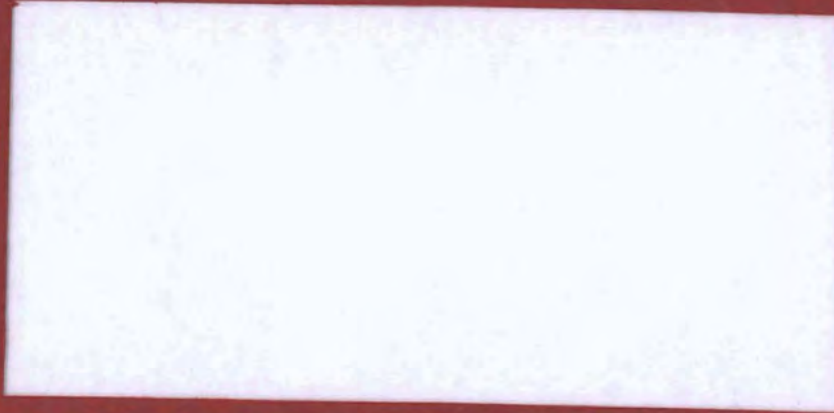


- PD-AAQ - 155 37182 -

UNIVERSITY OF MALAWI

THE POLYTECHNIC

ENGINEERING PROGRAM



Technical Assistance Project

College of Engineering Science and Technology

FLORIDA A & M UNIVERSITY

The United States Agency for International Development

THE POLYTECHNIC

ENGINEERING
PROJECT
NO.
612 0201

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FIRST QUARTER REPORT
JANUARY 1, 1984 --
MARCH 31, 1984

FLORIDA A&M UNIVERSITY

UNIVERSITY OF MALAWI - THE POLYTECHNIC
FAMU/USAID POLYTECHNIC PROJECT

31/03/84

Mr. Sheldon W. Cole,
USAID Representative,
NICO House,
P.O. Box 30455,
CAPITAL CITY,
LILONGWE 3.

Dear Mr. Cole,

This First Quarter Report - January 1, 1984 through March 31, 1984 - covers Project Activities of the FAMU/USAID Technical Assistance Team at the University of Malawi, The Polytechnic. In this report, and in those to follow, you will note that a section is dedicated such that each team member is provided the opportunity to give - in his own words - an actual account of progress made toward meeting his contracted assignments; and also for other contributions that he will have made toward the needs of the Polytechnic.

While the problem of identifying, and assigning counterparts is not completely solved, I am pleased to report that a cooperative approach has been initiated and that planning for same is underway. Therefore, progress is being made.

Thanks again for your concern and support for the Polytechnic.

Sincerely



VERNAL L. TAYLOR
CHIEF OF PARTY & INDUSTRIAL COUNSELOR
FAMU/USAID POLYTECHNIC PROJECT

VLT/ss

UNIVERSITY OF MALAWI - THE POLYTECHNIC
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While the problem of identifying, and assigning counterparts is not completely solved, I am pleased to report that an organized approach has been instituted such that conscientious planning for same can be monitored. Therefore, progress is being made.

Thanks again for your concern and support for the Polytechnic.

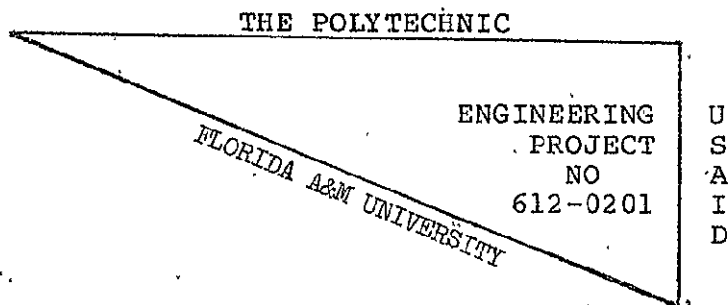
Sincerely



VERNAL L. TAYLOR
CHIEF OF PARTY & INDUSTRIAL COUNSELOR
FAMU/USAID POLYTECHNIC PROJECT

VLT/ss

FIRST QUARTER REPORT;
JANUARY 1, 1984 - MARCH 31, 1984;
CONTRACT NO-AFR 021 C-00 3014 00,
UNIVERSITY OF MALAWI ENGINEERING PROGRAM



COLLEGE OF ENGINEERING SCIENCE & TECHNOLOGY
FLORIDA A&M UNIVERSITY
THE UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT

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I INTRODUCTION

Florida Agricultural and Mechanical University (FAMU) Technical Assistance Team has been assigned to the University of Malawi's Polytechnic to carry out an engineering project contract - agreement between FAMU and the United States Agency for International Development (USAID).

The objectives of the Technical Assistance services are to provide specialized expertise in engineering through classroom instruction and to assist the Principal and Department Chairmen of the Polytechnic in developing, reviewing assessing and, as necessary, modifying the Institute's existing curriculum.

The purpose of the Project is to improve and expand the institutional capability of the Polytechnic Institute to produce Malawian Engineering Manpower for Government, Industry and Private Sectors.

This is the First Quarter Report, and it covers the period January 1st through March 31st, 1984.

