**SMD chair task distribution to its staffs**

The school directed and the chair accepted that for courses which are delivered by two or more instructors in one semester must have course team leader. This is to control that all sections learn similar content and assessed similarly. The team leader is, therefore, responsible to follow and control the assessments of all section students is the same and all the instructors cover similar contents. The course team leaders are:

1. Engineering drawing for Pre – Engineering, Petroleum Engineering and MIT students

* For Pre-engineering sections … 1 – 9 ………… Alem Fisseha
* For Pre-engineering sections … 10 – 18 ……….Fisuh Tikue
* For Pre-engineering sections … 19 – 28 ……… Abrahley Ekubay
* For Petroleum Engineering and MIT students … Berihu Tesfay

1. Strength of materials

* For Mechanical Engineering students …. Kidane Teklay
* For Industrial Engineering students …… Zebenay Tamerat

1. Machine drawing

* For Industrial and Manufacturing Engineering students … Dawit Tesfay

1. Machine drawing with CAD

* For Mechanical Engineering students … Mewael Gebrehiwot

1. Solid mechanics laboratory

* For Mechanical Engineering students … Tadesse Gebray

1. Machine Element I

* For Mechanical Engineering students … Mebrahtom Gebremichael

1. Machine Design Project I

* For Mechanical Engineering students … Equbamariam Leake

It is known that few courses of the chair are delivered by part-time instructors due to the shortage of academic staffs in the chair. The part-time instructors don’t have e-students account. Therefore, the students’ result should be submitted through e-student by the instructors in the chair. The instructors who are assigned to submit students’ result are:

1. Eden Birhanu students’ result will be submitted by …... Abrhaley Ekubay
2. Tsegay G/her students’ result will be submitted by …… Mebrahtom Gebremichael
3. Birhane Teklay students’ result will be submitted by …. Dawit Tesfay
4. Alemu Yemane students’ result will be submitted by ….. Berihu Tesfay
5. Berihu Girmay students’ result will be submitted by …… Tadesse Gebray
6. Ashenafi G/libanos students’ result will be submitted by ….. Michael Gebreariam
7. Kalayu Hayelom students’ result will be submitted by …… Mewael Gebrehiwot

Quality Assurance Office of the institute has a plan to assess the laboratories, workshops and curriculums in all programs of the institute. The objective of the assessment is to accredit and certify all the laboratory equipments in collaboration with a concerned body and finally secure educational quality. In line to this, the school directed all its chairs to do self-assessment ahead of the Quality Assurance Office. Therefore, SMD chair should review the masters’ program curriculum on Product Design and Development and make ready for self-assessment not later than November 30, 2017. The chair staff members who are assigned and responsible to this assignment are:

1. Mr. Zebenay Tamerat ……….. Coordinator/chairman
2. Mr. Moges Samuel ………….. Member
3. Mr. Shushay Aregawi ………... Member

The staff of the chair has been grouped into two Educational Development Armies, EDAs as it had been discussed in the chair meeting. Each EDA has two groups. These groups of the EDA will assess the equipments in the laboratory rooms and label each equipment as “properly working”, “can be maintain easily with our capacity”, “need spare part to be maintained” and “need an expert to maintain it”. The Technical Assistant is responsible to show all the available equipments and spares inside the laboratory rooms and explain what happened to the equipment if it is working. The equipment which can be easily maintained with our capacity will be maintained. Then after, the laboratory Technical Assistant with help of the facility center will arrange all the laboratory equipments under the guidance of the EDA group assigned to the laboratory room not later than November 20, 2017.

