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ZIKRE-HIG

OF THE COUNCIL OF THE AMHARA NATIONAL REGIONAL STATE
IN THE FEDERAL DEMOCRATIC REPUBLIC OF ETHIOPIA

Contents
Regulation No.10/2003

The Amhara National Regional State Debre Berhan Teachers’ Education and Vocational Training College Establishment, Council of Regional Government. Regulation.

REGULATION NO.10/2003

A COUNCIL OF REGIONAL GOVERNMENT REGULATION ISSUED TO PROVIDE FOR THE ESTABLISHMENT OF DEBER BERHAN TEACHERS EDUCATION AND VOCATIONAL TRAINING COLLEGE IN THE AMHARA NATIONAL REGIONAL STATE.
Whereas, in accordance with the Teachers Education System reform program, there is national consensus for any teachers training College to provide certificate and diploma programs jointly;

Whereas, it is believed that undertaking the two training programs jointly would be favorable to run the basic primary education activities with the training program;

Whereas, it has been vital to produce junior professionals by designing training programs which are meant to build vocational skills and providing social service vocational streams, in which paraprofessionals may be trained along with teachers education with the view to meeting the needs of trained manpower;

Whereas, in order to be able to perform the above mentioned activities, it is found necessary to establish teachers’ education and Vocational training colleges in the National Regional state,

Now, therefore, the Council of the amhara National Regional Government, in accordance with the powers vested in it under the provisions of article 58 sub-article 7 of the revised Regional Constitution and article 25 of the National Regional State executive bodies re-organization and determination of their powers and duties proclamation No.60/2001, hereby issues this regulation as follows.

PART ONE

GENERAL

1. Short Title
This regulation may be cited as “The Amhara National Regional State Deber Berhan Teachers Education and Vocational Training College establishment, Council of Regional Government regulation No. 10/2003”

2. Definitions

Unless the context otherwise requires in this regulation:

1. “Academic commission“ means the academic commission of the College established pursuant to article 6 this regulation.

2. “Academic employee’ means an employee of the College who is engaged in teaching, research and curricular activities.

3. “Administrative employee” means an employee of the college who is not a member of the Academic staff.


5. “Vocation” means music, art, Physical education and other similar vocations given by Debre Burhan Teachers’ Education and Vocational

6. “Teachers’ Education and training” means a training which is given in a formal or non formal training method in pre-service, in-service or distance education programs for different lengths of time so as to enable one obtain a certificate up to diploma.

7. “education expert” means those educational administration trainees on admission to College: inspectors, supervisors,
school maters and other experts who happen to engage themselves in the field of education.

PART TWO

ESTABLISHMENT, ACCOUNTABILITY AND DUTY OF THE DEBERE BERHAN TEACHERS EDUCATION AND VOCATIONAL TRAINING COLLEGE

3. Establishment and Accountability

1. The Deber Berhan Teachers Education and Vocational Training College, /hereinafter referred to as” The college”/ is hereby established under this regulation as an autonomous higher educational institution of the region having its own legal personality.

2. The College shall, being accountable to the Bureau, be managed by an academic commission to be organized pursuant to the provisions of article 6 of this regulation.

4. Objective

The main objective of the college is to produce teachers and educational experts capable of building up citizens by shaping the generation with Knowledge, Conscience, ability and skills, feeling national responsibilities, enjoying positive human and democratic outlook, having developed research capacity, standing for the quality and development of education and equipped with ethical values of teaching and other related professions committed to serving the society to the best of their capacity and ability.
5. Duties and Responsibilities of the College

Without prejudice to its academic freedom, the College shall, pursuant to this regulation, have the following duties and responsibilities:

1. To devise the education, training and research programs responsive to the national standard with the view to attaining the desired educational level by ensuring the capacity and responsibilities of producing middle-level professionals in different vocational streams as well as implement same up on approval by the Bureau;

2. To admit trainees in accordance with the directives issued by the Bureau;

3. To award certificates and diplomas;

4. To Organize and undertake seminars, short-term trainings, workshops and symposia based on the needs of the Region;

5. To prepare, have published and distribute textbooks as well as other related educational bulletins and journals to the service of the College;

6. To facilitate professional guidance and counseling service to the trainees;

7. To prepare and improve primary school vocational and educational curriculum;

8. To direct and coordinate apprenticeship programs;

9. To carry out post training activities, monitor same as well as improve the training process based on the experience gained; submit duly reports to the Bureau;

10. To create relationships with domestic and foreign higher educational institutions, professional bodies, and businesses.
11. Direct the education and training activities by undertaking market studies as may be necessitated it by the prevailing man power requirements;

12. To direct the training processes in accordance with the cost-sharing policies and implementation strategies to be issued by the Regional Government;

13. To collect charges for the service it renders pursuant to the decisions of the bureau, increase its internal revenue and utilize same based on its objective;

14. To enter in to contracts, own property as well as sue and be sued in its own name;

15. To follow up the process of selection, training and employment opportunities and improve the training situation based on the data available;

