



The Annual timetable for the Quality Assurance Unit's activities in 2021/2022

Description	Responsible for implementation/review	Time /date
<ul style="list-style-type: none"> ● Quality Assurance Unit formations : <ul style="list-style-type: none"> ▪ Formation of the unit's board of directors ▪ Formation of the executive team for the unit ▪ 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	September every year
<ul style="list-style-type: none"> ● Annual work plan for quality coordinators in scientific departments with the Quality Assurance Unit 	Quality Assurance Unit Manager Deputy Director of Quality Assurance Unit	September to August of each year
<ul style="list-style-type: none"> ● Preparing the executive plan report for the college derived from the strategic plan for the previous year. 	Quality Assurance Unit Executive Team	July every year
<ul style="list-style-type: none"> ● Preparing the executive plan for the college derived from the strategic plan for the current year. 	Quality Assurance Unit Executive Team	September every year
<ul style="list-style-type: none"> ● Preparing and updating the mechanisms and procedures for quality work (if any). 	Quality Assurance Unit Executive Team	August every year
<ul style="list-style-type: none"> ● Periodic meetings of the quality assurance unit to measure the quality work in the college: <ul style="list-style-type: none"> ☐ meeting of unit board meeting ☐ meeting of the Executive team of the quality assurance unit ☐ meeting of Quality coordinators of scientific departments ☐ Meeting of Heads of Academic Standards 	Quality Assurance Unit	Monthly
<ul style="list-style-type: none"> ● Filling out questionnaires for the bachelor's stage, preparing statistical analysis for them, writing reports and presenting them to the college council for approval, then presenting them to the scientific departments of the college for discussion and taking the correct procedures for them. 	Scientific departments Statistical data analysis committee	first semester second semester



<ul style="list-style-type: none"> Filling out questionnaires for the postgraduate studies stage (Master's - PhD), preparing statistical analysis for them, writing reports and presenting them to the College Council for approval, then presenting them to the scientific departments of the College for discussion and taking the correct procedures for them. 	<p>Scientific departments.</p> <p>Statistical data analysis committee</p>	<p>after each semester</p>
<ul style="list-style-type: none"> Filling out the questionnaires for the intensive program, preparing the statistical analysis for them, writing reports and presenting them to the college council for approval, then presenting them to the scientific departments of the college for discussion and taking the correct procedures for them. 	<p>Scientific departments</p> <p>Statistical data analysis committee</p>	<p>After each semester</p>
<ul style="list-style-type: none"> Analyzing and evaluating the examination paper for the courses of the undergraduate and postgraduate levels. 	<p>Scientific department coordinator of measurement and evaluation</p>	<p>first semester</p> <p>second semester</p>
<ul style="list-style-type: none"> Preparing program reports for the undergraduate and postgraduate levels 	<p>Managers of postgraduate programs in scientific departments</p>	<p>July every year</p>
<ul style="list-style-type: none"> Preparing and reviewing academic course reports for the undergraduate and postgraduate levels. 	<p>Scientific departments/ Quality Assurance Unit Executive Team</p>	<p>after each semester</p>
<ul style="list-style-type: none"> Preparing and reviewing improvement plans for the undergraduate and postgraduate courses based on the course reports and the results of the questionnaires. 	<p>/The scientific departments</p> <p>The Quality Assurance Unit Executive Team</p>	<p>after each semester</p>
<ul style="list-style-type: none"> Preparing the combined improvement plan for the undergraduate and postgraduate courses based on the improvement plans that were prepared by the scientific departments. 	<p>Head of Standard for Educational Programs and /Academic Standards</p> <p>The Quality Assurance Unit Executive Team</p>	<p>after each semester</p>
<ul style="list-style-type: none"> Reviewing description of courses and programs for the undergraduate and postgraduate levels (if there are updates). 	<p>Descriptions (profile) review committee</p>	<p>August of each year</p>
<ul style="list-style-type: none"> Reviewing the quality tasks of the scientific departments for the previous year 	<p>Internal audit team</p>	<p>November every year</p>
<ul style="list-style-type: none"> Revision of Academic Standards 	<p>The Quality Assurance Unit Executive Team</p>	<p>March and August of each</p>



		year
<ul style="list-style-type: none">Reviewing the units related to the educational process (library - terraces - laboratories - halls) for the previous year.	Internal audit team	November every year
<ul style="list-style-type: none">Preparing the semi-annual report to quality assurance unit.	The Quality Assurance Unit	February and August every year
<ul style="list-style-type: none">Preparing the annual report for academic standards of the quality assurance unit.	Heads of Academic Standards	September every year

Deputy Director of the Quality Assurance Unit

Director of the Quality Assurance Unit

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