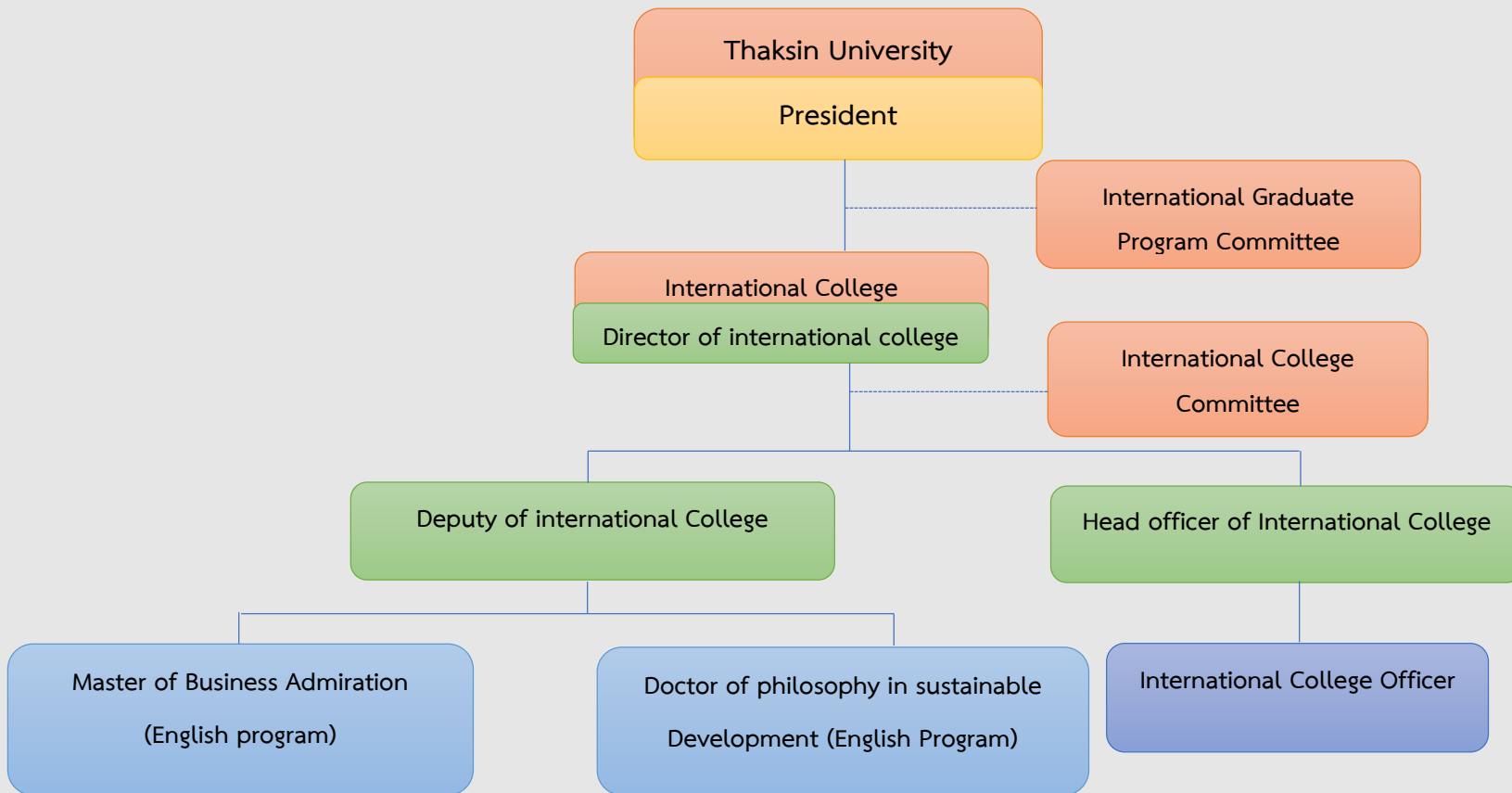


# International College Organization Chart



**Responsibility structure of International College**

**Director of International College**

**Deputy of International College**

**Head of International College Office**

**International College Office**

- Academic Management
- Educational Quality Assurance
- Researcher Development
- Earning Income
- Risk Management and Internal Control
- Knowledge Management

