Triennial Action Plan of the Construction Faculty

2018-2020

Approved at the Faculty Board meeting
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Priority Direction I - Institutional Development					
Objective 1 – Improvement of Management Quality System					
Tasks	**Activities**	**Responsible Structures**	**Execution Deadline**	**Financial Sources**	**Results / Indicators**
Task 1.1 The system of Faculty administration technological platform - improvement of the essential characteristics of decision making and forecasting spheres.	Improvement of organizational pattern of the whole faculty and each unit of administration in coordination with respective services	Faculty Dean's office and departments	2018-2019	No funding required	Analysis and respond to the amount of the permanent employees as well as the financial savings
	Accurate scheduling and distribution of objectives, tasks and competences	Faculty Dean's office and departments Faculty quality assurance service Faculty manager	2018-2020	No funding required	Duty regulations
	Working out of definite mechanism of administrative and academic personnel's staff membership's list optimization	Faculty Dean's office Faculty departments Faculty manager	2018-2019	No funding required	Staff list
	Improvement of structural units' provisions	Faculty Board	2018-2020	No funding required	Provisions

Task 1.2 Promotion of faculty management organizational abilities development	The analysis of the activities of organizational, structural units. Improvement of organizational structures conforming to the results obtained	Faculty Dean's office Faculty board Faculty quality assurance service Faculty manager	2018-2020	No funding required	Structural units improvement
Task 1.3 Program and technical development of the faculty	Reorganization of faculty computer centre "Remote Access VPN" Service spreading	Faculty Dean's office Compute center	2019	Faculty budget	Computer centre
Task 1.4 Improvement of the internal mechanisms of the monitoring system and of relevant results	Effective implementation of strategic and action plans of the faculty and its structural units; Working out of the documents defining specific results for the assessment	Faculty Dean's office Faculty quality assurance service	2018	No funding required	Realization and evaluation document

Objective 2 – Human and Financial Resources Development					
Task 2.1 Human resource purposeful utilization in the process of faculty management, educational and scientific activities	Faculty Dean's office Faculty quality assurance service	Faculty Dean's office	2018 -2020	No funding required	Reformed personnel policy
	Development of future pedagogical resources with the view of ensuring the skilled labor force for the country's engineering profession	Faculty quality assurance service	2018 - 2020	Faculty budget	Projects

	Introduction of self-assessment rules for personnel's activity	Faculty quality assurance service	2018 - 2020	No funding required	Self-assessment procedure
	Human resources retraining and rules of application and manual of standards creation	Faculty quality assurance service	2018-2020	Faculty budget	Manual
	Enhancing the students and academic personnel involvement in the faculty management, adhering to the principle of openness and commission establishing	Faculty Dean's office Faculty manager Student government	2018-2020	No funding required	The number of students and of personnel Results of the poll
Task 2.2 Financial stability provision	Financial management model modification, which in its turn provides the planning, distribution, efficiency and rationality of the faculty budget	Faculty Dean's office Faculty quality assurance service Faculty manager Faculty Board	2018-2019	No funding required	Indicators of the Faculty budget productivity and efficiency increase
	Introduction of the faculty financial management and control system, redistribution of responsibilities, forming of regulation and accountability rules.	Faculty Dean's office Faculty Board Faculty manager	2018	No funding required	Indicatorss of the Faculty budget productivity and efficiency increase

Objective 3 Planning of Students' Contingent					
Task 3.1 Determining the optimal number of annual contingent to be admitted	Creation of consultation group at the faculty for entrants, students, and graduates	Faculty Dean's office Faculty quality assurance service	2018-2020	No funding required	The activities realized
	Comparative analysis of places and competitors at the unified national exams	Faculty Dean's office	2018-2020	No funding required	The results of the analysis
	Investigation of labor market requirements Development of the "Open Day" practice in the regions of the country	Faculty Dean's office Faculty quality assurance service Faculty Board of Trustees	2018-2020	Faculty budget	Relevant statistics
	Keeping statistical records of the graduates working by profession Covering regularly the PR company in media space	Faculty quality assurance service	2018-2020	No funding required	Relevant statistics
Task 3.2 Upgrading of students' contingent and human and material resources ratio conforming to the standards	Quantitative planning of academic and support staff	Faculty Dean's office Faculty quality assurance service	2018-2020	No funding required	The number of academic personnel
Updating / creation of laboratories	Registration and updating of the educational equipment (computers and laboratory devices)	Faculty manager	2018-2020	Faculty budget	Equipment
Objective 4 – Upgrowth of Institutional Efficiency by Means of Infrastructure and Scientific –Educational and Material -Technical Resources Development					

