

INSTITUTE DIRECTOR'S SUPERVISORY PLAN

January–June 2023

Month	Activity/Task	Target Date	Supervisory Action	Persons Supervised	Status of Implementation	Data Implemented
January	Monthly staff meeting	Jan. 24, 2023	✓ Address concerns and discuss plans and updates of activities. ✓ Discuss CME ExeCom agreements.	All staff		
	Faculty meeting	Jan. 24, 2023	✓ Discuss academic concerns and plans. ✓ Review status of targets	3 faculty members		
	Preparation for ISO external audit	Jan. 15-31, 2023	✓ Follow up compliance of NCs and OFIs and submission of compliance reports ✓ Check submission and uploading of files to QMS site ✓ Guide faculty members on preparation of documents (TOS, course syllabus, forms, etc.)	All staff; dDRC & AddRC		
				Faculty members		
	Submission of Annual Report 2022	Jan. 15, 2023	✓ Finalize draft report shared to all staff earlier for their inputs. ✓ Submit final report to CME dean.	All staff		
	Appointment of 2023 Working Committees	Jan. 6, 2023	✓ Prepare recommendation for the appointment of working committees for 2023. ✓ Orient committees on their functions	Administrative Aide		
	Appointment of R&E Project Leaders	Jan. 6, 2023	✓ Prepare recommendation letters for the appointment of R&E project leaders.	Administrative Aide		