



Chapter 2

An Overview of the Planning and Development Division

2.1 Organizational Structure and Functions

Planning and Development Division is an organization in the Faculty of Engineering. Its main function is to facilitate the teaching and learning activities in the Faculty. The organizational structure can be shown as follows:

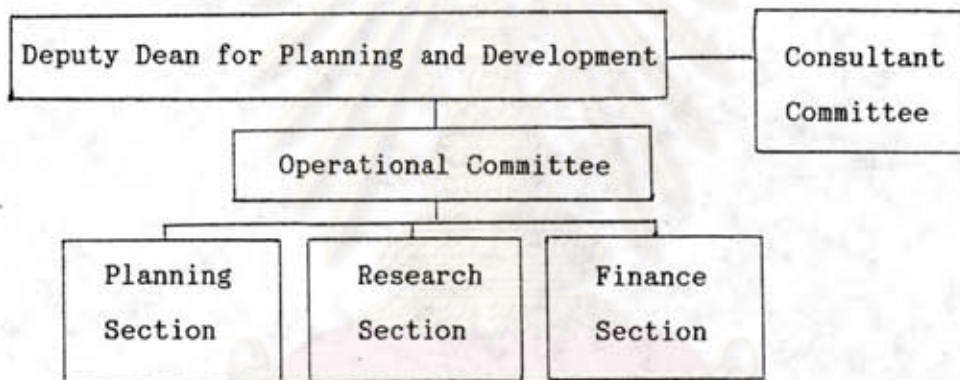


Figure 2.1 : Organizational Structure of Planning and Development Division

The Deputy Dean for Planning and Development is responsible for the management and operation of the Division. The consultant committee is consisted of a group of people from both governmental and industrial organizations. They are to extend their professional advice, experience, and ideas to the Deputy Dean.

The Operational Committee is consisted of selected faculty members who will work in co-ordination with the Deputy Dean and control the performance of the division.

The Planning Section is responsible for the collecting of all the faculty plans, verifying and summarizing them and finally

submitting them to the Faculty Board. The plans can be categorized into long-term and short-term plans. They mostly concern about the following issues:

- Academic
- Personnel
- Construction and Equipment
- Service

The Research Section is responsible for collecting all the information from all departments and affiliations within the Faculty. The required information items are as follows:

- Status information
- Graduate information
- Extracurricular activities information
- External service information
- Research information

The information is kept for further analysis and display in the annual activity report.

The Finance Section is responsible for the faculty budget proposal which is to be submitted annually to the University and the Government.

2.2 Information System (1)

Most of the information in the Planning and Development Division is received through questionnaires sent to all departments and affiliations within the Faculty. The information can be classified and described in details as follows:

2.2.1 Status Information

- The number of personnel classified by type
- The number of instructors classified by faculty title, degree and range of age

- The number of undergraduate and post-graduate students
- The number of graduates classified by their academic performance
- The amount of budget classified by budget item
- The number of student trainees

2.2.2 Graduate Information

- The amount of post-graduate budget classified by budget item
- The number of library users, borrowed books and the number of library members classified by type
- Texts and instructional materials

2.2.3 Extracurricular Activities Information

- Scholarships classified by type and title
- Student activities report

2.2.4 Service Information

- Education service provided by the faculty members
- Continuing education provided to the public

2.2.5 Research Information

- Information concerning the research unit of the Faculty
- Information concerning research conducted by the faculty members