Task 4.1 Modernization and updating of library service	Replenishment of library stock with modern literature	Faculty Dean's office University central library Faculty library	2018-2020	Faculty budget	The volume of the literature purchased
Task 4.2 Updating / creation of experimental scientific-research and educational laboratories	Construction of the new laboratories and outfitting of old ones with modern equipment	Faculty Dean's office Faculty quality assurance service Faculty manager	2020	Faculty budget	Scientific – educational laboratories
Task 4.3 Reorganization of food and healthcare units	Rehabilitation works in medical aid stations and outfitting of them with modern equipment and devices	Faculty Dean's office Faculty manager	2018 - 2020	Faculty budget	Food units and medical aid station
Task 4.4 Real estate and movable effects updating and working out of the measures to be taken for their targeted use	Realizing actions with the view of material resources improving and their renewal and targeted use on the basis of real estate and movable effects registration and analysis	The group of supervising system management and operation Faculty Dean's office Faculty manager	2018-2020	No funding required	Registration data and corresponding pre-arranged actions
Task 4.5 Creation of relevant infrastructure, material and technical resources for disabled students and staff	Drawing up of a special action plan and activity accomplishment	Faculty Dean's office Faculty manager	2018-2020	Faculty budget	Relevant infrastructure and material-technical resources

Task 4.6 Creation of media archive	Video, photo and audio material preparation reflecting important current events at the faculty, their respective processing and storage in the archive	Faculty manager Computer center	2018-2020	Faculty budget	Video and audio materials archive
	Preparation of corresponding video material for mass media regarding the faculty	Faculty manager Computer centre	2018-2020	Faculty budget	Archive of video and audio materials
	Storage of the coming out in mass media information regarding the faculty	Faculty manager Computer centre	2018-2020	Faculty budget	Archive of video audio materials
	Provision of video and audio recordings of the important current events for the faculty Their final processing and storage in the archive	Faculty manager Computer centre	2018-2020	Faculty budget	Archive of video and audio materials
	Preparing for Mass media of video material related to the faculty	Faculty manager Computer centre	2018-2020	Faculty budget	Archive of video and audio materials
	Storage of coming out in mass media information regarding the faculty	Faculty manager Computer centre	2018-2020	Faculty budget	Archive of video and audio materials
	Ensuring video recording of the competitive performance of the candidates aiming to take the academic posts at the faculty (in compliance with the competition launched) Processing and storing of the video material	Faculty manager Computer centre	2018 - 2020	Faculty budget	Archive of video and audio materials
	Ensuring of video recording in the course of dissertation theses upholding in conformity with doctoral studies statute Processing and storing of the video material	Faculty manager Computer centre	2018-2020	Faculty budget	Archive of video and audio materials

	Registration of the existing inventory to be written off stock Ensuring video recording of the fact and storing of the material	University administration Faculty manager	2018 - 2020	Faculty budget	Archive of video and audio materials

Priority Direction II: Development of Quality Oriented Educational and Scientific - Research Activity					
Objective 5 – Quality Assurance of Teaching and Studying Process					
Task 5.1 Educational programs planning and their realization conforming to the standards of accreditation	Educational programs carrying out conformity to the standards	Quality assurance service	2018	Faculty budget	Accredited educational programs Board of Trustees
	Conducting a survey and modification of educational programs in close cooperation with potential employers	Quality assurance service	2018-2020	No funding required	Modified educational programs Board of Trustees The results of the poll
	Planning of the new educational programs guided by the studies and analysis of labor market demand	Quality assurance service Faculty manager	2018-2020	Faculty budget	New educational programs The results of the poll
	Working out of target educational programs oriented on research and practice	Faculty Dean's office Quality assurance service	2018 - 2020	No funding required	Target educational programs