II HIGHLIGHTS

Professor Cornel John Rigby - Mechanical Engineering for the Technical Assistance Team arrived in January 1984, and he has just completed his first term at the Polytechnic. Because of the fact that the second term was already underway when he arrived, he did not receive a teaching assignment; however he did carry on a heavy assignment in terms of Laboratory experiments. The assignment has turned out to be very beneficial to him; because, now he has a good understanding for the laboratory equipment needs of his department. He is presently preparing such a list.

Household Appliances - Dryers, and Washing Machines have been installed in all four Technical Assistance homes. By making use of the Polytechnic's Maintenance department, approximately K1000.00 was saved on the installations.

Industrial Counselor and Chief of Party - Mr Vernal L. Taylor has been granted full membership in the Malawi Group of Professional Engineers. The Counselor considers this a very significant accomplishment in that his responsibilities requires a close working relationship with the engineering firms.

Mr. Vernal L. Taylor, Industrial Counselor and Chief of Party for FAMU/USAID Polytechnic Technical Assistance

Project attended the American Society for Engineering Education, (ASEE) 1984, College Industry Education Conference. "Reflections and Projections," was the conference's theme. The conference was held in Dallas Texas January 23 - 27.

III UPCOMING ACTIVITIES

Mr. Stephen Payne, - a Professor of computer technology at Florida A & M University will leave the U. S. A. around 24th April, 1984 to work with the Technical Assistance Team. His activities will include the following:

1. Install enhanced version of student tracking system.
2. Give second training program on word processing, student tracking system, and general programming.
3. Install new software on faculty database.
4. Install new field accounts record system.

Mr. Payne will spend approximately 10 days at the Polytechnic

Dr. Charles C. Kidd, Dean, College of Engineering Science and Technology will leave the U. S. A. around 21st May, 1984 to review the Project's progress and to address any problems or future plans that might involve the Project. Dean Kidd also will be concerned with the possibility of establishing some additional linkage between the University of Malawi and Florida A & M University.

A Computer Training Workshop - to be conducted by Mrs Mary Hazeltine - will begin 9th April, 1984. The course is designed to provide an opportunity for Malawians - who are teaching at the Polytechnic - to gain experience in computer programming that are necessary for solving basic engineering problems as well as a knowledge for use of the computer in management. The following eight (8) persons will participate in the workshop. Mr. J. Salijeni, Mr. G. Kamwanja Mr. Mthinda, Mrs M. Chibambo, Mr. M. Chimoyo, Mr. R. Kapita, Mr. J. Chipeta and Mr. R. Simango.

The Digital Rainbow 100 Computer - which was purchased by the FAMU/USAID Project fund - will be the basic instrument on which training will take place.

IV TECHNICAL ASSISTANCE TEAM ACTIVITIES

This section gives a progress report - in the words of each team member - about the extent to which each is carrying out his Contracted Assignments. The reports follows:

Prof. Ajit S. Gill, Professor in Civil Engineering.

Prof. Barrett Hazeltine, Professor in Electrical Engineering and Management.

Prof. Cornel J. Rigby, Professor in Mechanical Engineering

Mr. Vernal L. Taylor, Chief of Party and Industrial counselor

PROGRESS REPORT

MARCH 26, 1984

A. S. GILL

This memorandum furnishes a Progress Report towards meeting the objectives of the USAID Project at the Malawi Polytechnic.

1.0 GENERAL

The specific objectives to be accomplished and a plan of achieving these were detailed in my earlier memorandum on the subject. Progress Report on these follows.

2.0 PROJECT OBJECTIVES AND PROGRESS

2.1 Teach Assigned Courses

(a) The courses assigned to me at the start of the current academic year were:

- i) Transportation for D6 students.
- ii) 50 per cent of Construction Technology course (Surveying part) for D2 students.
- iii) 50 per cent of Vocational Studies course (Highways part) for D3 students.

(b) Shortly after the commencement of the first term of the current academic year, I was assigned to teach part course of Construction Technology (Geology part) for D5C students.

The four courses listed above are being taught by me during the current 1983 - 84 academic year.

(c) At the start of the second term (January, 1984), I was asked by Dr. J.A.D. Balfour, Head of the Department of Civil Engineering, to take over instruction of one half of the remainder of the Geotechnics course for D6C (to be shared with Mr. J. Bundred). Of a total assigned instructional time of four hours per week, I took over teaching for two hours per week.

Upon going through the course content covered by the students until then, it was my conclusion that the students did not have sufficient training in laboratory testing of soils. Since this was the terminal course for these students, it was felt that additional instruction in laboratory work be scheduled. Accordingly with concurrence of Dr. Balfour, I held nine two hour laboratory sessions with the students in order to broadly cover routine testing of soils. Mr. J. Bundred also participated in some of this additional instruction. Copy of a memorandum written by me to Dr. Balfour in this regard is attached with this report.

(d) A three week course of Engineering Project for D5C (four hours per week during the month of March, 1984) has recently been completed by me.

Some innovations listed below in instruction of the assigned courses were introduced by me.

- Content of course Transportation D6C was revised and the Head of the Department apprised of the changed course

outline. A new text book for this course for the year 1984 - 85 has since been recommended.