16. To manage and administer the budget and manpower allocated to it

17. To prepare a by-law and implement same up on approval by the Bureau;

18. Put in place and effectuate a system of evaluation of the academic and administrative staff by the trainees with the view to making the training system transparent, efficient and just;

19. To perform such other functions as may be helpful to accomplish its objective.

PART THREE
POWERS AND DUTIES OF THE ACADEMIC COMMISSION,
6. Composition of the Academic Commission

Having been accountable to the Bureau the academic commission of the college shall, pursuant to this regulation, have the following members:

1. The dean of the college …………………. chair person;
2. The vice deans of the college ………………. members;
3. The heads of departments …………….. members;
4. The registrar of the College ……………….member;
5. Continuing and distance education coordinator ……………………………….. member;
6. Primary school and vocational curriculum designing-coordinator ……………………………….. member;
7. Student guidance and vocational counselor……………………………………..member;
8. A representative of female instructors of the College………………………………….member;
9. A representative of students council …….member;
10. A representative of female trainees – member;
11. The planning and programming officer in the college …………………………………… member and secretary;

7. Powers and Duties of the Academic Commission

The academic commission of the College shall, pursuant to this regulation, have the following powers and duties:
1. prepare the short, medium and long-term plans and budget of the college and implement same up on approval thereof;

2. Ascertain that the education, training and research programs of the College are prepared in compliance with the directive of the Bureau:

3. Determine the educational programs, the value of different courses as well as the number of credit hours required for the certificate and diploma awarded by the College;

4. Without prejudice to the directive issued by the Bureau, determine the system whereby students admitted by the College may be assigned in to its various educational streams;

5. Devise a mechanism by which the training methods may be improved;

6. Issue guidelines concerning the methods of administering examinations, maintenance of student examination results as well as devise a promotion system and put same in to effect thereof;

7. Formulate and issue a set of disciplinary rules governing the students of the College, examine and approve submissions with respect to admission, re-admission and academic dismissals thereof;

8. Decide that the college should award diploma or certificate, as may be appropriate, to those students who may have completed their education and deserve graduation;

9. Carry out primary school & vocational curriculum development and review activities by setting working modalities beforehand;
10. Evaluate the implantation of apprenticeship programs and post-training follow-up activities coordinated by the academic staff;

11. With details to be outlined by a directive study, submit to and have determined by the Bureau the rate of education fee and other service charges to be paid to the College;

12. Draw up proposal with regard to carrier promotion, ranks and prize awards of the academic staff as studied and recommended to it by the dean of the College and submit same to the Bureau for approval therefore;

13. Prepare the administrative manual governing the academic staff of the College, submit it to the Bureau and implement same up on approval cause the renewal of the contract of those academic staff competent in the carrier and ensure that the administrative employees are managed pursuant to the Regional Civil Service laws, regulations and directives;

14. Set out ways to strengthen working relationship of the College with other higher educational institutions as well as relevant public and private sectors within the country,

15. Study and identify the training streams to be newly opened and/or closed down and submit same to the commission;

16. Work in cooperation with the managing board of the college;
17. Cause the preparation of training modules in various vocational and service streams;
18. Devise training strategies and thereby create an enabling environment so that trainer instructors of the college would improve their professional competence;
19. Deliberate on issues pertaining to the College and thereby generate policy proposals to that effect;
20. Carry out such other functions as may assist the attainment of the objectives of the College.

8. Organization and Composition of Departments

1. The College shall have various departments organized in different training streams, with their accountability being to the Academic Vice Dean.
2. Each department shall consist of all the departments academic employees in membership and the head of such department shall preside over its meetings.

9. Duties and Responsibilities of Department

The departments shall, pursuant to this regulation, have the following duties and responsibilities:

1. Put forward suggestions to the academic commission as to the content of the education program and the time table in which various courses are conducted by the departments concerned, with the view to awarding certificates and diplomas by the college;
2. Prepare up-to-date training modules in different vocational, educational and training streams and implement same when approved by the academic commission;
3. Propose ways to the academic commission as to how to improve the training methods;

4. Propose to the commissions as to the possible assignment of trainees deserving same in to each department;

5. Assign advisors to the trainees of each department and thereby ensure that the trainees are provided with appropriate advisory service;

6. Propose to the academic commission as to the possible solutions of academic problems pertaining to the departments;

7. Allocate courses among instructors of each department and coordinate the preparation and execution of examinations;

8. Undertake the activities of first phase curriculum development and revision with respect to the instructors of each and every department;

9. Issue by-laws for their own departments and implement same up on approval by the commission;

10. Render opinions concerning other academic affairs of department.

10. Appointment and accountability of the Dean and Vice Deans of the college

1. The college shall have a dean and vice deans to be appointed by the Head of the Regional Government up on their presentation by the Bureau.

