events.	Percentage of staff participating in external training events.	≥5% of staff participate in external training events per Unit	Annually-ADAF, 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).		Inform staff about training events/seminars/workshops/conferences as and when they are known.	Based on the schedule of training event/seminar/workshop/conference		APS DC
		Grant leave of absence to staff applying for participation in those events deemed beneficial to the department.			
		Keep a record of staff participating in the staff development training events.			
Approach					
Key Performance Indicators					
Sub-Goals	KPI Number	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	1 internal training / knowledge-sharing activity for each	Annually – HoUs.
Deployment					
Strategy		Implementation steps	Start Date	End Date	Responsibility
		Remind attendees of symposia/conferences/workshops of the requirement to conduct a knowledge-sharing activity.			APS Staff Activity Coordinatr

5.1.2 Support staff to attend and participate in national/regional training events (external training).	Schedule, organize and record knowledge sharing sessions within the Unit (within a month of the event).	Based on the schedule of training event/seminar/workshop/conference as reflected in the APS Staff Activity Plan	APS Staff Activity Coordinatr		
	Collect feedback on the knowledge-sharing sessions and indicate the possible new learning techniques that could be included in the Course Delivery Plan.		HoSs and APS Staff Activity Coordinatr		
Goal 6: We will encourage opportunities for applied research and consultancy					
<i>Approach</i>					
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 in collaboration with public and private sector institutions/organisations per Academic Unit.	Number of research and consultancy projects in collaboration with public and private sector institutions/organizations per Academic Unit	≥ 1 research and/or consultancy project in collaboration with public and private sector institutions/organizations per Academic Unit.	Annually- HoUs-Academic (Engineering, IT, Applied Science & Business)
<i>Deployment</i>					
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 Unit and opportunities available outside.	1-Oct-17	15-Oct-17	APS Research Committee
		Invite research/consultancy project proposals from staff and students based on the identified need/opportunity.	15-Oct-17	30-Oct-17	APS Research Committee
		Record and update the database of project needs identified and the proposals submitted.	End of Each Semester	Beginning of the next semester	APS Research Committee
		Send the proposals to the College Research and Consultancy Committee for further action.	1-Nov-17	30-Mar-18	APS Research Committee
		Liaise with the "RC" - Research Committee and follow-up with the projects/Consultancy services.	15-Oct-17	30-Oct-17	APS Research Committee
		Record and update the database of project needs identified and the proposals submitted.	End of Each Semester	Beginning of the next semester	APS Research Committee
<i>Approach</i>					
Sub-Goals	KPI Number	Key Performance Indicators			
		Indicator	Measure	Target	Time-frame & Responsibility
6.1 To support applied research and consultancy.	6.1.3.a	Research oriented events such as conferences and workshops.	Number of staff participating in research oriented events such as conferences and workshops.	≥ 2 staff participating in research oriented events per department such as conferences and workshops.	Annually- HoUs-Academic, ADAF, College Research Committee.
			Number of conferences/workshops held by HCT	At least one conference/workshop conducted in HCT.	Annually- HoUs-Academic, ADAF, College Research Committee.
<i>Deployment</i>					
Strategy		Implementation steps	Start Date	End Date	Responsibility
6.1.3 Support staff participation in research-oriented events, such as conferences and workshops.		Inform staff of the research oriented events available within and outside the college.	within the academic year (within a week of getting the invitation/information)		APS Research Committee
		Facilitate the staff to participate in research oriented events.			APS Research Committee
		Update the database of staff participating in research oriented seminars/projects and/or pursuing research activities i.e. publishing research papers or conducting seminar/project etc.			APS Research Committee
		Discuss in the DC the possible themes for the conference/workshop and assign/form a committee.	With in a week if there is an oppurtunity	APS Research Committee	

Workshops.		Send out invitations to the College Staff and other HEIs on the theme approved by the DC.	With in a week if there is an opportunity	APS Research Committee	
		Review the abstracts received from the applicants and confirm selections (50% HCT resource persons)	With in a week if there is an opportunity	APS Research Committee	
		Organize/ facilitate to attend the workshop/conference.	With in a week if there is an opportunity	APS Research Committee	
		Obtain feedback on the event and update the QR plan with actions to address any areas of concern.	With in a week if there is an opportunity	APS QA Committee	
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 to staff to carry out applied research.	At least one event per year per Academic Unit to staff to carry out applied research.	Annually- HoUs-Academic (Engineering, IT, Applied Science & Business), College Research Committee.