- The Highway part of the Course Vocational Studies D3C had no prescribed course outline. A course outline was prepared and copy was furnished to the Head of the Department.
- A new text book for Surveying for D2 has been recommended for the year 1984 - 85.
- Introduced use of USAID Micro Computer for finite element analysis in Geotechnics D6C course.

2.2 Recommendations for Purchase of Instructional Materials

A list of laboratory equipment to be purchased with USAID funds was prepared by Dr. Balfour, Head of the Civil Engineering Department. I collaborated with Dr. Balfour in preparation of this report which has since finalized.

2.3 In Service Training to Teaching Assistants

Unfortunately, it has not been possible so far to make any headway in this particular assignment since no counterparts, who were supposed to be trained, have been allocated by the Polytechnic.

PROGRESS REVIEW

MARCH 26, 1984

B. HAZELTINE

RESPONSIBILITY

PROGRESS

Teaching electrical/electronic
course

Teaching 5th year electronics
course - wrote 6 laboratory
experiments: "Basic Transistor
Amplifier," "555 timing circuit
in Astable + Monostable Conf-
iguration," "555 timing circuit
in pulse width Modulation
Configuration," "Combinational
Logic," "Asynchronous Counter &
Shift Registers," "Digital
Display, Decoder, Adder."

Have modified syllabus in
5th year electrical engi-
neering course to emphasize
digital electronics.

Co-teaching 3rd year
electrical engineering course

Advise student electrical
engineering projects

Five 3rd year projects are com-
pleted and two 6th year
projects are nearly completed.
The 3rd year projects dealt

with a simple radio, an electronic thermometer, light activated switch (two projects), and a music synthesizer. The 6th year projects deal with a microprocessor controlled motor and a point - on - wave switch.

Work with Dean of Engineering
on curricula study

Serve on working group to review Diploma (first three years of degree). Convened subcommittee to look at place of microprocessors in degree program.

Teach management courses

Wrote computer exercise for 5th year engineering management course. Visited Malawi companies and wrote 7 case studies based on these visits.

Revised 4 cases to fit the Malawi context. Teaching 4th and 5th year engineering management courses.

Teach in Management Center

Have taught in six, three, or four courses for practicing managers (many of whom are engineers)

Teaching 5th year Commerce students

Teaching Post - Graduate diploma in management program

Serve on Polytechnic committees

Working Group to review Diploma, Computer Acquisition committee (only 1 meeting)

Assist in research projects

Investigating the process of Technological change in Malawi.

MARCH 31st, 1984

PROGRESS REPORT FOR THE PERIOD 16th JANUARY, 1984
THROUGH 31st MARCH, 1984

C. J. RIGBY

Let me take this opportunity to thank the faculty and staff of the Polytechnic for the warm, friendly welcome extended to me shortly after my arrival January 11th, 1984 to this beautiful country and this ambitious institution. I am confident that with the continued concern and cooperation of the faculty and staff of the Department of Mechanical Engineering, my Project responsibilities will be successfully carried out. For the record these responsibilities are:

- (A) Teach Mechanical Engineering courses - both classroom and laboratory.
- (B) Assist in developing a relevant curriculum basic to obtaining the B.Sc. and M.A. degrees in Mechanical Engineering.
- (C) Provide in-service training to Mechanical Engineering Teaching Assistants to upgrade their skills.
- (D) Recommend practical changes in the current curriculum for diploma candidates.

ASSIGNMENTS

It should be noted that I arrive while the academic year was in progress (the 2nd week of the 2nd term) and had no time to prepare in advance for the specific responsibilities assigned to me. However I was prepared to lecture in Fluid Mechanics, thermodynamics, and system dynamics and control but have not been assigned to lecture yet. Specific responsibilities assigned to me for the current academic year are:

1. To develop and prepare nine laboratory experiments and conduct the laboratory sessions for the D4/Fluid Mechanics and Thermodynamics (D4/FMT) class on 31st January, 1984 and the next five following Tuesdays.
2. To develop and prepare four (as a goal) laboratory experiments and conduct the laboratory sessions for D5/Fluid Mechanics (D5/FM) on 14th February, 1984 and the next three following Fridays.
3. To develop and prepare four (as a goal) laboratory experiments and conduct the laboratory sessions for D5/Thermodynamics (D5/T) on 14th February, 1984 and the next three following Fridays.
4. To develop and prepare experiments for the D4/Engineering Materials (D4/M) course by 21st February, 1984 and the next 3 following Tuesdays.

5. To develop and prepare several laboratory experiments for the D5/Dynamics and Control (D5/DC) course beginning 2nd February, 1984.
6. To finalize and transmit through the proper channels the Mechanical Engineering Department equipment list request for USAID funding.
7. To serve (appointed by the Principal) on the Polytechnic Youth Week Committee for 1984.

Outlined below is a brief description of my activities pursuant to the above assigned responsibilities along with a discussion of some observations and some recommendations for both short term and long term implementation.

PROGRESS ON SPECIFIC ASSIGNMENTS

1. For the D4/FMT course, weekly laboratory sessions were conducted, and laboratory reports were graded. Each laboratory session consisted of six to nine different experiments for 20 students to do in small groups. Considerable time was spent in reviewing laboratory manuals, checking out experiments and reviewing laboratory sheets. All of the apparatus for this class are old and several components need maintenance, replacement or updating. Several laboratory sheets required revision or correction.

