ADMINISTRATION

The role of the Vice-Dean’s (Administration) Office is to provide the support needed by the School in its quest to become a World Class Centre of Excellence for Electrical and Electronic Engineering and Technology Innovation.

As the University became more autonomous in 2006, it is important to streamline and enhance the governance of financial processes and resources management. Several initiatives representing the first phase of finance restructuring for the School were carried out. In 2005, efforts were focused on prudent spending (on a needs basis) by all laboratories and research centers. Individual maintenance budgets were allocated to the Divisions instead of a common pool. Budgetary control and monitoring of teaching materials as well as fixed asset expenditure are carried out on a monthly basis.

A five-year strategic work plan with Key Performance Indicators (KPIs) was also carried out as the School geared itself towards the second phase implementation of transparent costing methodology. Efforts will be further directed at streamlining procurement process, budget allocation to utilization process in order to cut unnecessary bureaucracy and paper work as well as reducing financial commitments carried forward from year to year.

In the management of resources, three sections have been regrouped under the charge of the Dean’s Office, namely the Purchasing Section, Network Operating Center and the Resource Center. We have also formed two new committees - Logistics Support and Industrial Collaboration & Publicity and revamped existing committees where senior laboratory executives are assigned more administrative duties and empowerment. Considerable effort was exerted to create an improved and conducive environment for students, staff and researchers.

The EEE Safety Committee conducted safety briefings for all postgraduates and actively heightened safety standards in laboratories to enhance personal safety. A special task force has been set up to look into the makeover of S1 and S2 lobbies and meeting rooms to offer a friendlier environment and better services to staff and students. The school website will be enhanced with the intention to make it more user-friendly and to raise the publicity profile of the school. To make it a refreshing and user-oriented look, we welcome you to give us your feedback.

The above notwithstanding, we will strive to develop and disseminate well defined key processes within the school to better serve our staff and students. The challenge ahead is to be able to respond quickly to changing needs and support new initiatives when the need arises.

Assoc Prof Tay Beng Kang
Vice-Dean (Administration)