





# Tasks & Department – Academic Support



## Academic Affairs

### Tasks:

- Curriculum Development Support – Open & Close Program, Gov't Rules and Regulations, Quality Assurance(IQA and EQA - AUN-QA, EdPex, THE-ICE etc.), Credit Bank, Transferred Credit, Verified Curriculum, Verified Program Instructor
- Teaching and Learning Support – Scheduling, Study Plan, Registration, Academic Advisor, Examination, Assessment, Assessment Report, Student Satisfaction
- Registration – Admission, Student Statistic, Student Record and Database, Petition, Student ID, Academic Calendar, Student Status
- Others –Academic Administration, Testing Center, Library (Book,E-Book, Database), Academic Affairs Meeting, Academic Council, Risk MGMT

### Department:

- Scheduling and Planning
- Registration
- Assessment
- Experience Transferred / Credit Bank
- Testing Center
- Academic Resources
- Graduate School
- Quality Assurance

## Student Affairs

### Tasks:

- Student Activities – Activities, Sports, Competition, Clubs, Student Council, Community Service, Thai Art & Culture, Commencement Ceremony
- Student Services- Scholarship, Counselling, Student life, Career Development, SFT, Student Employment, Employment Database, Working at DI, Student PT Job, Int'L Student Service, Communication, Handbook & Yearbook, Insurance & Accident, Military Services, Lockers, Other services
- Student Development – Personality, Dusit DNA, Orientation, Ethics and Discipline

### Department:

- Student Development
  - Student Activity and Sports
  - Student Competition
  - Student Development and Discipline
- Student Service and Communication
  - Loan and Scholarship
  - Counseling
  - Student Communication
  - Student Service
  - Career Development

## Research and Innovation

### Tasks:

- Faculty Development – Faculty Training, Academic Position, Faculty Workload & Evaluation
- Research: Thai Cuisine, DTC Journal, Publication and Conference Facilitation and Service, Counselling, External Funding Projects, MHESI Projects, Research Support & Administration, Research Ethic

### Department:

- Research Center
  - DTC Journal
  - Research Support
  - Center for Thai Cuisine
  - External Projects
- Faculty Development
  - Academic Position
  - KM and Faculty Development

# Tasks & Department – Support

## Operation and Quality Development

### Tasks:

- Administration: Documentation, Transportation, Building and Facility, Produce Teaching Material and Examination, Room Set-up, Gardening, Security, Nursing, Renovation and Maintenance
- IT: Blended and Digital Learning, VDO Recording/Cutting, IT Infrastructure, IT Support,
- HR: Orientation, Staff Development (Training/Seminar/Scholarship), Service (Visa/Hotel Booking), Staff, Welfare and Benefit (Payroll/Insurance/Provident Fund/Royal Insignia/Staff Award), Staff Database (Recording/Verification/Certification), EES, Staff Party, Anniversary

### Department:

- Administration
  - College Service
- Building and Facility Service
  - Engineer & Maintenance
- Human Resource
  - Human Resource Development
  - Human Resource Management
- Digital and Information Technology
  - Blending Learning
  - IT Service
- Secretary Office

## External Affairs

### Tasks:

- Public Relation - DTC Press & Newsletter, Public Relation & Media, Welcoming Guest, Photo Shooting & Record, Sponsorship, General Communication
- Student Recruitment – School Relation, Education Exhibition, Education Counselling, Domestic & Oversea Recruitment, Degree Recruitment, Non-degree Recruitment
- Marketing and Communication – Domestic and Int’L Marketing, Digital Marketing, Advertising, Content Creation
- International and Industry Relation – Student Exchange (In/Out), Student Exposure (In/Out) Education Oversea Partners, Int’L Accreditation (THE-ICE/TedQual/WACS), School Ranking, Alumni Relation, Alumni Activities, Alumni Database
- Others - Customize program, business development, administrative, sales support

### Department

- MarCom
- PR
- Marketing
- Student Recruitment
- Non-Degree
- Degree
- Industry and International Relation
- Alumni Relation
- International Relation
- Business Development and Customize

## Finance and Accounting

### Tasks:

- Costing - Cost Acct, Store Management, Receiving
- Finance – Cashier, Payment and Receive, Fund Management, Financial Report, Loan/Investment, P&L, Petty Cash, Budgeting, Banking, Transfer Fund
- Account – Reconcile, AR, AP, Fixed Asset, Audit, Monitor and Control, SAP
- Procurement – F&B, Other, Pricing Bidding, SAP

### Department

- Cost Accounting
- Accounting
- Finance
- Purchasing

# Tasks & Department – Faculty and Center

## Faculty of Hospitality Management

### Tasks:

- Program Development (Degree & Non-Degree)
- Teaching, Assessment, Research, Academic Service, Quality Assurance (Program & Faculty)
- Co-ordinate with Academic & Research
- Prepare and verify LS, Examination, Grade
- Academic Advisor
- Support Sales, Student Affairs, IRR, COO
- WIL
- DHA/TOP in Hospitality
- Student support (Degree, Non-Degree, Oversea)

### Department/Cluster

- HM Program
- IHM Program
- TSI Program
- MBA Program
- Food and Beverage
- Hotel Operation

## Faculty of Culinary Arts

### Tasks:

- Program Development (Degree & Non-Degree)
- Teaching, Assessment, Research, Academic Service, Quality Assurance (Program & Faculty)
- Co-ordinate with Academic & Research
- Prepare and verify LS, Examination, Grade
- Academic Advisor
- Support Sales, Student Affairs, IRR, COO
- Operation – KPC, KA, Banquet and Catering, Butcher
- F&B Concept, WIL
- DHA/TOP in Culinary
- Student support (Degree, Non-Degree, Oversea)

### Department/Cluster

- CA Program
- ICA Program
- Pastry and Bakery
- Food Science
- Western Cuisine
- Thai and Asian
- Kitchen Operation and Banqueting

## Center of Business Administration and General Education

### Tasks:

- Program Development (Degree & Non-Degree)
- Teaching, Assessment, Research, Academic Service, Quality Assurance (Program & Faculty)
- Co-ordinate with Academic & Research
- Prepare and verify LS, Examination, Grade
- Academic Advisor
- Support Sales, Student Affairs, IRR, COO
- DHA/TOP in Culinary
- Student support (Degree, Non-Degree, Oversea)

### Department/Cluster

- Pathway Program
- Finance and Numeracy
- Marketing
- IT, Innovation, and Sustainability
- Leadership and GE
- General Management
- Language