

7. 行政管理

Administrative Management

全院行政部門通過

ISO9001:2000品質管理系統認證

繼總行政部及屬下的人事處及儲備供應暨財產處於2003年5月獲ISO9001:2000品質管理系統認證，並一直通過年度外審保持其有效性後，我院今年又開展了該管理系統第2階段的申報工作，認證範圍由原來的“人事管理、採購及財產管理”，擴展到“為學院提供所有行政服務”的部門。這些部門於2006年6月15-16日通過認證公司的審核。

The Institute Attained ISO9001: 2000 Quality System Certificate

Under the General Administration Department, the Personnel Division, and Construction and Procurement Office attained “ISO9001: 2000 Quality System Certificate” in May, 2003, and maintained its validity till now. For this academic year, the Institute entered the second stage of our application for the quality system recognition. The certification thus extended from the original “personnel management, procurement and financial management” to all departments “providing administrative service to the Institute”. The rest of the departments attained the certification on June 15 and 16, 2006.





行政、財務管理持續改善

我院行政部門利用科技手段，改進和簡化工作流程，降低有關行政管理的成本，為師生員工提供高效、便捷的服務。

為配合公共財政管理制度在2007年的實施，做好新制度實施前的準備工作，我院與財政局緊密溝通，完成了現行會計分類財務電腦軟件、硬件系統等方面的調整任務。

Continued Improvement in Administrative and Financial Management

The Institute, making use of sophisticated IT means, continued to improve and streamline working procedures, and to lower relevant administrative management cost, in order to provide students and staff with efficient and convenient service.

In order to prepare for the Public Finance Management System to be implemented in 2007, the Institute, keeping close contact with the Finance Services Bureau, completed the adjustment work in computer software and hardware about existing finance classification system.