			Percentage of staff participating in the training to carry out applied research.	At least 5% of the staff per Academic Unit participate in the training to carry out applied research.	Annually- HoUs-Academic (Engineering, IT, Applied Science & Business), College Research Committee.
Deployment					
Strategy	Implementation steps	Start Date	End Date	Responsibility	
6.1.4 Provide training to staff to carry out applied research.	Analyse the TNA and staff appraisal results and propose staff trainings on research.	16-Oct-17	30-Oct-17	APS research Committee and APS Staff Activity Committee	
	Include the staff trainings /workshop on applied research in the APS Staff Activity Plan	16-Oct-17	30-Oct-17	APS Staff Activity Committee	
	Coordinate with APS Dept. Research Committee to conduct training event(s) related to research as per the APS Staff Activity Plan and take attendance.	As per the schedule of the training		APS Staff Activity Committee	
	Obtain Staff feedback on the training event(s).	Every after training event		APS Staff Activity Committee	
	Update the QR plan with actions to address any areas of concern.	At the end of every semester		APS Staff Activity Committee	
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	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).	Share the database of new learning techniques with the internal specialization committee members and PCs.	15-Sep-17	30 Dec. 2017	APS Research Committee	
	Hold meetings with internal specialization committee members and the program coordinator/head of curriculum to discuss how to integrate the new research findings in the curriculum/course delivery.	15-Sep-17	30-Dec-17	APS Research Committee	
	Discuss the proposed new learning techniques/strategies with staff concerned for integrating the new research findings in the curriculum/course delivery.	15-Sep-17	30 Dec. 2017	HoSs / HoU	
	Obtain the approval of the changes proposed from the DC	15-Sep-17	30 Sept. 2017	HoSs / HoU	
	Report the impact/effectiveness of the research integrated to the DC / Specialization Committee	15-Apr-18	30-Apr-18	HoSs / HoU	
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			

7.1 To enhance engagement with the Community at large.	7.1.1. a	Community engagement activities.	Number of community engagement activities.	At least 1 community engagement event a year for the College involving all Units.	Annually- ICEC, Media Committee Chair, HoUs
Deployment					
Strategy		Implementation steps	Start Date	End Date	Responsibility
		Propose community engagement activities for the year to the ICEC.	15 Sept. 2017	30 Sept. 2017	Staff Activity Committee
		Disseminate/publish the approved Community engagement activities to the staff and students (to raise awareness and encourage participation).	1 Oct. 2017	15 Oct. 2017	
Approach					
Sub-Goals	KPI Number	Key Performance Indicators			
		Indicator	Measure	Target	Time-frame & Responsibility
7.1 To enhance engagement with the Community at large.	7.1.1.b	7.1.1.b Community Satisfaction with the community engagement activities.	Level of community satisfaction with the activities held by the college.	≥ 3.5 on a 5-point scale satisfaction with the activities held by the college.	Annually- ICEC, Media Committee Chair, HoUs
Deployment					
Strategy		Implementation steps	Start Date	End Date	Responsibility
7.1.1 Promote a culture of community engagement among staff and students.		Collect and analyze feedback from the community on the impact/effectiveness of the activities held by the college.	Based on the schedule of community engagement activity		Staff Activity Committee
		Update QR Plan with actions to address any areas of concern.	Within a week of analyzing the feedback		APS QA Committee
Approach					
Sub-Goals	KPI Number	Key Performance Indicators			
		Indicator	Measure	Target	Time-frame & Responsibility
7.1 To enhance engagement with the Community at large.	7.1.1.c	7.1.1.c Staff and Students' Satisfaction with the community engagement activities.	Level of staff and student satisfaction with the community engagement activities held by the College.	≥ 3.5 on a 5-point scale staff and student satisfaction with the community engagement activities held by the College.	Annually- ICEC, Media Committee Chair, HoUs
Deployment					
Strategy		Implementation steps	Start Date	End Date	Responsibility
7.1.1 Promote a culture of community engagement among staff and students.		Collect and analyze feedback from the staff and students on the impact/effectiveness of the activities held by the department	Based on the schedule of community engagement activity		Staff Activity Committee
		Update QR Plan with actions to address any areas of concern.	Within a week of analyzing the feedback		APS QA Committee
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	7.2.1.a Activities or joint initiatives with (national/ international) professions and professional bodies.	Number of activities or joint initiatives with (national/ international) professions and professional bodies.	At least 1 activity or joint initiative with (national/ international) professions and professional bodies per year.	Annually – ICEC, ADAF, HoUs-Academic.