2. The D5/FM class required more development work. The apparatus in this laboratory (T2) was installed during 1982, but several units have not been properly checked out and none of the units have been incorporated into laboratory experiments for this course. Development of laboratory experiments is a systematic process as shown by the attached diagram. There were six apparatus for Fluid Mechanics experiments; three of these were checked out and successfully run during the D5/FM laboratory sessions. These were: (a) performance of a centrifugal pump (b) a boundary layer experiment and (c) demonstrations of the effects of compressibility and the phenomenon of choking. Several hours was devoted to properly installing a large scale Lamina/Turbulent pipe flow experiment. Installation and operation procedures for this experiment are being prepared. In addition I am grading laboratory reports for this class.
3. The D5/Thermodynamics experiments also required extensive development work. The six thermodynamics experiment apparatus were installed during 1982 but each unit require proper installation, maintenance, repair and/or operational runs before it can be incorporated into the laboratory session. To the best of my knowledge none of these apparatus have been used in this course prior to my coming to the Polytechnic. Three of these apparatus were checked out and run in laboratory sessions for D5/T. The experiment

performance of a Petrol Engine was run successfully. However, It was found during class runs that both the Small Steam Plant Experiment and the Refrigerator Unit suffered performance problems that were traced back to improper installation in 1982. These problems are being worked with the aid of a technician and the maintenance men. I am also grading laboratory reports for this class.

4. The original assignment to assist in 'sorting out' several experiments for the D4/Engineering Materials course was later reduced to setting up and conducting the Torsion Test for several groups of students. Starting on 20th February, 4 weekly laboratory sessions were conducted. The laboratory sheet for this experiment needed some minor changes. The two hours assigned to this course is insufficient time to test to failure the desired number of specimen.
5. Most of the equipment available to support the D5/Dynamics and control course are also new or underdeveloped. I have successfully checked out and conducted a laboratory session involving the Strain Gauge Demonstration Unit and set up the X - Y Plotter Response experiment.
6. The task to finalize and transmit the Mechanical Engineering department USAID equipment list is near completion. Several problems have made this a touchy and time consuming task:

- (a) The Mechanical Engineering department includes not only the Mechanical Engineering laboratory, but also the motor vehicle shop, the machine shop, welding shop, and printing shop.
- (b) Nearly every component above contributed an equipment list from previous unfunded requests of U.K. aid.
- (c) No guideline existed for limiting the items except the \$100,000 limit which was exceeded by a factor of 10.

I have discussed the items requested with several members of faculty and called for a priority list of items. In addition, inputs were generated from experience gained by working with the many laboratory experiments mentioned in items (1) through (5) above. One guideline adopted is to avoid redundant equipment requests. Another guideline is to favour needed replacement over desired extension of experimental capability. The major guideline for selection of items on the equipment list came as a result of a response to my question during a meeting called by the COP on March 1, 1984. This guideline limits the items to those supporting D4 through D6 classes (i.e. the degree program only).

- 7. The first meeting of the Polytechnic Youth Week Committee for 1984 was held on 22nd February. Bi-weekly meetings on Wednesday were scheduled until the Youth Week occurs.

As an appointed committee member I participated in setting objectives, suggesting projects and reviewing projects. In addition several groups of students will be observed during Youth Week which is scheduled for 2 - 6 April 1984.

OBSERVATION AND RECOMMENDATIONS

Teaching

As discussed above in items (1) through (5), most of my time was spent in the laboratory working with equipment; Not with students. During a given week, I covered as many as thirteen different experiments from five different classes. I have been involved with more than thirty different experimental apparatus during this 11 week period.

My desire to spend more time lecturing should be satisfied next school year, in September 1984, when new teaching assignments will be in effect. I expect to be assigned to teach Mechanical Engineering courses on the D4 through D6 levels. In the meantime, I expect to spend the remainder of this academic year tutoring and systematically developing laboratory experiments.

Counterpart

There is only one Malawian on the University teaching staff in Mechanical Engineering. He has recently received his M.S. degree from the U.K. and has some industrial experience. Item C of Project responsibilities is informally being fulfilled by having frequent one-on-one talks with him about academic related topics

and department related problems. There is an urgent need for scheduled sessions under guidelines set by the department and the COP.

Curriculum Development

In response to Project responsibilities B and D above, I am becoming familiar with the present curriculum, course syllabi and documented objectives for improving the engineering program at the Polytechnic. There is a need for me to be allowed to take part in the Degree and Diploma curriculum committee meetings in order to be more effective in carrying out these responsibilities.

SCENARIO FOR DEVELOPING LABORATORY EXPERIMENTS
ACTIVITY :

TIME ESTIMATES :
1 hr.

GENERATE CONCEPTS/
OBJECTIVES

2hrs.

IDENTIFY APPARATUS
WRITE PRELIMINARY LAB
SHEET

DELAYS:

0 - 6 MONTHS (DELAY)

ARE ALL COMPONENTS
AVAILABLE?

