



Annual Plan and Time Frame of Quality Assurance Unit Activities 2023/2024

Director of Quality Assurance and Accreditation Unit

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Annual Plan and Time Frame of Quality Assurance Unit 2023/ 2024

Statement	Responsible for Implementation/Review	Time Frame											
		9	10	11	12	1	2	3	4	5	6	7	8
❖ Quality Assurance Unit Formations ✓ Formation of the unit's board of directors ✓ Formation of the unit's executive team ✓ Formation of quality coordinators in scientific departments ✓ Formation of heads of academic standards ✓ Formation of a statistical data analysis committee	• Quality Assurance Unit Manager • Deputy Director of Quality Assurance Unit												
❖ Preparing the Annual Work Plan for Quality Coordinators in Scientific Departments with the Quality Assurance Unit	• Quality Assurance Unit Manager • Deputy Director of Quality Assurance Unit												
❖ Preparing the faculty's executive plan report emerging from the strategic plan of the previous year based on the executive plan reports from the college's three sectors.	• Executive Team of the Quality Assurance Unit												
❖ Preparing the faculty's executive plan emerging from the strategic plan for the current year.	• Executive Team of the Quality Assurance Unit												



Statement	Responsible for implementation/review	Time Frame											
		9	10	11	12	1	2	3	4	5	6	7	8
❖ Preparing and updating mechanisms and procedures for quality work (if any).	• Executive Team of the Quality Assurance Unit												
❖ Regular meetings of the Quality Assurance Unit to follow up the faculty's quality work: ✓ Unit board meeting ✓ Meeting of the executive team of the Quality Assurance Unit ✓ Meeting of quality coordinators in scientific departments ✓ Meeting of the heads of academic standards	• Quality Assurance Unit												
❖ Follow up filling out the questionnaires for the bachelor's, postgraduate, and condensed program, prepare the statistical analysis, write reports, and present them to the faculty council for approval, then present them to the scientific departments for discussion and taking the corrective measures.	• Quality Assurance Unit • Statistical Data Analysis Committee												
❖ Follow up filling out the questionnaires for different groups in the faculty (faculty members - administrative staff).	• Quality Assurance Unit • Statistical Data Analysis Committee												



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		9	10	11	12	1	2	3	4	5	6	7	8
❖ Approving the faculty's maintenance plan.	• Quality Assurance Unit												
❖ Follow up updating the faculty's website.	• Quality Assurance Unit • E-learning unit												
❖ Analyzing and evaluating the examination papers for undergraduate and postgraduate courses.	• Scientific departments/ Measurement and evaluation coordinator												
❖ Preparing program reports for the undergraduate and postgraduate levels.	• Undergraduate Program Director • Directors of postgraduate programs in scientific departments												
❖ Preparing and reviewing course reports for the undergraduate and postgraduate levels.	• Scientific departments • Executive Team of the Quality Assurance Unit												
❖ Preparing and reviewing improvement plans for undergraduate and postgraduate courses based on the course reports and questionnaire results.	• Scientific departments • Executive Team of the Quality Assurance Unit												
❖ Preparing a combined improvement plan for undergraduate and postgraduate courses based on the improvement plans prepared by the scientific departments.	• Head of Educational Programs and Academic Standards • Executive team of the Quality Assurance Unit												



Statement	Responsible for implementation/review	Time Frame											
		9	10	11	12	1	2	3	4	5	6	7	8
❖ Review course specifications for the undergraduate and postgraduate levels (if any updates).	• Course Specifications Review Committee												
❖ Internal review of quality work in the scientific departments	• Internal audit team												
❖ Reviewing the units related to the educational process (library - theaters - laboratories and halls) for the previous year.	• Internal audit team												
❖ Continuous follow-up of academic standards.	• Quality Assurance Unit Manager • Executive Team of the Quality Assurance Unit												
❖ Preparing the annual report for the Quality Assurance Unit.	• Quality Assurance Unit												
❖ Preparing the annual report on academic standards for the Quality Assurance Unit.	• Quality Assurance Unit												
❖ Spreading the culture of quality by holding training courses.	• Quality Assurance Unit												
❖ Preparing the faculty's annual report.	• Quality Assurance Unit												
❖ Preparing a faculty training plan based on questionnaires assessing the training needs of faculty staff members.	• Quality Assurance Unit												