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  The Amhara National Regional State
  Dessie Commercial And Management
  College Establishment, Council of
  Regional Government Regulation.
\item Regulation No 12/2003
  A COUNCIL OF REGIONAL GOVERNMENT
  REGULATION ISSUED TO PROVIDE FOR THE
  ESTABLISHMENT OF THE DESSIE
  COMMERCIAL AND MANAGEMENT COLLEGE
  IN THE AMHARA NATIONAL REGIONAL STATE.
\end{enumerate}

Whereas, besides expanding those institutions designed to train middle level technicians in the already-started 10+1 and 10+2 technical and vocational training programs with the view to meeting the needs of trained manpower necessary to any level in the region, it is believed appropriate to produce junior professionals so as to further strengthen the sustainability of the training and fill the remaining gap, not covered by both professionals and technicians;
Whereas, through accomplishment of this objective, it has been found necessary to establish the Dessie Commercial and Management College so as to meet the need for a middle-level trained manpower in the area of commerce and management in the National Regional state and thereby attain the goal of the development plan launched by the government.

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 15 of the Regional Technical and Vocational Education and Training Commission establishment Proclamation No. 87/2003, hereby issues this regulation as follows:

### PART ONE

#### GENERAL

1. **Short Title**

This regulation may be cited as “The Dessie Commercial and Management College establishment, Council of the Regional Government Regulation No. 12/2003.”

2. **Definitions**

Unless the context requires otherwise, in this regulation:

1. “Academic commission” means the academic commission of the college established pursuant to article 6 of this regulation.
2. “Academic employee” means any employee of the college who is engaged in teaching, research and curricular activities related thereto.
3. “Administrative employee” means any employee of the college who is not a member of the academic staff.

5. "Technical and Vocational Education and Training" means an education and 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 levels.

PART TWO

ESTABLISHMENT, ACCOUNTABILITY AND DUTIES OF THE DESSIE COMMERCIAL AND MANAGEMENT COLLEGE

3. Establishment and Accountability

1. The Dessie Commercial and Management College, / hereinafter referred to as "The College" / is hereby established under this regulation as an autonomous higher education institution of the regional state having its own legal personality.

2. The College shall, being accountable to the Commission, be managed by the academic commission to be organized pursuant to art.6 hereof.

4. Objectives

The main objective of the College is to produce a trained human resource capable of ensuring the socio-economic development of the regional state and hence the country at large as well as fight against poverty and backwardness by creating a citizenry equipped with knowledge, skills, outlook and ethical values and normally endowed with a job-creating, rather than job-seeking and loving mentality.
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. Devise education, training and research programs responsive to the National Standard with the view to ensuring the production of efficient professionals in various commercial and management education and training streams by rendering a standardized training and implement same up on approval by the commission;

2. Admit trainees in accordance with a directive to be issued by the Commission;

3. Award certificates or diplomas, as the case may be appropriate, to those trainees upon completion of the education and training programs for which they have been registered;

4. Organize and undertake seminars, short term trainings and workshops based on the needs of the Regional State;

5. Prepare, have published and distribute textbooks as well as related educational magazines and journals to the service of the College.

6. Facilitate professional guidance and counseling services to the trainees;

7. Direct and coordinate apprenticeship programs;

8. Carryout post training follow-up activities monitor same as well as improve the training process depending on the experience gained thereto;

9. Establish relationships with domestic and foreign higher education and training institutions having similar objective;

10. Direct the education and training activities by undertaking market studies as may be necessitated it by the prevailing man power requirements;

11. Collect charges for the service it renders and thereby increase its internal revenue based on
12. Direct the training process in accordance with the cost-sharing policies and implementation strategies to be issued by the Regional Government;

13. Follow up the process of selection, training and employment opportunities of graduates and improve the process of training based on the data obtained;

14. Manage and administer the budget and manpower allocated to it;

15. Prepare a by-law and implement same up on approval by the commission;

16. 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;

17. Establish an education and training board charged with the advising and supporting the college;

18. Create strong relationships with the industrial, construction, financial and other governmental and non-governmental organizations as well as private investors and civic societies;

19. Undertake various research activities which are meant to help improve the living standard of the society and organize awareness-creation forums with the view to preventing HIV/AIDS;

20. Provide the technical and vocational education and training institutions with appropriate technical and vocational support;

21. Enter into contracts, own property as well as sue and be sued in its own name;

22. Perform such other functions as may be helpful to accomplish its objective.

PART THREE

POWERS AND DUTIES OF THE ACADEMIC COMMISSION, DEPARTMENTS AND HEADS OF...
6. Composition of the Academic Commission