NO

MAKE OR
BUY PARTS

YES

8 - 40 hrs.

INSTALL/SET UP
APPARATUS &
CALIBRATE INSTRUMENTS

1 - 4 hrs.

MAKE OPERATIONAL RUNS

0 - 10 Days (DELAY)

DOES EACH
COMPONENT OPERATE
PROPERLY?

NO

REPAIR OR
REPLACE

YES

1 - 2 hrs.

REFINE PROCEDURES
OBJECTIVES

MAJOR ASSUMPTIONS:

1 - 3 hrs.

RUN EXPERIMENTS

1. 1 technician to support lecturer
2. 1 typist available
3. Necessary tools are available

1 - 8 hrs.

ANALYZE RESULTS

3 - 16 hrs.

WRITE REPORT/
CERTIFY EQPT.

1 - 4 hrs

WRITE FINAL LAB SHEET

TOTAL: 19 - 80 hrs (if no delay)

REVIEW OF INDUSTRIAL COUNSELOR'S PROGRESS

OUTPUTS	INDICATORS	ACTIVITIES
<p>1. Establish a Guidance Counseling System which will help define where students should work when doing practical training.</p>	<p>1. File on all engineering students on computer. 2. File of all firms participating in Industrial Attachment Program. 3. Record of Counselling sessions with student</p>	<p>The system is presently in operation - Academic records of engineering students are being filed on the computer. 90 firms have received the training and job analysis survey forms - the firms are filed on the computer - student counselling will begin after the survey is completed and data analyzed.</p>
<p>2. Establish a records system capable of "Tracking" a student through the Polytechnic and monitoring the student's movement into the workforce or into post graduate work.</p>	<p>1. Computerized student record keeping system in operation.</p>	<p>This system has been completed except for very minor adjustments. The system satisfies the output requirements as stated for both students and graduates</p>
<p>3. Service as Liaison Officer between the Polytechnic and the users of its output.</p>	<p>1. Record of Industrial visits, and communication linkage with firms.</p>	<p>The system is presently in progress - Industrial, Government and private firms have been visited and will continue to be visited on a periodic basis.</p>

REVIEW OF THE INDUSTRIAL COUNSELOR'S PROGRESS

OUT PUT	INDICATORS	ACTIVITIES
<p>4. Ensure that proper administrative action is taken to train a counterpart so that this staff position becomes a permanent</p>	<ol style="list-style-type: none"> 1. Name of counterpart of file 2. Counterpart communication linkage established with Counselor. 3. Record of Counselor and counterparts visit to firms position. 	<p>The selection of a counterpart has not taken place. Since it is highly improbable that a fulltime staff position will be provided, the Industrial Counselor is in the process of identifying, and recommending an individual who could work on a part time basis.</p>
<p>5. Provide Industry - related Counselling to engineering students and others.</p>	<ol style="list-style-type: none"> 1. Record of Counselor - Counselees conferences 2. Record of communication with students (forms letters, etc) 	<p>This part of the Counselor's assignment will be initiated after collection and analysis of Training and Job Analysis Survey Forms results.</p>
<p>6. Establish and maintain contact with public and Private Sector entities utilizing engineering and assist in further development of an information bank which can be used to advise Polytechnic students and graduates of employment opportunities.</p>	<ol style="list-style-type: none"> 1. Preview of firms manpower needs on hand. 2. Copies of students applications for job on hand. 3. Copies of students applications for Industrial Attachment experiences. 4. Letters of inquire 	<p>Thus far 90 survey forms have been sent out to Governmental, Private Sectors, and Industrial firms. Approximately $\frac{1}{3}$ has been returned.</p> <p>All necessary forms have been designed and reproduced; but the process of distributing and compling applications has not been initiated.</p> <p>The Industrial Counselor has qualified for, and recently became a full member in the Malawi Group of Professional Engineers.</p>

12

In addition to the above reports each team member has taken an active part in helping the University solve the problem encountered in its efforts to provide appropriate counterparts.

Thus far, each Team member has identified an individual for counterpart in their specific Department, and the names of the individuals have been turned over to the COP for him to persue it further - through the appropriate channels - for approval.

V TECHNICAL ASSISTANCE TEAM MEMBERS EVALUATION

Prior to this academic year, the person who was in charge of the various Polytechnic engineering areas of specialization carried the title Deputy Department Head. The engineering areas are now head by individuals who carry the full title - Department Chairman. The position Dean of Faculty is no longer a permanent position, but one in which the department heads rotate each year and carry on both funtions - Department head, and Dean - simultaneously.

Florida A & M University requires an annual evaluation on the performance of each of it teaching faculty member. The Technical Assistance Team Members evaluations were carried out by the various department heads and the COP. The results follow:

V TECHNICAL ASSISTANCE TEAM MEMBERS EVALUATION

UNIVERSITY OF MALAWI - THE POLYTECHNIC
FAMU/USAID POLYTECHNIC PROJECT

P/Bag 303,
CHICHIRI, BLANTYRE 3,
MALAWI.

06/03/84

Ms. Agnes Rosher,
Project Manager,
FAMU/USAID Project Malawi Polytechnic,
Florida A&M University,
Tallahassee, Fla. 32307.