Task 5.2 Planning of programs for vocational education	Studying of labor market requirements for professional staff and carrying out of relevant analysis	Faculty quality assurance service Faculty manager	2018 - 2020	No funding required	Relevant statistics
	Making the programs for vocational education on the ground of labor market requirements analysis and applications submitted	Faculty Dean's office Quality assurance service	2018 - 2020	No funding required	Educational programs
	Arrangement of educational laboratories and workshops for the students of vocational education	Faculty quality assurance service Faculty manager	2018-2020	Faculty budget	Laboratories Workshops
Task 5.3 Introduction of the international program accreditation of the educational programs – internationalization of teaching process	Application of accreditation standards of ,,ABET" and USA Engineering Academy educational programs	Faculty Dean's office Quality assurance service	2018 - 2020	Faculty budget	Accredited educational programs
	Planning and development of the programs in foreign languages Involvement of foreign professors and teachers into the educational process	Faculty Dean's office Quality assurance service	2018 - 2020	Faculty budget	Educational programs

Task 5.4 Provision of the academic personnel with professionals with the view of the quality ensuring	Furthering the participation of program managers and academic personnel in the workshops	Quality assurance service	2018 - 2020	No funding required	Relevant statistics
	Application of innovative methods of pedagogics and teaching Effective implementation of EU "ERASMUS + KAZ", "InnoCEN" and "PRINTeL" programs	Methodical assurance department of educational process Faculty Dean's office	2018 - 2020	No funding required	The methods of innovative teaching
Task 5.5 Realization of teaching methods for disabled students	Conducting the teaching process electronically	Faculty Dean's office Quality assurance service	2018 - 2020	Faculties' budgets	The methods of electronic teaching
	Relevant environment creation for the curriculums of the faculty	Faculty Dean's office Quality assurance service	2018 - 2020	Faculty budget	Arrangement of relevant environment

Objective 6 – Development of Life-Long Learning (Education)

Task 6.1 Creation of electronic (remote) teaching methodology and putting it into practice with the view of ensuring high quality continuous educational process	Provision of electronic teaching courses in technical (engineering) sphere	Quality assurance service	September - 2018 December - 2019	Faculty budget	Dynamics of quantitative and qualitative results reflecting the teaching of participants involved in the continuous remote educational system; The results of sociological research Participants feedback in social networks
Task 6.2 Research- based preparation, testing and dissemination of the pilot project of continuous education	Testing of research based pilot project of ceaseless education in scientific- research institutes and its further dissemination in compliance with the rules existing	Faculty Dean's office Scientific-research institutes	March-December, 2018	Faculty budget	Research- based dynamics of quantitative and qualitative results reflecting scientific activities and standard of education of the participants involved in the remote continuous educational system; The results of sociological research; Interviews with the participants
Task 6.3 Permanent survey of labor and educational market and the targeted training of the demanded on the market specialists on the basis of the results received by means of the approved methods of continuous education.	Working out of the relevant market research plans for the organizational support of "life-long studying", determination of survey stages, estimated costs calculation and seeking for the partners interested in the research results Field survey and analysis	Faculty Dean's Office Faculty quality assurance service Other partner organizations	Once in every three years	Faculty budget	Dynamics of the number of specialists attracted from the outside into the continuous educational process Results of sociological studies Interviews with the participants

Objective 7 – Enhancement of Scientific-Research and Creative Activities					
Task 7.1 With the view of Faculty scientific potential raising promoting relations with local and world leading scientific-research institutes;	Determining the scientific line priorities based on the close contacts with national agricultural and engineering academies, international scientific research organizations Creating of relevant structures for knowledge transfer where the main partners will be the entrepreneurial companies which means the partnership development between the governmental and private sectors and respectively the academic ensuring of entrepreneurial projects development The membership of the Faculty in the international network with the view of industrial doctoral and masters programs implementation	Faculty Dean's office Faculty quality assurance service Other partner organization	2018 - 2020	No funding required	Implemented and applied programs Doctoral and masters programs
	Participation in international and local scientific projects. Target programs and institutions: ERAS+KA1 ERASMUS+KA2 Horizon 2020 "MCA Georgia "Millennium Challenge Fund" Georgia" - SDSU China Engineering Academy ISTC - Shota Rustaveli National Scientific Foundation.	Faculty Dean's office Faculty quality assurance service Other partner organizations	2018 - 2020	Faculty budget	Implemented projects included in the list of the target programs