The academic commission of the college shall, pursuant to this regulation, be accountable to the Commission and 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. Student guidance and vocational counselor —— member;
6. A representative of female instructors of the College —— member;
7. A representative of the students’ council —— member;
8. A representative of female trainees —— member;
9. The Planning and programming officer of 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 short, medium and long-term plans and budget of the college and implement same upon approval;
2. Ascertain that the education, training and research programs of the college are prepared in compliance with the directive to be issued by the commission;
3. Determine the training programs, the value of various courses as well as number of credit hours required for the certificate and diploma awards by the college;
4. Without prejudice to the directive to be issued by the commission, 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 with regard to the methods of administering exams, regarding maintenance of the examination results of the trainees as well as devise a promotion system and put same into effect;
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 a certificate or diploma, as may be appropriate, to those students who may have completed their training and deserve graduation;
9. Evaluate the implementation of apprenticeship programs and post-training follow-up activities coordinated by the academic staff;
10. With details to be outlined by a directive, study and have determined up on submission to the commission the amount of education fees and other service charges to be paid to the college;
11. Draw up proposals with regard to career promotion, ranks and prize awards of the academic staff recommended to it by the dean and submit same to the commission for approval;
12. Prepare the administrative manual governing the academic staff of the college, submit it to the commission and implement same upon approval; cause the renewal of the contract of those academic staff competent thereon and ensure that the administrative employees are managed pursuant to the laws, regulations and directives of the Regional Civil Service;
13. Find ways to strengthen working relationships of the college with other higher
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 department's academic employees in membership and the head of such department shall have the right to preside over its meetings.

9. Educational Institutions and Departments

1. Put forward proposals to the academic commission as to the education program necessary to award certificates and diplomas by the college and with respect to the time table in which the various courses are given thereof.
2. Prepare up-to-date training modules in various vocational streams and implement same up on approval by the academic commission;
3. Propose ways to the academic commission in which the training methods may be improved;
4. Propose to the academic commission as to the possible assignment of those trainees deserving same into the departments concerned;
5. Assign advisors to the trainees of each department and thereby ensure that trainees are provided with the appropriate advisory service;
6. Propose to the academic commission as to the possible resolution of academic problems pertaining to the departments;
7. Allocate courses among instructors of each department and coordinate the preparation and execution of examination activities;
8. Issue their respective by laws and implement same up on approval by the academic commission.
9. Render their opinions with regard to other academic matters pertaining to the departments.

10. The Dean of the College
    The college shall have its own dean and vice deans to be appointed by the Head of Regional Government upon their presentation by the commission.

11. Accountability and Powers of the Dean
    Having been accountable to the commission, the dean of the college shall:
1. As the chief executive of the college, direct, administer and supervise over the institution in accordance with this regulation and the general directive handed down to him by the commission;
12. Accountability and powers of the Academic Vice Dean

Having been accountable to the Dean, the academic vice dean of the college shall:

11. Be in charge of the implementation of policies and programs of the academic vice dean. Be responsible for the management and supervision of the academic vice dean.

10. Depending on the nature of their duties and responsibilities, the academic vice dean shall assign appropriate personnel and oversee the operations of the college.

9. Serve as the head of the college and the college governing council.

8. Submit periodic reports on the activities of the college and the college governing council.

7. Possibly delegate some of his duties and responsibilities to the academic vice dean.

6. Represent the college in all relations with third parties.

5. Prepare short-term, medium-term and long-term plans and budgets for the college. Submit these to the college governing council for approval.

4. Review and maintain the records of the college.

3. Administer the academic and administrative programs and ensure that they are in accordance with the college governing council's regulations.

2. Put into effect the duties and responsibilities of the college as outlined under Article 5 of this regulation.
1. Follow-up the academic activities of the college, execute the decisions of the academic commission as well as those regulations and directives relating to academic matters;
2. Advise and assist the dean concerning academic matters;
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. Act on behalf of the dean in the former's absence or under the circumstances where and when he is unable to perform his normal duties;
7. Perform such other functions as may be given to him by the dean and the academic commission.

13. Accountability and Powers 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. Cause the apprenticeship to be undertaken in an effective way by having created relationships of mutual support as between the training college and those employers from the public and private sectors alike;
2. Cause the undertaking of post training follow up and tracer studies so as to get an invaluable feedback which would enable to provide efficiency by identifying the strengths and weaknesses of the training given in the college;
3. Follow up and execute the undertaking of research and curricular activities in accordance with the plan pertaining thereto;
4. Plan, follow up, direct and supervise the personnel, procurement and property administration as well as general service and financial affairs of the college;
5. Study the way in which to increase the internal revenue of the college and implement same upon approval;
6. Advise and assist the dean with regard to the development and research affairs;
7. Perform such other functions as may be given to him by the dean and the academic commission.

14. Other Academic Division Heads of the College
The recruitment, assignment, duties and responsibilities as well as other similar affairs of various academic division heads of the college shall be determined by a directive to be issued by the commission.

PART FOUR
MISCELLANEOUS PROVISIONS

15. Budget
The revenue of the college shall be obtained from the following sources:
1. Budget allocated by the regional government;
2. Tuition fees and service charges to be collected by the college;
3. Other sources.

16. Books of Account and Auditing
1. The sum of the budget indicated under article 15, sub-article 1 of this regulation shall be deposited in the bank account of the college and withdrawn from time to time with the view to accomplishing the aim of the
2. The college shall keep books of account and records of property which are accurate and complete thereto;

3. The books of account as well as other financial and property related 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 commission.

17. Inapplicable Laws

Any other regulation, directive or customary practice inconsistent with this regulation shall not apply to matters provided for in this regulation.

18. Power to Issue Directives

The commission may issue directives necessary for the implementation of this regulation.

19. Effective Date

This regulation shall come into force as of the day of its deliberation upon and approval by the Council of the Regional Government on August 8/2003.

Done at Bahir Dar
This 25th day of 2004

YOSEF RETA
Head of Government of the
Amhara National Regional State