Dear Ms. Rosher,

Herewith are the departmental Evaluations for the Technical Assistance Team Members.

Page ten and eleven of the Semi-Annual Report - January 28, 1983 to January 30, 1983 - describe the evaluation procedures. Therefore you have the responsibility to evaluate me as the COP. As for my job as Industrial Counselor, no one - besides myself - knows fully what has taken place; because I am in the state of collecting data from Industry on job opportunities, and Industry's needs in term of engineers. The process is well underway, survey forms have been sent out, and we have begun receiving responses.

From my position as Chief - Of - Party, I am happy to report that my evaluation results of the Technical Assistance Team members concludes that they are dedicated; and from all indications they are successfully fulfilling their contracted obligations to the best of their abilities - under the various circumstances .

Please do not hesitate to request additional information if you find it necessary.

Sincerely



VERNAL L. TAYLOR
CHIEF - OF - PARTY & INDUSTRIAL COUNSELOR

Confidential

STAFF EVALUATION

FAMU/USAID

Please rate the ~~staff~~ staff in your Department according to the criteria listed below:-

- 5 = Outstanding
- 4 = Very Good
- 3 = Good
- 2 = Fair
- 1 = Poor

Please place an X above the appropriate rating number in accordance with assessment.

Name of staff being assessed Professor Ajit S. Gill

Department Civil Engineering, SS No. 227 - 82 - 0630

1. Qualification of staff for the position - including knowledge of subject area, capability as a teacher, suitability to Polytechnic Engineering Program, scholarship, etc.

5 X 3 2 1

2. Staff Organization for conducting duties - including preparation for classes and assignments, presentation of teaching materials, etc.

5 4 X 2 1

3. Staff attitude and adaptability - to Polytechnic, work, colleagues, students and Malawians generally.

5 X 3 2 1

4 Initiative of staff - goes beyond normal assignments and responsibilities; contributes to new and better ways of teaching etc.

_____ 5 X 4 _____ 3 _____ 2 _____ 1

5. Potential of staff for contributing to the overall long term growth/development of Polytechnic - shows genuine interest and resourcefulness, shows sensitivity to needs of students and Polytechnic as a whole, shows willingness to learn adapt and contribute.

_____ 5 X 4 _____ 3 _____ 2 _____ 1

6. Performance of staff to date - including high quality and standard of work, effective teaching, work effectively in meeting project and Polytechnic needs, including students' needs.

_____ 5 X 4 _____ 3 _____ 2 _____ 1

7. Overall rating of staff - taking 1 - 6 above into consideration.

_____ 5 X 4 _____ 3 _____ 2 _____ 1

8. Comments (additional information you wish to provide that will help the Chief-of-Party assess, this staff):

Agit has made a meaningful contribution to the Geotechnics and Transportation courses in the Diploma and Degree.

Sign: James A. B. Balow
Dept. Head

Date: 1st March 1984

Please return completed evaluation by

VERNAL L. TAYLOR
FAMU/USAID POLYTECHNIC PROJECT

Confidential

STAFF EVALUATION

FAMU/USAID

Please rate the ~~staff~~ staff in your Department according to the criteria listed below:-

- 5 = Outstanding
- 4 = Very Good
- 3 = Good
- 2 = Fair
- 1 = Poor

Please place an X above the appropriate rating number in accordance with assessment.

Name of staff being assessed Professor Barrett Hazeltine

Department Electrical Engineering, SS No. 148 - 24 - 9583

1. Qualification of staff for the position - including knowledge of subject area, capability as a teacher, suitability to Polytechnic Engineering Program, scholarship, etc.

 X

5
4
3
2
1

2. Staff Organization for conducting duties - including preparation for classes and assignments, presentation of teaching materials, etc.

 X

5
4
3
2
1

3. Staff attitude and adaptability - to Polytechnic, work, colleagues, students and Malawians generally.

 X

5
4
3
2
1

4 Initiative of staff - goes beyond normal assignments and responsibilities; contributes to new and better ways of teaching etc.

X
5 4 3 2 1

5. Potential of staff for contributing to the overall long term growth/development of Polytechnic - shows genuine interest and resourcefulness, shows sensitivity to needs of students and Polytechnic as a whole, shows willingness to learn adapt and contribute.

X
5 4 3 2 1

6. Performance of staff to date - including high quality and standard of work, effective teaching, work effectively in meeting project and Polytechnic needs, including students' needs.

X
5 4 3 2 1

7. Overall rating of staff - taking 1 - 6 above into consideration.

X
5 4 3 2 1

8. Comments (additional information you wish to provide that will help the Chief-of-Party assess, this staff):

I cannot praise Prof. Hayellina's contribution to the work of the Department of Electrical Engineering as to the Faculty of Engineering as a whole, too highly.

