

ADMIN SUPPORT

Celebrating in the 50th Year

The Department of Corporate Communications continued to work closely with the various 50th anniversary organising committees including those for the International Cultural Festival or FLUX, Art @ SP Showcase, Global Conference on Excellence in Education and Training, SP Endowment Fund Donation Draw, Charity Golf Tournament and the Gala Dinner.



▲ Teamwork and strong support from staff key to successful staging of 50th anniversary events.



▲ Staff and students rally together to raise \$190,000 for victims of the Asian Tsunami, with the money passed on to the Red Cross.

Promoting Singapore Polytechnic

To help alumnus Taufik Batisah's quest to become the first Singapore Idol, a Vote Taufik Campaign, organised by the Department of Corporate Communications, generated overwhelming response from staff, students, alumni and Taufik's teenage fans.

Overwhelming response was also received from the general public when the relief efforts for the Asian Tsunami victims were mounted on campus by the Departments of Corporate Communications, Estates & Development and Student & Alumni Affairs.

During the year, the Department of Corporate Communications organised and coordinated a number of visits to the Polytechnic. In all, there were 459 visitors from various overseas institutions including:

- Prof Bob Boucher, Vice Chancellor of University of Sheffield, UK
- Prof Peter Coaldrake, Vice Chancellor of Queensland University of Technology, Australia
- Mr Le Cong Co, President of Duy Tan University, Vietnam
- Mr Toshio Izumiya, Chairman of Kanazawa Institute of Technology, Japan
- Mr Nobutoshi Sezaki, Principal of Hiroshima Institute of Technology Polytechnic, Japan

Other distinguished visitors were HE Mr Munshi Faiz Ahmed, High Commissioner of Bangladesh on 27 April 2004 and Mr Steve Obeegadoo, Minister for Education and Scientific Research of Mauritius on 3 June 2004.

Deputy Prime Minister Dr Tony Tan also paid a visit on 17 February 2005, accompanied by officials from various government bodies. They were introduced to the Polytechnic's R&D capabilities and achievements and toured the Technology Centre for Life Sciences, the Cosmetics and Fragrance Centre, and the Asian Noodle Technology Development Centre.



▲ Deputy Prime Minister Dr Tony Tan (centre) is one of the many VIPs who visited the institution.

In conjunction with the 50th anniversary, the Annual Report 2003-04 entitled *The First Polytechnic* included, for the first time, the names of all serving staff, and photographs and quotes of alumni from all the academic schools.

A six-page Graduation 2004 Supplement was published in the *Straits Times* on 17 August 2004 with a specially designed Graduation website launched at the same time featuring top graduates and photographs as well as video clips of all nine sessions.

Advertisements featuring the seven academic schools, and sponsored by alumni, appeared in *The New Paper* in February 2005. A special publication, *Tribute II*, which highlighted 14 prominent alumni, was produced.

The revamped direct mail package for 'O' level school leavers was highlighted by industry magazine, *MARKETING*, as a unique outreach effort.

The Department also coordinated 'Live' webcasts of several events including the National Day Observance Ceremony 2004.



◀ Newspaper supplement and special mini-website add to the celebration of the graduation ceremony.

Harnessing the Power of IT

Several initiatives were taken by the Department of Computer & Information Systems to improve the quality, effectiveness and efficiency of the Polytechnic's IT infrastructure, information and communication systems, and services. These included:

- An enterprise-wide Search Engine to support the Knowledge Management initiative of the Polytechnic. It allowed staff to efficiently locate and retrieve documents from existing information repositories. The system also allowed staff to identify and form shared interest communities, based on its database of staff expertise and interest areas.
- The Student Administration System (SAS), a PeopleSoft-based platform to provide a convenient one-stop self-service application for students to make e-payment, register for modules and access student information via the Internet.
- The Employee Administration System (EASyS), a SAP-based platform for staff to access a wide range of human resource services.
- Five new computer laboratories to meet the additional teaching and learning needs of academic schools.
- The upgraded file service infrastructure to improve systems disk efficiency and service availability.

Other major initiatives included a project to set up the information architecture and server infrastructure for the Enterprise Portal, consolidation of current feedback mechanisms into an integrated Customer Feedback System and the web-enabling of the Leave and Time Management System.



▲ New initiatives to enhance IT infrastructure and services.



◀ New computer laboratory to meet increased teaching and learning needs.

Redeveloping the Campus

In line with the campus redevelopment master plan, the Department of Estates & Development was actively involved in upgrading and improving the Polytechnic's grounds and facilities.

Major works completed included renovations to the Main Library and upgrading of the Sports Complex. The upgraded track and field facilities received the International Association of Athletics Federations (IAAF) Class 2 Certification, which meant the Sports Complex could be used for international meets.

Other works undertaken during the year included the upgrading of power cables, switchboards, transformers, electrical distribution boards in various sub-stations and buildings on campus; installation of the Campus Access Control System; and renovation of the Machine Development Centre and the Industry Project Centre.

Campus security was enhanced with the installation of closed circuit television systems at strategic locations and high activity areas.

The external campus at Sembawang was returned to the land authorities for other developments in early 2005.



▲ *Course counselling for school leavers to assist them in making informed choices.*



▲ *New high-quality track for the Sports Complex, bringing it to international standard.*

Cutting Electricity Bills

A tender for the purchase of electricity for a period commencing January 2005 was successfully initiated and awarded. Under this collaborative effort with other institutions, Singapore Polytechnic could save about \$230,000 over the 16-month contract period.

Financial Review

For FY 2004-2005, the operating expenditure of Singapore Polytechnic was \$175.7 million comprising \$137.0 million for staff costs and \$38.7 million for other operating expenditure. In addition, \$28.4 million was spent on campus and facilities development.

Revenue totalled \$173.3 million. Of this, \$143.8 million was provided through a government block grant, \$29.5 million was collected from fees and other income.

The operating cost of training per student in FY 2004-2005 was \$12,767 which was 4.2% higher than that in FY 2003-2004 due mainly to lower student enrolment in FY 2004 - 2005. The operating cost of training per student including depreciation was \$15,647.

Setting Standards for Excellence

The ISO 9001:2000 certification of Singapore Polytechnic's quality management system was successfully renewed and extended for a new three-year cycle.

The Corporate Planning Unit of the Department of Strategic Planning continued to coordinate the institution's strategic planning process. This included both internal and external environmental scanning, analysis of information, deployment of the Balanced Scorecard, performance monitoring and review, course portfolio analysis, budgeting for new initiatives, and the organisation of the annual corporate planning workshops.

The Unit provided training on Balanced Scorecard and strategic planning to academic schools and departments for better alignment of strategic plans. It also organised staff sessions and students dialogue with senior management, executive luncheon talks for management and conducted the Organisational Climate Survey.

During the year, the Department's School Liaison Unit offered a comprehensive range of programmes for secondary school principals, teachers and students.