Task 7.2 Effective administration of planning and implementation of scientific - research activities	Registration of scientific works at the Faculty and establishment of the relevant Information Bank	Faculty Dean's office Faculty quality assurance service Other partner organizations	2018 - 2020	No funding required	Information Bank
	Ensuring information for the professors about the scientific foundations and about the possibilities and sources of associations		2018 - 2020	No funding required	Information posted on the website
	Promotion and popularization of innovative projects patenting in the spheres of technology, science and engineering	Faculty Dean's office Faculty quality assurance service Other partner organizations	2018 – 2020	Faculty budget	Relevant statistics
Task 7.3 Identification of the facts of plagiarism and seeking the ways how to escape them	In accordance with the "Plagiat.pe" agreement bringing the program "Strikeplagizizm" into action. "Strikeplagizizm" program will check the plagiarism of Doctoral, Scientific and other printed publicity materials	Faculty Dean's office Faculty quality assurance service Other partner organizations	2018-2020	Faculty budget	Reaction to the facts revealed

Priority Direction III: Creation of Supporting Environment for Students Life

Objective 8 – Development of Students Services					
Task 8.1 Studying the students individual skills	Conducting meetings with students with a view to studying their skills and abilities	Faculty Dean's office Student government	2018 - 2020	No funding required	Relevant statistics
	Assisting students in planning their professional orientation and career based on the students' abilities studies and analysis	Faculty Dean's office Student government	2018 - 2020	No funding required	The results of the poll
Task 8.2 Students' involvement into the process of faculty management and drawing up and completing of curriculums	Ensuring the maximum number of students involved in the management process in accordance with the Faculty Regulations and Provisions	Student government Faculty Board	2018 - 2020	No funding required	Relevant statistics
	Conducting enquiries among the students, supporting their opinion and desire in the course of educational programs drawing up	Faculty Dean's Office Managers of Educational Programs	2018 - 2020	No funding required	Educational Programs

Task 8.3 Quantitative growth of students' international mobility	Development and elaboration of new international exchange programs Ensuring students involvement	Faculty Dean's Office Faculty quality assurance service Student government	2018 - 2020	Faculty budget	Programs with students involvement
	Permanent delivery of information on the international scientific educational and creative activities	Faculty Dean's Office Student government	2018 – 2020	No funding required	Relevant statistics
Task 8.4 Disabled Students Support	Working out of individual educational methods	Faculty quality assurance service Faculty manager	2018 - 2020	No funding required	Teaching methods
	Creation of the relevant material, technical and infrastructure basis	Faculty Dean's offices Faculty manager	2018 - 2020	Faculty budget	Material, technical basis and infrastructure
	Financial assistance - if necessary	Faculty Dean's office Student government	2018 - 2020	Faculty budget	

Task 8.5 Offering an incentive to the students with high academic progress	Increase in the budget of the amount of monetary encouragement	Faculty Dean Faculty manager	2018-2020	GTU budget	Funds allotted
Task 8.6 Coordination of the projects and ideas worked out by the students' organizations and protection of their interests in relevant structures	Support in holding students' scientific conferences	Faculty Dean's office Student government	2018 - 2020	Faculty budget	Conference materials
	Supporting students' involvement in scientific research activities and projects	Faculty Dean's office Student government	2018 - 2020	Faculty budget	Relevant statistical data
	Facilitation of the development of existing students' art and sports clubs and forming of the new ones of different type	Faculty Dean's office Student government	2018 - 2020	Faculty budget	The quantity of clubs and achievements
	Establishing summer and winter schools	Student government	2018 - 2020	Faculty budget	Schools

Priority Direction IV: Development of International Relations and Promotion of Internationalism					
Objective 9 - Upgrowth of the Quality of Internationalization and International Publicity					

Task 9.1 Expansion of international cooperation with the world's leading academic organizations (Institutes of higher education and scientific research institutions) Establishing new partnership and cooperation and intensifying of existing relationships, which implies the promotion of internationalization process	Selection of new target partners and preparation of relevant documents, including the memorandum of cooperation	Faculty Dean's office Faculty quality assurance service	2018 - 2020	Faculty budget	Statistical analysis of operating memorandums
	With the view of results summing up preparation of the questionnaires, polling of the relevant audience and its analysis	Faculty Dean's office	2018 - 2020	No funding required	The results of relevant thematic poll
	Performing effective measures to share the documents on the matter of faculty internationalization strategies and policy	Faculty Dean's office Faculty quality assurance service	2018 -2020	No funding required	Relevant statistical data