			Staff & Student participation in the activities or joint initiatives with (national/ international) professions and professional bodies.	At least 5% of student participation in the activities or joint initiatives with (national/ international) professions and professional bodies.	
Deployment					
Strategy		Implementation steps	Start Date	End Date	Responsibility

		Hold DC Meeting with APS Staff Activity Committee to discuss and identify the initiatives/projects that can be undertaken with other institutions/ professions/organizations for each specialization.	1-Oct-17	15 Oct. 2017	APS DC
		Send the list of finalized joint initiatives/projects to the ICEC for inclusion in the "Industry and Community Engagement Plan".	1-Oct-17	15 Oct. 2017	APS DC
		Facilitate the joint initiatives with the identified institutions/ professions/organizations.	based on the schedule of the joint initiatives/projects/activities with national and international professions and /or professional bodies and organizations.		APS DC and APS Staff Activity Committee
		Record the participation of staff and students in joint initiatives with the identified institutions/ professions/organizations.			APS Staff Activity Committee
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 satisfaction (staff and student) with the activities or joint initiatives with (national/ international) professions and professional bodies.	Annually – ICEC, 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 and analyze the feedback from the staff and students on the impact/effectiveness of the joint initiatives/projects/activities with national and international professions and /or professional bodies and organizations.	based on the schedule of the joint initiatives/projects/activities with national and international professions and /or professional bodies and organizations.		APS Staff Activity Committee and APS QA Committee
		Update the QR plan with actions to address any areas of concern in joint initiatives with the identified institutions/ professions/organizations, if required.	Within a week of analyzing the feedback		APS QA Committee
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 industry engagement event a year per Unit.	Annually- ICEC, HoUs, Media Committee Chair.