Sign: *C. J. Meyer*
Dept. Head

Date: 6/3/84

[Signature]

Please return completed evaluation by

VERNAL C. TAYLOR
FAMU/USAIL POLYTECHNIC PROJECT

VI FIELD ACCOUNT

MALAWI FIELD ACCOUNT/TAYLOR

DATE	VENDOR	ITEM	PURPOSE	CO DE	AMOUNT MK	CHEQUE NO.
03/01/84	WATER BOARD	UTILITIES/WATER	HOUSEHOLD	5	34.32	
04/01/84	POST OFFICE	POSTAGE OF INVOICES		5	4.05	
10/01/84	UNIVERSITY OF MALAWI	CARPET & FURNISHING CENTRE	FURNISHING & CARPETING IN HOUSES	6	5334.21	084535
13/01/84	ELECTRIC CO.	ELECTRICITY BILL	HOUSEHOLD	5	53.50	084536
17/01/84	INSPECTOR OF TAX	TAX		5	76.00	084540
17/01/84	STATIONARY PPS	STATIONARY	OFFICE SUPPLIES	5	10.54	084541
17/01/84	NATIOANL BANK OF MALAWI	PER DIEM, AND INCIDENTALS		8	691.65	TRAVELLERS CHEQUES
17/01/84	UNIVERSITY OF MALAWI	BULBS		5	15.84	
17/01/84	RENNIE PRESS	AMI	TRAVEL	6	3376.00	084542
18/01/84	MALAWI POST OFFICE	TELEPHONE	COMMUNICATION	5	356.15	084544
18/01/84		REPORT PREPARATION		1	15.00	084543
18/01/84	ELECTRICITY	ELECTRICITY BILL	HOUSEHOLD	5	83.50	084546
20/01/84	BLANTYRE WATER BOARD	UTILITIES/WATER	HOUSEHOLD	5	120.00	084547
24/01/84	SECRETARY	SALARY		1	187.00	084548
06/02/84	NATIONAL BANK OF MALAWI	REG. DRAFT FOR STUTTAFORDS ZIMBABWE		5	76.57	084549
24/02/84	SECRETARY	SALARY		1	187.00	084550
27/02/84	V.L. TAYLOR	PER DIEM		8	204.80	084551
29/02/84	ESCOM	ELECTRICITY BILL	HOUSEHOLD	5	103.40	084553
29/02/84	BLANTYRE WATER BOARD	UTILITIES/WATER	HOUSEHOLD	5	53.67	084554

MALAWI FIELD ACCOUNT/TAYLOR

DATE	VENDOR	ITEM	PURPOSE	CO DE	AMOUNT MK	CHEQUE NO.
29/02/84	A.S. GILL	REIMBURSEMENT		7	54.78	084555
06/03/84	POLYTECHNIC	UNIVERSITY OF MALAWI		7	3281.97	084556
02/03/84	J.S. KANABAR	HOUSEHOLD		5	45.00	084557
08/03/84	MALAWI GROUP OF PROFESSIONAL ENGINEERS			5	10.00	084558
08/03/84	STAMPS FOR LETTER TO AGNES			5	2.00	084564
08/03/84	MALAWI POST OFFICE TELEPHONE BILL			5	1036.60	084559
08/03/84	PPS STATIONARY OFFICE SUPPLIES			5	30.33	084560
08/03/84	GASKELLS FILE FOLDERS OFFICE SUPPLIES			5	19.00	084562
09/03/84	REIMBURSEMENT FOR \$200 TO ISFAHANA AND BALANCE ON TRAVEL AND INCIDENTALS			7	382.69	084563
09/03/84	PETTY CASH WATCHMAN			1	100.00	084564
12/03/84	GASKELLS LIMITED 1 BOTTLE TONER FOR COPIER 1000 TO CORRECT K50.40			5 5	45.00 5.40	084565 084566
12/03/84	120 7t STAMPS & POSTAGE FOR MAILING			5	8.45	084564
14/03/84	200 STAMPS 7t EACH 1 STAMP 5t FOR FAMU/US			5	14.05	084564
14/03/84	1 BOX ENVELOPES FOR OFFICE USE			5	15.00	084567
15/03/84	6 GLUED LABELS @ K1.90 OFFICE SUPPLIES			5	11.90	084569
15/03/84	POLYTECHNIC BULBS			5	2.50	084568
15/03/84	T. N. MAHOMED 4 HEATERS HOUSEHOLD			5	120.00	084570
16/03/84	KANABAR HOSE CLIPS & TAPE FOR LAB. PROF. C.J. RIGBY			5	39.80	084571
20/03/84	SUPER GLUE REPAIR REFRIGERATORS DOORS TRAYERS			5	5.00	084564
22/03/84	COMPUTER COVERS			5	40.00	084572
23/03/84	SECRETARY SALARY			1	187.00	084573

MALAWI FIELD ACCOUNT/TAYLOR

DATE	VENDOR	ITEM	PURPOSE	CO DE	AMOUNT MK	CHEQUE NO.
28/03/84	ELECTRICITY BILLS FOR FOUR HOUSES			5	212.32	084574
28/03/84	MALAWI POST OFFICE	TELEPHONE BILL		5	740.70	084575
28/03/84	BLANTYRE WATER BOARD	WATER BILL 3 HOMES		5	79.25	084576