**Administrative**

**Working plan and Educational Quality Assurance**

**Educational Management and supporting the research work**

**Foreign Affairs and Promoting Organization**

- Receiving -Sending document with e-document
- Budget
- Settle the payment from budget
- Parcel
- Knowledge Management
- Happy Workplace
- Procurement activities with Risk Management and Internal Control plan
- International college Committee Meeting
- International college Staff Meeting

- Action and strategic
- Financial Strategy
- Staff Development
- Academic Service
- Research Plan
- Information System Development
- Happy Workplace
- Knowledge Management
- Alumni
- English Curriculum Development
- Electronic Officer System Development
- Educational Quality Assurance with AUN-QA

- Operation of the English Language Curriculum Development plan
- International Graduate Management sub-committee Meeting
- Student supporting and development Activities
- Activities to make good relationship with alumni
- Following of the progress of the dissertation of students
- Academic service activities for earning and socializing
- Committee Program Management Joint Meeting

- Website Development
- Business negotiations with foreign universities
- Creating the corporate image
  - Promoting the curriculum
  - Creating brand

## Working Flow Chart



**Administrative and Correspondence job**  
**Ms.Marisa Suksamrann-**

**Sending the document**

Receive the case from the owner and investigate the document and the attached document

Return the document if the document not correctly

The document that have the signature's director of international college or the person who can sign the document

Put the date that is sign the document, and make the number of documents via E-document

Scan the document to post in the E-document system

Send the draft document to the owner

Via E-document System

Sending the document

Time to sending document  
10.00 AM and 14.00 P.M

Complete

Thailand Post Office

# Meeting

Take time within 2 days

Make the appointment date and time for the meeting  
( Reserve the meeting room)

If the committee cannot make the appointment, please do the appointment again

Coordinate with the committee

30 Minutes

Make the document for meeting and make the document to request the budget for meeting

Propose the document to chairman for sign

1 Days

To draft term of meeting and propose to director and edit the term if have the suggestion

