Administrative Services

Administrative services play a vital role in any world-class organisation. The various administrative departments of Singapore Polytechnic acted as a platform for the institution to scale new heights.

CREATING A GREAT CAMPUS

The Department of Estates & Development embarked on a series of well coordinated maintenance programmes, upgrading initiatives and development and redevelopment projects during the year in review. These included successfully securing a budget of $23.1 million for the upgrading of buildings and facilities constructed under Phase 3 of the campus development plan.

Other developments included the completion of a six-storey building to house the Innovation, Design and Enterprise in Action (IDEA) Centre, the Technology Centre for Life Sciences and the teaching and support facilities for the School of Chemical & Life Sciences. The main entrance at Gate 1 was reconstructed, making the Administration Building the focal point. At the same time, a new guardhouse and a sheltered drop-off porch were built.

Restorative and refurbishing works for the conversion of Moberly Block into a Student Hub began during the year. The hub, when completed, would be a centre of activity featuring various social and recreational facilities.

In addition, a new pedestrian distribution project was started to facilitate easier and safer movement from the Dover MRT station to the eastern and western parts of the campus. The pedestrian system will feature walkways offering views of bio-streams and lush landscapes.

Dining experience in campus was also enhanced with the construction of new timber decking, shade structures and garden seats at Foodcourt 1, thus increasing capacity by 270 places to ease peak period congestion.

EXCELLENT IT INFRASTRUCTURE AND SERVICES

Among the new initiatives taken during the year by the Department of Computer & Information Systems was the development and deployment of the Performance Management Programme (PMP) system, providing staff with an online system for the setting and tracking of job performance goals.

Also, a new Employee Administration System (EASys) portal was launched to provide staff with easy access to a wide range of human resource services.

To automate the tedious process of creating multiple users' accounts and managing multiple application systems access, a new Identity Management System was implemented. The system enabled passwords to be shared across multiple application systems.

The Department of Computer & Information Systems continued to improve and upgrade the institution's IT infrastructure, communication systems and application systems to enhance processes and operate on a world-class level.

Upgrading the Sports Complex

The upgrading of the sports complex was completed in 2005. It was given a brand new track, field and drainage system, a new seating gallery and new facades and finishes. The complex was awarded the International Association of Athletics Federation's (IAAF) Class 2 Certification, making it eligible to host selected international meets.

In addition, the eLearning and student email server infrastructure was upgraded to improve system performance and service availability.

STRATEGISING FOR THE FUTURE

The Department of Strategic Planning continued to actively spearhead the institution's strategic initiatives under the Good to Great Strategic Masterplan and to achieve organisational excellence within the Polytechnic Quality Assurance Framework (PQAF).

A new programme, Organisational Culture Development, was also launched to help staff better understand, identify and manage challenges in organisational culture.

PROMOTING POLYTECHNIC EDUCATION

The Department of Corporate Communications increased public awareness of Singapore Polytechnic through several initiatives during the year. A six-page graduation supplement was published in The Straits Times featuring the Principal's vision, top graduates and new facilities.

In promoting Courses and Careers Fair 2006, advertisements were placed in various national newspapers. Advertisements featuring Taufik Batisah (Singapore Polytechnic alumnus and Singapore Idol winner) were placed in a variety of media.

On the electronic communications front, the Department coordinated several live webcasts including National Education talks, the Chinese Orchestra's 10th Anniversary Performance and the National Day Observance Ceremony.

Several microsites were developed for events such as Graduation 2005, Engineering Week and Courses and Careers Fair 2006. In addition, a new website was developed for Singapore Polytechnic International (SPI).

50TH ANNIVERSARY CLOSING CEREMONY

The Department of Corporate Communications also organised the closing event of the 50th Anniversary celebrations on 31 August 2005.

Principal Mr Low Wong Fook unveiled a calligraphic piece as part of the 50th Anniversary Closing celebrations.

50th Anniversary Commemorative Book

In conjunction with the 50th Anniversary Closing Ceremony, a commemorative book entitled Opening Minds Shaping Lives – The Journey of Singapore's First Polytechnic was distributed. The book traced the journey of the institution since its inception some 50 years ago. Contained within were stories of former chairmen, principals and alumni.
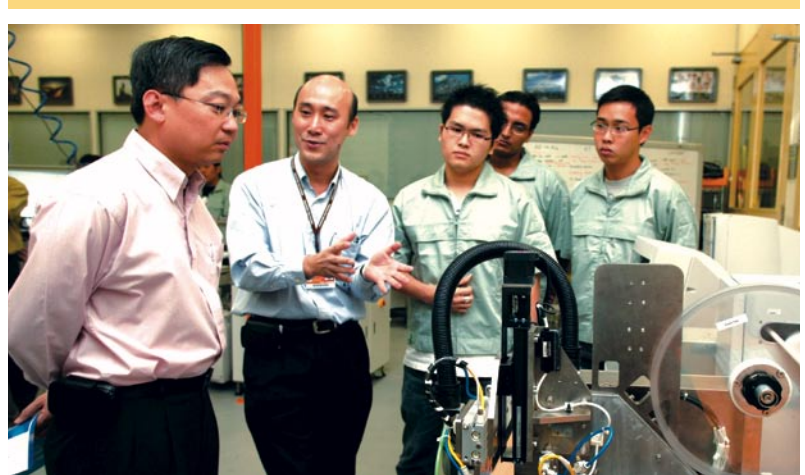
PLAYING HOST TO LOCAL AND FOREIGN VISITORS

During the year in review, Singapore Polytechnic received many local and foreign visitors. Among the foreign dignitaries who visited the institution were:

- HE Ruben Arosemena Valdes, Second Vice President of Panama

- Dr Kusmayanto Kadiman, State Minister for Research & Technology, Indonesia

- Mr Meng Yuanbei, Deputy Director-General, Guangzhou Education Bureau, China

- Mr Mai An, Deputy Director General, International Co-operation Department, Ministry of Education & Training, Vietnam.

Besides dignitaries, academics from foreign universities also visited Singapore Polytechnic. They included Professor T Sakamoto, Vice-Chancellor of Tsuru Educational Foundation and Ms F Katsu from the Hiroshima Institute of Technology of Japan.

Visitors from universities and educational institutions from countries such as Australia, Canada and USA were also received.

Mr Gan Kim Yong, Minister of State, Ministry of Education, was among those hosted by the institution.

FINANCIAL REVIEW

Effective use of financial resources was vital to the proper running of the Polytechnic. For 2005-2006, the operating expenditure of Singapore Polytechnic was $170.9 million comprising $131.9 million for staff costs and $39 million for other operating expenditure. In addition, $44.2 million was spent on campus and facilities development.

Revenue totalled $174.7 million. Of this, $141.8 million was provided through a government block grant, while the other $32.9 million was collected from fees and other income.

The operating cost of training per student in FY 2005-2006 was $12,940 which was 1% higher than FY 2004-2005 due mainly to lower student enrolment in FY 2005-2006. The operating cost of training per student including depreciation was $15,992.