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VII ACCOUNTING

	A	B	C	D	E	F	G	H	I
DATE	BAL. FORWARD (KWACHA)	DEPOSIT (US. \$)	EXCHANGE RATE (US. TO K)	GAIN IN (KWACHA)	TOTAL (A+B+D) (KWACHA)	LESS PAYMENT (KWACHA)	BAL (KWACHA)	EXPI CODE	CHEQUE NO.
10/01/84	10395.14	-	-	-	10395.14	5334.21	5060.93	7	084535
13/01/84	5060.93	-	-	-	5060.93	53.50	5007.43	5	084536
17/01/84	5007.43	-	-	-	5007.43	76.00	4931.43	5	084540
17/01/84	4931.43	-	-	-	4931.43	10.54	4920.89	5	084541
17/01/84	4920.89	-	-	-	4920.89	3376.00	1544.89	6	084542
18/01/84	1544.89	-	-	-	1544.89	15.00	1529.89	1	084543
18/01/84	1529.89	-	-	-	1529.89	356.16	1173.73	5	084544
18/01/84	1173.73	-	-	-	1173.73	83.50	1090.23	5	084546
20/01/84	1090.23	-	-	-	1090.23	120.00	970.23	5	084547
24/01/84	970.23	-	-	-	970.23	187.00	783.23	1	084548
06/02/84	783.23	-	-	-	783.23	76.57	706.66	5	084549
27/02/84	706.66	12,280.25	.7692	3684.71	16671.62				
27/02/84	16671.62	-	-	-	16671.62	25.43	16646.19		Bank Charges
27/02/84	16646.19	-	-	-	16646.19	187.00	16459.19	1	084550

Verna L Taylor

CODE

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|----------------------------|-----------------------------------|
| 1. Salaries | 5. Other Direct Cost |
| 2. Consultants | 6. Equipment, Vehicle
Material |
| 3. Travel & Transportation | 7. Reimbursement |
| 4. Allowance | 8. Per - Diem |

	A	B	C	D	E	F	G	H	I
DATE	BAL. FORWARD (KWACHA)	DEPOSIT (US. \$)	EXCHANGE RATE (US. TO K)	GAIN IN (KWACHA)	TOTAL (A+B+D) (KWACHA)	LESS PAYMENT (KWACHA)	BAL (KWACHA)	EXPI CODE	CHEQUE NO.
27/02/84	16459.19	-	-	-	16459.19	204.00	16255.19	8	084551
29/02/84	16255.19	-	-	-	16255.19	103.40	16151.79	5	084553
29/02/84	16151.79	-	-	-	16151.79	53.67	16098.12	5	084554
29/02/84	16098.12	-	-	-	16098.12	54.78	16043.34	7	084555
06/03/84	16043.34	-	-	-	16043.34	3281.97	12761.37	7	084556
02/03/84	12761.37	-	-	-	12761.37	45.00	12716.37	5	084557
08/03/84	12716.37	-	-	-	12716.37	10.00	12706.37	5	084558
08/03/84	12706.37	-	-	-	12706.37	1036.60	11669.77	5	084559
08/03/84	11669.77	-	-	-	11669.77	30.33	11639.44	5	084560
08/03/84	11639.44	-	-	-	11639.44	19.00	11620.44	5	084562
09/03/84	11620.44	-	-	-	11620.44	382.69	11237.75	7	084563
09/03/84	11237.75	-	-	-	11237.75	100.00	11137.75	1	084564
12/03/84	11137.75	-	-	-	11137.75	45.00	11092.75	5	084565
12/03/84	11092.75	-	-	-	11092.75	5.40	11087.35	5	084566

Vernon Taylor

CODE

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|----------------------------|-----------------------------------|
| 1. Salaries | 5. Other Direct Cost |
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Material |
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| 4. Allowance | 8. Per - Diem |

	A	B	C	D	E	F	G	H	I
DATE	BAL. FORWARD (KWACHA)	DEPOSIT (US. \$)	EXCHANGE RATE (US. TO K)	GAIN IN (KWACHA)	TOTAL (A+B+D) (KWACHA)	LESS PAYMENT (KWACHA)	BAL. (KWACHA)	EXPI CODE	CHEQUE NO.
13/03/84	11087.35	-	-	-	11087.35	15.00	11072.35	5	084567
15/03/84	11072.35	-	-	-	11072.35	2.50	11069.85	7	084568
15/03/84	11069.85	-	-	-	11069.85	11.90	11057.95	5	084569
17/03/84	11057.95	-	-	-	11057.95	120.00	10937.95	5	084570
16/03/84	10937.95	-	-	-	10937.95	39.80	10898.15	5	084571
22/03/84	10898.15	-	-	-	10898.15	40.00	10858.15	5	084572
23/03/84	10858.15	-	-	-	10858.15	187.00	10671.15	1	084573
28/03/84	10671.15	-	-	-	10671.15	212.32	10458.83	5	084574
28/03/84	10458.83	-	-	-	10458.83	740.70	9710.13	5	084575
28/03/84	9710.13	-	-	-	9710.13	79.25	9638.88	5	084576

Vernal Taylor

CODE

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|----------------------------|--------------------------------|
| 1. Salaries | 5. Other Direct Cost |
| 2. Consultants | 6. Equipment, Vehicle Material |
| 3. Travel & Transportation | 7. Reimbursement |
| 4. Allowance | 8. Per - Diem |