The EDA group will propose laboratory equipments or machines which it thinks that they are important to the laboratory room to teach students quality education. The group should prepare also the specifications of the new machines or equipments and submit to the chair not later than December 20, 2017. Tasks to the group members will be distributed by the group leader. It is the responsibility of the group leader to coordinate and organize the group to finish its assignment on time. The EDA Coordinator is also responsible to facilitate and coordinate the works of the groups. The EDA groups are assigned to different laboratory rooms as follow:

***EDA Network – Two***

***Group -4 – Computer & Machine drawing lab***

1. Tadesse Gebray
2. Shushay Aregawi
3. Dawit Tesfay
4. Kidane Teklay
5. Alem Fisseha
6. Fisuh Tikue
7. Tadesse W/Mariam

***EDA Network – Two***

***Group -3 - Mechanism & Machinery lab – 2***

1. Mewael Gebrehiwot
2. Michael G/Mariam
3. Zenawi G/her
4. Mebrahtom G/michael
5. Meron Araya
6. Meles Ebuy
7. Mebrat Bezabh

***EDA Network – One***

***Group -2 - - Solid Mechanics Lab – 3***

1. Moges Samuel
2. Girmay Kesete
3. Alem Baraki
4. Sara Mesfin
5. Afewerki H/yesus
6. Berihu Tesfay
7. Mohammedkedir

***EDA Network – One***

***Group -1 - - Material Testing lab – 1***

1. Equbamariam Leake
2. Zebenay Tamerat
3. Fana G/kidan
4. Bereket Mekonnen
5. Abrehaley Ekubay
6. Mehari Hagos
7. Azeb Lab attendant

Then finally, after the laboratory equipments are arranged and serving properly, the chair with help of the Quality Assurance office will try to make some of the equipments/machines calibrated and certified by a concerned organization/institution.

The chair will arrange industry visit mainly for its staffs to get practical exposure on the way to assess the problems of the factories that can be solved with the capacity of our chair. The industries/factories which the chair planned to visit are in Mekelle city and near to Mekelle city. After the visit each EDA group has to prepare minimum one proposal that solves a problem, enhances production or makes easy maintenance method of the factory/company. The visit should be arranged as soon as possible but it should not be later than December 31, 2017.

Currently, the chair runs only one postgraduate program which is Product Design and Development in masters’ program. Last year, it developed PhD curriculum in Mechanical Design Engineering and prepared National Workshop to examine it. The chair planned to develop additional postgraduate program curriculum in order to have variety of programs the chair. Mechanical Design Engineering masters’ program curriculum is going to be developed. There are a lot of reasons why the chair planned to develop this curriculum. Some of the reasons are:

* It will help the PhD program
* It doesn’t require separate resources such as professors, laboratories and so on because it uses resources for PDD and the PhD programs
* In this field, there is trained professionals scarcity in most new Universities.
* The chair will own and run two postgraduate programs in masters level
* Every manufacturing and production factories need professionals in this field

The program’s curriculum will be developed and ready for in house presentation not later than January 31, 2018. The chair staffs assigned to develop the curriculum are:

1. Mr. Michael G/Mariam ………………………Chairman
2. Dr. Senthil Kumar ………………..…………. Member
3. Mr. Tadesse Gebray ………………………… Member
4. Mr. Girmay Kesete ………………………….. Member

It is known that PhD curriculum for Mechanical Design Engineering is reviewed by internal and external examiners. In the workshop, comments and suggestions were given by the invited participants. The comments and suggestions should be included in the curriculum according to their importance and make ready for in house presentation not later than December 31, 2017. The chair staffs assigned to this assignment are:

1. Mr. Mewael Gebrehiwot …………………. Chairman
2. Dr. Ashish Thakur ………………………… member

The chair runs one postgraduate program and planned to have additional programs but the laboratory equipment on hand are not enough even for the undergraduate programs. Therefore, the chair must own adequate and technologically fit laboratory equipments which give required service to the postgraduate programs. The list of equipments, machines and necessary facilities to the postgraduates which the chair is running and planned to run should be submitted to the chair not later than November 15, 2017. The technical specifications of these equipments and machines also submitted to the chair not later than December 15, 2017. The chair staffs who are responsible and assigned to this assignment are:

1. Dr. Senthil Kumar
2. Dr. Ashish Thakur