

DIAGNOSTIC STUDY ON ADMINISTRATIVE MANAGEMENT OF "ION IONESCU DE LA BRAD" UNIVERSITY OF AGRICULTURAL SCIENCES AND VETERINARY MEDICINE IASI

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Abstract

Romanian education in general and higher education in particular is in the process of institutional and structural reform, following the application of National Education Law, adopted in 2011.

The education with agronomic profile of Romania also participate in this reform process that has in view all the issues relating to the structure, organization, material and human resources, all aimed at improving efficiency of training and education.

Compared to other educational profiles, the agronomic profile has specific peculiarities especially regarding the curriculum content and especially university education level with an emphasis on practical work of agronomists graduates (Ciurea IV2005).

One of the levers to achieve quality in agronomic education is the type of administrative management applied at the level of the institution and its component structures (Antonesei L. & colab.2000). This study aimed to diagnose the type and structure of administrative management from USAMV Iasi in order to identify strategies for its improvement.

Key words: administrative management, diagnostic study, agronomists graduates

MATERIAL AND METHOD

For the study were analysed the official documents, statistics of USAMV Iasi developed, especially in the period 2006-2011. This refers to the University Charter, strategy adopted, ARACIS documents, etc. Some data were obtained by direct investigation, not being present in official formula. The methodology used is the classic one, including: monograph process; and comparison and as tools, the indicators, and specific indices.

RESULTS AND DISCUSSIONS

With a centennial tradition, the agricultural education was founded in 1912, the old Agronomic Institute currently works as the University of Agricultural Sciences and Veterinary Medicine (UASVM) "Ion Ionescu de la Brad" Iasi and includes the Faculties of Agriculture, Horticulture, Medicine Veterinary and Animal Husbandry.

UASVM Iasi works on university autonomy, understood as self-specific way according to the legal frame regulated by the Constitution, Law nr.1/2011, University Charter and its Regulations, the mission being the advanced scientific research and education through high-standard programs of studies.

With an estimated 5,000 students, UASVM seeks knowledge generation through research, development, innovation and technology transfer, training high level professionals with higher education in the fields of agronomy, engineering, and management, food engineering, biology, horticulture, environmental engineering, veterinary medicine and animal husbandry.

Administrativ management of the university

Within UASVM Iasi between academic and administrative management there is a relationship consistent with the rules in force. The academic management is responsible for all activities of teaching, scientific research and establishing the administrative and social strategy, and administrative management, through the department responsible carries out the strategy defined by academic bodies being subordinated to the Senate and the Rector. Between all departments and services, the University seeks efficient functional cooperation.

The responsibility of administrative management lies with the USAMV Iasi Administrative Board. It is headed by a person represented by General Administrative Director. This is selected by competition and is delegated by the rector for organization and management of

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administrative and economic-financial activities of the University, according to the job description with the following tasks:

- Providing administrative and economic-financial management of the University;
- Provide employment through competition of vacancies for technical and administrative staff from the institution
 - develop strategic plans and operational plans with department directors;
 - Monitors and evaluates the work of faculties and departments and make proposals to increase efficiency of resource use;
 - Coordinates the budgeting of revenues and expenses and their execution reports and submit them for approval to the Senate.
 - Prepare annually or whenever necessary reports on the administrative situation of the University;
 - Represents the university in administrative management reports;
- General Administrative Director is responsible for his work in the Senate and Rector.

Directly subordinate to the General Administrative Director three directions and 8 Services operate, each having one or more subordinate departments.

The directions that are generally subordinated to the General Administrative Director are:

- Human Resources Department headed by a director and office structure with the "Personal" and "Payroll" office
- Technical-Administrative Division headed by a Director and has the structure "Workshops" section;
- Public Procurement Directorate, headed by a director.

Besides these directions, 8 services and compartments are subordinated to the Director administrative General, as follows:

- Social services, with compartments: Hostel, Canteen-Restaurant, Garage, Buildings;
- Green Spaces Service;
- Printing Department, headed by a Director;
- Montana Department practical basis;
- Safety and health committee work, led by a person responsible for prevention and protection;
- The department of ecology;
- Outsourcing Department (Legal Office, Security, Laundry, OSH and fire).

Also in direct subordination of the Administrative Council and General Administrative Director is also the didactic station which offers the students' practical training, research, having also an economic aim. This department is headed by a Director.

Apart from direct subordination compartments, there are several compartments with a double subordination (Rector, general administrative director):

- Quality Assurance Department, headed by a Director;
- Financial and accounting Department, having subordinated services:
 - Financial;
 - Accountancy;
 - Cashier.
 - Internal Audit Service;
 - Preventive financial control.

Administrative management functions (Achimas-Caderiu A. & al., 2004), in case of UASVM Iasi, relates to general management functions, adapted to agronomic higher education institutions.

Prediction function aims to achieve long-term tests diagnose or medium on which the institution is established strategies for different periods of time. Given the mandate duration of the university leading bodies at the beginning of each mandate there are set out objectives to be achieved over a period of 4 years. In parallel, operational programs are established institution variants, which are based on forecasts, plans and operational programs.

The **organization** is the main function of administrative management, being a complex process of material resources, financial and human resources management at the University to achieve the main objective to provide quality education to students and to achieve excellence in research.

The **order** sets and determines the institution's lines of action being materialized through order to achieve the objectives of the University.

Coordination, harmonization of the different compartments of the University actions designed to ensure strategic objectives.

Control is one of the important functions of the institution meant to identify the deviations from targets, to prevent them and to correct them while operating.

The analysis performed at UASVM Iasi of the levers through which the motivation of staff administrative structures is done show that within the institution there are promoted a set of levers that are designed to provide motivational levers for training people in achieving the quality standards of the proposed goals.

These motivational levers (Todericiu Ramona, 2007) are structured into four categories:

- Professional motivation;
- Psychological motivation;
- Material motivation;
- Moral motivation.

The professional motivation is meant to provide a climate in which the activities of the departments to be attractive, according to the professional skills of employees. Also, within the University there are provided means for the professional training in various fields.

The psychological motivation is achieved by the possibility of obtaining status and social respect, determined by membership in a collective that is part of a nationally renowned university.

The material motivation is provided by additional facility, plus earnings set by law. They are embodied by low rates on some services (canteen, resting resorts etc).

The moral motivation is achieved by perspectives to demonstrate skills in specific areas of activity and participation in decision-making opportunity in the interest of the University.

CONCLUSIONS

University of Agricultural Sciences and Veterinary Medicine "Ion Ionescu de la Brad" Iasi is the main institution of its kind in Moldova, specializing in higher education, agricultural and veterinary surgery, on national and European scale with the mission to train specialists in agriculture, in mountainous agriculture, horticulture, animal husbandry, economic engineering, agro-processing, licensed in biology and veterinary medicine.

In the University there is a functional division between academic management and administrative management, the latter by department directors, carry out their academic

strategies set by the academic forum, namely the University Senate.

The responsibilities of the administrative management lies with the USAMV's Board of Directors, the General Administrative Director respectively which are in charge of the activity of subordinated structures.

The administration in USAMV is structured in 11 subdivisions (3 directions and 5 compartments). To these is added a separate department – didactic station, with complex tasks of the students' practical training, research and economic income. There are also four compartments with double subordination (Rector - general administrative director) with the line quality assurance responsibilities, financial accounting, internal audit and CFP.

The Administrative Management of the University operates on a 5 functions: forecasting, organization, coordination, command and control, adapted to academic activity.

In the administrative management are promoted four motivational levers: professional, psychological, moral and material on which training is done in administrative personnel USAMV Iasi.

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