2. The dean shall be accountable to the Bureau.
11. Accountability and Powers of the Dean

1. Having been accountable to the Bureau, the dean shall, as the chief executive of the College, direct, administer and supervise over the institution in accordance with the general directives to be issued by the Bureau;

2. Put in to effect the duties and responsibilities of the College as outlined under article 5 of this regulation;

3. Administer the academic and administrative staff of the College in accordance with the provisions of article 7, sub article 13 of this regulation thereof;

4. Prepare short, medium and long term plans and budget of the College, submit to the Bureau and implement same up on approval thereof;

5. Represent the College in all its relations with third parties;

6. Submit quarterly report to the Bureau with regard to the activities of the College;

7. Be able to delegate part of his powers and duties to the subordinate heads and other employees of the College to the extent necessary for the effectiveness of the task;

8. Approve proposals on the disciplinary matters submitted to him;

9. See to it that trainings are strengthened by creating relationships with those offices and organizations participating in apprenticeship programs;

10. See to it that trainings are strengthened by creating relationships with those primary schools participating in experience sharing and practicum programs.
12. Accountability and duty of the Academic Vice Dean

Having been accountable to the Dean, the Academic Vice Dean of the College shall:

1. Follow up the academic activities of the college, execute the decisions of the commission as well as those regulations and directives relating to academic matters;

2. Advise and assist the dean with regard to academic matters;

3. Follow up and ensure that the educational activities of the college are carried out in accordance with the calendar adopted by the academic commission;

4. Direct and coordinate the preparatory process of short training modules prepared by the academic staff in various training streams;

5. cause the fulfillment of supplies and services necessary to facilitate the process of education and training;

6. Act on behalf of the dean in his absence or under the circumstances where he is unable to perform his normal duties;

7. Perform such other functions as are specifically assigned to him by the dean and the academic commission.

13. Accountability and Power of the Vocational training Vice Dean

Having been accountable to the dean, the Vocational Training Vice Dean of the College shall:

1. Follow up and execute vocational training activities of the college, decisions of the commission as well as those regulations and directives relating to vocational matters;
2. Advise and assist the dean concerning the vocational training;

3. Follow –up and ensure that the training activities of the college are carried out in accordance with the calendar adopted by the academic commission;

4. Cause the fulfillment of supplies and services necessary for the facilitation of the training process;

5. Direct and coordinate the preparatory process of the short-term training modules prepared by the academic staff in various training streams;

6. Perform such other functions as may be given to him by the dean the academic commission.

14. Accountability and Power of the Development and Research Vice Dean of the college

Having been accountable to the dean, the Development and Research Vice Dean of the college shall:

1. Direct, coordinate, and follow up the execution of primary school curriculum development and revision activities in accordance with the plan hand down to him by the Bureau and submit the result to the same on time;

2. Coordinate programs in which those teachers of clustered primary schools may be provided with the training of trainers and obtain supervisory support;
3. Coordinate the efforts put in to the undertaking of study and research activities by the instructors of the College as well as facilitate local study and research seminars, symposia and workshop and follow up their implementation;

4. Coordinate, follow up and execute school experience sharing and practicum programs;

5. Cause the undertaking of post training follow up and tracer study so as to identify the weakness and strength of the training given in the College and get invaluable feedbacks which would enable to provide efficient training;

6. Plan, follow up direct and supervise the personnel, procurement and property administration as well as general service and financial affairs of the college;

7. Advise and assist the dean with respect to the development and research affairs;

8. Study the ways in which to increase the internal revenue of the college and implement same up on approval;

9. Perform such other functions as may be given to him by the dean and the academic commission.

15. Other Academic Division Heads of the College

The recruitment, assignment, duties and responsibilities as well as other affairs of various academic division heads of the College shall be determined by the directive to be issued by the Bureau.
16. Budget
The revenue of the college shall be obtained from the following sources:
1. The budget allocated by the Regional Government;
2. School fees and service charges to be collected by the college;
3. Other sources.

17. Books of Account and Auditing
1. The amount of the budget indicated under article 16 sub-article 1 of this regulation shall be deposited in a bank account to be opened by the College and withdrawn from time to time with the view to accomplishing the aim of the institution.
2. The college shall keep books of account and records of property which are accurate and complete thereto.
3. The books of account and other financial documents of the College shall be audited at any time by the office of the Auditor General of the Regional State or other auditors designated either by the college or the Bureau.

18. Transitory provision
All activities undertaking by the Deber Berhan Teachers’ Training Institute prior to the enactment of this regulation shall be deemed to have been committed pursuant to this regulation.

19. Inapplicable Laws
Any other regulation, directive or customary practice inconsistent with this regulation shall not apply to matters provided for in this regulation.
20. Power to Issue Directives
The Bureau may issue directives necessary for the implementation of this regulation.

21. Effective Date
This regulation shall come into force as of the day of its deliberation up on and approval by the council of the Regional Government on August 8/2003.

Done at Bahir Dar
This ----th day of --- 2004
YOSEF RETA
Head of government of the Amhara National Regional State