Task 9.2 Ensuring greater involvement in international and local projects, introduction of joint research practice	Establishing and coordinating of relevant communications, preparing and processing of important documentation and relevant material for the project	Faculty Dean's office	2018 - 2020	No funding required	Relevant statistical data
	Providing relevant consultation for the people interested, application procedures management and candidates selection	Faculty Dean's office	2018 - 2020	No funding required	Relevant statistical data
	Introduction of the new project proposals together with the partner institutions	Faculty Dean's office Faculty quality assurance service	2018 - 2020	No funding required	Analysis of the activities realized
	Continuous updating of the information for the students and academic / administrative staff on the matter of international scientific educational cooperation	Faculty Dean's office Faculty manager	2018 - 2020	No funding required	The results of the thematic survey of the people involved in the project
	Organization of students exchange programs with foreign institutes of higher education	Faculty Dean's office	2018 - 2020	Human Resources Informational technologies	The implemented students' programs

	Preparation and distribution of annual guidebooks and faculty regulations in English for foreign students	Faculty Dean's office	2018 - 2020	Human Resources Informational technologies	A guidebook compiled in English
	Increasing the efficient utilization of social media with a view to increasing the process of students recruitment and faculty popularity	Faculty Dean's office Faculty manager	2018 - 2020	Human Resources Informational technologies	Results of the poll
	Conducting recurring trainings and teaching courses for the target audience with the view of English language teaching improving	Faculty Dean's office	2018 - 2020	Faculty budget	Relevant statistical data
	Active support for the development of electronic types of foreign language teaching	Faculty Dean's office	2018 - 2020	Faculty budget	Results of the poll

Task 9.3 Foreign students and academic/ scientific personnel attraction.	Working out of efficient ways of international cooperation, internationalization and foreign students and staff attraction	Faculty Dean's office	2018 - 2020	Faculty budget	The number of the students and the staff attracted
	Providing consultations for foreign students and academic / administrative staff	Faculty Dean's office	2018 -2020	No funding required	Relevant statistical data
	Supporting actively the invitation process of foreign professors by means of existing international contacts	Faculty Dean's office	2018 - 2020	GTU budget Faculty budget	Relevant statistics

Objective 10 - Development of Public Relations					
Task 10.1 Partnership development with local governmental and non-governmental organizations	Permanent renewal of partnership and effective measures taken in this direction	Faculty Dean's office	2018 - 2020	Faculty budget	Agreements
	Relevant documents preparation, including the memorandum of cooperation	Faculty Dean's office	2018 - 2020	No funding required	Agreements

	Preparing of new proposals with the view of additional services developing	Faculty Dean's office	2018 - 2020	No funding required	Statistic of initiatives
	Preparation of thematic questionnaires for the results to be summarized, the target audience polling and its analysis	Faculty Dean's office	2018 - 2020	No funding required	Results of the poll
Task 10.2 Dissemination of the knowledge in the society	Conducting series of lectures by the professors and teachers on the issues to be of interest to the students in the secondary schools	Faculty manager	2018 - 2020	Faculty budget	The statistics of the conducted lectures, the results of the poll
Task 10.3 Informational support/ management of the Faculty's official communication links (website, media, social media and e-servers)	Obtaining relevant information related to the ongoing events at the faculty, its processing and placing in the corresponding form on the Faculty's official website both in Georgian and English languages	Faculty Dean's office Computer center	2018 - 2020	No funding required	Official website of the Faculty
	Modernization and permanent updating of the websites of the departments. Introduction of effective ways of information support of the ongoing events	Faculty Dean's office Computer center The departments	2018- 2020	No funding required	Websites of the departments

Processing and analysis of the documents and materials conveyed by the Association of Universities of the European Union that provide for the contemporary trends and challenges in the sphere of higher education in Europe and recommendation documents.	Faculty Dean's office Faculty quality assurance service	2018 - 2020	No funding required	Branded materials
Provision of the relevant information strategy on the activities of the Faculty and ensuring activities within the frames of the Faculty's PR campaign	Faculty Dean's office Faculty manager	2018 - 2020	Faculty budget	Poll materials