Deployment					
Strategy		Implementation steps	Start Date	End Date	Responsibility
7.2.2 Promote a culture of industry engagement. among staff and students.		Contact the industries to identify industry engagement activities and resource requirements.	15-Oct-17	30-Oct-17	APS DC and OJT Coor
		Prepare a Industry Engagement activity plan and send to the CC for approval and send it to ICEC for inclusion in the "Industry and Community Engagement Plan".	15-Oct-17	30-Oct-17	APS OJT Coordinator
		Publish the Industry Engagement Plan on the College Website for staff and student awareness.	16-Oct-17	30-Oct-17	APS OJT Coordinator
		Update the status of the Industry Engagement Activity Plan with activities conducted.	Within a week of conducting the activity		APS OJT Coordinator
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 industry engagement activities.	Level of industry satisfaction with the industry engagement activities held by the college.	≥ 3.5 on a 5-point scale industry satisfaction with the industry engagement activities held by the College.	Annually - ICEC, HoUs
Deployment					

Strategy	Implementation steps	Start Date	End Date	Responsibility	
7.2.2 Promote a culture of industry engagement. among staff and students.	Collect and analyze feedback from the staff and students on the impact/effectiveness of the activities held by the college. Update QR Plan with actions to address any areas of concern.	based on the schedule of the activity according to the activity plan.		APS OJT Coordinator and APS QA Committee	
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 department.	1-Oct-17	15-Oct-17	Advising, Time-tabling & Registration Committee	
	Deliberate on section size in department council meeting.	15-Oct-17	30-Oct-17	DC, Advising, Time-tabling & Registration Committee	
	Identify ways of improving the section size to the optimum.	15-Oct-17	30-Oct-17		
	Prepare a detailed report on section size with constraints and limitations, recommendations and required actions.	15-Oct-17	30-Oct-17	DC	
	Forward the report to ADAA.	1-Nov-17	15-Nov-17		
	Collect feedback on resource requirements made for maintaining optimal section size from ADAA before start of Semester-II.	1-Dec-17	15-Dec-17	Advising, Time-tabling & Registration Committee, DC	
	After Sem-2 registration, collect the average section size of the department.	15-Dec-17	30-Dec-17		
Compare and analyze both semester data for identifying improvements and send the report to ADAA further action.	1-Feb-18	15-Feb-18	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 department.	15 Sept. 2017	20 Sept. 2017	APS Dept. Registrar	
	Deliberate on teacher-student ratio in department council meeting.	15 Sept. 2017	20 Sept. 2017	APS Dept. Registrar and DC	
	Identify ways of improving the teacher-student ratio to the optimum.	15 Sept. 2017	20 Sept. 2017	APS Dept. Registrar and DC	
	Prepare a detailed report on teacher-student ratio with constraints and limitations, recommendations and required actions.	21-Sep-17	30 Sept. 2017	APS Dept. Registrar and DC	
	Forward the report to ADAA.	1 Oct. 2017	1 Oct. 2017	APS DC	
	Collect feedback on resource requirements made for maintaining optimal teacher-student ratio from ADAA before start of Semester-II.	15-Dec-17	30-Dec-17	APS QA Committee	
	After Sem-2 registration, collect the average teacher-student ratio of the department.	15-Jan-18	30-Jan-18	APS Dept. Registrar	
Compare and analyze both semester data for identifying improvements and send the report to ADAA further action.	1-Apr-18	15-Apr-18	APS QA Committee and DC		
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 HoUs-Academic.
Deployment					
Strategy	Implementation steps	Start Date	End Date	Responsibility	
	Schedule and organize a training event for academic advisors on effective academic advising to be conducted in Sem-1 AY 2017-2018.	1 Oct. 2017	15 Oct. 2017	APS Registrar and Timetabling Committee and Staff Activity Committee	
	Support the academic advisors with standard advising forms	As the need arises		APS Registrar and Timetabling Committee	

8.2.2 Improve academic advising and counseling services provided to students.	Support the academic advisors with standard operating procedures	As the need arises		APS Registrar and Timetabling Committee	
	Obtain and analyse feedback from students, academic advisors on the trainings provided.	After every training session		APS Registrar and Timetabling Committee and Staff Activity Committee	
	Update the QR plan with actions to address the areas of improvement concerning academic advising and counseling.	16-Apr-18	30-Apr-18	APS QA Committee	
Approach					
Sub-Goals	KPI Number	Key Performance Indicators			Time-frame & Responsibility
		Indicator	Measure	Target	
8.3 To improve staff support services towards improving their work environment.	8.3.1.b	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 staff to be conducted in AY 2016-2017 with complete proposals. Send proposal to ADAF/ADAA/DEAN if required.	1 Oct. 2017	30 Oct. 2017	APS Staff Activity Committee
		Conduct event in semester-1, collect feedback on event and document the event. Update the QR plan.	Based on the Staff Activity Plan		APS Staff Activity Committee and APS QA Committee
		Conduct event in semester-2/3 with improvements taken from the first event. Collect feedback on event and document the event. Update the QR plan.	Based on the Staff Activity Plan		APS Staff Activity Committee and APS QA Committee