

IaH Action Plan RTC

PROJECT NAME	PROJECT MANAGER
FRIENDS	Tshering Choden

ACTION	RESPONSIBLE	PRIORITY	STATUS	START	END	NOTES
Goal #1: International Day Celebration						
Identify venue options	International Relations Office	High	Complete	10/09/2019	30/09/2019	1st RTC International Day
Visit and confirm venue	International Relations Office	High	Complete	15/09/2019	25/09/2019	
Prepare announcement on International Day	International Relations Office	High	Complete	20/09/2019	25/09/2019	
Delegate task amongst various Departments	International Relations Office	High	Complete	25/09/2019	25/09/2019	Inform all the relevant key people on their tasks
1st International Day Celebration	International Relations Office	High	In progress	30/10/2019	30/10/2019	
Goal #2: Important International Holidays						
Design International Calendar	International & Marketing Office	High	In progress	01/11/2019	15/11/2019	
Confirm the important events and holidays	International & Marketing Office	High	In progress	18/11/2019	30/11/2019	
Honoring and celebrating important holidays of international students through a simple message on the social media and RTC portal	Marketing Office	High	In progress	01/12/2019	On going	
Goal #3: International Student Participation						
Encourage International students as resource persons	International Relations Office	High	In progress	20/02/2020	On going	
Engage the International students with different departments as resource persons	International Relations Office	High	Not started	10/03/2020	On going	
Encourage International Students as guest speakers during student assembly once a semester	International Relations and Academic Affairs	High	Not started	15/03/2020	On going	once a semester
Goal #4: International language classes						
International students signing up for delivering the classes	International and Student Services	Medium	Not started	20/03/2020	31/03/2020	

Advertise and signing up for the opportunity by the local students	International and Student Services	Medium	Not started	01/04/2020	05/04/2020	
Coordinating venue and time slots with focal persons	International and Student Services	Medium	Not started	10/04/2020	12/04/2020	
Local Students volunteering for Dzongkha language class for International Students	International and Student Services Office	Medium	Not started	15/04/2020	25/04/2020	
Language classes starts	Individual focal persons	Medium	Not started	01/06/2020	On going	
Goal #5: Develop the RTC Edge Award						
Discuss with the college management on the 'RTC Edge Award' Certificate	College Management	Medium	Not started	01/07/2020	07/07/2020	
Design a matrix for the 'RTC Edge Award' Certificate	International and Academic Office	Medium	Not started	10/07/2020	20/07/2020	
Advertise the finalized 'RTC Edge Award' Certificate on social media and RTC portal	International and Student Services Office	Medium	Not started	01/08/2020	15/08/2020	
Deliver/Handout the RTC Edge Award Certificate to the students	International and Student Services	Medium	Not started	26/08/2020	On going	
Goal #6: International Student Feedback incorporation						
Encourage International students to provide feedback on the necessary details required in the International Student Handbook	International and Student Services Office	High	Not Started	01/09/2020	On going	
Conduct international student feedback review meeting 1-2 times per year	International Relations Office and other Department	High	Ongoing			
Goal #7: International Students						
Encourage international students to participate for important student bodies governing the University	International Relations Office	Medium	Not Started	01/01/2021	On going	
Encourage international students to help form international governing bodies such as Erasmus Student	International and Student Services Office	High	Not Started	01/04/2021	On going	
Goal #8: Diversity Training						
Diversity Staff Training	International Relations and HR Office	High	Started	01/08/2019	On going	Conducted one Continuous Professional Development session for faculty on 'Diverse Classrooms' in August 2019.
Goal #9: Customized courses for International Students						

<p>Draft tailor made courses for International Students an example can be Contemporary Bhutanese Society and also frame strategies for assessment which would be inclusive of Social Science, Economics, Political and Religion</p>	<p>International Relations and Academic Affairs Office</p>	<p>High</p>	<p>Not Started</p>	<p>01/07/2021</p>	<p>01/11/2021</p>	
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