Send the document meeting to committee

3 hours

To make the invite document for meeting and attach the term meeting document

Prepare food and drink

Send document to ask chairman sign

Make the meeting and record

Settle the payment within 7 days after finish meeting

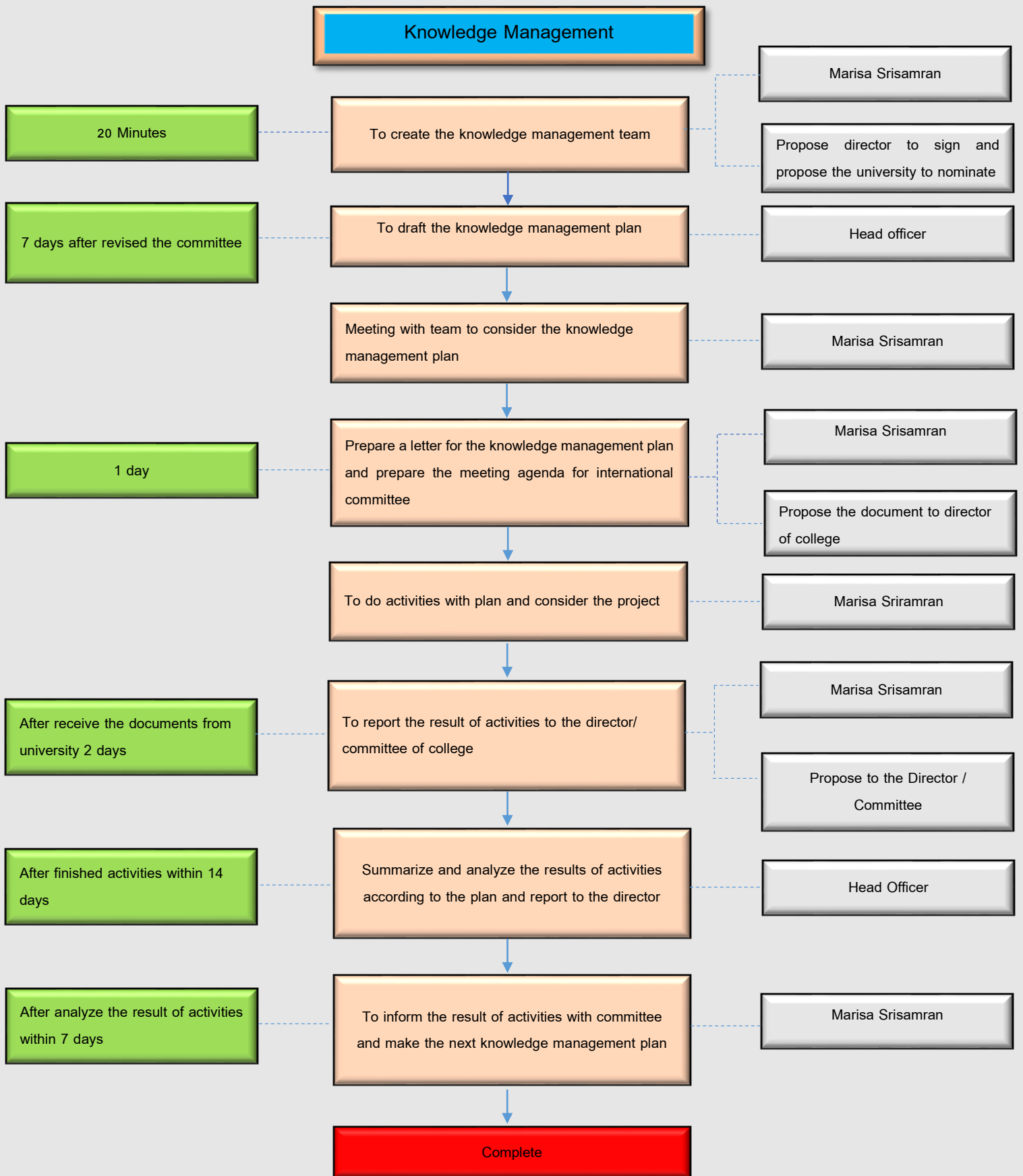
After meeting within 3 days

To make the meeting resolution and propose to chairman

To make the document to inform for guarantee the resolutions and edit if have the suggestion

Send document to committee

Complete



**Risk Management and Internal Control**

20 minutes \*\*within October

To create the risk management and internal control committee

Fontip Kaewsuwan

Propose the director to sign and propose the university to

7 days after get order to make the team

To draft the risk management plan

Head Officer

Meeting the committee to consider the risk management /internal control

Fontip Kaewsuwan

1 Day

Prepare a letter to propose the management plan for social responsibility and internal control

Fontip Kawsuwan

Propose the letter to director

To do activities on plan

Fontip Kaewsuwan

2 days after get the letter from university

Report the result of the plan, submit to the director / committee of the College and University

Fontip Kaewsuwan

Propose the letter to director and committer of international college

After finished the activities within 14 days

Summarize and analyze the results of activities according to the plan and report to the director

Head Officer

Within 7 days after analyze the result of activities

To inform the result of activities with committee and make the next risk management plan

Fontip Kaewsuwan

Complete





# Human Resource Development

20 นาที

After get the requested to develop themselves within 7 days

1 month

Prepare letter to educate staff about self-development.

Analyze and make the human resource development plan to propose the director

To inform the staff to do report for self-development and propose to director

To do the data base for staff development

To report the result of activities to the director/committee of college

To inform the result of activities with committee and make the next human resource development plan

Complete

Marisa Srisamran

Propose the director to sign

Head Officer

Marisa Srisamran

Marisa Srisamran

Marisa Srisamran

Head Officer

Propose director to sign